

KYC CHANGE FORM

CUSTOMER FULL NAME

(Please fill in BLOCK Letters only)

[illegible]

COMPANY NAME

[illegible]

LOAN ACCOUNT NUMBER

[illegible]

CUSTOMER ID

[illegible]**VEHICLE REGISTRATION NO**[illegible]

(Please fill any one Loan account no/Customer ID / RC No)

CHANGE OF ADDRESS:

(Kindly provide 1 Address proof + 1 ID proof for Address Change request)

ADDRESS[illegible][illegible]

LANDMARK

[illegible]

CITY

[illegible]

DISTRICT

[illegible]

STATE

[illegible]**PINCODE**

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CHANGE OF CONTACT NO / EMAIL ID:

(Kindly provide 1 ID proof with signature verification for Contact number / Email id)

LANDLINE[illegible]

MOBILE

[illegible]

EMAIL ID

[illegible]

Declaration: *I/We confirm that all details provided by me/us are correct & complete in all aspects.*

☐ Above mentioned Phone No./Mobile Number/Email ID belongs to me.

☐ Above mentioned Phone No./Mobile Number/Email ID belongs to:

<i>Phone No./Mobile Number/Email ID belongs to:</i>	
<i>Relationship:</i>	

I/We do hereby declare that all communications made to the above Phone No./Mobile Number/Email ID will be deemed communicated to and acknowledged by me/us and I/We shall not hold Tata Capital Limited responsible for any reason, loss or litigation.

I/We also hereby agree and declare that I/We will notify Tata Capital Limited in case of any changes in the above information.

CUSTOMER SIGNATURE WITH DATE

FOR BRANCH USE ONLY (all fields marked as * are mandatory)

Servicing Branch*:

DECLARATION*

- ☐ Customer has visited branch
- ☐ Signature verification done basis:
- ☐ Fresh signature proof submitted
 - ☐ Signature verified through KYC document available in DMS
- Document name: _____

*OSV/Signature/ID proof verified/Address proof verified**

Signature of the Employee with Name & Employee Code

For KAM only:

Met customer at registered mailing address
/ new mailing address as mentioned above,
Collected documents.

*OSV/Signature/ID proof verified/Address proof verified**

*Signature of the KAM with Name,
Employee Code & Date**

*Signature of the Employee with Name & Employee Code**

CUSTOMER ACKNOWLEDGEMENT COPY

List of acceptable documents:

❖ Valid Photo ID Proof

- Permanent Driving License
- Voter's Identity Card Issued by Election Commission of India
- Valid Passport Issued in India
- Aadhaar Card (Letter issued by the Unique Identification Authority of India containing details of Name, Address & Aadhaar number)

❖ Valid Address Proofs

- Permanent Driving License
- Valid Passport Issued in India
- Voter's Identity Card Issued by Election Commission of India
- Copy of utility bills not more than 2 months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill)
- Aadhaar Card (Letter issued by the Unique Identification Authority of India containing details of Name, Address & Aadhaar number)
- Latest property of Municipal Tax receipt. The tax receipt should not be more than one calendar year old from the bill issuance date
- Letter of allotment of accommodation from employer issued by State or Central Government departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies

❖ Valid Signature Proofs

- PAN Card issued by IT authority.
- Valid Permanent Driving License (unexpired).
- Valid Ration card with signature.
- Banker's Verification Letter: Letter from existing banker. Letter has to be obtained in original on Bank's letterhead bearing the authorizing officers name and signature along with the stamp of the bank. The verification done should be for the name and signature of the individual.
- ECS/Signature verification in TMF format.
- In case of differently abled: Thumb/ index finger impression duly attested by TMFL employee along with a Gazetted officer / Notary public.
- Residential property registration document containing photograph, name, signature and address.

Reference No* _____ Acknowledgement date*

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Branch Official Sign* _____