



**AIA Bhd.** (790895-D)

Mortgage Department  
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 :**

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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"/> Facility Agreement / Deed of Assignment / Loan Agreement Cum Assignment (LACA)	_____
<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 to be debited into my/our loan account.

<b>Photocopy</b>	<b>RM10.00 per document</b>
<b>Courier</b>	<b>RM10.00 per courier</b>

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 to below correspondence address – 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 to below correspondence address – charge as above

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

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\_\_\_\_\_  
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 :