

To

The Manager,
ART Housing Finance India Limited
49, Udyog Vihar
Phase - IV,
Gurugram, Haryana-122015

Sub: Request Change in contact information/ Address

Dear Sir/ Madam,

I/ We would like to intimate you on the following change in my/ our contact details:

- The Registered Mobile Number is now changed as _____
- The Registered Landline Number is now changed as _____
- The Registered Email Id has been changed to _____
- I/ We have shifted our residence to the below mentioned address:

New Address Details:

(Please tick whichever is applicable)

Own House Rented House

ART Housing Finance Funded Property

Kindly find the attached required proof as per the KYC norms. Would request you to kindly update your records with the above-mentioned details

Thanking You
Yours's Sincerely

(Customer Signature)
Encl: a/a

LIST OF DOCUMENTS TO BE ATTACHED AS PER KYC NORMS

1. **Self-Attested KYC required along with attached Demographic application form for Change in Email id and for Change in Mobile Number (Any one of the below)**

- PAN Card
- Driving License
- Passport
- Voter Id issued by Election Commission of India
- Aadhar card

2. **Below mentioned documents required along with attached Demographic application form to change the Communication Address proof:**

- Valid Driving License
- Any Utility bill (Electricity, Water, Landline, Post-paid, Mobile, Internet, Piped Gas, Gas Cylinder delivery receipt) -not older than 2 months
- Voter ID Card
- Ration Card
- Aadhar Card
- Valid Passport
- Passbook/ Statement of Account (Latest 6 month Bank Statement)
- Tax Receipt in respect to House/ EB/ Water Supply