

OCBC RENOVATION LOAN

REQUEST TO CANCEL / REISSUE / REPORT LOSS OF CASHIER'S ORDERS

Please complete and mail to: OCBC Bank, Card Operations-Reno Loan, 31 Tampines Ave 4, #07-00 Tampines Centre Two S(529680)

Section 1

- ☐ **Cancellation of my/our cashier's order(s).** Please attach original cashier's order(s) for cancellation. Please complete Section 4 if you would like the Bank to reissue you the cashier's order(s). Prepayment fee 2% will be charged on the returned CO amount returned if CO re-issuance is not required.

Cashier's Order Number(s)	(i)	(ii)	(iii)
Cashier's Order Amount	S\$	S\$	S\$

Section 2

- ☐ **Loss of my/our cashier's order(s).** Please indicate the particulars of the lost cashier's order(s) below. Please complete Section 4 if you would like the Bank to reissue you the cashier's order(s).

Cashier's Order Number	Cashier's Order Amount (\$)

- ☐ **Stop payment of Cashier's Order(s).** Please stop payment on the following Cashier's Order(s) due to dispute with contractor/police report attached/other reason : _____

A stop payment will be placed on Cashier's Orders at an administrative fee of S\$20 per Cashier's Order. Please complete Section 4 if you would like the Bank to reissue you the cashier's order(s).

Cashier's Order Number(s)	(i)	(ii)	(iii)
Cashier's Order Amount	S\$	S\$	S\$

Section 3

Non-receipt of cashier's order(s). A stop payment will be placed on the cashier's orders that have not been received by you, and the Bank will issue a fresh cashier's orders accordingly at no charge unless indicated otherwise. Please tick one box only:

- ☐ I have not received any of the cashier's order mailed to me by the Bank.
- ☐ I have not received the following cashier's order(s) from the Bank (pls indicate Cashier's Order Number & Amt below):

Cashier's Order Number(s)/	(i)	(ii)	(iii)
Cashier's Order Amount	S\$	S\$	S\$

Please mail the fresh cashier's order(s) by ordinary post to: _____.

The cashier's order will be mailed to the address in our records if not indicated above.

Section 4

- ☐ **Fresh issuance of my/our Cashier's Order(s).** An administrative fee of S\$20 per Cashier's Order is chargeable. To carry out the issuance, you must have completed one or more of the sections above. The total re-issued amount must not exceed the total Cashier's Order amount returned / reported lost / non-receipt.). Where re-issue CO amount is less than returned CO amount, 2% prepayment fee on the difference will be charged.

- ☐ **For change of renovation contractor, please attach copy of new contractor's quotation**

Cashier's Order To Be Made Payable to (please write the name of your contractor)	Amount
	S\$
	S\$
	S\$

Please mail the cashier's order(s) by ordinary post to: _____.

The cashier's order will be mailed to the address in our records if not indicated above.

By signing and submitting this form, I/We understand that:

- The above named renovation contractor(s) are subject to the approval of the Bank. In the event that the said contractor is not approved, the Bank has the right to refuse payment and to reduce the approved loan amount.
- All fees would be deducted from my/our savings or current account designated as the monthly servicing account for my/our Renovation Loan against sufficient funds prior to any payment.
- For stop payment on cashier's order(s), I/we hereby indemnify the Bank from or against all claims, demands, actions, damages, loss, costs and expenses including legal costs as between solicitor and client which the Bank may incur or sustain from or by reason of the said cashier's order being in any way dealt with now or at any future time, or in consequence of your issuing to me/us a fresh cashier's order. I/We also undertake to return to you the original cashier's order when it is found.

Main Borrower

Signature*

Date : _____

Name : _____

NRIC No.: _____

Joint Borrower

Signature*

Date : _____

Name : _____

NRIC No.: _____

*Please sign as per your Renovation Loan Application Form/Home Solutions Package Application Form.