



Maybank

Loan Service Request Form

Please mail the completed form to **MAYBANK**, Consumer Credit Administration Centre, Maybank Centre, No. 1 Ang Mo Kio Street 64, Singapore 569083, or fax it to 6483 4369. For enquiries, please call **1800-MAYBANK** (1800-629 2265).

Customer Details

Full Name as in NRIC/Passport (Mr/Ms/Mdm/Mrs/Dr) _____
NRIC/Passport No. _____ Preferred Contact No. _____ (Home/Office/Handphone)

Full Name as in NRIC/Passport (Mr/Ms/Mdm/Mrs/Dr) _____
NRIC/Passport No. _____ Preferred Contact No. _____ (Home/Office/Handphone)

Loan Details

Loan Type ☐ Commercial and Industrial Property Financing ☐ Education Loan ☐ HDB Home Loan
☐ Renovation Loan ☐ Private Residential Home Loan ☐ Others _____

Loan Account No. _____

Request Details

Note: Fees and charges may apply. For more details on the prevailing fees and charges, call **1800-MAYBANK** (1800-629 2265), or visit www.maybank2u.com.sg or any of our 22 Branches.

☐ **Change in Loan Tenure/Monthly Instalment**
Increase/Reduce in loan tenure from _____ to _____
Increase/Reduce in monthly instalment from S\$ _____ to S\$ _____

☐ **Prepayment/Full Redemption**
☐ A. Prepay my loan for S\$ _____ giving the Bank _____ months' notice, or on _____ (DD/MM/YYYY)
☐ Maintain same instalment upon prepayment
☐ Maintain same loan tenure upon prepayment
☐ B. Fully redeem my loan by giving the Bank _____ months' notice, or on _____ (DD/MM/YYYY)

Mode of payment is via:

☐ CPF for the amount of S\$ _____
☐ Cash/Cheque/Debit from account no. _____ for the amount of S\$ _____

☐ **Application for First Time CPF Usage** (Please provide details of the owner(s) who is applying for first time CPF usage)
☐ Monthly Instalment ☐ Prepayment ☐ Redemption
Full Name as in NRIC/Passport (Mr/Ms/Mdm/Mrs/Dr) _____ NRIC/Passport No. _____
Full Name as in NRIC/Passport (Mr/Ms/Mdm/Mrs/Dr) _____ NRIC/Passport No. _____

☐ **Approval to Rent Out Property**
Name(s) of Tenant(s) _____
Expected Monthly Rental S\$ _____ Lease Term _____ (years/months)

☐ **Change of Facility Type**
☐ A. Conversion from Overdraft to Term Loan. Amount to be converted is S\$ _____ Tenure _____
☐ B. Conversion from Term Loan to Overdraft. Amount to be converted is S\$ _____

☐ **Change of Mortgagor/Borrower/Guarantor**
☐ A. Addition of mortgagor/borrower/guarantor
Full Name as in NRIC/Passport (Mr/Ms/Mdm/Mrs/Dr) _____ NRIC/Passport No. _____
Full Name as in NRIC/Passport (Mr/Ms/Mdm/Mrs/Dr) _____ NRIC/Passport No. _____
☐ B. Removal of mortgagor/borrower/guarantor
Full Name as in NRIC/Passport (Mr/Ms/Mdm/Mrs/Dr) _____ NRIC/Passport No. _____
Full Name as in NRIC/Passport (Mr/Ms/Mdm/Mrs/Dr) _____ NRIC/Passport No. _____

<input type="checkbox"/> Change of Security	
<input type="checkbox"/> A. Security to be Added	Market Valuation
<input type="checkbox"/> Mortgage	S\$ _____
<input type="checkbox"/> Shares	S\$ _____
<input type="checkbox"/> Time Deposit	S\$ _____
<input type="checkbox"/> Unit Trust	S\$ _____
<input type="checkbox"/> Others _____	S\$ _____
<input type="checkbox"/> B. Security to be Withdrawn	Market Valuation
<input type="checkbox"/> Mortgage	S\$ _____
<input type="checkbox"/> Shares	S\$ _____
<input type="checkbox"/> Time Deposit	S\$ _____
<input type="checkbox"/> Unit Trust	S\$ _____
<input type="checkbox"/> Others _____	S\$ _____

☐ **Other Request(s)**

Additional Comment(s)/Reason(s) for Request(s) (if applicable)

Declaration

By submitting this application,

- I/We agree that the approval of this application is subject to the Bank's discretion and that the Bank reserves the right to decline the application without giving any reason.
- I/We agree to undertake the application fees and charges incurred relating to my/our request(s).
- I/We warrant that all information and documents provided by me/us are true and accurate and I/we have not wilfully withheld any material facts.
- I/We authorise you to conduct credit checks and to obtain and/or verify any information about me/us with any source as the Bank may in its absolute discretion deem fit.
- I/We 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.

Signature/Date _____

Name _____

Signature/Date _____

Name _____

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

Documents to be Submitted

☐ Change of Mortgagor/Borrower/Guarantor

- ☐ Copy of NRIC/Passport
- ☐ Income documents
 - ☐ Latest computerised pay slip
 - ☐ Income Tax Notice of Assessment for the last two years (for those who are commission-based or self-employed)
- ☐ Latest CPF Statement of Account (if there is utilisation of CPF)
- ☐ Latest CPF Withdrawal Statement

☐ For Approval to Rent Out Property

- ☐ Tenancy Agreement

FOR BANK USE ONLY

Signature verified by _____ Branch/Unit _____ Date _____

To be completed where applicable

☐ Valuation

Name of Internal/External Valuer _____

Company Name (for External Valuer only) _____

Valuation Date _____ EMV S\$ _____ FSV S\$ _____ FIV S\$ _____

☐ Appointed Law Firm

Panel/Non-Panel Law Firm (M/S _____)

Reason(s) for Usage of Non-Panel Law Firm _____
