

# Loan Discharge Authority form

Use this form to release all security properties and pay out your loan in full.

If you are requesting a release of only one of two or more security properties (a Partial Discharge), please use a **Loan Partial Discharge Authority** form available at [amp.com.au/bank](http://amp.com.au/bank).

**Please note:** Delays in settlement may occur if all required fields are not completed.

If you have any queries completing this form please call 13 30 30.

Please print in CAPITAL LETTERS and place a cross  in any applicable boxes.

## 1. Borrower details

Borrower 1		Borrower 2	
<input type="text"/>		<input type="text"/>	
Current correspondence address	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Home phone number	Mobile number	Fax number	
( ) <input type="text"/>	<input type="text"/>	( ) <input type="text"/>	
Postal address after discharge	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## 2. Property details (details of the property/properties you are discharging)

Property address 1	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Property address 2	Suburb	State	Postcode
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Expected discharge settlement date

(Please use a new form for additional properties)

If you require settlement on a specified date, your conveyancer/solicitor or other acting party will need to contact our representative, First Mortgage Services, to book this in at least 10 business days prior to avoid delays. First Mortgage Services will provide their contact details to you, or your representative, on receipt of discharge instructions from AMP Bank.

## 3. Discharging

Reason for Discharge  Internal refinance  External refinance to lender (name of lender)

Sale of property sale amount \$

Other (please specify)

Loan account number	Loan account number
<input type="text"/>	<input type="text"/>
Loan account number	Loan account number
<input type="text"/>	<input type="text"/>

**Caution:** If you have a fixed rate loan and choose to discharge before the fixed rate term expires, early repayment fees and break costs may apply. Break costs can be considerable and can change daily. The actual cost cannot be confirmed until two days before the discharge settlement date. Call us on 13 30 30 for an indicative quote.

If there are funds remaining after settlement, which bank account would you like funds to be sent to?

Account name	BSB	Account number
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>

#### 4. Offset Deposit Account(s)

**Important Information:** If one or more of your loan accounts is linked to an Offset Deposit Account, the link will be removed two business days prior to discharge. The removal will be effective from the most recent Repayment Date, and no offset benefit will accrue from that date. This means, for example, if your discharge settlement date is 23 May 2014 and your last Repayment Date was 30 April 2014, your Offset Deposit Account will be de-linked on 21 May 2014 and you will not receive any offset benefits for the period from 1 May 2014 until the discharge date. You will also not receive any credit interest for any money held in your Offset Deposit Account.

Offset Deposit Account to remain open and unlinked. I will instruct AMP Bank when to link the Offset Deposit Account to another eligible loan account.

OR

If you no longer require your Offset Deposit Account we will remit any balance held in the account to your nominated account.

Close the Offset Deposit Account(s) and send the balance to the nominated bank account.

Offset Deposit Account number

Offset Deposit Account number

#### Nominated bank account details

Account name

BSB

Account number

#### 5. Your solicitor/refinancier/conveyancer details (circle applicable)

Only complete this section if you are discharging through a solicitor, refinancier or conveyancer.

Name

Address

Suburb

State

Postcode

Phone number

Fax number

#### 6. Borrower's declaration (Note: All borrowers must sign this declaration)

I have read, understood and accept the explanatory notes and important information on this **Loan Discharge Authority** form and wish to discharge a security in accordance with my instructions above.

Signature 1

Date signed

Signature 2

Date signed

### Explanatory notes and important information:

#### Why does AMP Bank need a Loan Discharge Authority form?

A signed declaration is required from all borrowers before AMP Bank can release a security. Completion of this form ensures AMP Bank will receive all the information required to release the security for a Full Discharge.

#### Settlement information

##### When will you hear from AMP Bank?

- For a Term Loan, the final payout figure will be calculated two business days before the settlement date and you or your nominated representative (eg solicitor or refinancier) will be advised when settlement details are confirmed.
- For a Flexible Loan Account or Line of Credit, the final payout figure will be calculated on the morning of settlement and you or your nominated representative will be advised by phone at that time.

#### Other important information

- AMP Bank requires 15 business days from receipt of a fully completed **Loan Discharge Authority** form to release a security.
- Delays in settlement may occur if all fields on the **Loan Discharge Authority** form are not completed.
- **Two business days prior to settlement any account being closed (including a Flexible Loan Account or Line of Credit) will be frozen. This means we can accept no further withdrawals or deposits to your account. Outgoing cheques or incoming periodic payments (eg through your pay office) will also be returned if presented after this date. Please make sure you make the relevant arrangements regarding payments to and from your account.**
- Fees will be charged where applicable under the Terms and Conditions of the loan. Please refer to the AMP Bank Home Loan Fees and Charges Guide for full details, available at [amp.com.au](http://amp.com.au) or call us on 13 30 30. Early repayment fees and break costs may apply if you have requested to change/close a fixed rate loan.
- All borrowers must sign the **Loan Discharge Authority** form.

#### Offset Deposit Accounts

If one or more of your accounts is linked to an Offset Deposit Account, the link will be removed two business days prior to discharge. The removal will be effective from the most recent Repayment Date, and no offset benefit will accrue from that date. This means, for example, if your discharge settlement date is 23 May 2014 and your last Repayment Date was 30 April 2014, your Offset Deposit Account will be de-linked on 21 May 2014 and you will not receive any offset benefits for the period from 1 May 2014 until the discharge date. You will also not receive any credit interest for any money held in your Offset Deposit Account.

**Please note:** Your Offset Deposit Account will remain open and be switched to an Unlinked Offset Deposit Account, until AMP Bank receives further instruction from you. An Unlinked Offset Deposit Account does not earn interest on the account balance. The fees and charges and other terms and conditions for an Unlinked Offset Deposit Account are the same as those that apply to the Offset Deposit Account and the only difference is that there is no loan offset benefit. Please refer to our website to view our other Deposit accounts at [amp.com.au/bank](http://amp.com.au/bank), or call us on 13 30 30 for further information.

#### Where can I get help completing this form?

If you have any questions on how to complete this form please call 13 30 30.

#### Where to send this form

Mail (no stamp required) or fax this completed form to:

Loans Servicing  
AMP Bank  
Reply Paid 79702  
PARRAMATTA NSW 2124  
AUSTRALIA  
1300 656 392

Please return pages 1 and 2 to AMP Bank. Page 3 should be kept for your records.