

General Service Request

The Manager

 Date

dd	mm	yy
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Branch
 National Finance Limited

 Name of the Account:

 Loan Account Number:
Service Request

Please put tick mark (✓) in relevant ox and fill all required information

Prepayment/ Foreclosure	Prepayment Amount BDT: <input style="width: 150px; height: 25px;" 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:
	Source of Pre-payment/Foreclosure Amount: <input type="checkbox"/> Own Savings <input type="checkbox"/> Bank Borrowing <input type="checkbox"/> Retirement Benefits <input type="checkbox"/> Sales of Asset/ Property <input type="checkbox"/> Business income <input type="checkbox"/> Others (Pls specify): Cheque to be issued from borrower's own/Co-applicant 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 conditons of the facility]
Conversion of Interest 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:
	Conversion fee will be applicable as per schedule of charges/fee

Installment Date Shifting	From:	To:
	Reason(s):	
Loan 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)**