



# Portfolio Facility Closure Request.

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.**

Borrower 1 surname

Borrower 1 given name

Borrower 2 surname

Borrower 2 given name

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.

As part of requesting the account to be converted to a Complete Freedom transaction account, I/we acknowledge that I/we are seeking this account with the following features:

- A transaction account to deposit and withdraw funds through a variety of banking channels and access to funds including via a debit card.
- No Monthly account keeping fee applies. Other fees and charges may apply.
- I/We, named as cardholder/s, consent to the issue of a Bank Of Melbourne Visa debit card in my/our name/s, if not already held and linked to the account, and have read and acknowledged that the relevant Term and Conditions will govern the use of the card issued.
- Any information provided to me is factual information only.

Before making a decision about any of our products or services, please read all the terms and conditions, found at, [bankofmelbourne.com.au/content/dam/bom/downloads/personal/bank-accounts/SavInvesTransAccounts\\_Terms.pdf](http://bankofmelbourne.com.au/content/dam/bom/downloads/personal/bank-accounts/SavInvesTransAccounts_Terms.pdf) and consider whether the product or service is right for you. Fees and charges apply and may change.

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

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### Privacy Statement

All personal information and credit-related information we collect about you is collected, used and disclosed by us in accordance with our Privacy Statement which is available at [bankofmelbourne.com.au/privacy/privacy-statement](http://bankofmelbourne.com.au/privacy/privacy-statement) or by calling us on 13 22 66. Our Privacy Statement also provides information about how you can access and correct your personal information, and make a complaint. You do not have to provide us with any personal information or credit information but, if you don't, we may not be able to process your application or request.

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:**

1. If more than 2 borrowers, please complete additional form/s.
2. Reduction of the balance to zero is not closing the account.
3. If the customer confirms that they do not wish to proceed with a Complete Freedom account, a personal advice conversation to discuss the customer's need and objectives should be completed.