**[on solicitor’s firm’s letterhead - to be forwarded in duplicate]**

**EXECUTION OF DOCUMENTS**

Date:       Our Ref:

Your Ref:

To: **MAYBANK SINGAPORE LIMITED**

**COMPLETION DATE:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(the “Bank”)

Attention: \*Credit Documentation OR Retail Credit Documentation

Dear Sirs,

**EXECUTION OF DOCUMENTS**

For \*, please delete whichever is inapplicable

(Please check  the appropriate box).

Mortgaged/Charged Property(s):

Mortgagor(s)/Chargor(s) & ID:

Customer(s) & ID:

Assignor(s) & ID:

Guarantor(s) & ID:

Subordinated Financier(s) & ID:

We enclose the following document(s) and confirm that the same is/are in order for the Bank’s execution: -

Mortgage

Confirmation of Priority Arrangements

\*Deed of Arrangement/Deed of Postponement/Instrument of Postponement

Facility Agreement

Deed of Covenants

Assignment of Insurance

\*Assignment of Rental Proceeds/Assigment of Earnings

\*Total/Partial Discharge of Mortgage/Deed of Reassignment

We undertake not to release the same until we have received all monies owing and payable to the Bank under the Mortgage.

Other documents

We confirm that the document(s) have been properly executed and witnessed and that we have explained the contents of the document(s) to the Mortgagor(s)/ Chargor(s)/ Customer(s)/ Assignor(s) / Guarantor(s) / Subordinated Financier(s) who acknowledged that they fully understand the contents and their rights and liabilities under the document(s).

Where execution is outside of Singapore, we also confirm that a) the execution is in order and b) the witnessing procedures are sufficient to protect the Bank’s position.

Yours faithfully,

Signature:

Name of solicitor-in-charge:

Name of Law Practice:

To:       Date:

We return herewith the documents as set out above duly executed [where applicable] on your undertaking to ensure that the latest and correct version of the Bank’s forms, where applicable, have been adopted and to complete the matter satisfactorily in our favour. Kindly acknowledge receipt.

**MORTGAGE:** In order to ensure that the mortgage is effected over the same collateral assessed by Maybank during the credit approval process, we have set out the following details relating to the aforesaid property which we would require your law firm to (a) verify as part of the title search and (b) liaise directly with our in-house valuer (fax: 6536 0686, tel: 6550 7599 or tel: 6410 3710) (with copy to us) in the event of discrepancy therewith:

Tenure: \*[leasehold/freehold/estate in perpetuity] with \*[99/999] years

Land Area (if applicable):       \*[sq m/sq ft]

Floor Area (if applicable):       \*[sq m/sq ft]

In your final request for drawdown, we would require your law firm to confirm in writing that the tenure, land and floor area as stated above are correct.

Yours faithfully

For **MAYBANK SINGAPORE LIMITED**