

HSBC HOME LOAN
Pre-payment / Loan Amendment Document Requirements

1. Pre-payment and Changes in Repayment Method or Interest Computation/Repayment Frequency, Re-pricing Period, or ADA Account

- Signed Pre-payment Request Form
- Signed Loan Amendment Request Form
- Commitment letter from client to complete loan documents, if applicable
- Other documents not submitted previously (document deficiencies), if applicable

2. Loan Term Extension/Reduction

- Signed Loan Amendment Request Form
- Updated income documents
 - If employed, latest ITR or COE or latest 3 months payslips
 - If self-employed, latest 3 months bank statement of account of 3 year ITR or Audited Financial Statements

Note: ITR for loan term extension requests or its allowed alternatives

- Appraisal Report (Re-appraisal is required if application is done more than 1 year from the last appraisal report.)
- Other documents not submitted previously (document deficiencies), if applicable

3. Change in Due Date

- Signed Loan Amendment Request Form
- Updated income documents
 - If employed, latest ITR or COE or latest 3 months payslips
 - If self-employed, latest 3 months bank statement of account of 3 year ITR or Audited Financial Statements
- Other documents not submitted previously (document deficiencies), if applicable

4. Change in Collateral

- Signed Loan Amendment Request Form
- Updated income documents
 - If employed, latest ITR or COE or latest 3 months payslips
 - If self-employed, latest 3 months bank statement of account of 3 year ITR or Audited Financial Statements
- Appraisal Report
- Other documents not submitted previously (document deficiencies), if applicable

5. Change in Tranche Schedule

- Signed Loan Amendment Request Form
- Updated income documents
 - If employed, latest ITR or COE or latest 3 months payslips
 - If self-employed, latest 3 months bank statement of account of 3 year ITR or Audited Financial Statements
- Appraisal Report (Re-appraisal is required if application is done more than 1 year from the last appraisal report.)
- Other documents not submitted previously (document deficiencies), if applicable

6. Change in Loan Currency (Philippine Peso to Foreign Currency)

- Signed Loan Amendment Request Form
- Updated income documents
 - If employed, latest ITR or COE or latest 3 months payslips
 - If self-employed, latest 3 months bank statement of account of 3 year ITR or Audited Financial Statements
- Appraisal Report (Re-appraisal is required if application is done more than 1 year from the last appraisal report.)
- Other documents not submitted previously (document deficiencies), if applicable