

HOME LOAN INSTRUCTION FORM

Please fill up the applicable section(s) and mail the completed form to DBS Bank Ltd, Credit Operations (CP No: AH0021), 12 Marina Boulevard, Marina Bay Financial Centre Tower 3, Singapore 018982. Your instruction will only be processed upon the Bank's receipt of this original form. For enquiries, please call Customer Solutions at 63330033.

YOUR PARTICULARS

Name(s)	<hr/>	<hr/>
NRIC/Passport No.(s)	<hr/>	<hr/>
Contact No.(s)	<hr/>	<hr/>

YOUR LOAN DETAILS

Loan Account No.	<hr/>	Sub-Loan No.(s)	<hr/>
Property Address	<hr/>		

REQUEST DETAILS

Section I - Capital Repayment

I/We hereby give one months' notice for repayment of a total amount of S\$_____ comprising:

CPF – I/We confirm that I/we have given instruction to CPF Board to remit you the sum of S\$_____ from _____ (NRIC) and S\$_____ from _____ (NRIC).

Cash – I/We authorise DBS Bank Ltd to deduct my/our POSB Savings / DBS Savings / DBS Current Account / DBS Autosave* Account No. _____ for the sum of S\$_____.

I/We do not wish to proceed with this instruction if there is a prepayment fee as set out in the Letter of Offer.

Please acknowledge receipt of this instruction by sending a SMS to my mobile no. _____ (*applicable to Singapore registered mobile no. only*).

* Delete where applicable.

IMPORTANT NOTES

1. This request will be processed after the one month notice period is met. The notice period shall commence one month from the date of this instruction. Should the transaction date fall on a Saturday, Sunday or public holiday, the Capital Repayment will be effected on the next working day.
2. To apply for CPF funds, please complete CPF Form 4B or log online to www.cpf.gov.sg for private property OR complete HBL/4 for HDB. For more information refer to www.cpf.gov.sg.
3. Capital Repayment is to be made subject to the terms and conditions set out in the Letter of Offer. Prepayment fee (if applicable) will be debited from the above bank account (if stipulated) or your loan servicing account in addition to the Capital Repayment amount.
4. Capital Repayment shall be processed based on the total requested amount, subject that the minimum amount is S\$10,000 and any further amounts must be in multiples of S\$10,000 for private property loans and in multiples of S\$1,000 for HDB loans. The Bank reserves the right to refund all sums received to CPF Board if the amount received does not meet the above requirement and/or the amount received is not the amount stated in this request.
5. Any outstanding amounts due (if applicable) will be debited first from the Capital Repayment amount received before applying the balance to the loan.
6. This Capital Repayment request will not be processed if we have received your notice to redeem the loan and/or if there is insufficient funds in your account and/or if the information in this form is incomplete. A fresh one months' notice is required to proceed subsequently.
7. The administrative fee applicable for revision of loan period shall be debited from your loan servicing account.

SIGNATURE(S) OF BORROWER(S) AND ACCOUNT HOLDER(S)[†]

			Date
<small>† Signature as in Bank's record. Signatures of all account holders are required for Joint-All account. For account operated by thumbprint, please visit any DBS/POSB branches with your NRIC/Passport to have the branch officer witness your thumbprint.</small>			

FOR BANK'S USE ONLY

Signatures witnessed / verified by:	Name and Specimen signature no. stamp:	
		Date

For Credit Operations Use

To update	FR	FR No.	RLS
GL account name	Dr	Cr	
Updated by:		Checked by:	

Postage will be
paid by
addressee.
For posting in
Singapore only.

BUSINESS REPLY SERVICE
PERMIT NO. 00905



T&O – Credit Operations (CP No.: AH0021)
DBS Bank Ltd
2 Changi Business Park Crescent
DBS Asia Hub
Singapore 486029