

**INDEX OF NEW STANDARD LEGAL DOCUMENTS & TEMPLATES/FORMATS (Consumer Financial Services)**

**Note:** The formats/templates available are a guide. Solicitors are to ensure that the documents prepared are suitable for each case handled.

<b>I</b>	<b>Standard Facilities Agreement &amp; Security Documents</b>	<b>Edition In Use [code]</b>	<b>Obsolete Edition [code]</b>
	<b>Conventional Facilities</b>		
<b>A</b>	<b>Facilities Agreement</b>		
<b>1</b>	Facilities Agreement (For Consumer Facilities) (OD/TL)	OCBC(M)/LRC/FA(CFS)/2-2023	OCBC(M)/LRC/FA(CFS)/1-2023
<b>B</b>	<b>Common Security Documents</b>		
<b>1</b>	Charge Annexure (West & East M'sia) (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	OCBC(M)/LRC/CHG/2-2023	OCBC(M)/LRC/CHG/1-2023
<b>2</b>	Deed of Assignment (With SPA Property) (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	OCBC(M)/LRC/DA/2-2023	OCBC(M)/LRC/DA/1-2023
<b>3</b>	Supplemental Deed of Assignment (With Power of Attorney) (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	OCBC(M)/LRC/SDA/1-2023	OCBC(M)/LRC/SDA/1-2021
<b>4</b>	Power of Attorney (Property) (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	OCBC(M)/LRC/PA/1-2021	OCBC(M)/LRC/PA/1-2020
<b>5</b>	Cash Deposit Agreement (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	OCBC(M)/LRC/CDA/2-2023	OCBC(M)/LRC/CDA/1-2023

<b>6</b>	Charge over Securities (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	OCBC(M)/LRC/COS/2-2023	OCBC(M)/LRC/COS/1-2023
<b>7</b>	Assignment of Proceeds (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	OCBC(M)/LRC/DAP/2-2023	OCBC(M)/LRC/DAP/1-2023
<b>8</b>	Letter of Guarantee (for Individual/Company, Resident & Non-Resident)	OCBC(M)/LRC/LG/2-2023	OCBC(M)/LRC/LG/1-2023
<b>9</b>	Deed of Receipt & Reassignment (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	OCBC(M)/LRC/R&R/2-2023	OCBC(M)/LRC/R&R/1-2023
<b>Islamic Facilities</b>			
<b>A</b>	<b>Facilities Agreement</b>		
<b>1</b>	Facilities Agreement	Al-Amin/LRC/FA_CFS_i/2_2023	FA_CFS_i/1_2023
<b>B</b>	<b>Common Security Documents</b>		
<b>1</b>	Charge Annexure	Al-Amin/LRC/CHG-i_1P&3P/2_2023	CHG-i_1P&3P/1_2023
<b>2</b>	Deed of Assignment (Real Property) (1 <sup>st</sup> and 3 <sup>rd</sup> Party)	Al-Amin/LRC/D' ASSG(PROP)- i_1P&3P/2_2023	D' ASSG(PROP)-i_1P&3P/1_2023
<b>3</b>	Deed of Assignment of Proceeds	Al-Amin/LRC/DA(PROCEEDS)- i_1P&3P/2_2023	DA(PROCEEDS)-i_1P&3P/1_2023
<b>4</b>	Supplemental Deed of Assignment (Real Property) (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	Al-Amin/LRC/SUPP D' ASSG(PROP)- i_1P&3P/2_2023	SUPP D' ASSG(PROP)-i_1P&3P/1_2023
<b>5</b>	Power of Attorney (Real Property) (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	Al-Amin/LRC/PA-i_1P&3P/1_2017	PA-i_1P&3P/1_2013
<b>6</b>	Cash Deposit Agreement (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	Al-Amin/LRC/CDA-i_1P&3P/2_2023	CDA-i_1P&3P/1_2023

7	Charge over Securities	Al-Amin/LRC/COS-i_1P&3P/2_2023	COS-i_1P&3P/1_2023
8	Letter of Guarantee and Indemnity (for Individual/Company, Resident & Non-Resident)	Al-Amin/LRC/GUARANTEE-i/2_2023	GUARANTEE-i/1_2023
9	Deed of Receipt & Reassignment (for Individual/Company and 1 <sup>st</sup> and 3 <sup>rd</sup> Party)	Al-Amin/LRC/R&R-i_1P&3P/2_2023	R&R-i_1P&3P/1_2023
<b>II</b>	<b>Service Level &amp; Templates/Formats (For Conventional &amp; Islamic Facilities)</b>		
1	Solicitors' Service Level	OCBC(M)/LRC/SSL(CFS & CFS-i)/1-130323	OCBC(M)/LRC/SSL(CFS & CFS-i)/1-260123
2	<b>For Conventional Facilities</b> Solicitors' Letters Advising Loan Release  • Format 1 - Letter Advising Release of Facilities	OCBC(M)/LRC/CFS/LAR-1st Release/1-2021	OCBC(M)/LRC/CFS/LAR-1st Release/1-2016
	• Format 2 - Letter Advising Release of Balance of Facilities	OCBC(M)/LRC/CFS/LAR_Balance/1-2021	OCBC(M)/LRC/CFS/LAR_Balance/1-2014
3	<b>For Islamic Facilities</b> Solicitors' Letters Advising Loan Release  • Format 1 - Letter Advising Release of Facilities	Al-Amin/LRC/CFS_i/LAR-1st Release/1-2021	CFS_i/LAR-1st Release/1-2019
	• Format 2 - Letter Advising Release of Balance of Facilities	Al-Amin/LRC/CFS_i/LAR_Balance/1-2021	CFS_i/LAR_Balance/1-2019

<b>III</b>	<b>Statutory Formats – Samples (For Conventional Facilities)</b>		
<b>1</b>	<b>Statutory Declarations</b>		
	Borrower(s) (Individuals)	OCBC(M)/LRC/SD-INDIV/1-2016	OCBC(M)/LRC/SD-INDIV/1-2012
	Borrower(s) (Corporate)	OCBC(M)/LRC/SD-COMPANY/1-2016	OCBC(M)/LRC/SD-COMPANY/1-2012
	Foreign Borrower/Security Party/Vendor	OCBC(M)/LRC/SD-FOREIGN INDIV/1-2016	OCBC(M)/LRC/SD-FOREIGN INDIV/1-2012
	Statutory Declaration (for Overseas Property Financing-United Kingdom)	OCBC(M)/Legal/SD-UK PROP FINANCING/INDIV/1-2016	OCBC(M)/Legal/SD-UK PROP FINANCING/INDIV/1-2014
	Statutory Declaration (for Overseas Property Financing- Australia)	OCBC(M)/Legal/SD-AUS PROP FINANCING/INDIV/1-2016	OCBC(M)/LRC/SD-AUS PROP FINANCING/INDIV/1-2013
	Statement of Particulars to be Lodged with Charge	OCBC(M)/LRC/Statement with charge/1-2017	OCBC(M)/LRC/F34/1_2013
<b>IV</b>	<b>Non-Statutory Formats – Samples (For Conventional Facilities)</b>		
<b>1</b>	<b>Board Resolution Formats</b> (For Provision of Third Party Securities)	OCBC(M)/LRC/ BRDRESO-CFS&EMM (SECURITY PARTY)/1-2017	OCBC(M)/LRC/ BRDRESO-CFS&EMM (SECURITY PARTY)/1-2012