

REQUEST TO MAKE A PART/FULL PREPAYMENT

To:
The Branch Manager
HDFC BANK LIMITED.

_____ (Office)

Date : _____

From : _____

Address: _____

Mobile No.: _____

Email: _____

Dear Sir/Madam,

Loan Account No.: _____ **Loan Type : Home / Imp / Extn / Land / Others (specify) :** _____

I/We have availed a loan under the above mentioned loan account no. and would like to make a:

- Part prepayment of ₹ _____
- Full prepayment of the said loan account.

The above has been availed under the ARHL/FRHL/DRHL/Fixed First scheme and I am aware that any prepayment will be permitted by HDFC BANK subject to Prepayment charges if applicable to that product and scheme.

I/We confirm the prepayment is being made from the sources mentioned herewith.

I/We are attaching herewith copies of the documents mentioned above to enable you to verify the source of this prepayment.

I/We would like to make this prepayment on _____ and would request you to inform me the amount payable by me including prepayment charges if applicable.

I/We understand that:

- HDFC BANK will only accept prepayment by cheques issued from the Borrower or Co-borrower's bank account OR
- Payment instruments issued by Banks and other Financial Institutions AND
- HDFC BANK reserves the right to reject instruments issued by Third Parties (other than those who are party of the loan)

I/We further undertake that HDFC BANK reserves the right to revise the amount payable if at any time it is found that the sources and documents submitted is/are found to be incorrect and / or inadequate.

| Payment Details | | | | Source Details / Documentation | |
|---------------------------------|----------|--------------------|---------------------------|-----------------------------------------------|------------------------------------------------------------------|
| Chq / DD / Other Ref No. & Date | Amount ₹ | Bank Name & Branch | Bank A/c No. & Payer Name | Source Description with Source Amount Breakup | Details of Bank Statement (*) / Other Document evidencing source |
| | | | | | |
| | | | | | |
| | | | | | |

(*) Bank Statement required for at least the past six months

Yours Sincerely,

(Signature of Borrower/Co-borrower)

For HDFC BANK's Internal use only :

Name of person receiving : _____ Office : _____

Observations :

Prep Sr No.: _____ Date : _____ Signature(s) : _____