



XDBS

The Manager				
DBS Bank Ltd.				
Branch				
I request the Bank for the following:				
CIF Number				
Loan Account Number				
Savings Account/OD Account Number				
Name of the Customer				
1. Loan Foreclosure Letter				
	· · · · · · · · · · · · · · · · · · ·			
Please provide me with the total pay off amount along with relevant charges and have the said letter couriered to the Note:	registered address			
 The loan account should be at least 6 months old to initiate issue of foreclosure letter/processing prepayment and foreclosure 	osure			
 Service Tax as applicable The foreclosure/Prepayment charges and the accrued interest on the loan will be included in the total payoff amount 				
• The foreclosure/Prepayment charges and the accrued interest on the foar will be included in the total payon amount				
2. Statement/Certificate/Amortization Schedule/Home Loan Document Requests				
Please send my Loan account statement/Repayment track/Amortization schedule record for the period				
Please issue Interest certificate for the period				
Please provide me with the List of Documents held in your safe custody, pertaining to above Home Loan Account mentioned above and				
applicable charges to be debited to my savings account.				
3. Change of Interest Rate/Interest Rate type				
Please change the interest rate on the above mentioned loan account.				
Floating to Fixed rate for a period of				
Fixed interest rate to Floating for period of				
4. Change of Repayment Request				
Currently Standing Instruction ECS				
I/We wish to change to Standing Instruction to ECS				
ECS to Standing Instruction				
Change of account number in Standing Instructions/ECS				
5. Other Service Request (please specify the details of the request)				



Documents Required

A) Standing Instructions (SI)						
• SI form duly signed by all applicants						
Please change my standing instructions fo Account Number		rom Account Number to				
• Please find enclosed one undated cheque nu	• Please find enclosed one undated cheque numbereach favouring DBS Bank – Loan a/c number					
B) ECS						
ECS mandate form duly attested by the ban	ık					
 One undated cheques (UDCs) favouring I from savings a/c where ECS is given. 	DBS Bank–Loan a/c number	and one cancelled specimen cheque				
Note: Please note that the Bank may need additional documents to process your service request in line with the regulatory requirements / our internal policies.						
Authorization						
I/We hereby, authorize the DBS Bank to collect the necessary charges by way of debit to savings/current account or from the cheque enclosed, details given below:						
Debit Savings / Current A/c for Rs Cheque Details						
Signature	Signature	Signature				
[Applicant 1] SV	[Applicant 2]	SV [Applicant 3] SV				
Name	Name	Name				
E ar Dankusa anku						

For Bank use only				
Request received: Walk-in Courier/Mail-in Relationship Manager Bearer				
Attending Staff Name		Staff Employee No.		
Attending Staff sign		Operating Instruction check		
Customer signature verified by Officer's name		Customer signature verified by Officer's signature		
Out-bound call performed on number		Signature of the officer performing outbound call with Emp. Number		
AOS Reference Number		Date of Receipt		

DBS

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Customer Acknowledgement copy				
Request type	Date of Receipt			
Loan A/c Number	Customer Name			
Signature of accepting officer/RM	Name of the Officer/RM			
Attachments received with the request				

We confirm having received the request and will be processed as per the agreed timelines, for any further clarifications please contact our 24/7 Customer Care at the following or Visit us at www.dbsbank.in

Customer Care (24x7): India Helpline (Toll Free) : 1800 209 4555 / 1800 103 9897, International Helpline : +91-44-66854555 Email: customercareindia@dbs.com