

Please mail the completed form to **MAYBANK**, Retail Credit Documentation & Admin – Implementation & Support (RCDA – IS), Maybank Centre, No. 1, Ang Mo Kio Street 64, Singapore 569083.

For enquiries, please call us Business Banking Hotline **1800-777-0022 or (65) 6777-0022** (Calling from Overseas). Monday to Friday (exclude Public Holidays) 9.00am to 6.00pm.

**Customer Details**
**Name of Business (as per ACRA):** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_ **Contact Number:** \_\_\_\_\_

**Unique Entity Number (UEN)** \_\_\_\_\_

**Loan/ Financing Details**
**Loan/ Financing Account No.** \_\_\_\_\_

**Loan/ Financing Type**
**(Conventional)**

- |  |  |
|--|--|
| <input type="checkbox"/> BizMortgage Plus                        | <input type="checkbox"/> Business Term Loan              |
| <input type="checkbox"/> Commercial and Industrial Property Loan | <input type="checkbox"/> Business Renovation Loan        |
| <input type="checkbox"/> Equity Term Loan/ Overdraft             | <input type="checkbox"/> Business Loan for Professionals |
| <input type="checkbox"/> SME Working Capital                     | <input type="checkbox"/> Others (please specify)         |

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**Loan/ Financing Type (Islamic)**

- |   |   |
|---|---|
| <input type="checkbox"/> BizMortgage Plus- <i>i</i>                             | <input type="checkbox"/> Business Term Financing- <i>i</i>              |
| <input type="checkbox"/> Commercial and Industrial Property Financing- <i>i</i> | <input type="checkbox"/> Business Renovation Financing- <i>i</i>        |
| <input type="checkbox"/> Equity Term Financing- <i>i</i> / Overdraft- <i>i</i>  | <input type="checkbox"/> Business Financing- <i>i</i> for Professionals |
|   | <input type="checkbox"/> Others (please specify)                        |

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**Request Details**

**Note: Fees and charges apply. For more details on the prevailing fees and charges, call Business Banking Hotline 1800-777-0022 or (65) 6777-0022 (Calling from Overseas). Monday to Friday (exclude Public Holidays) 9.00am to 6.00pm, or visit [www.maybank2u.com.sg](http://www.maybank2u.com.sg) or any of our 22 Branches.**

**1. Prepayment/Full Redemption**

A prepayment or redemption fees/charges is applicable where expressed in the relevant letter of offer or any other documents.

**A. Partial Prepayment**

Prepay loan/ financing for S\$ \_\_\_\_\_ giving the Bank

- |  |           |   |
|--|-----------|---|
| <input type="checkbox"/> _____ months' notice,   | <b>or</b> | <input type="checkbox"/> on _____ (DD/MM/YYYY)                |
| <input type="checkbox"/> Maintain same instalment upon prepayment ( <i>Applicable only to Property Loans</i> ) | <b>or</b> | <input type="checkbox"/> Maintain same tenure upon prepayment |

**B. Full Redemption**

- \_\_\_\_\_ months' notice, **or**  on \_\_\_\_\_ (DD/MM/YYYY)

**Reason for redemption:**

- Sale of property.  
 Refinancing, to \_\_\_\_\_ bank (optional).  
 Others, please specify: \_\_\_\_\_.

**Mode of payment is via:**

- Cash/ Cheque for the amount of S\$ \_\_\_\_\_  
 Debit from account no. \_\_\_\_\_ for the amount of S\$ \_\_\_\_\_

**Notes:**

1. The Bank will appoint from its list of panel law firm to act in the event of full redemption. Any legal fees incurred shall be fully borne by the customer.
2. For mortgage loan customers, who are currently servicing their monthly instalments via CPF, please arrange with CPF Board directly to revise the sum of CPF monies in the event that the prepayment results in a change of monthly instalment.
3. Please arrange for CPF payment to be effected at least 3 working days prior to actual prepayment / redemption date to avoid any late charges being incurred (including breakage fee for SIBOR-pegged mortgage loan).
4. If the customer is making a full discharge of Bank's interest on the property upon loan/ financing redemption, he/ she will need to make arrangements for fire insurance coverage (if required) on the property as the Bank is no longer obliged to ensure that the fire insurance on the property is in force. For insurance coverage obtained from ETIQA Insurance Berhad, please contact them via email at [assets@etiqa.com.sg](mailto:assets@etiqa.com.sg) to continue/cancel the fire insurance on the property, **after completion date.**

**2. Change of designated Current Account for monthly instalment servicing purposes**

From A/C No.: \_\_\_\_\_ to A/C No.: \_\_\_\_\_

Note: This will include all instalments, fees, other charges and expenses payable (such as fire insurance premium deduction).

**3. Other Additional Request(s) / Comment(s)** (if applicable)

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**Declaration**

By submitting this application,  
I/ we, the customer hereby: -

1. agree that the approval of this application is subject to the Bank's discretion and that the Bank reserves the right to decline this application without giving any reason, subject to the Letter of Offer.
2. agree to the terms and conditions herein and agree to pay any fees/charges/costs incurred by the Bank or by any third party appointed by the Bank with our consent in relation to this request.
3. warrant that all information and documents provided by me/us are true and accurate and I/we have not willfully withheld any material facts.
4. authorise the Bank to conduct credit checks and to obtain, collect, use and/or verify any information about me/us (including but not limited to my and/or our proprietor, partner(s), director(s), shareholder(s) and/or guarantor(s)) from/with any source (including but not limited to any credit bureau or credit reference or evaluation agency and any member or subscriber of such credit bureau agency (including but not limited to the Credit Bureau (Singapore) Pte Ltd) as the Bank may deem fit from time to time without further notice to us/me.
5. understand that all documents submitted are not returnable and agree to provide any additional information and supporting documents from time to time as may be required by the Bank.
6. acknowledge that if my/our request on change of security is approved by the Bank, there may be a time lapse in the discharge of the existing security charged to the Bank for any reason whatsoever and I/we agree that the Bank shall not be liable for any losses, damages, costs and charges that may be incurred by me/us as a result thereof.
7. confirm that I/we have read, fully understand and accept the terms relating to the collection, use and disclosure of the relevant information (including personal data) as set out in your prevailing rules and regulations governing the relevant products and/or services I/we are applying for. We acknowledge and agree that we are responsible for ensuring that each individual whose personal data has been provided to you (including my/our key management) pursuant to our application(s) hereto and from time to time consents to the collection, use, disclosure and/or processing of his personal data by you and your authorized service providers for purposes set out in policies, circulars, notices or guidelines governing your collection, use and/or disclosure of personal data, including your Data Protection Policy available *inter alia* at [www.maybank2u.com.sg](http://www.maybank2u.com.sg) which Maybank may update from time to time ("Data Protection Policies"). I/We shall ensure that all relevant individuals are furnished with a copy of the terms that apply to any facility, account with or service provided by you and the aforesaid Data Protection Policies.

Signed for & on behalf of the Sole-Proprietorship/ Partnership/ Company/ Limited Liability Partnership

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**Signature / Date:**

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**Company Stamp (if applicable)**

**Name:**

**Designation: Managing Director/ Partner/**

**Sole-Proprietor**

Note: Signature(s) must be the same as per the Bank's records.

**For Bank's Use Only**

Remarks:

**Signature verified by** \_\_\_\_\_ **Branch/Unit** \_\_\_\_\_ **Date** \_\_\_\_\_