



Date : _____

Toyota Capital Malaysia Sdn Bhd
(Customer Service Department)

Dear Sir,

Re : CHANGE OF CORRESPONDENCE ADDRESS

The above matter refers.

Kindly update my latest correspondence address as notified below with immediate effect.

Address :					
Postcode:		City :		State :	

Appended herewith the mandatory information in regards to the above request.

ITEMS	FOR INDIVIDUAL CUSTOMER	FOR CORPORATE CUSTOMERS (Sole-Proprietor / Sdn Bhd / Bhd)
Name	<i>(Example : Salmah Binti Ali)</i>	<i>(Example : ABC Piling Sdn Bhd)</i>
ID / Passport No. / Business Reg. No.	<i>(Example : 780219-10-xxxx)</i>	<i>(Example : 8515-M)</i>
Vehicle Registration No.	<i>(Example : ABC 1234)</i>	<i>(Example : XYZ 1234)</i>
Contact No.	<i>(Example : 012-235 1234)</i>	<i>(Example : 03-7962 6000)</i>
Occupation	<i>(Example : Teacher)</i>	
Employer	<i>(Example : Sekolah Kebangsaan Sg. Dua)</i>	
Nature of Employment	<i>(Example : Education)</i>	
Nature of Business		<i>(Example : Construction)</i>

Note : The request will only be processed if all the information above is duly completed

Thank you.
Yours Sincerely,

For office Use only	
Date Received	dd/mm/yy
Date Updated	dd/mm/yy
Updated By	dd/mm/yy

.....
Signature