

**HOUSING DEVELOPMENT
FINANCE CORPORATION LIMITED**

Registered Office: Ramon House
169, Backbay Reclamation Bombay 400 020

Please return to:
HDFC House, 3-6-310, Hyderguda Road,
Basheerbagh, Hyderabad-500029.
Ph:66475001



To
(Name of Employer)

Date:

Dear Sirs,

Your employee named herein has applied to us for financial assistance. In order to facilitate his/her getting a loan from us, you are requested to complete Part II of this form and return this form to us.

To enable us to process his/her application faster, we request you to agree to deduct the loan instalment from his/her monthly salary and remit it to HDFC. We shall inform you when the loan is disbursed and the deduction is due to commence.

For HDFC Ltd.

Instructions: Applicant: Complete only Part I and return this form with the application

File No:

PART I : REQUEST

I have applied for a loan from HDFC and have stated that I am now employed by you. My signature below authorises verification of information in respect of my employment.

Name of applicant	Employee Number (if any)	Department	Signature of applicant
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PART II : VERIFICATION OF PRESENT EMPLOYMENT

EMPLOYMENT DATA		ANNUAL PAY DATA		REMARKS
1 Applicant's: (a) Date of joining: (b) Date of confirmation: (c) Retirement age: (d) Qualifications: (e) Date of birth:		Base Pay	Rs.	
2 Present designation:		Dearness Allowance	Rs.	
3 Probability of continued employment	Good/Fair/Poor	House Rent Allowance	Rs.	
4 If bonus, overtime and commission are applicable, the amount that is expected to continue	Bonus Rs. Overtime Rs. Commission Rs.	City Comp. Allowance	Rs.	
5 Has applicant applied for/taken a loan from	If yes, please indicate outstanding: Amount Monthly Instalment Rs. Rs. Rs. Rs. Rs. Rs.	Conveyance Allowance	Rs.	
(a) the company? (b) provident fund? (c) Co-operative credit society of employees? (d) Has he/she been regular in repayment of these loans?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Commissions (if any)	Rs.	
6 Should the applicant transfer from rented to his own accommodation will his house rent allowance change?	Increase OR Decrease OF Rs. Rs.	Bonus	Rs.	
		Other allowances (pl. specify)	Rs.	
		Total	Rs.	
		Current balance in Provident Fund (Employee's share)	Rs.	
		Gratuity	Rs.	
		OTHER		
		Details of any other monetary benefit or perquisite given by employer may be indicated here.		Indicate whether the Company will deduct the Loan Instalment from monthly salary and remit it to HDFC YES/NO

The above information is provided in strict confidence in response to your request.

7 (a) Is the applicant occupying accommodation provided by the company?	Yes <input type="checkbox"/> No <input type="checkbox"/>	SIGNATURE OF EMPLOYER AND STAMP
(b) If yes, will the benefit continue after the applicant acquires his own accommodation?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
		Phone: _____ Date: _____

The information on this form is confidential. It is to be transmitted directly to HDFC without passing through the hands of the applicant or any other party.