Fubon Bank 富邦銀行

請必須填寫表格上所有的資料欄目。
All of the information required in the form is mandatory.

致： 富邦銀行（香港）有限公司 To: Fubon Bank (Hong Kong) Limited	日期 Date: _____
按揭貸款號碼： Mortgage Loan No : _____	聯絡電話號碼： Contact Tel. No. : _____

借款人姓名（英文）
Name(s) of Borrower(s) (English): _____

按揭物業地址:
Mortgage Property Address: _____

物業種類:
Property Type:
☐ 住宅 Residential　☐ 車位 Car Park　☐ 商舖 Shop　☐ 寫字樓 Commercial Office　☐ 工廈 Industrial

注意：樓宇按揭貸款服務申請需收取下列適用之更改服務申請收費／行政費。
Note: Mortgage Loan Services Request (s) will be subject to applicable Charges / Administration Fees listed below.

	請在適用欄上加上 "✓" Please "✓" where appropriate	更改服務申請收費 / 行政費 Charges / Administration Fees for the Request (s)
1	☐ **提早部份還款:** 在下一次供款到期日，部份還款港幣\$_____(當月供款將在同日支付) ，並從本人之還款戶口號碼_____ 扣除。 註: (1) 最低部份還款金額為港幣\$100,000; (2) 如供款到期日為星期六、日或公眾假期，該指示將於下一個銀行營業日處理; (3) 提早部份還款後，還款年期仍會維持不變。 **Early Partial Repayment:** Partially pay HK\$ _____ on next Installment Due Date (monthly installment will also be settled on the same date), by debiting my settlement account no. _____ Note: (1) Minimum partial repayment amount of HK\$100,000; (2) If the next installment due date is Saturday, Sunday or Public Holiday, it will be processed on next business day; (3) After early partial repayment is made, the loan tenor will remain unchanged.	港幣\$1,000 及提早部份還款手續費(如適用，請參照按揭貸款確認書) HK\$1,000 and handling charge for early partial repayment (if applicable, please refer to Facility Letter)
2	☐ **提早全數還款:** 於 _____(日) _____(月) _____(年) 提早全數還款，並從本人之還款戶口號碼_____ 扣除。 註: (1) 由收妥申請日起計至少需要 14 天完成辦理; (2) 如提早全數還款日為星期六、日或公眾假期，該指示將於下一個銀行營業日處理; (3) 如提早全數還款日與當月供款到期日不同，利息將計算至下期供款日。 **Early Redemption** on _____ (DD) _____ (MM) _____ (YY) by debiting my settlement account no. _____ Note: (1) It takes at least 14 days from the date of receipt of application to complete the process; (2) If the Early Redemption date is Saturday, Sunday or Public Holiday, the Early Redemption will be processed on next business day; (3) If the Early Redemption is not made on a monthly instalment due date, monthly interest will be charged up to next monthly instalment due date.	港幣\$1,000; 及提早全數還款手續費(如適用，請參照按揭貸款確認書) HK\$1,000; and handling charge for early redemption (if applicable, please refer to the Facility Letter)
3	☐ 最新戶口供款表 **Updated Repayment Schedule**	每份港幣\$200 HK\$200 per set
4	☐ 還款紀錄副本 由_____(日) _____(月) _____(年) 至 _____(日) _____(月) _____(年) **Copy of Repayment History** from ___(DD)___(MM)____(YY) to ___(DD)___(MM)____(YY)	每份港幣\$200 (以每年計算) HK\$200 per set (per annum)
5	☐ 按揭貸款確認書副本 **Copy of Facility Letter**	每份港幣\$250 HK\$250 per set
6	☐ 保證書副本 **Copy of Letter of Guarantee**	每份港幣\$200 HK\$200 per set
7	☐ 樓契副本 **Copy of Title Deeds**	每頁港幣\$10(最低收費港幣\$500) HK\$10 per page(min.HK\$500)
8	☐ 銀行樓宇按揭確定書副本 **Copy of Bank Confirmation**	每份港幣\$600 HK\$600 per set
9	☐ 更改還款日: 由每月之 _____(日) 改為 _____(日)，有關之利息將在下一期供款一併計算並支付 **Change Payment Due Date:** from _____(day) each month to _____(day), the accrued interest will be calculated and paid on the coming due date	每項申請港幣\$2,000 HK\$2,000 per request
10^	☐ 出租 / 續租同意書，物業作為工業用途 ☐是 / ☐否 (註: 請附有關租約) **Tenancy Agreement Approval / Renewal Consent,** the property would be used for industrial purpose ☐Yes / ☐No (Note: Please attach the relevant tenancy agreement)	每份港幣\$2,000 HK\$2,000 per set
11#	☐ 延長餘下之還款年期至 _____ 期 (註: 請附最新入息證明) **Extend outstanding loan tenor** to _____ months (Note: Please provide latest income proof)	每項申請港幣\$2,000 HK\$2,000 per request
12#	☐ 縮短餘下之還款年期至 _____ 期 **Shorten outstanding loan tenor** to _____ months	每項申請港幣\$2,000 HK\$2,000 per request

13#	☐	**更改按揭人 / 擔保人 / 按揭契** **Change of Mortgagor / Guarantor / Mortgage Deed** 更改內容 Change Details: _____ 原因 Reason: _____	每項申請港幣$2,000 HK$2,000 per request
14#	☐	**更改現有按揭計劃**由 _____ 至 _____ , 並由_____(日) _____(月) _____(年) 起生效 **Change the existing mortgage plan** from _____ to _____ with effect from _____(DD) _____(MM) _____(YY)	港幣$2,000 HK$2,000
15#	☐	**更改火險安排/續期:** i) 更改投保種類 / 更改投保金額: ☐「原按揭金額」,投保金額為港幣 $_____ ☐「剩餘貸款額」,投保金額為港幣 $_____ ☐「指定金額」,投保金額為港幣 $_____ ☐「重建價值」 ii) 附加收費: (1) 若客戶要求更改「剩餘貸款額」或「指定金額」之投保金額,須一次性額外支付 *火險估價費及行政費;(2) 若投保種類選擇「重建價值」,另須**每年**額外支付 *火險估價費及行政費 註: 於樓宇按揭存續期間的任何時間,就上述按揭之物業購買具有足夠的投保額之保險(按重建價基礎計算),否則 閣下或需承擔部分之損失(如有)。 **Change of Fire Insurance Arrangement Renewal** i) Change of Insured Type / Change of Sum Insured: ☐ Original loan amount - The Sum Insured is HK$_____ ☐ Outstanding loan amount - The Sum Insured is HK$_____ ☐ Fixed sum insured - The Sum Insured is HK$_____ ☐ Reinstatement value ii) Additional fee: (1) if outstanding loan amount or fixed sum insured is chosen upon customer request, *"valuation fee and administrative fee" is additionally required as one off charge; (2) If Insured Type is chosen "reinstatement value", * "valuation fee and administrative fee" is additionally required in **every year** Note: Please ensure that the sum insured is adequate (on reinstatement value basis) at all times, otherwise you may bear a ratable proportion of the loss (if any).	i) 更改火險服務續期之手續費: 每項申請港幣$1,000 (包括更改投保種類 / 更改投保金額) ii) 附加收費: *火險估價費及行政費港幣$1,000 i) Arrangement fee for change of fire insurance renewal: HK$1,000 per request (including change of insured type or sum insured) ii) Additional fee: * Fire insurance valuation fee and administrative fee is HK$1,000 per year
16	☐	**其他**,請註明 _____ **Others,** please specify _____	另議 On request

<u>本人/吾等明白及同意上述之更改服務申請必須經 貴行之最後批核。</u> 請從本人在 貴行的還款戶口或戶口號碼 _____ 內扣除以上服務所需費用/金額;
I/We acknowledge agree and confirm that the above request(s) is/are subject to final approval of the Bank. Please debit my settlement account or account no. _____ for all the charges/amounts incurred by the above request(s).

1. 本人/吾等已詳閱並收到及同意以上所有"更改服務申請收費/行政費"。而最終之收費/行政費應以銀行最新公佈為準,有關資料可於富邦銀行網頁內查閱或於分行內索取。
   I/We have read carefully and agreed the above mentioned "Charges/Administration Fees for the Request (s)"and a copy of which has been provided to me/us. The final charges/administrative fees should be subject to the latest announcement by the bank. The relevant information can be viewed on the Fubon Bank website or obtained at the branch.

2. 本人/吾等確認收悉並已閱讀及明白「致各客戶及其他個別人士關於《個人資料 (私隱) 條例》(「私隱條例」)及個人信貸資料的通知」(「該通知」)並同意該通知的內容。
   I/We acknowledge receipt of and have read and agreed with the Notice to Customers and Other Individuals relating to the Personal Data (Privacy) Ordinance (the "Ordinance") and Consumer Credit Data (the "Notice").

3. 本人/吾等進一步同意所有本人/吾等於本表格內提供的資料以及貴行不時收集的有關個別人士的個人資料,均可根據貴行列於不時修訂的該通知內有關個人資料使用及披露的政策,就有關用途及向有關人士(不論有關接收人士是處於香港境內或境外)使用及披露。
   I/We further agree that all information provided by me/us in this application form and such personal data relating to an individual collected by the Bank from time to time may be used and disclosed for such purposes and to such persons (whether the recipient is located in or outside Hong Kong) in accordance with the Bank's policies on use and disclosure of personal data as set out in the Notice, which may be subject to changes from time to time.

_____   _____
申請人簽署 Borrower's Signature   日期 Date   聯名申請人簽署 Co-Borrower(s)'s Signature   日期 Date

For Bank Use Only *(applicable for AO Code 9010 to 9032)*

Handling Branch:		Handling Staff Name:		Signature Verified:	
Current O/S Balance:		Date Booked:		Staff Contact No:	

Item 1 - 9: Scan & send directly to LAD ; **Item 10 - 11**: Scan and send to RCAA ; **Item 12 - 16**: Scan & send to CFD (Mortgage Lending)
Prepare cover memo (CFD-MB07/11) by RCAA or CFD only; ^ Follow the email template to RCAA