

SERVICE REQUEST FORM

Date:

To, Kotak Mahindra Prime Limited

Branch:

(Hereinafter referred as "KMPL")

Sub: Loan A/c No. Customer Name: _____

Dear Sir / Madam,

With reference to my loan with KMPL as per details mentioned above, I / We hereby request you to issue a NOC in respect of the vehicle financed by KMPL.

Purpose of NOC (please tick as applicable)

- Issue of Duplicate RC Book
- Inter-State transfer of registration of Vehicle
- Installation of LPG / CNG Kit
- Duplicate NOC
- Revalidation of NOC
- Change of Vehicle Chassis
- Issue of Cheque towards settlement of Insurance Claim in my / our favour
- Others, please specify:

The following documents are to be enclosed with the Application form:

NOC. (mentioned above)				
Issue of Duplicate RC Book	Sign proof self-attested	F.I.R Copy	RC copy / Insurance copy	Refer website for fees and charges applicable link - https://www.primeloans.kotak.com/chargesFees.htm
Inter-State transfer of registration of Vehicle	Sign proof self-attested	New Address Proof- Same to be Self Attested	RC copy / Insurance copy	Refer website for fees and charges applicable link - https://www.primeloans.kotak.com/chargesFees.htm
Installation of LPG / CNG Kit	Sign proof self-attested	RC copy / Insurance copy		Refer website for fees and charges applicable link - https://www.primeloans.kotak.com/chargesFees.htm
Duplicate Noc	Request Letter format available with us to be signed	Sign proof self-attested	RC copy / Insurance copy	Refer website for fees and charges applicable link - https://www.primeloans.kotak.com/chargesFees.htm
Revalidation of Noc	Original NOC and Form 35	Sign proof self-attested	RC copy / Insurance copy	Refer website for fees and charges applicable link - https://www.primeloans.kotak.com/chargesFees.htm
Change of Vehicle Chassis	Letter from Manufacturer/dealer	Sign proof self-attested	RC copy / Insurance copy	
Issue of Cheque towards settlement of Insurance Claim in my / our favour	Claim Settlement Letter From Insurance Co.	Sign proof self-attested	RC copy / Insurance copy	

Current Address:
.....

Telephone No.: Mobile No.: Email: G.S.T Number:
.....

Name and Signature of Customer

Authorization to Bearer

With regards to my/our service request as detailed above, I/We , hereby Authorizer Mr./Ms.
....., whose signature is attested below to interact on my/our behalf with the
Customer Service Staff of KMPL to collect deliverables / handover payments as may be required to effect
the service as required by Kotak Mahindra Prime Limited.

Signature of Borrower.

Name and Signature of
Authorised Representative

Acknowledgement to Customer

SR. No.:

Received application dated.....for issue of Required NOC along with copies of documents detailed
above. The NOC required by you is enclosed here with/will be sent to your registered mailing address as
per KMPL records.

Should you require any further assistance, please write to us at Email : kprime.service@kotak.com or Call
us on 18002095732 Mon-Sat 9:30am to 6:30pm with complete details like your Loan account no. or your
vehicle no.

Yours Truly,

Authorised Signatory

Kotak Mahindra Prime Limited

T&C apply