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| **Mortgage Loan Customer Services Request Form** 樓宇按揭貸款客戶服務申請表  | Date:日期 :  |  |

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| To: OCBC Bank (Hong Kong) Limited “the Bank” (Loans Operation Department)致: 華僑銀行(香港)有限公司 “銀行” (貸款營運部) |
| Name of Borrower(s): 借款人姓名:  |  |
| Loan Account No(s): 貸款户口號碼:  |  | Contact Tel. No.:  聯絡電話號碼: |  |

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| **I/We hereby request for** (please “✓” the appropriate box beside any of the following request(s) that you wish to make):**本人/吾等 於此申請** (請在適用的方格內填上“✓”): |

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| 1. **[ ]**  | **Partial Payment 部份還款** |
| On 於 | for   為 元 |
| *Payment method:**付款方法* | [ ]  By Debiting Account No.:  從帳戶中扣除: | [ ]  By cash or [ ]  Cheque/Cashier Order No.   現金 或 支票/本票及號碼: |

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| 2. **[ ]**  | **Early Settlement 提前還款** |

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| On 於 | *Payment method:* [ ]  By Debiting Account No.: *付款方法* 從帳戶中扣除:  | [ ]  By cash or [ ]  Cheque/Cashier Order No.   現金 或 支票/本票及號碼: |

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| 3. **[ ]**  | **Change of Loan Repayment Method 更改貸款之還款方法****[**A standard charge/administration fee will be incurred for each request below 此列之每項申請, 會按照銀行的標準費用/行政費用收取**]** |
| Effective from**由** |  | **OR from the next instalment due date,**  **或 由下一期供款日起,**  |   |
| [ ]  If interest rate change,  如息率改變, | fix the instalment amount at 固定供款額為 元 | and adjust the loan tenor. 及調整貸款期。 |
| [ ]  If interest rate change, 如息率改變, | [ ]  extend 延長 | [ ]  shorten 縮短 | the remaining loan tenor to 剩餘貸款期至 |  | years and adjust the instalment amount.年及調整供款額。  |
| [ ]  Shift from 更改由 | [ ]  monthly instalment to bi-weekly instalment. (Please specify method: [ ]  Half-repayment amount or [ ]  Fixed repayment tenor) 每個月供款改為每兩星期供款。 (請註明方法: 每期還款減半 或 固定還款年期) |
| [ ]  bi-weekly instalment to monthly instalment. (Please specify method: [ ]  Double-repayment amount or [ ]  Fixed repayment tenor) 每兩星期供款改為每個月供款。　 (請註明方法: 每期還款倍增 或 固定還款年期)  |
| [ ]  Change repayment due date to 更改供款日期為每月 |  | day of each month.號。 |  |
| [ ]  Instalment Method after Partial Payment: 部份還款後之供款方法: | [ ]  Repayment amount unchanged & shorten loan tenor. [ ]  Loan tenor unchanged & reduce repayment amount. 供款金額不變以及縮短貸款期。 貸款期不變以及縮減供款金額。 |
| [ ]  Increase the instalment amount by  供款額以每年 | % per annum. % 遞增。  |
| [ ]  Others (please specify):  其他 (請註明) : |  |

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| 4. **[ ]**  | **Appoint Solicitor firm to handle discharge of mortgaged property (ies) 委託律師行處理解除物業按揭** **[**This item require Owner(s)/Mortgagor(s) to sign in the right hand side underneath 此項必須由業主/抵押人於右下方簽署**]** |   |
| Mortgaged Property:按揭物業:  |  |
| I/We hereby confirm that I/we have appointed the below Solicitor/Law firm to prepare a release/discharge in respect of the mortgaged property. You are requested to deliver that firm all the relevant title deeds and documents for their further actions.本人/吾等 於此確認 本人/吾等 委託以下之律師/律師行處理解除物業按揭之事宜。 請遞送所有相關之契約及文件予 該行進行處理。[ ]  the Bank’s nominate Solicitor firm 銀行委託之律師行 |

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| [ ]  Name of solicitor firm: 律師行名稱:  |  |

I/We understand that the Bank will reserve the right to amend/vary the terms of the above request(s) **&** any fee(s) / charge(s) incurred will be charged to my/our account.

本人/吾等 明白銀行會保留更改/變更上述所有申請之權利 **以及** 從本人/吾等 之帳戶中扣除所有有關的服務費用與其他收費。

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| Authorized Signature(s) of Borrower &/or Account Holder (required to sign for request 1-3) 借款人 及/或 戶口持有人的認可授權簽署 (若所需服務屬第1-3項, 須在此簽署)*(signature should be the same as specimen signature appeared in our Bank Record)**(簽署須與銀行之簽字式樣相符)* |  | Authorized Signature(s) of Property Owner/Mortgagor (required to sign for request 4)物業業主 或 抵押人的認可授權簽署 (若所需服務屬第4項, 須在此簽署)(signature should be the same as the one appeared in Legal Charge/Assignment/Our Bank Record)*(簽署須與按揭契 / 轉讓契 / 銀行之簽字式樣相符)* |

***Terms and Conditions (條款及細則):***

1. Customer must ensure there is sufficient funds in repayment account to effect repayment / charges on the date as specified by you. Otherwise, the request will be treated as void.

客戶用作還款之帳戶必須於指定之還款 / 收費日內存入足夠之款項，否則申請將作廢處理。

1. Partial Payment is subject to the bank’s discretion. For HPLS / HALS loan, partial payment shall be subject to production to the bank of the Housing Auhority’s prior written consent. The partial payment sum will be paid to the bank and the Housing Authority in proportion to the respective loan outstanding in respect of the Bank’s loan and the Government’s Interest Free Loan as at the date of the Bank’s receipt of the partial payment.

部份還款是必須經銀行酌情批准。 若 閣下為自置居所 / 置業資助計劃借款者，必須先向銀行出示房屋委員會預先的書面批准 。 部分還款之款額將按比例攤還給銀行和房屋委員會，比例按銀行收到部分提前還款當日就銀行的按揭貸款及政府的免息貸款分別尚欠的本金款項計算。

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| **For Bank Use Only**  |
| Signature verified & Approved by: Name: |

1. For HOS / TPS loan, the portion of partial payment amount will be not less than HKD5,000 or any whole multiple of that sum.

若 閣下為 居者有其屋 / 租者置其屋貸款計劃借款者, 部份還款之金額須為不少於港幣五千元或該金額的整數倍數。

1. For SCHLS Phase VI loan, the portion of partial payment amount will be HKD50,000 or any whole multiple of that sum.

若 閣下為 夾心階層住屋貸款計劃第6期借款者, 部份還款之金額須為港幣五萬元或該金額的整數倍數。

1. For HPLS / HALS loan, amendments to loan tenor/instalment due date/instalment amount requires prior consent from Housing Authority.

若 閣下為自置居所 / 置業資助計劃借款者, 如欲申請更改 貸款期/供款日期/供款額, 須預先獲得房屋委員會同意後方可更改。

1. For HLISS loan, an amendment to loan tenor requires prior consent from Hospital Authority.

若 閣下為購屋貸款利息津貼計劃借款者, 如欲申請更改貸款期, 須預先獲得醫院管理局同意後方可更改。

* 1. If there is any inconsistency or conflict between English & Chinese versions, the English version shall prevail for all purposes.

中、英文文本之文義如有歧異，在任何情況下一概以英文文本為準。 *(Version No5/07-23)*