

**AIA BHD. - HOUSING LOAN SETTLEMENT FORM**

Please fill up and execute this form and return it to the address below. Failure to submit the original form duly signed may result in delay in processing. Faxed or emailed copy is not acceptable as we need to authenticate the original signatories.

**AIA Bhd. (Company No. 790895-D)**  
**Mortgage Operations, Level 8, Menara AIA**  
**No. 99, Jalan Ampang, 50450 Kuala Lumpur**  
**Care Line: 1300 88 1899 Tel: 03-20563347 Fax No.: 03-20563325 Email: my.loan@aia.com**

**LOAN NO :** \_\_\_\_\_ **BORROWERS:** \_\_\_\_\_

I/We hereby furnished AIA Bhd. my/our details and authorization for your further action pertaining to the settlement of the housing loan. Please (√) at the appropriate box, whichever is applicable :-

**TYPE OF SETTLEMENT**

Own savings  Sale of Property  Death / CLR Claim  EPF  Refinancing  Others : \_\_\_\_\_

**APPOINTMENT OF SOLICITOR:**

I/We hereby appoint the following solicitor to act for me/us in the preparation of **the Discharge of Charge or Receipt And Reassignment** of the property from AIA Bhd. and I/We further agree that all legal fees and charges will be borne by me/us in the preparation of the said documentation:-

**Settlement through own savings / EPF (in Klang Valley), please proceed to instruct :-**

- |  |   |
|--|---|
| <input type="checkbox"/> SOTHI & ANG<br>NO 18 JALAN TUANKU ABDUL RAHMAN<br>SUITE 3-2 3 <sup>RD</sup> FLOOR WISMA BANDAR<br>50100 KUALA LUMPUR<br>TEL : 03-26971277 FAX : 03-26915254 | <input type="checkbox"/> MAH KAMARIYAH & PHILIP KOH<br>3A07, BLK B, PHILEO D'SARA II<br>15 JLN 16/11 OFF JLN D'SARA<br>46350 PETALING JAYA<br>TEL: 03-79568686 FAX: 03-79562208 |
|--|---|

**For sale of property, refinancing, others, please proceed to instruct :-**

- AIA's panel of solicitor
- My / our own solicitor  
Legal firm's name : \_\_\_\_\_  
Address : \_\_\_\_\_  
Tel No : \_\_\_\_\_ Fax No : \_\_\_\_\_ Email : \_\_\_\_\_

**LIFE INSURANCE POLICY**

- All Original life insurance policy contract(s) shall be returned to the loan servicing agent unless you would want other arrangement specified below :-**
- To courier the policies to the correspondence address indicated. (Please take note all courier admin charges of RM10.60 (+ GST) per policy will be debited into the loan account.)
- To collect personally from Mortgage Operations, Level 8, Menara AIA, No. 99, Jalan Ampang, 50450 KL within 14 days after full settlement. After the 14 days of non collection, AIA will assist to courier the policies without any further notice & all charges will be debited into the loan account as per above.

**Important Note to policyholder : Please proceed to contact your policy servicing agent for the nomination of the new beneficiary, otherwise the beneficiary will automatically be under Estate.**

**TO : POLICYOWNER SERVICE DEPARTMENT – LIFE POLICY**

*(Please fill in the policies no. that have been assigned to your loan)*

**Policy No :** \_\_\_\_\_

Please be informed that the loan has been fully settled. Kindly delete the assignment to the policy/policies.

**TO : GENERAL INSURANCE OPERATIONS : HOUSEOWNER/ FIRE INSURANCE POLICY**

Policy No : \_\_\_\_\_

To cancel the Houseowner Insurance and the refund (if any) is to be sent to the correspondence address stated below.  
I/We would like to authorize the refund cheque to be payable to : \_\_\_\_\_

*(Note : If policy is in joint names, the refund cheque will be made payable as indicated above or the 1<sup>st</sup> name insured*

To continue with the Houseowner Insurance and to delete AIA Bhd. as the mortgagee name.

**TO : CORPORATE SOLUTIONS DEPT : MRTA POLICY**

Certificate No : \_\_\_\_\_

To cancel the MRTA policy and the refund (if any) is to be sent to the correspondence address as stated below.

**For Joint Life Coverage, kindly complete the portion below :-**

We would like to request the surrender cheque to be payable to : \_\_\_\_\_

*(Note : If this portion is blank, the surrender cheque shall be payable to the main insured member as per AIA's record)*

To continue with the MRTA policy coverage.

( Attn Corporate Solutions Dept : Please send the Nomination Form for MRTA to the correspondence address as stated below & liaise directly with the insured.)

**CONTACT DETAILS**

Name of Borrower (s) : \_\_\_\_\_

Loan No. : \_\_\_\_\_

Correspondence address : \_\_\_\_\_

Tel No.: (H) \_\_\_\_\_; (O) \_\_\_\_\_; (H/P) \_\_\_\_\_

Contact person : \_\_\_\_\_ Email : \_\_\_\_\_

**REFUND CHEQUE FOR EXCESS PAYMENT (if any):**

I/We hereby irrevocable direct and authorize your company to release the refund of the excess payment in favour of:-

Joint Borrowers' Names : \_\_\_\_\_

One of the borrowers' Name : \_\_\_\_\_

in respect of the above property. We hereby agree to indemnify and keep you indemnified against all claims, suits, demands, actions, proceedings whatsoever arising as a result there from our authorization.

**Note :** There will be no refund for any excess amount less than RM5.00. AIA has the right / discretion to debit your loan account for service fee at a maximum amount of RM5.00

(The authorizations and instructions given require the signatures of all loan borrowers. Thank you)

Authorized by:-

\_\_\_\_\_  
Name:  
NRIC:  
Date :

\_\_\_\_\_  
Name:  
NRIC:  
Date :

\_\_\_\_\_  
Name:  
NRIC:  
Date :

**FOR AIA OFFICE USE ONLY**

**For Mortgage Operations use only**  
Signature(s) verified  
Settlement Date : \_\_\_\_\_  
Confirmed By : \_\_\_\_\_  
(Authorized signatory – MD)

**Acknowledgement:**  
Dept :  General Insurance Ops(GIO)  CSD  
Date Received: \_\_\_\_\_  
Received By : \_\_\_\_\_  
(Authorized signatory)