

• Please read these Instructions carefully before you complete the Discharge Authority Form

Whether a property/security has been sold, a loan is to be refinanced or there is a need to release security, BankSA ("the Bank") requires the following information:

- Full name of borrower(s) and guarantor(s)
- Address of property/security(s) to be released
- Loan account number(s)
- Signed declaration
- Contact details of the representative coordinating the settlement (name and phone number(s)).
- Anticipated settlement date and location of settlement
- Forwarding address for correspondence after settlement

Please check the following definitions to determine what type of Release it will be.

Definitions**1. Business Loan Connection**

If you have or ever did have a business loan connection with the Bank, this may not be the correct form to complete and may delay your settlement. To avoid this, please contact your Relationship Manager/Business Banker.

2. Security Variation (Substitution)

If your proposed situation matches any of the examples provided below, it is a Substitution. For these type of requests, Section F of the Discharge Authority Form needs to be completed.

Existing security property is to be sold/released and substitute security being offered:

- Does not have a mortgage to the Bank
- Currently has a mortgage to the Bank, but not linked to this loan
- Currently has a mortgage to another bank
- Is a Term Deposit until a new property is located
- Is to release your Term Deposit and replace with a new property

3. Repaid Loan

If your release request matches any of the examples listed below it is a Repaid Loan and you must complete Section E of the Discharge Authority Form.

- Your loan has been repaid in full and you require the Bank to release your security property
- Your loan has not been repaid in full, however your remaining security property(s) are worth enough to support your existing debts
- Security to be released is an Interest Bearing Deposit (IBD) (Term Deposit)

If we are discharging a Mortgage over a property:

Option 1 the Bank can register the Discharge of Mortgage at the Titles registry on your behalf

Option 2 the Bank can send you the Certificate of Title and Discharge of Mortgage for you to register at the Titles registry

PLEASE NOTE: If you choose Option 1, a Document Handling fee will be applicable in addition to the State or Territory discharge registration fee.

4. Sold

Where a property has been sold to another party.

5. Refinance

Where the loan is to be refinanced by another financial institution (External Refinance).

Once The Form Is Completed

Once the form is fully completed and signed:

- If Full Discharge - Fax to **1300 852 057**
- If Partial Discharge or Security Variation (Substitution) - Fax to **1300 553 209**

or

Mail form to **Discharges & Security Variations Unit Level 2, Locked Bag 1, Kogarah, NSW 1485**

Do not return page 1. Please retain for your information.

Please Read These Instructions Carefully Before Completing The Form

Processing will be unable to proceed until all required fields are complete.

Required fields to be completed:

- Property/security has been sold..... **Complete sections A, B, C, D, G, H**
- Loan(s) is being refinanced..... **Complete sections A, B, C, D, G, H**
- Loan(s) has been repaid..... **Complete sections A, B, E, G**
- Substituting property/security (Substitution)..... **Complete sections A, B, C, D, F, G, H**

Call your Lender/Relationship Manager/Business Banker if you require assistance on how to complete this form; **OR**

Call the Customer Contact Centre (CCC) on 1300 883 183; **OR Contact your local branch**

Section A - Customer Details (Full name of ALL parties involved)

• **Do you have a business loan connection?**

- No Yes ▶ *contact your Relationship Manager/Business Banker or Business Banking Solutions on 1800 804 411 (option 3) to arrange for release of security*

NOTE: Include previous name if name has changed during the life of the loan. Use additional form if more than 4 people are parties to the loan.

Customer name (1)

Borrower Guarantor

Customer name (2)

Borrower Guarantor

Customer name (3)

Borrower Guarantor

Customer name (4)

Borrower Guarantor

Contact name

Mobile number

Work phone number

()

Home phone number

()

Mailing address of each party on loan for ALL correspondence after settlement. (If there are more parties on the loan, please attach on a separate sheet clearly labelled with your loan account number).

Customer (1) Postcode

Customer (2) Postcode

Customer (3) Postcode

Customer (4) Postcode

Section B - Property/Security(s) To Be Released

Property (1)

Unit/Street no.	Street name		
Suburb		State	Postcode

Property (2)

Unit/Street no.	Street name		
Suburb		State	Postcode

Property (3)

Unit/Street no.	Street name		
Suburb		State	Postcode

Property (4)

Unit/Street no.	Street name		
Suburb		State	Postcode

Section C - Settlement Type

Property/security(s) has been (please tick one box only)

Sold

Refinance to (Financial Institution)

Go to **Section D**

Anticipated settlement date
 / /

Property/security variation (Substitution) ▶ Go to **Section D**

Loan has been repaid (no settlement required) ▶ Go to **Section E**

Please tick one option only

FULL release of all security properties, or

PARTIAL release only for the above property

Please Note: For partial discharges, an additional valuation fee may apply

Section D - Settlement Details

In the boxes below please specify the Loan account number(s) and whether they are to be **paid out in full**.

is to be **Closed?** Yes No ▶ limit reduced to balance reduced to

For portfolio loans: Convert to Savings Account Close Loan Account

is to be **Closed?** Yes No ▶ limit reduced to balance reduced to

For portfolio loans: Convert to Savings Account Close Loan Account

is to be **Closed?** Yes No ▶ limit reduced to balance reduced to

For portfolio loans: Convert to Savings Account Close Loan Account

is to be **Closed?** Yes No ▶ limit reduced to balance reduced to

For portfolio loans: Convert to Savings Account Close Loan Account

PLEASE NOTE: Where all loans are not being paid out in full, the Bank will contact the customer directly and all requests are subject to the Bank approval. If you have a Personal Loan the payout figure can only be calculated on the morning of settlement

Would you like the Bank to collect all the proceeds at settlement?

No

Yes ▶ **NOMINATE A BANKSA BSB AND ACCOUNT YOU WOULD LIKE ANY SURPLUS CREDITED TO?** -

NOTE:

- These funds will require 3 days clearance for availability
- If no account is nominated, delays may occur

Are any of the above loans part of an Advantage Package?

No

Yes

Withdraw any shortfall funds from **BankSA** BSB and account number

Account number - Account Name

Section E - Loan Has Been Repaid (No Settlement Required)

Would you like the Bank to register the discharge of the mortgage at the Lands Title Office?

No

Yes ▶ please provide a BankSA BSB and account number to debit fees -

or cash (staff to complete Bank Use Only Section)

Where would you like the documents to be sent? (✓)

by registered mail to my residential address as per Section A, **OR**

to my nearest branch

Name of person collecting documents

Section F - Security Variation (Substitution)

Existing security property has been sold and substituted security being offered.

New property/security being provided (please provide a copy of contract of sale if the property is not mortgaged with the Bank):

Unit/Street No. Street Name

Suburb State Postcode

or Term Deposit Account

A letter of Variation may be sent to:

your nearest branch Please specify branch , OR

via Registered Post to your address supplied in Section B.

Section G - Change to Customer Authority (all parties must sign)

I/We authorise the Bank to release the above security and to:

- clear or reduce my/our loans;
- charge the applicable fees in accordance with the Terms and Conditions of my/our loan;
- provide a payout figure to my solicitor/conveyancer/refinancer/agent prior to settlement.
- cancel all facilities linked to the loan account (i.e. offset facility);
- charge the applicable fee, if the Bank needs to obtain a valuation of the mortgaged property.

If you are signing as an Executor or Power of Attorney please provide supporting documents.

I/We also agree to be liable for any outstanding amount if there has been any error made in calculating the settlement amount.

Customer (1) signature	Full name	Executor <input type="checkbox"/> P.O.A. <input type="checkbox"/>	Date
<input type="text" value="X"/>	<input type="text"/>		<input type="text" value="/ /"/>

Customer (2) signature	Full name	Executor <input type="checkbox"/> P.O.A. <input type="checkbox"/>	Date
<input type="text" value="X"/>	<input type="text"/>		<input type="text" value="/ /"/>

Customer (3) signature	Full name	Executor <input type="checkbox"/> P.O.A. <input type="checkbox"/>	Date
<input type="text" value="X"/>	<input type="text"/>		<input type="text" value="/ /"/>

Customer (4) signature	Full name	Executor <input type="checkbox"/> P.O.A. <input type="checkbox"/>	Date
<input type="text" value="X"/>	<input type="text"/>		<input type="text" value="/ /"/>

Section H - Solicitors/Conveyancers/Refinancers/Other Agents Details

Please complete this section as not providing details may delay the sale/refinance booking with the Bank.

Company name Your reference

Contact name Phone number Fax number

Certificate of title reference	Mortgage number
<input type="text" value="(1)"/>	<input type="text" value="(1)"/>
<input type="text" value="(2)"/>	<input type="text" value="(2)"/>
<input type="text" value="(3)"/>	<input type="text" value="(3)"/>

Settlement location

Bank Use Only

Government Charges and Production Fees Account ___/___

Stamp Duty	Government Charges and Production Fees	Registration Fees	Production Fees
<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>	<input type="text" value="\$"/>

Statement System Debit Vouchers (attached)