

Request for change of address

To,
Tata Motors Finance Limited,
First Name :

Last Name :

Father /husband Name :

Birth date :

Old Address

ADDRESS LINE 1 :

ADDRESS LINE 2 :

ADDRESS LINE 3 :

CITY :

POSTALCODE :

STATE :

New address

ADDRESS LINE 1 :

ADDRESS LINE 2 :

ADDRESS LINE 3 :

CITY :

POSTALCODE :

STATE :

Contact details

Telephone No : /

Mobile no :

Email ID :

Date :

Customer Signature

Annexure A

List OF DOCUMENTS ACCEPTED AS PROOF OF IDENTITY, PROOF OF ADDRESS

Customer Type	Documents
Individual	I) Recent Photograph II) Identity Proof: for ID proof any of the following documents should be collected: 1) Valid PAN card (with photo and signature) 2) Valid Indian Passport (with photo and signature) 3) Valid Photo Ration card 4) Valid Voter's ID card 5) Valid Permanent Driving License (with photo and signature) 6) Valid IRDA license (with photo and signature) 7) Photo credit card / Photo debit card / Photo Kisan Credit Card only for agriculturist issued by Scheduled Commercial Banks 8) Bank Pass Book with photograph (should be restricted to the Scheduled Commercial Bank only) 9) Letter from existing banker (scheduled commercial bank) letter in original on Bank's letterhead bearing the authorizing officer's name and signature along with the stamp of the bank. The verification done should be for the name, photograph and address of the individual. 10) RC Book with photograph. 11) Property (including land) registration document containing photograph, name, signature and address 3) Correct address : Any of the following documents should be collected as address Proof (This should correspond to the address/s mentioned in the Application form) 1. Valid Indian Passport 2. Valid Driving License 3. Valid Voter ID with complete address 4. Property tax bill/ receipt / House tax challan 5. Property (including land) registration document containing name, signature and address. 6. Valid Ration card with complete address. 7. Latest IT Assessment order / Acknowledged copy of IT return 8. Post office saving Pass book bearing the account holder's address 9. Housing Society bill, Electricity bill, Water Tax challan, Land Line Telephone bill / WLL Connection, Credit Card statement, Gas Connection Bill, Post-paid Mobile bills (2 bills required - bill of the last completed month and one of 6 month before the last completed month) 10. LIC / GI Policy / Latest general / life insurance premium receipt / notice 11. Copy of leave / lease and license agreement in the individual name, which are not expired along with utility bill in the name of land lord / owner.

Check list

FOR OFFICE USE ONLY

Requirement	Check	Tick for verification
Proof address	Signature of the holder is present on the form matches with his account	
Proof of identity	Address proof of holder is verified with original stamp affixed Necessary documents verified in person verification stamp is affixed on the form	
Status of account	Live	
	Terminated	

-----Cut Here-----

Acknowledgment – Request for Change of Address

Contract no: -----

Vehicle no: -----

Name -----

Name & Signature of Operations Executive

Date

Affix Branch Seal here
