

**PRODUCT DISCLOSURE SHEET**

Kindly read this Product Disclosure Sheet together with the terms and conditions in the Letter of Offer before you decide to take up the Hong Leong Business Cash Loan. Please do not hesitate to contact the Bank for clarification, if required.



**Hong Leong Business Cash Loan**

Date: <Date Letter of Offer>

**1. What is this product about?**

This facility is an unsecured term financing to assist you in meeting your working capital needs. It is calculated on a variable rate basis resulting in a fixed payment throughout the loan tenure.

**2. What do I get from this product?**

## Facility 1 – Term Loan

| Item                                     | Description   |                        |                        |                |           |
|--|---|------------------------|------------------------|----------------|-----------|
| Facility Amount                          | RM <Total Amount Borrowed>  |                        |                        |                |           |
| Repayment Period                         | <Approved Tenure> months  |                        |                        |                |           |
| Prescribed Rate / Effective Lending Rate | <table border="1"> <thead> <tr> <th>Prescribed Rate</th> <th>Effective Lending Rate</th> </tr> </thead> <tbody> <tr> <td>BLR + 2.0%p.a.</td> <td>7.64%p.a.</td> </tr> </tbody> </table> | Prescribed Rate        | Effective Lending Rate | BLR + 2.0%p.a. | 7.64%p.a. |
|  | Prescribed Rate   | Effective Lending Rate |                        |                |           |
| BLR + 2.0%p.a.                           | 7.64%p.a.   |                        |                        |                |           |

Base lending rate (BLR) is currently at 5.64%p.a.

**3. What are my obligations?**

**Important:** Your monthly repayment amount (instalment) and total repayment amount will vary if the BLR changes.

| Rate  | Today (BLR=5.64%) | If BLR goes up 1% | If BLR goes up 2% |
|---|-------------------|-------------------|-------------------|
| <b>Facility - Term Loan</b>                                   |                   |                   |                   |
| Monthly repayment amount                                      | RM <_>            | RM <_>            | RM <_>            |
| Total interest cost at the end of <Approved Tenure> months    | RM <_>            | RM <_>            | RM <_>            |
| Total repayment amount at the end of <Approved Tenure> months | RM <_>            | RM <_>            | RM <_>            |

The Bank may vary your monthly repayment amount when:

- it is insufficient to service your loan interest; or
- when the monthly principal repayment portion is less than 10% of your monthly repayment amount; or
- whenever a revision of your monthly repayment amount by the Bank or you is required.

**4. What are the fees and charges I have to pay?**

- **Stamp Duties**  
As per Stamp Duty Act 1949 (revised 1989)
- **Legal Fee**  
As per the scale in the Solicitor's Remuneration Order (SRO).

**Note:**

All fees and charges including stamp duties, legal fees/costs and /or registration fees in connection with the Hong Leong Business Cash Loan before the balance of the Facility Amount is made available to you to the account designated by you.

- **Termination Fees**

A termination fee of RM2,000.00 shall be charged if the Facility herein or any part thereof is cancelled by you prior to the disbursement of the Facility for any reason whatever.

- **Processing Fees**

One time Processing Fee charged for approved Facility. Currently all Processing Fees are waived.

- **CGC Guarantee Fees**

In the event the Portfolio Guarantee for the Facility is approved by Credit Guarantee Corporation Malaysia Berhad ("CGC"), the guarantee fee\* payable by you is based on the CGC's liability under the risk sharing ratio\*\* with the bank. The guarantee fee is charged by CGC on a yearly basis based on the principal outstanding and may be subject to such other terms and conditions imposed by CGC. The Bank will include this Guarantee Fee into the Bank's Prescribed Rate on equal monthly instalment basis.

**Important:**

\* Guarantee fee is currently at 2.50% per annum on the principal outstanding amount. Guarantee fee may be varies based on portfolio basis.

\*\* Under the Portfolio Guarantee Scheme, CGC's liability is 70% of the Facility Amount.

## 5. What if I fail to fulfill my obligations?

- Late payment charges of 1% per annum will be levied on the amount in arrears, resulting in the increase of the total outstanding balance.
- In the event of you defaulting on any two (2) cumulative monthly instalments during the duration of the Facility, the Bank shall at its discretion be entitled to vary the Prescribed Rate to 8.0% per annum above the BLR on daily rests or such other rate as the Bank may prescribe on the balance outstanding.
- The Bank may set-off any credit balance in any account maintained with the Bank against any outstanding balance of this Facility.
- Legal action will be taken if you fail to respond to reminder notices given by the Bank.
- Legal action against you may affect your credit rating and this will cause your credit to be more difficult or expensive to you.

## 6. What if I fully settle the loan before its maturity?

In the event of early redemption, you are required to reimburse the Guarantee Fee in full to the Bank which the Bank has paid in advance to CGC for that year.

## 7. Do I need any insurance coverage?

Hong Leong Credit Protector / Mortgage Reducing Term Takaful (MRTT) is optional.

## 8. What do I need to do if there are changes to my contact details?

It is important that you inform the Bank of any changes in your contact details to ensure that all correspondences reach you in a timely manner. To update your correspondence details, please contact the Bank at +603-7626 8899 or visit any of our branches nationwide.

## 9. Where can I get assistance and redress?

- For any enquiries, you may contact our Contact Centre at :
  - Telephone : 03-7626 8899
  - Fax : 03-7946 8888
  - E-mail : HLOnline@hlbb.hongleong.com.my
- If you have any difficulties in making repayments, you should contact the Bank earliest possible to discuss repayment alternatives.

You may contact our Collection Centre at:

Address : Credit Control Dept., Hong Leong Bank Berhad, Level 2, Tower A, PJ City Development, 15A, Jalan 219, Section 51A, Petaling Jaya, 46100 Selangor.

Telephone : 03-7959 1888

Fax : 03-7873 8228  
E-mail : [PFSBCLColl@internal.com](mailto:PFSBCLColl@internal.com)

- Alternatively, you may seek the services of:

- (a) Khidmat Nasihat Pembiayaan (KNP), a service formalized by Bank Negara Malaysia in collaboration with Credit Guarantee Corporation Malaysia Berhad (CGC) and Agensi Kaunseling & Pengurusan Kredit (AKPK) via MyKNP@CGC that provides financial advisory and recommendations to Small and Medium Enterprises (SMEs) who were unsuccessful in obtaining business financing from banks.

You may contact KNP at:

**MyKNP@CGC Advisory Unit under CGC**

Address : CGC Advisory at any of CGC branches nationwide. Please refer to CGC website for the Branch location <https://www.cgc.com.my/cgc-branches>  
Telephone : 03- 7880 0088  
E-mail : [myknp@cgc.com.my](mailto:myknp@cgc.com.my)  
Website : [www.myknp.com.my](http://www.myknp.com.my)

- (b) Small Debt Resolution Committee (SDRC), established by Bank Negara Malaysia that provides assistance to viable SMEs.

You may contact SDRC at:

**SDRC Secretariat, Development Finance and Enterprise Department**

Address : Bank Negara Malaysia (BNM), Jalan Dato' Onn 50480 Kuala Lumpur  
Telephone : 1-300-88-5465  
E-mail : [bnmtelelink@bnm.gov.my](mailto:bnmtelelink@bnm.gov.my)  
Website : [www.bnm.gov.my](http://www.bnm.gov.my)

- To make a complain on products or services offered, you may contact us at :

Address : Customer Advocacy – Level 13A, Menara Hong Leong, No.6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur.  
Telephone : 03-76268801 / 03-76268802 / 03-76268812  
E-mail : [customerservice@hlbb.hongleong.com.my](mailto:customerservice@hlbb.hongleong.com.my)

- If your query or complaint is not satisfactorily resolved by the Bank, you may contact:

Bank Negara Malaysia LINK or TELELINK at:

Address : Block D, Bank Negara Malaysia, Jalan Dato' Onn, 50480 Kuala Lumpur.  
Telephone : 1-300-88-5465  
Fax : 03-2174 1515  
E-mail : [bnmtelelink@bnm.gov.my](mailto:bnmtelelink@bnm.gov.my)

#### 10. Where can I get further information?

Should you require additional information about taking Small and Medium Enterprises financing , please refer to the *bankinginfo* booklet on “Small and Medium Enterprises – Financing Products for Your Business”, available at all the Bank’s branches and the [www.bankinginfo.com.my](http://www.bankinginfo.com.my) website.

#### 11. Other loan packages available

- **Hong Leong Branch Business Shop Loan**
- **Hong Leong Branch Business Housing Loan**

## 12. How do I make my monthly repayment?

Making your monthly repayment is hassle free through:

- Standing instructions from your Hong Leong Bank / Hong Leong Islamic Bank current account
- Internet Banking ([www.hongleongconnect.my](http://www.hongleongconnect.my)) or via mobile phone app or tablet app
- Malaysian Electronic Payment System (MEPS) or Interbank Giro (IBG)\*

Alternative repayment methods include:

- ATM transfer to your financing account
- Bank in to your financing account via Cash Deposit Machine
- Cheque deposit to your financing account via Cheque Deposit Machine\*\*
- Make your payment over-the-counter at the nearest branch

### **Important:**

\* Online IBG payment is RM0.10 per transaction.

\*\* Effective 2nd January 2015, RM0.50 cheque processing fee and RM0.15 stamp duty will be charged per cheque issued.

Subject to Government Taxes, if applicable.

## 13. Do I need a guarantor or collateral?

- One or more Guarantor is/are required.
- Guarantee in favour of the Bank by CGC under the Portfolio Guarantee Scheme for 70% of the Facility Amount.

**IMPORTANT NOTE: LEGAL ACTION MAY BE TAKEN AGAINST YOU IF YOU DO NOT KEEP UP REPAYMENT ON YOUR BUSINESS CASH LOAN.**

This information provided in this disclosure sheet is valid as at <Input Date>.