



AIA Bhd. (790895-D)

Mortgage Operations
Level 8, Menara AIA
99 Jalan Ampang
50450 Kuala Lumpur
Tel : 03-2056 3375/3303/3313
Fax : 03-2056 3325
Email: my.loan@aia.com

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>
<input type="checkbox"/> Title Deed	_____
<input type="checkbox"/> Charge & Annexure	_____
<input type="checkbox"/> Sale and Purchase Agreement	_____
<input type="checkbox"/> Letter of Offer	_____
<input type="checkbox"/> Others : Please specify	_____
_____	_____
_____	_____

I/We agree that the following charges/fees which are subjected to GST of 6% will be debited into my/our loan account.

Photocopy	RM10.60 (inclusive GST) per document
Courier	RM10.60 (inclusive GST) per courier

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

- Self-collection at Mortgage Operations 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
- Send by courier – charge 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 :