

Mortgage Request Form



Please mail completed form to:
The Hongkong and Shanghai Banking Corporation Limited
Service Delivery – Credit Services
20 Pasir Panjang Road, #11-21 MapleTree Business City, Singapore 117439.

Property loan details

Mortgaged property address : _____

Loan account number : _____

My request pertaining to the above property loan account (Please tick the appropriate option)

Partial repayment

I am/We are serving a 1-month's notice from the date of receipt of this form by the Bank.

By cash

I/We authorise the Bank to debit S\$_____ from the loan servicing account: _____ - _____ - _____.

By CPF

I/We confirm that I/we have given instruction to CPF Board to remit a sum of S\$_____ for the partial repayment.

Based on this partial repayment, I/we would like to:

- Keep my/our loan tenor unchanged and reduce my/our monthly instalment accordingly.
(Not applicable to loans with repayments under Constant Instalment Period.)
- Keep my/our monthly instalment constant and reduce my/our loan tenor accordingly.

Full repayment

I am/We are serving a 3-months' notice from the date of receipt of this form by the Bank.

By cash

I/We authorise the Bank to debit all amounts owing from the loan servicing account: _____ - _____ - _____.

By CPF

I/We have instructed CPF Board or our lawyer on the remittance of funds for full repayment.

I/We authorise the Bank to appoint a lawyer for the discharge of mortgage documents.

- Appoint Bank's Lawyer
- Your preferred Law Firm (Lawyer): _____

Reduction of loan tenor

I/We would like to request the Bank to reduce the remaining loan tenor to _____ years and understand that my monthly instalment will be increased accordingly.

I/We authorise the Bank to debit the variation fee from the loan servicing account: _____ - _____ - _____.

Change of loan servicing account (Signatory of all loan servicing account holders required)

I/we authorise the Bank to debit all amounts owing at any time in connection with the above property loan (including interest, instalments, insurance premiums, valuation fees, taxes and other costs) from loan servicing account number: _____ *

* If the account number is not known, I/we authorise you to complete it later.

Important notes

1. The request is subject to the Bank's approval and the Bank reserves the right to decline the request without giving any reason.
2. Please submit Form 4B (**private property**) or HBL / 4 (**HDB**) directly to CPF Board for approval to use CPF monies for your loan.
3. Fees, charges and other terms may apply, please refer to your facility letter(s) and Property Loan Standard Terms.
4. Where your account is to be signed jointly, all relevant account holders are required to sign this form.

Signature (as per the Bank's record)

Name:

NRIC:

Contact No:

Date:

Signature (as per the Bank's record)

Name:

NRIC:

Contact No:

Date:

Signature (as per the Bank's record)

Name:

NRIC:

Contact No:

Date:

For Bank's use only (Mandatory: Please complete all fields below)

Received and signature verification by: _____
(Signature and Staff Name)

Branch stamp: _____
Date/Time received: