

HOW TO MAKE LOAN REDEMPTION

SELLING YOUR PROPERTY OR REMORTGAGE TO ANOTHER BANK

We need you to complete and return the Full Repayment of Loan (sale or remortgage) form before we can proceed with your request. Your request may be delayed if any information we require is missing.

Please make sure you have read the important notice section of the form before signing. For corporate account customers, please sign the form with the company stamp as appropriate.

CHARGES AND COSTS

	Details
NOTARISATION FEE	This is based on respective jurisdictions Fees vary according to the legal requirements of the relevant jurisdictions, indicative fees will be advised when request is made.
FUNDING BREAK COST	This applies if you choose to fully repay your loan on a different date from the next scheduled payment due date, covering the cost the Bank incurs when breaking a fixed deal. Calculation for the cost as follows: "Outstanding loan principal" x "No. of day from intended full repayment date to next scheduled payment due date" x "funding break cost rate/ 365 or 360 days" 365 days for GBP, HKD and SGD loans 360 days for other currencies loans
LEGAL COSTS	All legal costs incurred in connection with the settlement and discharge of mortgage will be covered by you.
INTEREST BUFFER COST	There may be an additional of 5-7 days interest buffer cost included on the final redemption amount to cover funds clearance times. Any excess payment will be refunded to you.

IMPORTANT INFORMATION

	Your action
LOAN ROLLOVER	Your loan will be rolled over to the intended full repayment date on the next scheduled payment due date. Please therefore let us know at least 2 business days before the next scheduled payment due date if the intended full repayment date has been changed.
ARREARS PAYMENTS	It is your obligation to settle any payments due to the Bank. Any arrears payments will be subject to overdue interest.
SETTLE YOUR LOAN IN A DIFFERENT CURRENCY	If you want to settle your loan in a currency different from the original loan currency, you can contact the redemption officer at least 4 business days prior to intended full repayment date and before 3.30 p.m. United Kingdom time to fix the foreign exchange rate for the full repayment monies. PLEASE NOTE: If we do not hear from you, we will apply the Bank's prevailing foreign exchange rate at 11.00 a.m. United Kingdom time 3 business days prior to intended full repayment date for the conversion. Once the foreign exchange rate has been executed, the contract cannot be cancelled or modified. The Bank is not responsible for any losses and costs that may incur in terms of reversing the foreign exchange contract.
RELEASE TITLE DOCUMENTS	Upon receipt and clearance of the final payout proceeds, we will inform the appointed solicitor for processing the discharge of mortgage. The solicitor will send you the title documents after you have settled the legal costs. Please also ensure you have provided us with accurate solicitor details.
APPOINTMENT OF OUR PANEL SOLICITORS	We may be required to appoint our panel solicitors in certain jurisdictions to act on the Bank's behalf.

Please do not hesitate to contact us if you have any queries.

Full repayment of loan (sale or remortgage)

For personal customers and corporate customers

1 Your account details

Please write clearly in the white spaces with capital letters or cross the boxes.

Name of customer(s) (or business name if applicable)

Loan account number

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Contact telephone number

Email address

2 Your redemption purpose

Address of property to be sold or remortgaged

 Sale of property Remortgage of property

Name of solicitor firm or remortgage bank

Name of contact person

Address

Telephone number

Fax number

Email address

3 Your confirmation

I/We confirm that I/we have read and understood the Important Notice below and the instruction will be processed in accordance with the Banking Services terms and conditions.

Please print name

Please print name

Your signature

Additional signature if required by your signing instructions held with the Bank

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4 Important notice

1. Please return this form by email then forward the original by post.

By email: imsredemption@lloydsbank.co.uk

By post: Lloyds Bank plc, IMS Customer Service, PO Box 3413, Sheffield, South Yorkshire, S4 7YB, United Kingdom

2. This application form should reach us at least 14 business days prior to the intended full repayment date.

3. Full repayment monies must be credited to the Bank's designated account by the settlement date with advice to us. Any late receipt of funds will be subject to interest charges, which vary according to the loan currency.

4. For properties in Australia, France, New Zealand, Spain & Portugal, our panel solicitor must be appointed to act on the Bank's behalf for settlement and discharge of the property.

5. Customers will be responsible for all remittance costs, administration fees, solicitor notarial charges etc. in connection to the discharge.

6. Excess funds (if any) received from the settlement monies will be refunded by cheque to the customer(s) and the funds must be in all of the customers' names. Should you wish to receive these funds via another remitting method, e.g. T/T, and in another currency (different from the settlement proceeds), etc., a separate instruction signed by all borrowers detailing your bank account details and the currency of the excess funds to be remitted can be made to the Bank for alternative arrangements. Please forward the original instruction to our United Kingdom office.

7. Excess funds remitted via Telegraphic Transfer are subject to remittance charges.

8. Payments will not be made to third parties.

9. Where the signing instructions for your account require instructions to be given to us by more than one account holder/authorised signatory, please ensure that all necessary persons complete and sign Section 3 ('Your confirmation') before returning this form to the Bank.