

Customer Service Form

To, The Branch Manager

Shriram Finance _____

Date of Request _____

Customer Information

1. Customer ID/ Certificate No. _____ 2. Customer Name _____

3. Aadhaar Number _____ 4. PAN Number _____

I wish to update below information

5. Mobile Number (For SMS alert) _____ 6. Email ID _____

7. Landline Number (Res) _____ 8. Landline Number (Off) _____

9. Date of Birth: (DOB proof need to be submitted) _____

I wish to update below information in

I am the sole / first holder in the below mentioned Certificate No.

Deposit Certificate Number: _____

10. ADDRESS CHANGE: (A) COMMUNICATION (B) PERMANENT

ADD 1 _____

ADD 2 _____

ADD 3 _____

Landmark _____ City _____

State _____ Pincode _____

Country _____ please attach address proof document _____

ADDRESS PROOF : (For deemed OVD, OVD with updated address to be submitted within 3 months)

OVD- a) Voter ID b) Passport c) Aadhaar Card d) Driving License

11. BANK DETAILS: (Note: Cancelled Personalized cheque copy need to be submitted)

Bank Name: _____ Bank Branch Name _____

Bank Account Number _____ IFSC Code _____

Type of Account: Savings Current

12. Addition / Change of maturity instruction (Please tick either a OR b)

- a. Please add auto-renewal as the maturity instruction
- b. Please credit maturity proceeds to the Bank account mentioned in application form OR below

13. REQUEST FOR CHANGE IN TAX STATUS (Deduction of TDS)

A) TDS Deduction from Yes to No: B) TDS Deduction from No to Yes:

(NOTE: Form 15H / 15G required to be submitted along with this request and every year till maturity if TDS is opted as "NO")

Terms & Conditions:

I have read, and understood and agree to be bound by the Terms & Conditions related to UDAI guideline, sharing of information with agency.

Mobile Number may be updated in the company records for sending any communication related to my above account. I also authorize the company to contact me on the above said number doing verification, callbacks. I confirm that the mobile number is held by me and is not used by any third party and I undertake that I shall duly and promptly inform the company, if and when my mobile number changes.

Signature of the Depositor(s)

For Branch use only

Request received date: __/__/__

Request accepted by: __/__/__

Employee Code: _____

Designation: _____

Signature: _____

Certified that this Request letter is complete in all respect & all relevant documents are obtained & verified mode of operation and Signatures of the Customer.

Note: Request would be effected in our records with a maximum 3 working days from the date of receipt.
