

## Guide for repricing where the mortgaged property is not for your own stay, or if you have a term loan facility

To enable us to assess the total debt servicing ratio, do send the documents listed below to [loans@dbs.com](mailto:loans@dbs.com).

### Documents Required for Assessment

#### 1. Varying Terms of Mortgage Form (enclosed)

Duly completed and signed by all borrowers, sureties and guarantors (if any)

#### 2. Declaration of Credit Facilities for all borrowers, one form per borrower – Annex A (attached below)

- Each borrower must provide details of all your credit facilities, including those that are with us
- We will be referencing bureau records to facilitate the assessment
  - If you have used your credit card in the current or previous month, you will need to submit your latest credit card statement
  - If you have loan(s) with other financial institutions, we will require the latest loan statement(s) which show the monthly repayment amounts

#### 3. Income Documents

- Latest three months' computerised pay slip; AND
- Latest Income Tax Notice of Assessment (NOA); OR

Steps to obtain NOA:

- a. Log on to "myTax Portal" at the IRAS Website using your SingPass or IRAS pin
- b. Under "Individual Income Tax", go to "View Correspondence/Notices" and click on "Letters/Notices"
- c. Select the latest NOA and save a copy

- Latest 12 months' CPF Contribution History

Steps to obtain CPF Contribution History:

- a. Log on to "my CPF Online Services" at the CPF Website using your SingPass
- b. Under "my CPF Online Services", go to "My Statement"
- c. Go to Section B, and select "Contribution History" and the "Period"
- d. Select "Download statement in PDF format"

#### 4. CPF Property Withdrawal Statement (*Do note that this document will only be required if you have a term loan with us*)

Steps to obtain CPF Property Withdrawal Statement:

- a. Log on to "my CPF Online Services" at the CPF Website using your SingPass
- b. Under "my CPF Online Services", go to "My Statement"
- c. Go to Section B, and select "Property"
- d. Select "My Private/Public Residential Withdrawal Details"
- e. Select "Download statement in PDF format"

#### 5. IRAS My Property Portfolio

Steps to obtain "My Property Portfolio":

- a. Click "Log in to myTax Portal" at the IRAS Website using your SingPass or IRAS pin
- b. Under "Property Tax", click "View My Property Portfolio/Change mailing address"
- c. Under "Property Result", click "Property Address"
- d. Right click and select "Print" to save as a PDF file

## 6. HDB Flat Details and Financial Information

Steps to obtain HDB printout:

- a. Click "Login to My HDBPage" at the HDB Website using your SingPass
- b. Select "My Flat"
- c. Under "Purchased Flat", select "Flat Details"
- d. Select "Save to PDF" on bottom of the page
- e. Under "Purchased Flat", go to "Financial Info"
- f. Right click and select "Print" to save as a PDF file

### Fee

Please note that there will be a processing fee for this request.

Upon receipt of your application, we will contact you within 5 working days to discuss your repricing request.

For enquiries, you can email us at [loans@dbs.com](mailto:loans@dbs.com).



#### 4. Request Details

We will notify you of the fees applicable for your request.

**Revision of Interest Rates**

Revise the interest rates for my/our existing home loan to the prevailing packages

**Revision of Loan Period to \_\_\_\_ yrs & \_\_\_\_ mths**

Revise the outstanding loan period and authorise you to deduct all applicable fees from my/our designated loan servicing account

**Other Request (please specify)**

#### 5. Declaration of Credit Facilities (mandatory)

**I/We have completed and submitted the Declaration of Credit Facilities (Annex A) to you.**

#### Applicant(s) Confirmation and Declaration

1. I/We hereby declare that the information given in this application and in the documents submitted is complete and correct and that I/we have not intentionally or wilfully withheld any material fact. If any of the information given herein changes or becomes inaccurate in any way, I/we shall immediately notify you of any such change or inaccuracy.
2. I/We hereby authorise and give you consent to:
  - (i) conduct credit checks on me/us (including but not limited to credit checks, background checks, character assessment checks and checks with any credit bureau, other financial institutions, credit/charge card issuers, HDB, SLA, CPF Board and other government bodies, and my/our employer(s)) (collectively the "Checks"); obtain/verify/disclose/release any information relating to me/us (including this application, any information derived from the Checks and/or any details of my/our account(s)) from or to any other party or source (including your employer) as you may deem necessary for the purpose of this application, or as may be required by any applicable law, court, regulatory or legal process, without any liability or notice to me/us; and
  - (ii) This consent and provision shall survive the termination of any or all of my/our accounts or facilities with you and/or the termination of any relationship between me/us and you for any reason whatsoever.
3. I/We authorise each and every financial institution and credit/charge card issuer with whom I/we have any account(s) and their officials to divulge to you any and all information whatsoever regarding the money or other relevant particulars of my account(s) as you may from time to time request.
4. I/We confirm that at the time of this application, I am not/neither of us is an undischarged bankrupt and no statutory demand or legal proceedings has been served on or commenced against me/us.
5. My/Our signing this application shall constitute my/our written consent for any such disclosure for the purposes of Section 47 of the Banking Act or any other disclosure imposed by law.
6. If this application is or is purported to be sent by me/us to you by electronic mail or facsimile transmission, you are hereby authorised, but are not obliged to, accept, rely upon and act in accordance with the application without waiting for the original application and without any liability to me/us.
7. I/We understand that you reserve the right to decline this application without giving any notice, reason or explanation whatsoever.
8. I/We agree to provide you with copies of all such documents that you may require for the above purpose(s).
9. For Refinancing of facility:
  - i) Where I am/we are applying for a refinancing facility in respect of any balance outstanding under a loan for the purchase of a residential property or the balance outstanding under a refinancing facility in respect of that residential property, I/we acknowledge that you will not be able to grant to me/us a loan tenure in respect of the refinancing facility that exceeds 35 years ("Refinancing Tenure"). The Refinancing Tenure is arrived at by taking the sum of the tenure of the refinancing facility and the number of years since the first disbursement of that residential property loan first granted to me/us for the purchase of that residential property.
  - ii) Where I am/we are applying for a refinancing facility in respect of a residential property that can qualify for the exceptions under paragraph 23A or 24A of MAS Notice 632 dated 27 August 2013 (and as may be replaced, supplemented or amended from time to time), I/we declare and confirm that the residential property is for the occupation of one or more persons which includes me/us.
  - iii) I/We agree to provide you with copies of all such documents that you may require for the above purpose(s).

#### 6. Client Acknowledgement

Ensure that your signature matches the Bank record and sign within the box provided.

Signature of Main Applicant

Signature of Joint Applicant

Signature of Joint Applicant



Date:

Date:

Date:

For Bank's Use Only

Name of Attending Officer

Loan Account No:

To: DBS Bank Ltd

Dear Sir/Madam,

**Declaration of Credit Facilities<sup>1</sup>**

I hereby declare that:

1. the information herein is complete, true and accurate;
2. I have provided to you information on all Relevant Credit Facility(ies)<sup>2</sup>, including credit facilities that I am applying for or have applied for in the last six months but have not yet been approved as at the date herein, that are in my name or held jointly with any person(s) or entity(ies).
3. I have provided to you all documents that you require, including the latest statements available to me and I agree to provide you with any further document upon you giving me notice of the same.

**Important Notes:**<sup>1</sup> Credit facilities where you are a borrower, joint borrower, guarantor or joint guarantor include the following:

- a) Relevant Credit Facilities<sup>2</sup> from HDB, a financial institution (including those offered by DBS / POSB) or money lender where you are applying or have applied for in the last six months but have not been approved yet.
- b) Outstanding Relevant Credit Facilities<sup>2</sup> from HDB, a financial institution (including those offered by DBS / POSB) or moneylender include:
  - i. any credit facility(ies) whether disbursed or not.
  - ii. bridging loans with a loan period of more than six months.
  - iii. any Property<sup>2</sup> (including residential or non- residential property that is located in or outside Singapore) purchased by a vehicle set up solely by you or jointly with others to purchase such property.

<sup>2</sup> As defined in MAS Notice 645 dated 28 June 2013 and as may be replaced, supplemented or amended from time to time.**Table A:**

Existing Property Loans or otherwise Secured by Property (inclusive of undisbursed Loans) (eg. Housing Loan, Commercial Property Loan, Term Loan, Secured Overdraft)					
Type of Credit Facility	Financier	O/S Amount	Mthly Repayment	Remaining Loan Duration	Collateral Details (e.g. Property Address)
		(specify if foreign currency)			
<i>E.g. Housing Loan</i>	<i>DBS</i>	<i>\$250,000</i>	<i>\$750</i>	<i>15 years</i>	<i>Property Address</i>

**Table B:**

Other Existing Loans (eg. Vehicle Loan, Study Loan, Renovation Loan, Personal Loan, Personal Guarantee)					
Type of Credit Facility	Financier	O/S Amount	Mthly Repayment	Remaining Loan Duration	Remarks (e.g. Personal Guarantee)
		(specify if foreign currency)			
<i>E.g. Vehicle Loan</i>	<i>DBS</i>	<i>\$50,000</i>	<i>\$550</i>	<i>5 years</i>	<i>Personal Guarantee</i>

**Table C:**

Secured Overdraft Line / Secured Credit Cards					
Type of Credit Facility	Financier	Number of Line / Cards	Combined Credit Limit (specify if foreign currency)	Interest Rate (% p.a.)	Collateral Details (e.g. Fixed Deposit)
<i>E.g. Overdraft Line</i>	<i>DBS</i>	<i>1</i>	<i>\$15,000</i>	<i>24%</i>	<i>SGD \$10,000 Fixed Deposit</i>

