

Customer Service Form for Non-Individual deposit



Annexure V-A

To,

The Branch Manager,

Shriram Finance _____

Date of Request _____

Customer Details

1. Folio ID _____ 2. Deposit No. _____ 3. PAN _____

4. Customer Name _____

I wish to update below information

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

7. Landline Number (Off) _____

I wish to update below information in

8. ADDRESS CHANGE: (A) REGISTERED ☐ (B) COMMUNICATION ☐

ADD 1 _____

ADD 2 _____

ADD 3 _____

Landmark _____ City _____

State _____ Pincode _____

Country _____ Please attach address proof document _____

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

Bank Name: _____ Bank Branch Name _____

Bank Account Number _____ IFSC _____

Type of Account: Current ☐ Savings ☐

10. CHANGE OF MATURITY INSTRUCTION

a) Renew only Principal amount ☐ b) Renew Principal with Interest amount ☐ c) Auto Refund ☐

(In case of Pvt/Public Ltd Company/Trust/LLP, Board Resolution mentioning change in maturity instruction & current Beneficial Owner Declaration form signed by Authorised Signatories as per MODE OF OPERATION need to be submitted. Incase of no change in Beneficial Owner, declaration stating no change in beneficial owner in Company Letter Head to be submitted along with CSRF)

11. UPDATION OF DARPAN ID

DARPAN ID ** _____ (** Applicable for Non-Profitable Organisation of Trust/Society or Section 8 company)

(NOTE : Self attested copy of DARPAN Certificate as per MODE OF OPERATION to be enclosed)

12. FD RENEWAL INSTRUCTION

I/We wish to apply for renewal of deposit for a period _____ months with Interest payout option as opted below

a) Monthly Payout ☐ b) Quarterly Payout ☐ c) Half-Yearly Payout ☐ d) Yearly Payout ☐ e) Cumulative ☐

Old certificate No **	Maturity Date	Part Refund Amount	Renewal Amount
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

(**Each of the Certificate Nos. listed here will be renewed separately)

(In case of Pvt/Public Ltd Company/Trust/LLP, Board Resolution mentioning change in maturity instruction & current Beneficial Owner declaration Form signed by Authorised Signatories as per MODE OF OPERATION need to be submitted. Incase of no change in Beneficial Owner, declaration stating no change in beneficial owner in Company Letter Head to be submitted along with CSRF)

13. CHANGE IN AUTHORISED SIGNATORY

I/We wish to undergo change in Authorised Signatory by adding / deleting below Authorised Signatory as per attached Partnership Deed / Board Resolution / Trust Resolution / POA/ LOA and current Beneficial Owner Declaration form:

1) _____ Addition ☐ Customer ID _____

2) _____ Addition ☐ Customer ID _____

3) _____ Deletion ☐ Customer ID _____

4) _____ Deletion ☐ Customer ID _____

Relation : a) Partner ☐ b) Director ☐ c) POA/LOA ☐ d) Trustee ☐ e) Authorised Signatory ☐

Please submit Valid Self attested KYC & FATCA Application Form for each Authorised Signatory, in case of fresh customer id. New signatory's signature need to be captured in Signature Card attested by Existing Authorised Signatories as per existing mode of operation.

MOP : a) Any One Authorised Signatory ☐ b) Any Two Authorised Signatory ☐ c) Jointly ☐ d) Severally ☐

Terms & Conditions:

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

Mobile Number may be updated in the company records for sending any communication related to my/our above account. I/We also authorize the company to contact me/us 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.

Please note, for FD renewal and For change in Authorised Signatory, signature as per existing mode of operation required along with Firm/Company Seal.

Authorised Signatory(ies)Signature as per MOP with Firm/Company seal _____

For SFL Branch use only

Certified that this Request letter is complete in all aspects & all relevant documents are obtained & Signature of the customer has been verified as per mode of operation.

Request received date: ____/____/____

Request accepted by: _____

SFL Employee Code: _____

Designation: _____

Signature: _____

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