Discharge Request

Purpose of this form
Please use this form to request for the release of the security of a Home Loan, Commercial Loan or other loan account permitted by the Bank and to provide instructions for disbursement of funds. After this form is completed, it may be faxed, emailed or handed in the completed form to a Bank of China branch staff member or the borrower(s)’s broker.

For assistance during business hours, please visit any of Bank of China Retail Branches in Australia
Call 02 9212 3877 (Sydney) or 03 9606 3012 (Melbourne) during business hours
Fax 02 9211 9488 (Sydney) or 03 9602 4827 (Melbourne)
For assistance outside business hours, please call 24 Hours Customer Service Hotline: Australia: 180095566 Overseas: +61 3 9670 6200
The Bank can also be contacted by: Email hmlendingteam.au@bankofchina.com or by visiting website at www.bocau.com.au

Branch/Broker Details (For Office Use Only)

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<th>Branch Name</th>
<th>BSB No.</th>
<th>Staff/Broker ID (if applicable)</th>
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Prepared by (full name)

Contact Number:

Request Received on DD/MM/YYYY

Section 1 – Loan Account Details

Borrower Name(s) 借款人姓名

Loan Account Number 贷款帐号

Name of the Borrower to be contacted 联系人(同为借款人)

Contact Number 联系电话

Section 2 – Details of property/properties and reason for discharge

Security Type: 抵押品类型

- Property 物业
- Term Deposit/Margin Deposit 存单（定期或保证金帐户）
- Others, please specify: 其他，请说明

I/We request Bank of China (Australia) Limited (“the Bank”) to release the security over the funds in below account:

I/We request the Bank to discharge the mortgage over my/our property/properties at the following address:

Reason for Discharge: 申请原因:

- Property Sold 物业售出
- Full Discharge¹ 全部释放
- Partial Discharge² 部分释放

Sale Price 售出价格

Anticipated Settlement Date 计划交割日期

- Loan refinanced to other lender 转贷至其他银行或金融机构
- Loan repaid in full from own funds 使用个人资金将贷款还清
- Others, please specify: 其他原因，请说明

1. Full discharge is when all security properties that the Bank held for the loans are to be released and all loan accounts linked to these security properties are to be closed. Fees and charges may apply and are payable by the borrower(s).

2. Partial discharge is when the borrower(s) have multiple loans and/or multiple security properties and when releasing property the borrower(s) are not repaying all loans. The Bank may be required to complete valuations on the borrower(s)’ remaining properties. This can be determined once this application has been assessed. Valuation fees and other fees and charges may apply and are payable by the borrower(s).
Section 3 – Solicitor / Financial Institution that you refinance from / Other Appointed Agent Details

Solicitor Firm / Financial Institution that the borrower(s) refinance from / Other Appointed Agent

Contact Name 联系人姓名  Contact Number 联系电话  Fax Number 传真

Address 地址  State 省  Post Code 邮编

Section 4 – Instructions about Excess Funds at Settlement

Where the Bank receives funds at settlement in excess of the total amount that the borrower(s) are required to repay the home loan or commercial loan or secured personal loan with the Bank, the excess funds will be returned to the borrower(s) after any adjustment for commissions, legal fees, government registration fees and any other applicable fees and charges.

Please select from the following options about how excess funds are to be paid, if any, after settlement:

Credit funds to my/our nominated account specified in my/our current Direct Debit Request (DDR) with the Bank

Bank Cheque

Please provide the mailing address if the bank cheque is to be posted

(Credit funds to my/our nominated account specified in my/our current Direct Debit Request (DDR) with the Bank)

Account Name 账号  Account Number 帐户名

Account Signature 帐户（户主）签名

State 省  Post Code 邮编

Section 5 – Borrower(s) Acknowledgement and Authority

I/We declare that the information given in this form is true and correct and authorise Bank of China (Australia) Limited (the “Bank”) to discharge the mortgage over my/our property/properties detailed in this authority. I/We authorise the Bank to provide to my/our solicitors or financial institution that I/we refinance from (or their Representatives) or other appointed agent detailed in this authority with the following:

- all deeds and documents connected with this authority;
- any information or documentation they require about my/our accounts and security property/properties in order to effect the discharge.

I/We authorise the Bank to act on instructions from my/our nominees and vary the terms and conditions of my/our loan with the Bank in accordance with this Discharge Request. In exchange for the release of security referred to in this Discharge Request, I/we agree and authorise the Bank:

- to receive all monies due to the Bank in order to clear/reduce my/our debts and fees applicable in accordance with the terms and conditions of the loan. I/We acknowledge and agree that I/we will remain liable for any outstanding amount if any error is made in calculation of the amount repayable at settlement;
- that if more than one property secures my/our loan(s), the total loan amount may be reduced to a level acceptable by the Bank and acknowledge that, if there are guarantors over my/our loan(s), I/we will notify them and ask them to agree to the discharge and/or variation I/we are now seeking.

Note: This form must be signed by all borrower(s)/mortgagor(s) and mortgagor(s)/guarantor(s).

Full Name 姓名  Signature of Borrower/Guarantor 借款人/担保人签名  Date 日期

Full Name 姓名  Signature of Borrower/Guarantor 借款人/担保人签名  Date 日期

Full Name 姓名  Signature of Borrower/Guarantor 借款人/担保人签名  Date 日期

Note: if there is any inconsistency between the English version and Chinese version, the English version prevails.

注：以上描述均以英文版本为准。