

# How to

## Request for Change of Email Id,

If KYC not completed / Email OTP not verified

On the self attested copy of your passport, kindly write the following 6 points given below and send it to [chgmyregdffpemail@airindia.in](mailto:chgmyregdffpemail@airindia.in) from your new requested Email ID.

Template For illustration purpose only



1. **Subject / Issue** - Request to change Registered Unique Email Id in Flying Returns Account with pending KYC/ Email OTP.
2. My Flying Returns Account no. is **123456789** which is registered with Email ID: **xyz@gmail.com** and Mobile no. **9876543210** under the name \_\_\_\_\_ (Name of Member).
3. I request you to now kindly Change my Email Id from **xyz@gmail.com** (Existing Email ) to **abc@gmail.com** (New Email Id - personal and not official), because \_\_\_\_\_ (give reason for change of Email Id.) on my FFP Account profile.
4. I am available on my registered Mobile number for the Flying Returns team to call & verify.
5. I hereby confirm that i will not change my registered Email Id in my profile for the next Six months and acknowledge that in future, **once the Email OTP is verified, service charges will be applicable for changing the registered Email Id.**
6. Date of request.

Signature (to match passport)

Date: DD/MM/YYYY

(Date of Request)

*In absence of a passport (if no international travel undertaken / do not hold a passport (even an expired one)) use a copy of PAN Card.*