Date : _____

Toyota Capital Malaysia Sdn Bhd
(Customer Experience)

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	*(Example : Salmah Binti Ali)*	*(Example : ABC Piling Sdn Bhd)*
ID / Passport No. / Business Reg. No.	*(Example : 780219-10-xxxx)*	*(Example : 8515-M)*
Vehicle Registration No.	*(Example : ABC 1234)*	*(Example : XYZ 1234)*
Contact No.	*(Example : 012-235 1234)*	*(Example : 03-7962 6000)*
Occupation	*(Example : Teacher)*	
Employer	*(Example : Sekolah Kebangsaan Sg. Dua)*	
Nature of Employment	*(Example : Education)*	
Nature of Business		*(Example : Construction)*

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