



Documents Required
<p>A) Standing Instructions (SI)</p> <ul style="list-style-type: none"> <li>SI form duly signed by all applicants</li> <li>Please change my standing instructions for the above mentioned loan account from Account Number _____ to Account Number _____</li> <li>Please find enclosed one undated cheque number _____ each favouring DBS Bank – Loan a/c number _____.</li> </ul> <p>B) ECS</p> <ul style="list-style-type: none"> <li>ECS mandate form duly attested by the bank</li> <li>One undated cheques (UDCs) favouring DBS Bank–Loan a/c number _____ and one cancelled specimen cheque from savings a/c where ECS is given.</li> </ul> <p>Note: Please note that the Bank may need additional documents to process your service request in line with the regulatory requirements / our internal policies.</p> <p><b>Authorization</b> 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:</p> <p><input type="checkbox"/> Debit Savings / Current A/c _____ for Rs. _____</p> <p><input type="checkbox"/> Cheque Details _____</p>

Signature _____ [Applicant 1] <input type="checkbox"/> SV Name _____	Signature _____ [Applicant 2] <input type="checkbox"/> SV Name _____	Signature _____ [Applicant 3] <input type="checkbox"/> SV Name _____
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For Bank use only			
Request received: <input type="checkbox"/> Walk-in <input type="checkbox"/> Courier/Mail-in <input type="checkbox"/> Relationship Manager <input type="checkbox"/> 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	



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](http://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](mailto:customercareindia@dbs.com)