

<input type="checkbox"/> All Division	<input type="checkbox"/> Consumer	<input type="checkbox"/> Other Pls, specify below
<input type="checkbox"/> Corporate	<input type="checkbox"/> SME	

Service Request Form

CIF No : _____

Loan Account No. : _____

Branch Manager

..... Branch
IDLC Finance Limited

Dear Sir/ Madam,

I /we,..... (Applicant) and..... (Co-applicant)

Contact Address:

Mobile No(s) : Email ID :
request you to provide me/ us with the following service(s).

Type of Service Required (Please tick for the required services)

- Tax Certificate
- Security Change
- PG change
- Loan Account Statement/ Overdue Statement
- Amortization Schedule
- Loan Repayment Certificate for a financial year
- Collection of Dishonored Cheque
- Photocopy of the following Documents:

i)

ii)

Mode of Document Collection:

- To be collected by Applicant / Co-applicant
- To be mailed by courier service
- To be collected by Authorized person
- Others

Signature of Authorized Person

Signature of Applicant / Co-applicant

Pre-Payment:

<input type="checkbox"/> Partial Payment	If you select from this box, pls also fill the info in other page
<input type="checkbox"/> Foreclosure	

Conversion of Interest Rate Mode:

<input type="checkbox"/> Fixed to Variable	<input type="checkbox"/> Variable to Fixed
<input type="checkbox"/> EMI Effect	<input type="checkbox"/> Tenor Effect

Installment Date Shifting:

From..... To.....

Loan Term Change:

Reduction :

Extension :

Address/ Employment/ Profession Change:

Details of New Address/ Employment / Profession:

Contact Phone/ Mobile No. Change:

New Contact No.

For Office Use Only	
Attended by	Executed by

* Supporting documents to be submitted by applicant/co-applicant (as required)
 * Charges / Fees are payable as per Schedule of Charges / Fees
 * Terms and conditions mentioned in page 2 are applicable and it requires your acceptance for Prepayment / Foreclosure or Interest Rate Conversion.
 *

Signature of Applicant/ Co-applicant

FOR LOAN PREPAYMENT / FORECLOSURE:

Reason(s) for prepayment / foreclosure _____

Source of Prepayment Amount

Own Savings* Sale of Asset / Property Retirement Benefit
 Bank Borrowings ** Others (please specify) _____

*** Cheque to be issued from borrower's own account.**

****Cheque to be issued from the concerned Bank or Financial Institution (FI).**

Note: In case of takeover the concerned Bank/ FI's letter is required in favour of IDLC within 15th of any month.

Following are the terms for Prepayment / Foreclosure:

- a) Minimum amount for prepayment is Tk. 100,000/-, but not more than 70% of the Principal amount.
- b) Application should be made within 20th day of any month for effecting the revised EMI due to prepayment from the following month.
- c) Prepayment request is allowed after payment of first 6 (six) EMIs and but not on partly drawn loan amount.
- d) Early Settlement Fee 2% and VAT is applicable.
- e) Overdue Installment(s) and / or Charges (if any) must be paid before prepayment.
- f) Foreclosure or prepayment is accepted only after the payment of the current month's installment.
- g) After availability of Settlement Amount of the loan and Redemption of Mortgage the title documents relating to property shall be available at the concerned branch for delivery within next 7 to 10 working days.
- h) After prepayment a letter containing revised terms of the loan will be issued within 10 working days.**
- i) New tenor or revised EMI will be effective from the following month's EMI schedule.
- j) Any receivables identified subsequently in your Loan A/C shall be recoverable and can be claimed even after full settlement of the Loan A/C. IDLC will provide supporting documents in this regard.

FOR CONVERSION OF INTEREST RATE MODE:

Loan Amount: BDT. _____

Outstanding Loan Amount: _____

Present Interest Rate: _____

Present Loan Term: _____

Monthly Installment (EMI): BDT _____

Branch Name: _____

Reason(s) for Conversion: _____

Following are the terms for Conversion of Interest Rate Mode:

- a. Conversion Fee is **1% of the outstanding loan amount / URPA** plus VAT.
- b. Conversion will not be allowed in the 1st year of the loan tenor.
- c. Conversion is allowed **once** in the entire loan tenor.
- d. IDLC Credit Risk Management Department may apply credit assessment parameter and may ask for any relevant / up to date documents (if required) in this regard.
- e. One will not be eligible for this Conversion facility if there is one or more Overdue Instalment during the last 9 months before the date of application.
- f. Satisfactory CIB Report must be received before Disbursement.
- g. Prevailing Asset Rate Matrix will be applicable for the Interest Rate Conversion.
- h. Conversion Fee may change at any time as per approved Schedule of Charges or due to regulatory policy.

I / we do hereby agree to the above-mentioned terms and conditions.

Signature of Applicant

Signature of Co-Applicant