



Date :

REQUEST FOR PHOTOCOPY OF DOCUMENT

Loan Number :

I/We hereby submit my/our request for photocopy of the following documents :-

<u>Type of Documents</u>	<u>Number of Copy (Please indicate)</u>
☐ Title Deed	_____
☐ Charge & Annexure	_____
☐ Facility Agreement / Deed of Assignment / Loan Agreement Cum Assignment (LACA)	_____
☐ Sale and Purchase Agreement	_____
☐ Letter of Offer	_____
☐ Others : Please specify	_____

I/We agree that the following fees and charges to be debited into my/our loan account.

Photocopy	RM20.00 per document
Courier	RM10.00 per courier

Please note that the above fees and charges, that is subject to the applicable tax imposed by the Government of Malaysia at the prevailing rate, will be debited to the loan account.

I/We opt for the following mode of collection :-

- ☐ Self-collection at Mortgage Department office (AIA will notify by phone call / email. In the event the document is not collected within 7 days from the notification, I/We agreeable that AIA will send it by ordinary mail without any more verbal or written reminders to me/us)
- ☐ Send by ordinary mail – no charge
– postage fee is paid by AIA (AIA will not be held liable for any delay or lost in mailing by POS Malaysia)
- ☐ Send by courier – charges as above

Correspondence address : _____

Signature of Borrower

Name :

NRIC No :

Tel No :

Email :

Note – All joint Borrowers must sign

Signature of Borrower

Name :

NRIC No :

Tel No :

Email :

Signature of Borrower

Name :

NRIC No :

Tel No :

Email :