

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 product below:
 Hong Leong Branch Business Shop Loan / Hong Leong Branch Business Housing Loan or
 Hong Leong Business Working Capital (if applicable)



<Product Name>

Date: <Date Letter of Offer issued>

Please do not hesitate to contact the Bank for clarification, if required.

1. What is this product about?

This Hong Leong Branch Business Shop Loan, Hong Leong Branch Business Housing Loan and Hong Leong Business Working Capital is / are calculated on a variable rate basis and you are offering your property as a security for this facility.

It offers flexibility in repayment and interest savings.

Any excess payment received after deducting your instalment and any charges payable, is deemed as an "Advance Payment".

Advance Payment will not be considered as prepayment and thereafter will affect your loan outstanding balance for interest calculation purposes. Interest is calculated on the Eligible Outstanding Balance, which is the difference between the loan outstanding balance (inclusive of charges) ("Outstanding Balance") and the Advance Payment or up to 30% of the Outstanding Balance, whichever is lower.

Withdrawals are allowed from excess payment under Advance Payment with written notice.

Important Note:

For more information, please refer to the relevant Letter of Offer and Main Terms and Conditions applicable to your facility.

2. What do I get from this product?

Facility 1 – Term Loan

Item	Description								
Facility Amount	RM < Total Amount Borrowed >								
Margin of Financing	<_>%								
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>Year 1: BLR <-/+_>%</td> <td><_>%</td> </tr> <tr> <td>Year 2-3: BLR <-/+_>%</td> <td><_>%</td> </tr> <tr> <td>Thereafter: BLR <-/+_>%</td> <td><_>%</td> </tr> </tbody> </table>	Prescribed Rate	Effective Lending Rate	Year 1: BLR <-/+_>%	<_>%	Year 2-3: BLR <-/+_>%	<_>%	Thereafter: BLR <-/+_>%	<_>%
	Prescribed Rate	Effective Lending Rate							
	Year 1: BLR <-/+_>%	<_>%							
	Year 2-3: BLR <-/+_>%	<_>%							
Thereafter: BLR <-/+_>%	<_>%								

Facility 2 – Term Loan

Item	Description								
Facility Amount	RM < Total Amount Borrowed >								
Margin of Financing	<_>%								
Repayment Period	<Approved Tenure> months								
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Thereafter: BLR <-/+_>%	<_>%								

- Overdraft: on demand
- Base lending rate (BLR) is currently at 7.04%

3. What are my obligations?

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

Rate	Today (BLR=<_>%)	If BLR goes up 1%	If BLR goes up 2%
Facility 1 - Term Loan			
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 <_>
Facility 2 – Term Loan			
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 <_>
Facility 3 – Overdraft			
Monthly interest payment	On demand	On demand	On demand

Note:

- For Overdraft Facility, you are to service interest on a monthly basis, based on your utilized amount. The interest payable amount may vary based on your utilization of the Facility. In the event the Overdraft is subject to annual reduction of its limit upon such terms and conditions prescribed by the Bank, you will be required to repay such amounts as are necessary to ensure that the Overdraft is operated within the reduced limit at all times.
- Pending commencement of the monthly repayment as provided in the table above, you are required to pay to the Bank interest (if any) payable monthly and calculated at the Prescribed Rate / Effective Lending Rate on the daily outstanding amount (or based on monthly rest where specified and applicable) from the first disbursement of the Facility or commencing from such date as advised by the Bank in writing.
- 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 Fees**
As per the scale in the Solicitor’s Remuneration Order (SRO).
- Disbursement Fees**
Disbursement Fees including but not limited to registration fee, search fee, goods & services tax and any other taxes or levy as per the scale fees charged by the respective authorities and/or legal firms.
- Valuation Fees**
As per the Seventh Schedule of the scale fees set by the Board of Valuers, Appraisers and Estate Agents Malaysia.
- Termination Fees**
A termination fee of RM 2,000.00 shall be charged if the facilities herein or any part thereof is cancelled by you prior to the disbursement of the facilities for any reason whatever.

- **Miscellaneous Fees**

Miscellaneous Fees including but not limited to online IBG payment, IBG payment via ATM machine, cheque processing fee and any other fees or charges that may be imposed by the respective relevant authorities from time to time with prior notice.

- **Advance Payment Redrawing Service Fees**

A non-refundable service fee of RM50.00 shall be charged upon redrawing of advance payment.

Important: Subject to Government Taxes, if applicable

5. What if I fail to fulfill my obligations?

- Late payment charges at the rate of one per cent (1%) per annum will be additionally levied on any amount in arrears, from the time of default until the time such amount(s) in arrears are paid (both before as well as after demand or judgment).
- If you default on any two (2) cumulative payments of monies due under the Facilities during the duration of the Facilities, the Bank shall at its discretion be entitled to vary the Prescribed Rate which shall thereafter comprise of Additional Interest above the Prescribed Rate ("Amended Prescribed Rate") on daily rests or such other rate as the Bank may prescribe on the balance outstanding. The Amended Prescribed Rate shall continue to apply notwithstanding that you may have at any time after such variation, remedied such default and/or regularized your account. "Additional Interest" shall be chargeable at 2.0% per annum.
- The variation of the Prescribed Rate shall continue to apply notwithstanding that you may have, at any time after such variation, remedied such default and/or regularised your account.
- If you default in payment of any monies whether principal or interest or any sums whatsoever or in the event the Bank recalls the Facilities, interest at the rate of 1% per annum in addition to the Amended Prescribed Rate shall be charged on the sums payable from the time of default to the time the sums are paid (both before as well as after demand or judgment).
- 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. Your property may be foreclosed and you will have to bear all the costs. You are also responsible to settle any shortfall after your property is sold.
- Legal action against you may affect your credit rating and this will cause your credit to be more difficult or expensive to you.

Important:

For more information, please refer to the attached Main Terms and Conditions.

6. What if I fully settle the loan during the lock-in period?

If you redeem or settle in full the Facilities within the first 36 months, the following settlement charges will be applied:

Early settlement penalty:

For Residential Property - 3% on 90% of the total approved Facilities limit for the 1st 36 months from 1st release, and 80% of the total approved Facilities limit for month 37 to 60 (if applicable).

For Non Residential Property - 3% on 85% of the total approved Facilities limit for the 1st 36 months from 1st release, and 70% of the total approved Facilities limit for month 37 to 60 (if applicable).

The early redemption / settlement fee reflects the costs incurred or to be incurred by the Bank as a result of the early settlement which may include the cost of fund, cost of capital, liquidity cost, statutory reserve cost, discounted interest rate and other cost, as well as any legal fees, stamp duty and / or valuation fees which have been incurred under the terms of the Facilities.

The early redemption/ settlement fee is payable at the point of redemption.

7. Do I need any insurance coverage?

- Mortgage Decreasing Term Assurance (MDTA) / Mortgage Reducing Term Takaful (MRTT) is optional.
- However, you are encouraged to take up the MDTA / MRTT to protect your family from losing the property due to unforeseen circumstances.
- Where the MDTA/MRTT is financed by the Bank, the Bank shall only release the premium/takaful contribution either with the first loan release towards financing of the Property(ies) or at any time thereafter at the Bank's absolute discretion subject to the following:
 - (a) the Bank having received the letter of acceptance/letter of offer issued by the insurance/takaful company which is acceptable to the Bank ;
 - (b) the Bank has not received any notification from the insurance/takaful company of your rejection and/or appeal of the letter of offer;
 - (c) you/insured have/has not deceased prior to the first release of the loan; and
 - (d) in the event the letter of acceptance/letter of offer issued by the insurance/takaful company expires on or before the first loan release, you will submit a fresh proposal form for evaluation and a fresh letter of acceptance/letter of offer shall be procured by you.
- The coverage of the MDTA/MRTT shall be effective upon receipt of the full premium/takaful contribution (including any loading or excess to the original premium/takaful contribution quoted) by the insurance/takaful company.

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?

If you have any difficulties in making repayments, you should contact the Bank earliest possible to discuss repayment alternatives. You may contact our Consumer Collection Centre at:

Level 2, PJ City Development, No. 15A, Jalan 219, Section 51A, 46100 Petaling Jaya, Selangor

Tel: +603-7952 3388 Fax: +603-7873 8228

Email: HLBBMPLMORTGAGE@hlbb.hongleong.com.my

Alternatively, you may seek the services of Agensi Kaunseling dan Pengurusan Kredit (AKPK), an agency established by Bank Negara to provide free services on money management, credit counseling, financial education and debt restructuring for individuals. You can contact AKPK at:

Tingkat 8, Maju Junction Mall, 1001, Jalan Sultan Ismail, 50250 Kuala Lumpur.

Tel: +603-2616 7766 E-mail: enquiry@akpk.org.my

If you wish to complain on the products or services provided by us, you may contact us at:

Service Recovery & Complaint Resolution - Customer Experience

Hong Leong Bank Berhad, 13A Floor, Menara Hong Leong, No 6, Jalan Damanlela, Bukit Damansara, 50490 Kuala Lumpur.

Tel : +603-7626 8899 Fax : +603-7946 8888 E-mail : HLOnline@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: Block D, Bank Negara Malaysia, Jalan Dato' Onn, 50480 Kuala Lumpur.

Tel: 1-300-88-5465 Fax: +603-2174 1515 E-mail: 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 website.

11. Other loan packages available

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

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) 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 only RM0.10 per transaction.

** Effective 2nd January 2015, RM0.50 processing fee and RM0.15 stamp duty will be charged per cheque issued. Subject to Government Taxes, if applicable

IMPORTANT NOTE: YOUR PROPERTY MAY BE FORECLOSED IF YOU DO NOT KEEP UP REPAYMENTS ON YOUR PROPERTY FINANCING.

The information provided in this disclosure sheet is valid as at <Date LO printed>