



the way to home-ownership

(For Office use only)

LPF: RM \_\_\_\_\_  
Rt. No. \_\_\_\_\_ Date \_\_\_\_\_  
BSF: RM \_\_\_\_\_  
Rt. No. \_\_\_\_\_ Date: \_\_\_\_\_  
Account No. \_\_\_\_\_  
Initial: \_\_\_\_\_

# BORNEO HOUSING MORTGAGE FINANCE BERHAD

(Company No. 025457-V)

Menara Borneo Housing, Lot 48, Jalan Ikan Juara 2, Sadong Jaya, Karamuning, 88100 Kota Kinabalu

P. O. Box 11144, 88812 Kota Kinabalu, Sabah, Malaysia

Tel Nos: 088-238830, 088-238840 & 088-238841 Fax No: 088-312889

Website: www.borneohousing.com.my E-mail: customerservice.kk@borneohousing.com.my

## MORTGAGE LOAN APPLICATION (For Corporate Applicant)

### A. COMPANY PARTICULARS

1. Name of Company & Company No.: .....
2. Postal Address: ..... Tel: .....
3. Business Address: ..... Tel: .....
4. Date of Commencement of Business: .....
5. Nature of Business: .....
6. Authorised Capital: RM..... Paid-UP: RM.....

### B. THIS APPLICATION

7. Loan required RM..... to be repaid in ..... years.
8. Particulars of property offered as security:-
  - (a) Title No. ....  
(Please enclose two (2) complete photocopies)
  - (b) Type of Properties: .....  
Address: .....  
(Lot & Block No.) (Name of Estate) (District)
  - (c) Present registered Owner(s) or Property: .....
  - (d) Property is subject to a charge for RM.....  
in favour of .....
  - (e) If property is let or to be let, state expected rental income:  
RM..... per month.
9. State who to contact for inspection of the property:-  
Name(s)..... Tel: .....
10. Purpose of Loan:-
  - (a) Purchasing on transfer  
(please submit 2 copies of the Sale & Purchase Agreement)  
Price RM.....Cash paid or to be paid: RM.....  
Name of Developer/Vendor: .....

Tel. Contact: .....

Name of Architect: .....

Name of Engineer: .....

- (b) Constructing own building:  
(Please submit all detailed approved Architectural & Structural Plans, Drawings and Specifications, and DO NOT commence construction prior to approval of this application or consultation with the Company's authorised officer)

Cost and Area of Land: RM.....; .....acre/sq.ft.

Cost of Construction: RM.....

If tendered, name of contractor:.....

Expected date of completion:.....

- (c) Extension and improvement or others – please give details

11. Name and Address of Bankers:.....  
.....

12. Directors' particulars – Please complete **Form A** attached.

**C. DECLARATION**

1. We understand that the loan processing and bankruptcy search fee is not refundable.
2. We agree that this application is accepted on the understanding that approval is not guaranteed and your Company may reject the application without assigning any reason.
3. We agree that your Company may at its absolute discretion vary all or any terms of the loan requested in this application.
4. We agree that any misrepresentation of facts herein contained shall entitle your Company to recall the loan.
5. We agree that any building inspections conducted by your authorised officer/agent are for the sole benefit of your Company and under no circumstances will they be construed as supervision on our behalf.
6. We confirm that we are not insolvent, and there is no outstanding or impending bankruptcy proceedings against us.
7. In connection with this application we hereby authorise your Company or your representative to obtain/give the relevant information from/to any source.
8. We confirm that all the above information is correct and true to the best of our knowledge and belief and agree that this Declaration shall form the basis of the Loan Agreement.
9. We have irrevocably selected the following solicitors from your panel to handle the loan documentations for us:-

Name of solicitors:.....

We have agreed that all costs, stamp duties, registration fees and other expenses in connection with the loan facility including the solicitor's charges will be borne by us.

.....  
Authorised Signature

.....  
Authorised Signature

.....  
Name In print

.....  
Name In print

.....  
Date  
APP(COR) 10.13

.....  
Company's Stamp

# Borneo Housing Mortgage Finance Berhad

(Company No. 025457-V)

Kota Kinabalu

Form A

Strictly Confidential

Directors of the Company are required to give Joint and Several Guarantee for the loan.

<b>PARTICULARS</b>	<b>GUARANTOR I</b>	<b>GUARANTOR II</b>	<b>GUARANTOR III</b>	<b>GUARANTOR IV</b>	<b>GUARANTOR V</b>
Name in Full (Please print) Mr/Ms/Miss/Madam					
Date & Place of Birth					
Citizenship & Race					
I/C No. (New & Old) (Please attach a complete photocopy)					
Marital Status					
Residential Address					
Postal Address					
Telephone Number(s) (Office/Residence/HP)					
Occupation					
Position in the Company					
Share in the Company	%	%	%	%	%
Last 12 months total income (Please attach latest Form J)	RM	RM	RM	RM	RM
Usual Signature(s)					

Borneo Housing Mortgage Finance Berhad,  
Menara Borneo Housing  
Lot 48, Jalan Ikan Juara 2, Sadong Jaya  
88100 Kota Kinabalu, Sabah.

Dear Sir,

**RE: CONSENT AUTHORISATION**

Pursuant to the Credit Reporting Agencies (CRA) Act 2010 and Central Bank of Malaysia Act 2009, I/We the undersigned do hereby give my/our consent to you and CTOS Data Systems Sdn Bhd (“CTOS”), a registered credit reporting agency under the CRA Act to process my/our company personal data.

By this consent, I/We understand and agree that:

- i) You may conduct credit/trade check and CCRIS checks on me/us and where applicable with CTOS at any time for as long as I/We have a trade relationship with you or where any dues remain unpaid and outstanding with you, for any one or more of the following purposes:
  - ✓ Opening of account
  - ✓ Debt recovery
  - ✓ Credit/Account review
  - ✓ Legal documentation consequent to a contract or facility granted by you
  - ✓ Credit/Account monitoring
  - ✓ Credit/Account evaluation
- ii) You may disclose any information on my/our conduct of my/our account(s) with you, to any business entity/ies for bona fide trade checking at any time. I/We am/are also aware and understand that such information will be provided to CTOS, who may in turn share such information to subscribers of their service.
- iii) Where you require any processing of my/our application to be processed by any processing centre located outside Malaysia (including your Head Office), I/we hereby give consent to CTOS to disclose my/our credit and CCRIS reports to such locations outside Malaysia.
- iv) **Apart from the above, I/we the undersigned do give my/our consent to you and the CTOS, to process my/our personal data as per the PDPA 2010.**

Signed by:

Name :

IC No.:

Date:

Company Stamp

Signed by:

Name :

IC No.:

Date:

## PERSONAL DATA PROTECTION ACT 2010

### Data Protection Notice and Consent Form

1. I/We am/are aware of the Company's Privacy Notice of the PDPA 2010 on matters pertaining to the collection, usage, storage and sharing of my/our personal information and any matters related thereon.
2. I/We have read and understood the Company's Privacy Notice which is exhibited at the reverse page of this consent form.

Please tick any of the following:

YES, I/We agree and give consent to the collection, usage and sharing of my/our personal information for the purposes of informing and providing products and services applied, **INCLUDING** for other promotional offers and marketing materials of the Company and its related parties, as stated in the Company's Privacy Notice.

YES, I/We agree and give consent to the collection, usage and sharing of my/our personal information for the purposes of informing and providing products and services applied, **EXCLUDING** for other promotional offers and marketing materials of the Company and its related parties, as stated in the Company's Privacy Notice.

NO, I/We do not give consent to the usage and sharing of my/our personal information to any such related parties and understand that, accordingly, the Company may not be able to offer its product and related services to us.

In the case of a joint account, the choice represented by the tick above shall be as if given by each one of us individually.

3. The Company's Privacy Notice of the PDPA 2010 is also available at the Company's website, [www.borneohousing.com.my](http://www.borneohousing.com.my)
4. I/We understand that I/We am/are entitled to request for a change of the data which is inaccurate, misleading and outdated and that I/We can inform the Company to cease using my/our personal information for the purposes of sending promotional materials to me/us and that such request can be made in writing to the Company at Kota Kinabalu or Kuching offices or by sending it to:

Borneo Housing Mortgage Finance Berhad  
Menara Borneo Housing  
Lot 48, Jalan Ikan Juara 2, Sadong Jaya  
88100 Kota Kinabalu, Sabah.  
Facsimile Number: 088-268280  
Email: [pdpa.sabah@borneohousing.com.my](mailto:pdpa.sabah@borneohousing.com.my)

Signed by:

Name :

IC No.:

Date:

Signed by:

Name :

IC No.:

Date:

Dear Sir/Madam,

**NOTICE PURSUANT TO THE PERSONAL DATA PROTECTION ACT 2010**

The Personal Data Protection Act (“PDPA” or the “Act”) 2010 came into force on 15th November 2013. With the enforcement of this Act, Borneo Housing Mortgage Finance Berhad is committed to ensuring that the information which you have provided us or presently maintained by us is being protected and safeguarded at all times.

In this respect, we assure you that your personal data and other relevant information which you have provided us in connection with your application for loans, fixed deposit and savings accounts will be processed by us solely for the purpose of providing such product and other related services.

We undertake that we shall not disclose your information to any third parties without obtaining your consent. However, from time to time, we may enter into agreement with third party service provider to provide essential services to us. This requires us to share some of the information with them and we will require that they maintain the confidentiality of the information and not use it for any other purposes.

We further take steps to institute appropriate internal controls to protect your personal data from loss, misuse or alteration. The period of retention of such data shall be in accordance with the company’s retention policies which may be subject to periodic review.

You may wish to access your personal data which is maintained by us or to request for a change of the data which is inaccurate, misleading or outdated. Please send your request in writing to the address set out below. Any request to amend the personal data may be subject to a fee.

If for any reasons you do not wish your name and contact particulars to be used by us or any service providers for the purpose of sending promotional materials to you, please submit your request to us via post, email or facsimile transmission to the following address:

Borneo Housing Mortgage Finance Berhad,  
Menara Borneo Housing  
Lot 48, Jalan Ikan Juara 2, Sadong Jaya  
88100 Kota Kinabalu, Sabah.  
Facsimile Number: 088-268280  
Email: [pdpa.sabah@borneohousing.com.my](mailto:pdpa.sabah@borneohousing.com.my)

We trust that you do consent and agree to the terms above in respect of our processing of your personal information. If you do not consent to the above, please contact us at the abovementioned contact details.

Thank you.

Yours faithfully  
Borneo Housing Mortgage Finance Berhad

*Customer Initial*

This is a computer generated document. No signature is required.