



Service request turnaround time (TAT) applicable for Retail Loans & Deposits

SN	Type of Service Request	Servicing TAT
1	Statement of account	Within 3 Working Days
2	Loan amortization table	Within 3 Working Days
3	Income tax certificate for current financial year	Within 2 Working Days
4	Income tax certificate for previous financial year	Within 7 Working Days
5	List of original property documents	Within 7 Working Days
6	Photocopy of original property documents	Within 7 Working Days
7	First disbursement welcome letter	Within 3 Working Days
8	Subsequent loan disbursement intimation letter	Within 3 Working Days
9	Fixed deposit receipt from the date of making a valid application	Within 3 Working Days
10	Loan pre-closure statement	Within 15 Working Days
11	Handover of documents (after payment amount realization and loan closure)	Within 10 Working Days of loan closure

Note: For some of the service requests, applicable fee or charge would be payable by customer. Please refer 'Schedule of Charges' for applicable fee or charge payable towards respective service request. This turnaround time schedule is subject to change at company's discretion.