

Customer Request Form

Please fill in BLOCK letters



Date: DD/MM/YYYY

Loan Account No: Customer ID :

Name of Borrower / Co-borrower / Authorized Representative :

Correspondence Address:

Contact No: E-mail Address:

I / we request you to provide me / us with the following service(s). I am / we are aware of the charges to be paid for the requested service, wherever applicable.

Deliverables by Company :

<input type="checkbox"/> 1. Welcome Kit	<input type="checkbox"/> 2. Repayment Schedule	<input type="checkbox"/> 3. List of Documents	<input type="checkbox"/> 4. Loan Agreement - Customer Copy
<input type="checkbox"/> 5. Interest Statement a) Provisional <input type="checkbox"/> b) Final	<input type="checkbox"/> 6. Statement of Account	<input type="checkbox"/> 7. Loan pre-closure Statement	
<input type="checkbox"/> 8. Closure NOC	<input type="checkbox"/> 9. Rate Change Letter	<input type="checkbox"/> 10. Insurance Policy/ies	
<input type="checkbox"/> 11. Copy of Documents (Please specify)		<input type="checkbox"/> 12. Return of Original Documents <input type="checkbox"/> 13. Others (Please specify)	

Request by Customer :

<input type="checkbox"/> 1. Pre-closure Payment	<input type="checkbox"/> 2. Part Payment with effect on <input type="checkbox"/> i) Tenure <input type="checkbox"/> ii) EMI (Please indicate below source of funds in case of pre-closure payment or part payment)
<input type="checkbox"/> a) Salary / Business Income	<input type="checkbox"/> b) Proceeds from investments eg. FD, insurance, mutual funds, shares, debentures etc
<input type="checkbox"/> c) Sale of immovable property	<input type="checkbox"/> d) Sale of movable property such as jewellery, vehicle etc
<input type="checkbox"/> e) Loan / contribution from family and relatives	<input type="checkbox"/> f) Transfer of loan to other bank / FI
<input type="checkbox"/> g) Other Sources	
<input type="checkbox"/> 3. Refund Related	<input type="checkbox"/> a) PF Refund <input type="checkbox"/> b) Refund of Excess EMI Collected <input type="checkbox"/> c) Other Refund
<input type="checkbox"/> 4. Bank Account Swap	<input type="checkbox"/> 5. ROI Conversion with effect on <input type="checkbox"/> i) Tenure <input type="checkbox"/> ii) EMI
<input type="checkbox"/> 6. EMI Related	<input type="checkbox"/> a) Payment /EMI Not Deducted <input type="checkbox"/> b) Date Change <input type="checkbox"/> c) EMI- under construction <input type="checkbox"/> d) EMI Amount Change
<input type="checkbox"/> 7. a) Would you like to continue with the Life Insurance policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Would like to continue with the Property Insurance policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
c) Would like to continue with the EMI Protect Insurance policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
b) Would like to continue with the Critical Illness Insurance policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> 8. In case of payments, a) Amount in Rs. <input type="text"/>	b) Date of payment dd/mm/yyyy <input type="text"/>
c) Online payment UTR Number	d) Cheque / DD No.
e) Transaction reference number if paid through other modes UPI or payment gateway	

In case of payments, if any - Cheque / DD No. ₹

Dated: DD/MM/YYYY

Please note:

- For any refund, copy of cancelled cheque or bank statement showing IFSC, bank account number & account holder's name needs to be attached.
- Payment amount deposited will first be adjusted towards the overdue amounts (EMI/ instrument bounce charges/ late payment penal charges), if any.
- Once loan tenure is reduced due to part payment, at a later date, increase of tenure by reducing EMI will not be Permitted.
- For a change in loan repayment bank account, current month's EMI will be debited from existing bank account only.

Customer Acknowledgment Copy



Date: Branch: Loan Account No.

Customer Name: Service Request No.

Details of Cheque / DD submitted, if applicable

Nestavia Official's Name and Employee ID Signature with seal

Change of Address: ☐ Communication ☐ Residence ☐ Office ☐ Permanent

New Address:

Landmark: City:

State: Pin Code:

Document for proof of address (Mandatory for change in Correspondence Address)

Specify whether it is for Borrower ☐ Co-Borrower 1 ☐ Co-Borrower 2 ☐

Change of email address (Old)

Email address (New)

Specify whether it is for Borrower ☐ Co-Borrower 1 ☐ Co-Borrower 2 ☐

Change of contact number (Old) Contact number (New)

Document Type/No.: Issue Date: Valid Till:

Remarks:

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I / We hereby take full responsibility for the request given as per above and confirm that all the co-borrowers are aware of the said request and have no objection to the same

Customer Name

Customer Signature

NESTAVIA Official's Name :

Employee ID :

Signature :

Time In : Time Out:

Office Use

a. Date of Receipt at HO Operations

D	D	M	M	Y	Y	Y	Y
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b. Date and time of execution at HO Operations

D	D	M	M	Y	Y	Y	Y
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c. HO Operations Official Name and Employee ID

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- Once loan tenure is reduced due to part payment, at a later date, increase of tenure by reducing EMI will not be permitted.
- For change in loan repayment bank account, the current month's EMI will be debited from existing bank account only.
- **For any queries please call us on 1800 569 7070 or write to us at customerfirst@nestaviahomedefin.com or visit our website : www.nestaviahomedefin.com**