

BY HAND

Date:

To,

The HR,  
HCL Technologies Ltd.

Subject: Authorization for Deduction of EMI towards my Loan A/c No. loan number not your account number  
and remitting the same on my behalf to the Bank

Dear Sir/Ma'am,

I your name, S/o or D/o your father name  
R/o your current address,  
Employee ID new sap id am working in the HCL TECH,  
from .....

I had availed education loan facility from Axis Bank, your branch name for a period of emi period months. The said education loan was towards HCL- TSS.  
My loan account No is loan number not your account number

As per the loan agreement, I am under an obligation to pay a monthly instalment of your emi amount( eg: 5984 )  
(.....up till .....I have attached the loan agreement along with repayment schedule for your convenience.

I request the Company to arrange for deduction of my EMIs per repayment schedule from my monthly emoluments and directly remit the same to the bank on my behalf, so that there is no delay in paying the EMIs on my part to the Bank. The details for remittance are as under:

1. Name of the Bank: Axis Bank
2. A/c No.: your bank account number
3. Branch: your branch name
4. IFSC Code: your branch IFSC

In the event of cessation of my service with the Company for any reason whatsoever prior to my repayment of the entire loan amount along with interest, I shall directly remit my EMIs to the Bank.

By deducting the EMIs from my monthly emoluments and remitting the same to the Bank towards my loan account, the Company/ Management shall not incur any liability on any account. I shall indemnify the Company/ Management from any and all liability on account of deducting my EMIs from my monthly emoluments and remitting the same on my behalf to the Bank. The liability to repay the loan amount with interest to the ... Bank shall always be mine, and the Company/ Management shall not be liable in any manner to the Bank except to the extent of the amount of EMI deducted from my monthly emoluments for the purposes of remitting the same on my behalf to the Bank.

Thanking You.

Yours Sincerely,

your signature  
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