



Portfolio Loan.

Request to Vary Existing Structure.

This form is used for any of the following requests:

Sub-account closure/product transfer, sub-account credit limit reduction, change of primary sub-account, and/or change(s) to a variable rate.

Borrower(s)

Mailing Address

Portfolio Loan Account No.

Primary Sub-account

Package Number

Important – the information in this variation is current as at / / (the variation disclosure date).

- This form is to be completed in conjunction with an authorised representative of Bank of Melbourne.
- Place a tick ✓ in the box for each requested option.
- The meaning of words printed *like this* is explained in the 'Meaning of words' clause in your Portfolio Loan Agreement General Terms and Conditions.
- All Portfolio Loan borrowers must sign this form.

A. Sub-account closure.

I request the Bank to permanently close the following *sub-account(s)* and:

- reduce the *Portfolio credit limit* from \$ to \$; or
- transfer the *Portfolio credit limit* to the *primary sub-account* .

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

If the sub-account to be closed is the primary sub-account, Section D, 'Change of primary sub-account' must be completed.

Portfolio Loan – Request to Vary Existing Structure.

B. Sub-account product transfer.

I request the Bank to convert the following sub-account(s) to a Complete Freedom transaction account and:

- reduce the *Portfolio credit limit* from \$ to \$; or
- transfer the *Portfolio credit limit* to the *primary sub-account* .

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

Sub-account number

If the sub-account to be converted is the primary sub-account, Section D, 'Change of primary sub-account' must be completed.

C. Sub-account credit limit reduction.

I request the Bank to permanently reduce:

- the *Portfolio credit limit* from \$ to \$ and
- the credit limit of the following sub-account(s):

Sub-account number

Current Sub-account credit limit

New Sub-account credit limit

Sub-account number

Current Sub-account credit limit

New Sub-account credit limit

Sub-account number

Current Sub-account credit limit

New Sub-account credit limit

Sub-account number

Current Sub-account credit limit

New Sub-account credit limit

Sub-account number

Current Sub-account credit limit

New Sub-account credit limit

Note, each sub-account balance must not exceed the new credit limit requested.

I request more than 5 sub-accounts to have credit limit reduced. Additional form has been completed.

D. Change of primary sub-account.

I request that sub-account number becomes the *primary sub-account*.

A primary sub-account must be in the name of all Portfolio Loan borrowers and be at a variable rate.

Portfolio Loan – Request to Vary Existing Structure.

E. Change(s) to a variable rate.

I request the Bank to change the interest rate on the following *sub-accounts*:

to Portfolio Variable rate (from Portfolio Fixed rate). **Note:** Break costs may apply, refer to Section F.

<i>Sub-account number</i>	Current rate (% per annum)	New rate (% per annum)	Margin applied (% per annum)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Switching to variable rate.

If switching to a variable rate, the applicable *sub-account* above is under the variable rate option for the remainder of the term of the *sub-account*.

From the date the negotiated variable rate period commences on a *sub-account*, the *annual percentage rate* for that *sub-account* is at a margin below the Portfolio Loan variable rate at that time. That margin and the *annual percentage rate* on a *sub-account* at the variation disclosure date is specified above for that *sub-account*.

From the end of a negotiated variable rate period which is less than the term of the *sub-account*, the *annual percentage rate* is the Portfolio Loan variable rate which is % per annum at the variation disclosure date.

F. Fees and charges.

The following fees and charges **are payable** in connection with this request:

Property valuer fee	\$ <input type="text"/>
Break costs	\$ <input type="text"/>
Loan Account fee of \$200.00 per annum – the fee is first debited to the <i>primary sub-account</i> on the date the Bank processes the change then the fee is debited to the <i>primary sub-account</i> on each anniversary of when the fee is first debited.	\$ <input type="text"/>
Loan Account fee of \$14.00 per <i>sub-account</i> each month or part month in which the <i>sub-account</i> is held. The first fee is payable at the end of the month in which the Bank processes the change. This fee is then debited to each <i>sub-account</i> at the end of each following month or immediately before the <i>sub-account</i> is closed.	\$ <input type="text"/>
If the Portfolio loan is included in an Advantage Package the loan account fee will be \$0, whilst you continue to meet the Terms and Conditions of the Advantage Package.	\$ <input type="text"/>
TOTAL (to the extent ascertainable)	\$ <input type="text"/>

Break costs may be payable, if a *sub-account* is under the fixed rate option and before the end of the fixed rate period, you:

- prepay the *sub-account total amount owing*; or
- make prepayments on that *sub-account* in excess of the *prepayment threshold*; or
- are in default so that the *sub-account total amount owing* becomes immediately due for payment; or
- change to a variable interest rate option.

Portfolio Loan – Request to Vary Existing Structure.

G. Important information.

1. The Bank will consider this request only if it receives this form signed by each borrower within 21 business days of the variation disclosure date.
2. The Bank debits all fees and charges relating to this request to the *sub-account* to which those fees and charges apply or, if they are *portfolio fees and charges*, to the *primary sub-account*.
3. If the Bank accepts this request, this request forms part of the Portfolio Loan Agreement. All other terms and conditions of my Portfolio Loan Agreement remain the same.
4. I declare that:
 - (a) I have not dealt with any security connected with my Portfolio Loan without the Bank's consent; and
 - (b) I am not relying on any statement or representation by the Bank, its employees or its agents relating to taxation matters.
5. A variable rate period commences on a *sub-account* on the date the Bank tells me in writing.

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 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.

Acceptance by Portfolio Loan Borrower(s)

All borrowers must sign.

Name of Borrower

Signature of borrower

Date

Name of Borrower

Signature of borrower

Date

Name of Borrower

Signature of borrower

Date

Name of Borrower

Signature of borrower

Date

For Company Portfolio Loan.

Executed by

in accordance with section 127(1) of the *Corporations Act 2001* (Cth):

Signature of authorised person

Print name

Print position

Signature of authorised person

Print name

Print position

and if only one person has signed, that person states that he/she signs in the capacity of sole director and sole secretary of the company.

Portfolio Loan – Request to Vary Existing Structure.

BANK USE ONLY.

- Complete the form and have Customers sign
- Note Branch Name Branch Number
- Prepared by Employee Name Employee Number
- Fax form to 02 9055 1963 (Branch Must Keep the Original – To Refax in Need)
- Email form to loansadministration@bankofmelbourne.com.au
- **DO NOT** SEND ORIGINAL or COPY TO LOANS ADMINISTRATION