

## REQUEST TO MAKE A PART/FULL PREPAYMENT

To:  
The Branch Manager  
HDFC Ltd.

\_\_\_\_\_ (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 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 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 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 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)

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**For HDFC's Internal use only :**

Name of person receiving : \_\_\_\_\_ Office : \_\_\_\_\_

Observations :

Prep Sr No.: \_\_\_\_\_ Date : \_\_\_\_\_ Signature(s) : \_\_\_\_\_