

Service Request Form



To: Reem Finance PJSC

Date: _____

Customer Details

Customer Name (as per trade license): _____

Trade License No: _____

Loan or Fixed Deposit Account / Reference Number: _____ CIF / APP ID: _____

Request Details

Service Requested:

- 1) Issuance of Statement of Account / Repayment Schedule
- 2) Outstanding Balance and Issuance of Liability Letter
- 3) Clearance Letter with Unused Cheques / TFC
- 4) Fixed Deposit Withdrawal Request
- 5) Issuance of Audit Confirmation / Fixed Deposit Balance Confirmation
- 6) Request for release of mortgaged / pledged securities for closed / settled loans

I agree to pay applicable charges of AED _____ upfront.

- 7) Instalment Deferment / Postponement

Please defer / postpone the instalment(s) due on DD / MM / YYYY for amount AED _____ of the above mentioned facility. I agree to pay applicable charges of AED _____ upfront.

- 8) Instalment Date Change

Please change my instalment(s) due date of the above-mentioned facility. Current instalment due date is _____ of every month and requested instalment due date is _____ of every month. I have provided a new DD300 / 400 form.

- 9) Replacement of Direct Debit (DD300) Form

I herewith issue a new DD300 request to cover my Installments from DD / MM / YYYY to DD / MM / YYYY for amounts of AED _____ drawn on: bank _____ IBAN _____ in replacement of previously provided DD300 request from bank _____ IBAN _____.

I hereby authorize REEM FINANCE PJSC to present the above DD300 towards monthly payment of my above mentioned facility.

- 10) Early Full / Partial Settlement

Please debit AED _____ on DD / MM / YYYY against (Cash / Cheque) deposited with _____ Bank, vide cheque no. _____, which is the (Full / Partial) settlement including _____ % prepayment penalty charges for the above-mentioned facility. I hereby request to reduce my (Instalment / Tenure).

- 11) Replacement of PDC's / Security Cheques

- 12) Add / Amend / Change of Customer Details

Registered Mailing

Company Address: _____

Company Telephone Number: _____

Mobile Number: _____

Email: _____

- 13) Others (Please Specify): _____

- 14) Please state the reasons(s) for making the above request(s): _____

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Customer Declaration

I hereby declare that the information provided in this request form is true and correct, and I authorize Reem Finance PJSC to verify this information from whatever sources it may choose. I acknowledge that Reem Finance PJSC is entitled in its absolute discretion to accept or reject my request without assigning any reason whatsoever. I acknowledge that I remain liable for all amounts due to Reem Finance PJSC under the above-mentioned facility including any related charges and that the above-mentioned services and facilities are subject to Reem Finance PJSC "General Terms and Conditions" for all services.

Sincerely,

Customer's Authorized Signatory and Company Stamp

Name: _____ **Mobile Number:** _____ **Email:** _____

For Reem Finance PJSC Use Only

Relationship Manager Declarations

- I certify that the authorized signatory(ies) have signed the form in my presence.
 I certify that I have received or collected all KYC documentation (including Constitutional documents) after verifying with the originals.

Relationship Manager's Name : _____ Relationship Manager's Signature: _____

Internal Approvals

Instalment Postponement: Instalments Paid: _____ Instalments Remaining: _____ Last Postpone Date: _____

Approved _____ **Declined** _____

Due Date / Bank Account Change: **Approved** _____ **Declined** _____

Early Settlement: Waiver (%) _____ AED _____ Facility Settlement Amount is AED _____

Maker: _____ Checker: _____

Date: _____ Date: _____

Reem Finance PJSC Staff Name & Signature