

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

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

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**2 What would you like to do?** ▶ *Select one*

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

10-digit loan account number	5-digit tranche number
Example: 5011XXXXXX	00001

**Cancellation of the loan facility**

I/We would like to prepay all outstanding amounts under the loan facility below (if any) by giving the Bank the minimum requisite notice and cancel the facility thereafter.

Loan account number ▶ *Do not include hyphens or spaces*

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*If there is any outstanding amount under the loan facility, full prepayment and cancellation of the loan facility will be effected 1 month after the Bank receives this notice.*

*If there is no outstanding amount under the loan facility, the loan facility will be cancelled upon the Bank's receipt of this notice.*

**OR**

**Full prepayment of loan(s) under the loan facility**

I/We would like to make full prepayment towards the loan(s) below by giving the Bank the minimum requisite notice.

Loan account number

Tranche number(s)

▶ *Do not include hyphens or spaces*

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*Please indicate the tranche number of the loan(s) you want to fully prepay in the boxed fields.*

*Prepayment will take effect 1 month after the Bank receives this notice.*

**OR**

**Partial prepayment of loan under the loan facility**

I/We would like to make a partial prepayment of S\$ \_\_\_\_\_ towards the loan below 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; any further amount must be in multiples of S\$1,000.*

Loan account number

Tranche number(s)

▶ *Do not include hyphens or spaces*

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*Prepayment will take effect 1 month after the Bank receives this notice.*

**Reason for cancellation/prepayment** ▶ *Select one*

I/We have extra funds

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

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

**3 What are your debiting account details?** ▶ *if applicable*

*Applicable only if you are prepaying loan(s) under your Business Revolving Short-Term Loan facility.*

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

▶ *Account number*

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*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*

#### 4 What are your contact details?

Contact person

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

Contact number

#### 5 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, 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>.

#### 6 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>
<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Name	Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
NRIC / Passport number	NRIC / Passport number	NRIC / Passport number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Date ▶ <i>DD / MM / YY</i>	Date ▶ <i>DD / MM / YY</i>	Date ▶ <i>DD / MM / YY</i>
<input type="text"/>	<input type="text"/>	<input type="text"/>

For bank's use

<b>To: Loan Admin</b>		
<i>Instruction was received on</i>	<i>Signature was verified against SVS by</i>	<i>Effective Date</i>
<input type="text"/>	<i>Name and branch stamp</i>	<input type="text"/>
Date	<input type="text"/>	Date
<input type="text"/>	Date	<input type="text"/>
	<input type="text"/>	<i>Please effect the partial prepayment as above (*).</i>
<b>From: SBL</b>		