

Service Request Form

[Please fill up in BLOCK letters]

CIF:

Date:

The Manager
IDLC Finance PLC.

Branch

Account Name

Financing Account Number

Service Request

Please put tick mark (✓) in relevant box and fill with required information	
Prepayment / Foreclosure	Prepayment Amount BDT: <input type="text"/> Charges: <input type="checkbox"/> Inclusive <input type="checkbox"/> Exclusive Effect Type: <input type="checkbox"/> EMI <input type="checkbox"/> Term
	Reasons for Prepayment / Foreclosure:
	<input type="text"/>
	Source of Pre-payment/Foreclosure Amount: <input type="checkbox"/> Own Savings <input type="checkbox"/> Bank Borrowing <input type="checkbox"/> Retirement Benefits <input type="checkbox"/> Sale of Asset/ Property <input type="checkbox"/> Business Income <input type="checkbox"/> Others (Pls specify): Cheque to be issued from the Client's own/Co-applicant's account/from the concerned Bank or Financial Institution (FI) Name of the Bank/Financial Institution: [The service delivery will be subject to the terms and conditions of the facility]
Conversion of Profit/Rent Rate Mode	Conversion Type: <input type="checkbox"/> Fixed To Variable Effect Type: <input type="checkbox"/> EMI <input type="checkbox"/> Term <input type="checkbox"/> Fixed Spread to Variable Spread (FS to NFS) (Opt out declaration is mandatory**)
	Reason(s) for Conversion:
	<input type="text"/>
	Conversion fee, if any, will be applicable as per schedule of charges/fee

Installment Date Shifting	From..... To.....
	Reason(s):
Financing Term Change	<input type="checkbox"/> Reduction <input type="checkbox"/> Extension
	Reason(s):

[Supporting documents to be submitted by applicant/co-applicant (as required)]

I/we do hereby agree to the above mentioned terms and conditions.

Signature of Applicant

Signature of Co-Applicant/Joint Applicant
(When applicable)

****Declaration for Opting out from Fixed spread**

I/We would like to inform you that I have been maintaining a fixed spread variable rate Financing account with IDLC since The present outstanding is BDT and Rent/Profit rate is As per the agreement with IDLC, the Rent/Profit Rate of Financing is aligned with Cost of Fund Index for NBFIs which is reviewed on half-yearly basis (twice in a year). Considering the present market practice, I/we am not interested to continue fixed spread variable rate which is linked with Cost of Fund Index.

Therefore, I/we would request to opt out fixed spread and convert my Financing account from fixed spread variable rate to Non Fixed Spread variable rate.