

**The Hongkong and Shanghai Banking Corporation Limited**

Customer Name

Date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

**I would like to:**

Pre-pay\* (Partial Payment of Principal) in the amount of:

Pre-terminate (Full/Pay-off Loan)

My existing home loan account with Account No: 

--	--	--	--

 - 

--	--	--	--	--	--	--	--

 - 

--	--	--

Effectivity date 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

\*Please fill out/submit the loan amendment form if there are changes on the loan term. Refer to the list of document requirements for loan amendment.

**Reasons for Pre-payment**

Surplus fund available sourced from

Inheritance     
  Sale of other property     
  Investments     
  Savings

Refinancing (availed of another loan) from (specify institution)

due to (specify reason e.g. lower rate, waived fees, higher appraisal value, etc)

Payment from solicitor's account

Name

Account Number 

--	--	--	--

 - 

--	--	--	--	--	--	--	--

 - 

--	--	--

Reason

Others

**Reasons for Pre-termination**

Surplus fund available sourced from

Inheritance     
  Sale of other property     
  Investments     
  Savings

Sale of Property

Refinancing (availed of another loan) from (specify institution)

due to (specify reason e.g. lower rate, waived fees, higher appraisal value, etc)

Payment from solicitor's account

Name

Account number 

--	--	--	--

 - 

--	--	--	--	--	--	--	--

 - 

--	--	--

Reason

Others

**I acknowledge that:**

- My request shall be subject to charges, whichever is applicable:
  1. Service Fee
    - a. Php500 if Pre-payment/Pre-termination is on Repricing Date
    - b. Php2,000 if Pre-payment/Pre-termination is on any other banking day NOT on Repricing Date
  2. Breakfunding Cost (BFC) if Pre-payment/Pre-termination is on any other banking day NOT on Repricing Date - manner of computing is as indicated in the Home Loan Promissory Note but actual amount may change depending on the pre-payment or pre-termination date
  3. Unpaid Premiums (MRI and FIR insurances)
  4. Unpaid Real Estate Taxes
  5. Gross Receipt Tax adjustment, applicable only to loans with original loan tenor > 5 years (Note: Required if tenor after restructuring results to a loan tenor less than 5 years and 1 day)
  6. Other fees previously waived or incentives availed from a Home Loan promo when loan was booked as indicated in the Promo/Offer Terms and Conditions Conforme
- I shall submit and/or sign new income documents and other loan documents where necessary for the processing of my request.
- I shall be given a new amortization schedule based on my pre-payment. Or in case of pre-termination, the Bank shall return the Home Loan documents to me within 5 banking days after the said pre-termination.

Note: Request form must be submitted five (5) days before repricing date if transaction should be effected on repricing date.

**I authorize The Hongkong and Shanghai Banking Corporation Limited (HSBC) to:**

- Destroy/shred any/all postdated cheques dated 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 to 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

 which I issued and submitted as amortization payment for my loan account number 

--	--	--	--

 - 

--	--	--	--	--	--	--	--

 - 

--	--	--

 ; and
- Collect payment for the pre-payment or pre-termination of my loan plus any applicable fees and/or costs. Please:
  - Debit my account 

--	--	--	--

 - 

--	--	--	--	--	--	--	--

 - 

--	--	--
  - Accept my cash/check payment

I affirm that I am fully aware of and accept the effect of my request and voluntarily make this request. I hereby expressly, absolutely and unconditionally release and discharge The Hongkong and Shanghai Banking Corporation Limited (HSBC) and undertake to, at all times, indemnify/keep HSBC free and harmless from any and all claims, liabilities, obligations, actions, proceedings, loss, damage, costs and expenses arising from or in connection with, directly or indirectly, HSBC so acting upon these instructions, except in case of gross negligence on the part of HSBC.

--

Customer name over Signature



--

Branch PBO/Sales Account Officer

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Date Received

**This portion to be filled-up by HSBC**

Endorsed to (Name/Dept):

Date received: 

D	D	M	M	Y	Y	Y	Y
---	---	---	---	---	---	---	---

Processed by:

Comments: