

All information is required unless stated.

Please submit your completed form at any OCBC Branch or mail to:  
Oversea-Chinese Banking Corporation Limited, Account Services, Bras Basah Post Office, Locked Bag Service No. 8, Singapore 911886  
Attn: Small Business Loan

Type of loan	When will prepayment take effect
<ul style="list-style-type: none"> <li>- Bridging Loan</li> <li>- Micro Loan</li> <li>- Business First Loan</li> <li>- Working Capital Loan</li> </ul>	<ul style="list-style-type: none"> <li>- Temporary Bridging Loan</li> <li>- Equipment &amp; Machinery</li> </ul>
<ul style="list-style-type: none"> <li>- Business Term Loan</li> </ul>	Full / Partial prepayment: 1 month after receiving this notice
<ul style="list-style-type: none"> <li>- Commercial Property Loan</li> <li>- HDB Shop Loan</li> <li>- Industrial Property Loan</li> <li>- Insurance Financing</li> </ul>	Full / Partial prepayment: 3 months after receiving this notice  Full prepayment: 3 months after receiving this notice  Partial prepayment: 1 month after receiving this notice

## 1 What is your company name? ▶ as per ACRA

## 2 What are your loan account details?

Loan account number ▶ Do not include hyphens or spaces

Your loan account number can be found on your Loan Statement.

Only the first 10 digits are required. E.g. 5011XXXXXX

## 3 What is your prepayment instruction? ▶ Select accordingly

**Type of Prepayment** ▶ Select one

Full Prepayment

I/We would like to make full prepayment towards the above Loan by giving the Bank the minimum requisite notice.

**For Industrial/Commercial Property Loan and HDB Shop Loan only**  
Law Firm acting for me/us in the full redemption of the above property:

Appoint Bank's panel law firm (Default option unless otherwise instructed)

My preferred law firm: \_\_\_\_\_  
(For this option, kindly instruct your preferred law firm to serve the notice of redemption to the Bank)

Partial Prepayment

I/We would like to make a partial prepayment of S\$ \_\_\_\_\_ towards the above loan by giving the Bank the minimum requisite notice.

Partial prepayments would be applied towards reduction of the monthly instalment amount payable. The prepayment amount shall not be less than S\$5,000 (for Micro Loan / Bridging Loan / Business Term Loan / Working Capital Loan / Business First Loan / Temporary Bridging Loan / Equipment & Machinery Loan) and S\$10,000 (for Industrial / Commercial Property Loan and HDB Shop Loan / Insurance Financing); any further amount must be in multiples of S\$1,000

**Reason for prepayment** ▶ Select one

I/We have extra funds

I/We would like to refinance the loan through another Bank

I/We have sold the property

Others (please specify): \_\_\_\_\_

## 4 What are your debiting account details?

Debit my/our loan prepayment, including all other relevant charges from my/our account

▶ Account number

You will receive a notification letter 2 weeks before the prepayment date. Please ensure that there are sufficient funds in the account on the prepayment date for the Bank to carry out your instruction.

Signature of account holder(s)

▶ As per current account signing mandate

## 5 What are your contact details?

Contact person

▶ Authorised to receive and communicate information pertaining to all your loan matters

Contact number

## 6 Important notes

- The notice period will commence from the date the Bank receives this instruction form. If the prepayment is not made by the due date, a "New Notice" must be submitted. If the prepayment due date falls on a public holiday or weekend, the prepayment will be made on the next working day. Any subsequent changes to this request will be treated as a "New Notice".
- Please note that interest in lieu will be charged for any short notice given to the Bank.
- The OCBC Account shall be debited for the payment of any administrative fee, prepayment/commitment fee and/or interest-in-lieu of notice.
- Signature(s) (In accordance with the OCBC Account specimen signature(s) with the Bank. Note: (a) If the debiting account is a 3rd party account or a joint account, where such joint account is operated with joint signing authority, please ensure that all the relevant account holder(s) will sign on this form as per specimen signature(s) for the relevant account; and (b) by all relevant account holder(s) signing on this form, OCBC Bank is authorised to debit such relevant fees, expenses or costs incurred in connection with or ancillary to this notice from such relevant account(s).)
- By signing this form, I/ we confirm that I/ we have obtained the consent from the person(s) whose personal data is provided in this form for the collection, use and disclosure of such person(s)' personal data for the purposes of processing this request, and for other applicable purposes as set out in the OCBC Data Protection Policy available at: <https://www.ocbc.com/business-banking/bank-policies>.

### Applicable for Business Term Loan only

A prepayment fee shall be levied for full and partial prepayment anytime during or within the lock in period of the Business Term Loan as stated in our notification letter to you. An administrative processing fee shall be levied if you prepay (whether fully or partially) the Business Term Loan any time after the lock in period as stated in our notification letter to you.

## 7 Authorised signature(s)

Signature of sole proprietor / all partners / guarantor(s) / person(s) who is/are authorised to sign for and on behalf of the Applicant.

<i>Signature</i>	<i>Signature</i>	<i>Signature</i>
Name _____	Name _____	Name _____
NRIC / Passport number _____	NRIC / Passport number _____	NRIC / Passport number _____
Date ▶ DD / MM / YY ____ / ____ / ____	Date ▶ DD / MM / YY ____ / ____ / ____	Date ▶ DD / MM / YY ____ / ____ / ____

For bank's use

<b>To: Loan Admin</b>			
<i>Instruction was received on</i>  Date _____	<i>Signature was verified against SVS by</i>  Name and branch stamp _____  Date _____	<i>Prepayment fee chargeable</i>  <input type="checkbox"/> No  <input type="checkbox"/> Yes S\$ _____	<i>Effective Date</i>  Date _____  <i>Please effect the partial prepayment as above (*).</i> <i>Please debit prepayment fee as (#).</i>
<b>From: SBL</b>			