



We understand your world

### INTIMATION OF THEFT / TOTAL LOSS OF VEHICLE

No. \_\_\_\_\_

TO The Manager  
HDFC bank LTD.  
Retail Loans Service Centre  
Centre

Date \_\_\_/\_\_\_/\_\_\_.

Sub :- Loan A/c no \_\_\_\_\_ in the name of \_\_\_\_\_

Dear Sir,

This is to inform you that vehicle financed by your Bank under the captioned loan agreement has been stolen / met with an accident. Details of the vehicle are as follows:

Make & Model		Registration No.	
Engine No.		Chassis No.	
Insurance Company		FIR lodged with (Police Station)	

The following documents are enclosed with the application form (Please tick whichever applicable):

- Copy of Book with Hypothecation in Bank's favour
- Copy of Insurance Policy / Cover note
- Copy of FIR Lodged with Police
- Copy of letter of Intimation to Insurance company

Current Address : \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Mobile : \_\_\_\_\_ Email : \_\_\_\_\_

I/We am / are aware that

- > I/We need to continue paying my/our instalment towards above loan and loan would be outstanding in my/ our name in Bank's books.
- > In case the insurance settlement amount fails short of the loan closure amount as on the date of receipt of settlement cheque, the balance amount has to be paid by me / us immediately, so as to close the above said loan.
- > In case the Insurance settlement amount is higher than the loan closure amount as on date of receipt of settlement cheque, excess amount will be refunded within 15 days of closure of loan.
- > Penal charges on account of cheque bouncing and late payment will apply in case the EMI cheques are not realised / paid on due dates.
- > All other terms and conditions mentioned in the vehicle loan agreement entered with the bank will continue to be applicable till the loan is fully repaid/settled.

(Name and Signature of Customer)

No. \_\_\_\_\_

<input type="checkbox"/> Vehicle detail verified and found correct	<input type="checkbox"/> Asset Details & PDD details checked in Finnacle (If not updated, updation done locally)	<input type="checkbox"/> Copy of the duly filled for sent to Local collections Team
<input type="checkbox"/> Address of the customer verified	<input type="checkbox"/> Copy of FIR attached	<input type="checkbox"/> Copy of intimation to insurance to Company

Name of Bank Official  
SSNo / Employee

Signature of Bank Official  
Date of receipt



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### Customer Acknowledgement

No. \_\_\_\_\_

We acknowledge your intimation dated \_\_\_\_\_ for information about the theft / total loss of the vehicle (details provided below) financed by HDFC BANK LTD vide Loan Account Number \_\_\_\_\_

Make & Model		Registration No	
Engine No		Chassis No	

Notes :

- ❖ EMI due on respective due dates needs to be continued to be paid and the loan would be outstanding in your name in Bank's books.
- ❖ In case the insurance settlement amount fails short of the loan closure amount as on the date of receipt of settlement cheque, the balance amount has to be paid by you immediately, so as to close the above said loan.
- ❖ In case the insurance settlement amount is higher than the loan closure amount as on date of receipt of settlement cheque, excess amount will be refunded within 15 days of closure of loan.
- ❖ Penal charges on account of cheque bouncing and late payment will apply in case the EMI cheques are not realized in time.
- ❖ All other terms and conditions mentioned in the vehicle loan agreement entered with the bank will continue to be applicable till the loan is fully repaid/ settled.
- ❖ No Objection Certificate and Form-35 will be issued to the insurance company after receiving the intimation letter mentioned that claims is settled.
- ❖ You may Contact our Phone Banking Helpdesks or visit [www.hdfcbank.com/services](http://www.hdfcbank.com/services) and log your request for any further assistance/ clarifications.

Signature and Stamp (along with date) of Receiving Officer