



Service Request No : \_\_\_\_\_  
Date : DD/MM/YYYY

## STAY CONNECTED – KYC CHANGE REQUEST FORM

(Update Your Latest Contact/Address/Email ID - For Resident Individuals)

### CUSTOMER DETAILS

\*Loan Account No: ..... Loan Type: .....  
Customer ID : .....

(Please fill in all the details in CAPITAL LETTERS and use BLUE INK only. Fields with \* (asterisk) are mandatory)

\* Name: Mr. /Ms./Mrs./Dr. ....  
(Primary Applicant): First Name Middle Name Last Name

### CUSTOMER DECLARATION

Please revise my/our records/ contact details with your company for the loan account/s that is/are held by me or us.

**New Communication Address:**

.....  
.....  
.....  
.....

City : ..... State : .....  
\*Pin code : ..... Tel No. (R): .....  
Tel No. (O) : ..... \*Mobile No: .....  
E-mail ID : .....

If your new communication address is different from your permanent address, please give the details below:

**Permanent Address:**

.....  
.....  
.....  
.....

City : ..... State : .....  
\*Pin code : ..... Tel No. (R): .....  
Tel No. (O) : ..... \*Mobile No: .....

# For change of address, please submit relevant address proof which will be verified with the original by officials.



**I/We hereby understand that:**

- All the particulars filled in the form are true, correct, complete and up-to-date in all respects and no information is withheld.
- I/We understand that certain particulars given by me/us are required as per the operational guidelines governing housing finance Companies/ NBFCs.
- Muthoot Housing Finance Company Ltd reserves the right to reject the request for updating Change of address/Contact number/E-mail ID updation for one or more of the products/services without assigning any reason.
- If incomplete or inaccurate information is given, Muthoot Housing Finance Company Ltd, before rejecting/accepting any of the above request for any of its products, has the right to ask for additional documents.
- It is my/our responsibility to inform Muthoot Housing Finance Company Ltd immediately if there is any change in the Address/Contact number/ e-mail ID mentioned herein and to provide further information as may be required by Muthoot Housing Finance Company Ltd.

# I confirm that I have the necessary authority/mandate from all the party/ies to the aforesaid loan agreement to sign this declaration on Behalf of myself and all the party/ies for all the products and services mentioned herein.

**CUSTOMER SIGNATURE (S)**

X Signature

Name

\_\_\_\_\_  
**\*(Primary Applicant)**

X Signature

Name

\_\_\_\_\_  
**\*(Co Applicant/s)**

X Signature

X Signature

Name

\_\_\_\_\_  
**\*(Guarantor/s)**

**BRANCH USE ONLY**

Declaration by Branch Official - I confirm that

- The applicant(s) signed in my presence and the signature(s) have been verified with the existing loan records.
- All documents are verified with original and attested. Documentary proof is enclosed for Address change.
- Loan Account is not Inactive / dormant / Frozen / foreclosed.
- Address change authorized.

Name of Branch Official : ..... Employee ID : .....

Signature of Branch Official : .....

MHFCL/V1/122015/STAYCONNECTED

**Acknowledgement slip (To be filled by the Branch Official)**

Date: DDM M Y Y Y Y

Received from: \_\_\_\_\_ LAN No. \_\_\_\_\_ for change of Address /contact details/e-mail for your existing loan with Muthoot Housing Finance Company Limited.

The necessary changes will be carried out in the company records only for the account mentioned above.

Muthoot Housing Finance Company Ltd (Branch Name): \_\_\_\_\_

Signature of Company Official \_\_\_\_\_