



Date:

The Manager

Branch, HSBC Bangladesh

Dear Sir or Madam:

Please adjust the loan facility sanctioned to me/us vide your Facility Offer Letter as per the following details:

Account Name		
Loan Account Number		
Partial Prepayment	<input type="checkbox"/> Yes	Partial Prepayment Amount: BDT_____
	<input type="checkbox"/> Please reduce the size of my monthly instalment (EMI) keeping the remaining tenure of the loan/facility unchanged <input type="checkbox"/> Please reduce the remaining tenor of the loan/facility keeping the size of my EMI unchanged	
Full Prepayment (or Early Settlement)	<input type="checkbox"/> Yes	Loan Outstanding Amount: BDT_____
	I shall collect the security scripts from_____branch (applicable for facility against government bonds only)	
Reason for Adjustment	<input type="checkbox"/> I am taking a top-up on this facility <input type="checkbox"/> I am moving abroad <input type="checkbox"/> I am not happy with the service here <input type="checkbox"/> I want to reduce my liabilities I do not wish to have loans at the moment <input type="checkbox"/> I am taking the loan over to another bank <input type="checkbox"/> I am not happy with the pricing of the loan/facility <input type="checkbox"/> Others (please specify)_____	
Name of Employer		
Attached PO/Cheque No. (other bank, if any)		

The Prepayment amount is to be realised by: [Please tick only one option and fill out the necessary details]

<input type="checkbox"/> Transferring the required amount from my A/C number:_____
<input type="checkbox"/> Encashing the security held against the facility (only for secured loan facility) Security to be liquidated:_____
Note : If the liquidated security amount does not cover the entire payable sum, the remaining balance will be settled by transferring from my/our transactional account
<input type="checkbox"/> _____

I understand and agree to the following:

For all types of settlement (both partial and full), the instruction will be executed only upon availability of sufficient funds in my/our account on the actual date of execution (instruction receipt date + up to 2 working days).



1.In case of **Full Prepayment** (or Early Settlement), the fund in my/our account on the actual date of execution would cover (i) the principal outstanding, (ii) the total interest accrued till the execution date, and (iii) applicable early settlement fees and VAT (as quoted in the current WPB Fees and Charges) and other applicable charges (if any).

2.In case of **Partial Prepayment**, the fund in my/our account on the actual date of execution would cover (i) the partial prepayment amount, and (ii) applicable partial prepayment fees and VAT (as quoted in the current WPB Fees and Charges) and other applicable charges (if any). For partial payments with instruction to reduce the size of the Monthly Installment (EMI), the new EMI may be effective from either the closest installment date or the second closest installment date from the date of partial settlement. Furthermore, I am aware of the fact that the revised Facility Offer Letter will be sent to my registered email ID.

I hereby declare and confirm that the information contained in this form is true and accurate and HSBC shall not be liable for any errors, inaccuracies or omissions in the form and that I shall remain liable and responsible for all transactions undertaken on the basis of the instructions and information contained in this form.

I/We, hereby expressly acknowledge and confirm, that a summary of the contents of the terms and conditions contained in this form have been read out to me/us and I/we have read and understood the terms and conditions contained herein and have provided signatures and thumb prints herein below upon clearly understanding and agreeing to these terms and conditions.

I/We hereby further agree and provide my/our consent to HSBC for using, accessing, storing, processing, and/or transferring my/our personal data (including my/our thumbprints) to the HSBC Group, any regulatory authority, or any other third party for the purpose of providing the services or for meeting compliance obligations or regulatory requirements or carrying out any verification or for defending and/or protecting the HSBC's interests/rights and/or any other matter related thereto.

..... Signature of 1 st Applicant Name: Date:	<div></div> Thumbprint of 1 st Applicant Signature of 1 st Applicant Name: Date:	<div></div> Thumbprint of 1 st Witness
..... Signature of 1 st Witness Name: Date:	<div></div> Thumbprint of 2 nd Applicant Signature of 1 st Witness Name: Date:	<div></div> Thumbprint of 2 nd Witness

To be Filled by Branch Staff only:

Applicable charge waiver (if any):	BM Comments and Signature:
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