

HSBC HOME LOAN Request for Loan Amendment Form

Customer Name : _____ **Request date:** _____

Employment Status of Borrower Full time Part time Self-employed Retired
Please tick appropriate box. Overseas Filipino Professional Housewife Unemployed

Name of Employer (of Borrower): _____

Employment Status of Co-Borrower Full time Part time Self-employed Retired
Please tick appropriate box. Overseas Filipino Professional Housewife Unemployed

Name of Employer (of Co-Borrower): _____

Date of Latest Real Estate Tax Receipt: _____ Date of Latest Tax Clearance: _____
 Date of Latest Real Estate Tax Declaration: _____

Insurance Carrier / Amount of Coverage / Date of Expiry

MRI _____
 Fire Insurance _____

I would like to change the terms of my:
 existing home loan account with Account No: _____ -- _____ -- _____ on _____ <effectivity date>.

Please tick the appropriate request below:

RESTRUCTURE/RESCHEDULE

Reduce/Shorten* my loan term to: _____
 Extend/Lengthen* my loan term to: _____
 Change my interest calculation:
 From Straight-line to Reducing
 From Reducing to Straight-line
 Change my repayment frequency:
 From Monthly to Fortnightly
 From Fortnightly to Monthly
 Change in re-pricing period/tenor (on a date different from actual re-pricing date)
 Change in Loan Currency

OTHER CHANGES:

Change in Automatic Debit Arrangement (ADA) account
 Change my monthly amortization due date to: _____
 Change in collateral
 Change in tranche schedule
 Others: (Pls. state) _____

Reasons for Amendment: _____

**If home loan was booked more than 12 months prior to this request, re-appraisal of the property will be required. BSP (MORB X322.2) mandates re-appraisal at the point of restructuring. Restructuring may include, but is not limited to, change in maturity, interest rate, collateral or increase in the face amount of the debt resulting from the capitalization of accrued interest/accumulated charges.*

I acknowledge that:

- My request shall be subject to HSBC's final approval.
- Processing may take 6-8 working days.
- I shall submit and/or sign new income documents and loan documents where necessary to process my request. *Please refer to the attached list of document requirements for loan amendments.*
- I shall continue to pay my monthly amortizations under the above loan account pending the approval of my request.
- Where applicable, I shall be liable for the following charges:

RESTRUCTURING/RESCHEDULING

1. Service Fee
 - Php500 if Restructuring is on Repricing Date
 - Php2,000 if Restructuring is on any other banking day NOT on Repricing Date
2. Breakfunding Cost (BFC) – manner of computing is as indicated in the Home Loan Promissory Note but actual amount may change depending on the re-structuring date
 - If Restructuring is on any other banking day NOT on Repricing Date
 - If Pre-payment is also made with restructuring
3. Unpaid Premiums (MRI and FIR insurances)
4. Unpaid Real Estate Taxes
5. Appraisal Fee, if applicable
6. Documentary Stamp Tax (DST) of Php1 for every Php200 loan amount, if tenor is increased
7. 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]
8. Notarial Fee of Php200

OTHER CHANGES

1. Service Fee of Php500
2. Annotation Fee (for change in collateral)
3. Items 2 to 8 above, if applicable

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 post dated cheques dated _____ to _____ which I issued and submitted as amortization payment for my loan account number _____ -- _____ -- _____; and
- collect payment for the amortization plus any applicable fees and/or costs when approved. 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, Ltd (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 cases of gross negligence on the part of HSBC.



Printed Customer name over Signature

Branch RM/ Account Officer

Date Received

This portion to be filled-up by HSBC

Endorsed to (Name/Dept): _____ Date received: _____ Processed by: _____
 Comments: _____