

Our privacy policy is available at bankofmelbourne.com.au or by calling 13 22 66 and covers how we handle your personal information.

Sub – Account Number/s:				

**Note: If borrower(s) require the release of the security documents, a separate Repaid Loan Advice Form is to be completed and forwarded to Loan Servicing.
(Only complete a Repaid Loan Advice if ALL loan debts have been discharged)**

Please print name/s, tick appropriate boxes and sign below.

	Surname	Given Name
Borrower 1		
Borrower 2		
	Home Telephone Number	Business Telephone Number

I/We request that the Portfolio loan facility be closed.

I/We request that sub-account no. _____ be converted to a Complete Freedom transaction account.

Note: Transactions or cheques written from any Portfolio sub-account and presented for payment after receipt of this request may be dishonoured.

Borrower 1 Signature	Date
Borrower 2 Signature	Date

Office Use Only – Branch Procedures
Complete below by ticking all relevant boxes

- Confirm all parties to the account have signed the form and verify all signatures.
- If applicable, obtain chequebook, and destroy. Record on LIS 600 Diary “chequebook Destroyed”.
- Obtain Payout figure from Lending Service Centre on 13 22 66, option 3.
- Process closeout via Spider Fast Path 24, selecting the reason for account closure.
- Forward Closure Request Form to Loan Servicing.

Note: If more than 2 borrowers, please complete additional form/s.
Note: Reduction of the balance to zero is not closing the account.