

PART PAYMENT REQUEST FORM (Non Individuals)

To,
The Branch Manager
[Redacted]
[Redacted]
[Redacted]

Date: _____

Dear Sir/Madam,

Loan Account No:

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Product: _____

GSTIN (if applicable)

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We have availed a loan under the above mentioned Loan account no. and would like to make part payment of Rs. _____ in the said loan account.

We are aware that we can pay up to 25% of principal outstanding as part-payment in a financial year in a single tranche by payment of reschedulement charges as per loan agreement.

We are aware that outstanding dues (EMI or any other charges) would be adjusted from the part amount paid.

We are aware that gap interest would be levied from EMI due date to date of payment of part amount.

We are aware that effect of part-payment will be given from the next EMI due date, subject to realization of funds on or before 25th of the month.

We are aware that remaining loan tenor would be reduced on realization of part amount.

We are aware that we will be allowed only for full prepayment in case we have done reschedulement once during the financial year by payment of applicable prepayment charges.

Yours Sincerely,

(Signature of Borrower/Co-Borrower)

For Internal Use

Date of Approval _____

Date of Deposition _____

Date of request sent to COPS _____

Date of Updation at COPS _____

Date of Dispatch/ Handover to Customer _____

-----**Customer Acknowledgement**-----

[Redacted]
[Redacted]
[Redacted]
Customer Name _____ Date of Request _____

Branch _____

Request Type _____

HDB Official Name _____ Signature _____