

### Loan Application Checklist

Borrower 1 : \_\_\_\_\_

Borrower 2 : \_\_\_\_\_

Borrower 3 : \_\_\_\_\_

**Documents required (Please enclose photocopies of documents in A4 size paper)**

Personal Documents / Info

2 copies IC (both sides in one page)

2 copies Passport & Work Permit (for foreigners)

Financial Documents / Info

A. For Employed

6 months pay slips or 6 months commission statement

6 months - Bank Statements (for pay credited into account)

Latest 1 year - EA form

Latest 1 year - BE form

1 year - KWSP / EPF Statements

EA Form from previous employer (for change of employment)

Letter of appointment (for newly employed)

B. For Self Employed

Latest 1 year - B form

Latest 2 years - Audited Accounts / Trading Accounts

Form 24 & 49 & Company Registration

Business Registration Form (A/D)

6 months - Bank Statements (personal account)

12 months - Bank Statements (company account)

Property Documents / Info

A copy of Sale & Purchase Agreement  
(original to be submitted to the lawyers upon loan acceptance)

A copy of Land Title (compulsory for completed properties)

Certificate of Fitness for completed properties  
purchased directly from the developer

For refinancing cases (if applicable)

Latest Loan Statements 12 months

Insurance

MRTA Form completed

Life Policy Proposal

Houseowner Policy Form

For Construction Loan of Detached House and Land Loan

i. Approval from the local Government or Council for the construction of the property.

ii. Construction Agreement between the borrowers and the contractor.

iii. Architect's confirmation that the cost as stated in the construction agreement is reasonable.

iv. The contractor's company registration, form 24 & 49.

"The borrower is advised to purchase life insurance/MRTA so that coverage is provided in the event a claimable event occurs that disables the borrower from servicing the loan."

Submitted by Customer	Confirmed by Agent that the information and submitted documents have been duly validated with the applicant(s)
Customer's Signature	<p>Name : TAN HONG LI</p> <p>Code : 666685</p> <p>Agency : RLOW</p> <p>Agent's Signature</p>

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Borrower 1 : \_\_\_\_\_

Borrower 2 : \_\_\_\_\_

Borrower 3 : \_\_\_\_\_

Documents required (Please enclose photocopies of documents in A4 size Paper)

Remarks by Agent

Personal

Employment / Business

Financial

Property

Customer's Signature \_\_\_\_\_

Agent's Signature TAN HONG LI  
666685



**ING Insurance Berhad** (17007-P)  
**Mortgage Division**  
 Menara ING  
 84 Jalan Raja Chulan  
 50200 Kuala Lumpur, Malaysia  
 Tel : 03-2058 4838 Fax : 03-2161 7324  
 Toll Free : 1-800-88-0303  
 http://www.ing.com.my

Please indicate GSM/AM code if you are a Life agent  
 Sila nyatakan kod GSM/AM sekiranya anda adalah Ejen Insuran Hayat

INV 04

Agent's Name / (as per NRIC) Nama Ejen (seperti dalam KP)			
New NRIC No / No. KP Baru			
Agent's Code / Kod Ejen		Unit No / No Unit	
GSM Code / Kod GSM		Unit No / No Unit	
AM Code / Kod AM		Unit No / No Unit	
Agency / Agensi			
Agent's Tel No / No. Tel Ejen			
Agent's Fax No / No. Fax Ejen			
Agent's Email / E-Mail Ejen			
Agent Type / Jenis Ejen	<input type="checkbox"/> Life Agent / Ejen Insuran Hayat	<input type="checkbox"/> General Agent / Ejen Insuran Am	
	<input type="checkbox"/> Corporate Agent / Ejen Korporat	<input type="checkbox"/> Others / Lain-lain	

**FOR OFFICE USE ONLY. / UNTUK KEGUNAAN PEJABAT.**

REF NO / NO RUJUKAN	: HL		/		/	BRANCH CODE / KOD CAWANGAN	
DATE RECEIVED / TARIKH DITERIMA		/		/		(DD/MM/YYYY)	

## APPLICATION FORM FOR ING HOME LOAN BORANG PERMOHONAN BAGI ING HOME LOAN

Please complete the application form using CAPITAL LETTERS and mark [X] at appropriate boxes. Please leave blank if not applicable.  
 Sila isi borang permohonan dengan menggunakan HURUF BESAR dan tandakan [X] pada kotak-kotak di mana sesuai. Sila kosongkan sekiranya tidak berkenaan.

**A. PARTICULARS OF LOAN / BUTIR-BUTIR PINJAMAN**

Purpose of Purchase / Tujuan Pinjaman :	<input type="checkbox"/> Owner Occupied / Kediaman Sendiri	<input type="checkbox"/> Investment / Pelaburan	<input type="checkbox"/> Others / Lain-lain	
Loan Amount / Jumlah Pinjaman :	RM		Loan Term / Jangkamasa Pinjaman :	
Purchase Price / Harga Belian :	RM		Open Market Value / Nilai Pasaran :	RM
Type of Loan / Jenis Pinjaman	<input type="checkbox"/> Purchase from Developer / Belian daripada Permaju	<input type="checkbox"/> Construction Loan / Pinjaman Pembinaan	<input type="checkbox"/> Refinancing / Pembiayaan Semula	<input type="checkbox"/> Subsale / Sub Jualan
Stage of Construction / Tahap Pembinaan :	<input type="checkbox"/> Completed / Siap Bina	<input type="checkbox"/> Under Construction / Dalam Pembinaan	<input type="checkbox"/> Purchase of Vacant Land / Pinjaman Tanah	<input type="checkbox"/> Remortgage / Gadaian Semula
Type of Property / Jenis Hartanah :	<input type="checkbox"/> Landed Property / Hartanah yang bertanah	<input type="checkbox"/> Non-Landed property / Hartanah yang berstrata	<input type="checkbox"/> Fees paid by the company / Yuran dibayar oleh syarikat	<input type="checkbox"/> Fees borne by the customer / Yuran dibayar oleh pemohon

**B.1. PERSONAL PARTICULARS / BUTIR-BUTIR PERIBADI**

Single Individu  Joint Applicant Pemohon Bersama Relationship with applicant / Hubungan dengan pemohon

**APPLICANT / PEMOHON**

<input type="checkbox"/> MR / Encik <input type="checkbox"/> MS / Cik <input type="checkbox"/> MDM / Puan Others / Lain-lain :	
1. Full Name (as shown on IC/Passport) / Nama Penuh (seperti dalam KP / Paspot)	
2. New NRIC / No. KP Baru :	
3. Old NRIC/Passport / No. KP Lama / Paspot :	
4. Sex / Jantina : <input type="checkbox"/> Male / Lelaki <input type="checkbox"/> Female / Perempuan	
5. Date of Birth / Tarikh Lahir : / / (DD/MM/YYYY)	
6. Age / Umur : / 7. Nationality / Kewarganegaraan :	
8. Race / Bangsa :	
9. Marital Status / Taraf Perkahwinan	

**JOINT APPLICANT / PEMOHON BERSAMA**

<input type="checkbox"/> MR / Encik <input type="checkbox"/> MS / Cik <input type="checkbox"/> MDM / Puan Others / Lain-lain :	
1. Full Name (as shown on IC/Passport) / Nama Penuh (seperti dalam KP / Paspot)	
2. New NRIC / No. KP Baru :	
3. Old NRIC/Passport / No. KP Lama / Paspot :	
4. Sex / Jantina : <input type="checkbox"/> Male / Lelaki <input type="checkbox"/> Female / Perempuan	
5. Date of Birth / Tarikh Lahir : / / (DD/MM/YYYY)	
6. Age / Umur : / 7. Nationality / Kewarganegaraan :	
8. Race / Bangsa :	
9. Marital Status / Taraf Perkahwinan	



<b>5. Office Address / Alamat Pejabat :</b> <table border="1" style="width:100%; height: 40px; border-collapse: collapse;"> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> </table> Postcode / Poskod : <table border="1" style="width: 40px; height: 15px; border-collapse: collapse;"><tr><td style="width:10px;"></td><td style="width:10px;"></td><td style="width:10px;"></td><td style="width:10px;"></td></tr></table> Town / Bandar : <table border="1" style="width: 100px; height: 15px; border-collapse: collapse;"><tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr></table> State / Negeri : <table border="1" style="width: 100px; height: 15px; border-collapse: collapse;"><tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr></table>																									<b>5. Office Address / Alamat Pejabat :</b> <table border="1" style="width:100%; height: 40px; border-collapse: collapse;"> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> <tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr> </table> Postcode / Poskod : <table border="1" style="width: 40px; height: 15px; border-collapse: collapse;"><tr><td style="width:10px;"></td><td style="width:10px;"></td><td style="width:10px;"></td><td style="width:10px;"></td></tr></table> Town / Bandar : <table border="1" style="width: 100px; height: 15px; border-collapse: collapse;"><tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr></table> State / Negeri : <table border="1" style="width: 100px; height: 15px; border-collapse: collapse;"><tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr></table>																								

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**D. FINANCIAL DETAILS / BUTIR -BUTIR PENDAPATAN**  
( For other income & contractual bonus kindly provide documents / Untuk pendapatan-pendapatan lain & bonus kontraktual sila kemukakan dokumen-dokumen berkenaan)

Please indicate the amount to the nearest RM / Sila nyatakan amaun kepada RM yang terdekat.

APPLICANT / PEMOHON	JOINT APPLICANT / PEMOHON BERSAMA								
1. Monthly Basic Income / Pendapatan Asas Bulanan : RM <table border="1" style="width: 60px; height: 15px; border-collapse: collapse;"><tr><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>					1. Monthly Basic Income / Pendapatan Asas Bulanan : RM <table border="1" style="width: 60px; height: 15px; border-collapse: collapse;"><tr><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>				
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3. Monthly Non-Fixed Allowance / Elaun Tidak Tetap Bulanan : RM <table border="1" style="width: 60px; height: 15px; border-collapse: collapse;"><tr><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>					3. Monthly Non-Fixed Allowance / Elaun Tidak Tetap Bulanan : RM <table border="1" style="width: 60px; height: 15px; border-collapse: collapse;"><tr><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>				
4. Contractual Bonus (Monthly) / Bonus Kontraktual (Bulanan) : RM <table border="1" style="width: 60px; height: 15px; border-collapse: collapse;"><tr><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>					4. Contractual Bonus (Monthly) / Bonus Kontraktual (Bulanan) : RM <table border="1" style="width: 60px; height: 15px; border-collapse: collapse;"><tr><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>				
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6. Total / Jumlah : RM <table border="1" style="width: 60px; height: 15px; border-collapse: collapse;"><tr><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>					6. Total / Jumlah : RM <table border="1" style="width: 60px; height: 15px; border-collapse: collapse;"><tr><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td><td style="width:15px;"></td></tr></table>				

**E. CURRENT CREDIT FACILITIES / BUTIR -BUTIR PERBANKAN**  
Please state all existing commitments with other financial institution / Sila nyatakan komitmen lain dengan institut kewangan yang lain

Bank/Financial Institution / Bank/Institusi Kewangan	* Facility Type / * Jenis Kemudahan	Loan Amount / Jumlah Pinjaman	Monthly Repayment / Bayaran Bulanan	Applicant/Co-applicant / Pemohon/Pemohon Bersama														
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\* Facility Type / Jenis Kemudahan : Housing Loan / Pinjaman Perumahan = HL, Overdraft / Overdraf = OD, Car Loan / Pinjaman Kereta = CAR  
\*\* Please indicate A if the facility belongs to the applicant or CA if it is for the co-applicant. / Sila nyatakan A sekiranya komitmen tersebut kepunyaan pemohon atau CA sekiranya kepunyaan pemohon bersama.

**F. PARTICULARS OF PROPERTY / BUTIR -BUTIR HARTANAH YANG HENDAK DIGADAJANJI**

<b>1. Type of Property / Jenis Hartanah :</b> <input type="checkbox"/> Single Storey Terrace / Teres Setingkat <input type="checkbox"/> Double Storey Terrace / Teres Dua Tingkat <input type="checkbox"/> Single Storey Semi-Detached / Rumah Satu Tingkat Separuh Kembar <input type="checkbox"/> Double Storey Semi-Detached / Rumah Dua Tingkat Separuh Kembar <input type="checkbox"/> Single Storey Bungalow / Banglo Setingkat <input type="checkbox"/> Double Storey Bungalow / Banglo Dua Tingkat <input type="checkbox"/> Vacant Residential Land / Tanah <input type="checkbox"/> Condominium / Kondominium <input type="checkbox"/> Apartment / Apartmen <input type="checkbox"/> Flat / Pangsapuri <input type="checkbox"/> Others / Lain-lain <table border="1" style="width: 100px; height: 15px; border-collapse: collapse;"><tr><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td><td style="width:25%;"></td></tr></table>									
<b>2. Land Area / Keluasan Tanah :</b> <table border="1" style="width: 40px; height: 15px; border-collapse: collapse;"><tr><td style="width:10px;"></td><td style="width:10px;"></td><td style="width:10px;"></td><td style="width:10px;"></td></tr></table> <input type="checkbox"/> sq m / meter persegi <input type="checkbox"/> sq ft / kaki persegi					<b>Build Up Area / Kawasan Terbina :</b> <table border="1" style="width: 40px; height: 15px; border-collapse: collapse;"><tr><td style="width:10px;"></td><td style="width:10px;"></td><td style="width:10px;"></td><td style="width:10px;"></td></tr></table> <input type="checkbox"/> sq m / meter persegi <input type="checkbox"/> sq ft / kaki persegi				

