

## Housing Loan 1 (HL1) (CHECKLIST)

NO	BORROWER / JOINT BORROWER'S REQUIREMENT	ORIGINAL (IN SETS)	PHOTOCOPY (IN SETS)
1	<b>HL - 1 Application Form</b>	1	
2	<b>KoperasiBank's Panel Insurance Form</b> (both applicants if applicable) (MRTT - Mortgage Reducing Term Takaful)	1	
3	<b>Processing Fees</b> Banker's Cheque for RM318-00 made payable to <b>"Koperasi Pekerja Pekerja Bank Malaysia Berhad"</b> <b>[RM300-00 (Processing Fees) + RM18.00 (GST)]</b>	1	
4	Consent for Salary Deduction (enter Name, NRIC No., Staff No. & Signature) <b>Pls leave the amount column blank.</b>	2	
5	Letter of Undertaking (both applicants if applicable)	1	1
6	Letter of Declaration (both applicants if applicable)	1	1
7	<b>Letter of Confirmation</b> (both applicants if applicable) From Employer addressed to Koperasi Pekerja Pekerja Bank Malaysia Berhad – Stating  1) employee's name & years of service 2) employment status (contract/ temporary/permanent) 3) current position & department attached to	1	1
8	3 months Payslip (certified true copy) (both applicants if applicable)	1	2
9	NRIC (both applicants if applicable)		2
10	CCRIS Report (both applicants if applicable)	1	2
11	<b>Consent for Salary Deduction</b> (both applicants if applicable) (enter name, NRIC No., Staff No. & Signature) <b>Pls leave the amount column blank.</b>	2	1
NO	SECURITY DOCUMENTS	ORIGINAL (IN SETS)	PHOTOCOPY (IN SETS)
1	Sales & Purchase Agreement / Loan Agreement cum Deed of Assignment / Title	1	1
2	Valuation Report from KoperasiBank's panel valuers	1	
3	Quit Rent & Assessment	1	1

Prerequisite for applying this loan are as follow:

- Open to permanent employees in licensed Financial Institution that has granted KoperasiBank Salary Deduction.
- Non members may apply provided applicant becomes a member of KopersiBank. Please also download Membership Form