

Date:

HSBC Bank Malaysia Berhad
Debt Work Out
MYH FCCS Collections
Level 28, Menara IQ,
Lingkaran TRX,
55188 Tun Razak Exchange,
Kuala Lumpur.

Dear Sir,

Re: **DEBT RELIEF PROGRAM/ GENERAL RESTRUCTURING FACILITY**

I refer to the above and would like to request HSBC Bank Malaysia Berhad to consider a **restructure / reschedule** of my following account(s), details of which are as follows:-

- 1) Credit Card Account No
- 2) Facility Account No
- 3) Reason/s

(Please state the reason(s) for such request/application in detail)

4) Monthly Living Expenses

- Housing (Rent/Mortgage Loan)
- Property Management Fee
- Auto Instalment & Maintenance
- Water, Electricity & Gas Fee
- Phone (Home, Mobile)
- Transportation
- Fee
- Food & Groceries
- Clothing
- Child Care
- Education
- Health & Dental Care
- Income Tax
- Others (e.g. Alimony Paid)

Monthly (RM)

Total Expenses

5) Number of dependent(s)

6) Attached are my supporting document(s) as follows:

Photocopy of NRIC (front and back)

Yes / No

For Salary Earner:

Minimum one month of income documentation (latest month)

Yes / No

For Unemployed:

Letter of undertaking from 3rd party to pay the instalment OR any proof of income for consideration.

1. Letter of undertaking from 3rd party
2. 3rd party’s latest income documents
3. 3rd party’s NRIC copy (front and back) or Passport copy (for Non-Malaysians)
4. 3rd party’s CCRIS report

Yes / No

For Variable Income Earner:

3 months’ commission slip and 3 months Bank Statement that clearly indicates the crediting of payment amount

Yes / No

For Self-employed:

Latest months bank statements/proprietor's bank statements OR Latest personal bank statements OR Latest B/BE/e-tax Form

Yes / No

• **Any further supporting documents**

Doctor's Appointment letter / Medical report, Medical Bills/Additional income documents or supporting documents etc.

Yes / No

*Clear supporting document(s) required.

7) Please consider my request as follows: -

- Monthly Instalment -: RM..... to RM.....

- Others:
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I hereby declare that I will continue to service my credit card account(s) and/or pay my current monthly instalment payments for my existing facility account(s) with the Bank pending approval of my request/application herein.

Yours faithfully,

.....

Name :.....

Current Employment details :.....

IC No/ Passport No:.....

*Contact No. H/P :..... Office

*Email address :.....

*Latest Correspondence Address :.....

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**Note: Any changes to contact number, email address & correspondence address to be updated/maintained by Branch.*