



WITHDRAWAL TO REDUCE / REDEEM HOUSING LOAN

PURPOSE

- This withdrawal allows you to withdraw your Account 2 savings to reduce or redeem the housing loan balance with the financial institution approved by EPF as follows:
 - i. Individual purchase; **OR**
 - ii. Joint purchase with immediate family members (spouse, parents, parents-in-law, step parents, foster parents, child, stepchild, adopted child or siblings) or other individual with no relationship **OR**
 - iii. To assist your spouse reduce / redeem the housing loan balance.
- Withdrawal to reduce / redeem the housing loan balance for a second house is allowed when the first house is sold or disposal of ownership has taken place. Disposal of ownership means loss of ownership of the first house owned through previous EPF withdrawal due to auction, surrender of property by court order, transfer of ownership because of love and affection, destruction of house due to natural disaster, abandoned housing project or cancellation of purchase.

APPLICATION ELIGIBILITY

- - i. A Malaysian Citizen; **OR**
 - ii. A Malaysian Citizen who has made Leaving the Country Withdrawal before 1 August 1995 and has opted to re-contribute to the EPF; **OR**
 - iii. A Non-Malaysian Citizen who:
 - Has become an EPF member before 1 August 1998; **OR**
 - Has obtained a Permanent Resident status (PR).
- You have not reached 55 years of age at the time the EPF receives your application; **AND**
- You have at least RM500.00 of savings in Account 2.

TERMS OF WITHDRAWAL

You are eligible to apply if:

1. You buy or build a residential house (type: bungalow / terrace / semi-detached / apartment / condominium / studio apartment / service apartment / townhouse / SOHO) or a shop lot with residential unit.
2. You have a housing loan for purchasing or building a house with any of the following financial institutions:
 - Financial Institutions licensed under the Banking and Financial Institutions Act 1989 (BAFIA) Central / State government or any other government financial agencies
 - Member's employers
 - Cooperatives / Cooperative Companies with license (approved by Malaysian Cooperative Commission, Ministry of Entrepreneur and Cooperative Development)
 - Licensed insurance companies approved by the Central Bank of Malaysia
 - Loan providers allowed by the EPF
3. You still have an outstanding loan balance from an approved financial institution for the purpose of buying or building a house.
4. The property must be charged as collateral for the housing loan.
5. You have been registered as the owner of the property.
6. Application can be made **ONCE A YEAR** from the previous housing loan withdrawal dates.
7. Refinance the property:
 - i. The considered loan balance refers to the original housing loan balance with the first loan financier or latest loan balance, whichever is lower.
 - ii. If the loan involves more than one financier, the redemption letter will be compared against the latest balance to determine the amount eligible for this withdrawal.
 - iii. You are not eligible for this withdrawal if the original loan balance is fully settled.
8. This withdrawal is subject to the following conditions:
 - i. If you have never made any withdrawal to buy or build a house before, you may withdraw for any house; **OR**

- ii. If you have made the withdrawal to buy / build a house, you may only withdraw to reduce / redeem the loan balance for the same house only for individual / joint withdrawal or a different house for withdrawal to assist your spouse.

9. You are **NOT ELIGIBLE** to apply if:

- i. The purpose of the loan is to renovate, repair or carry additional work to the existing house or for personal purposes.
- ii. Have taken up an overdraft loan.
- iii. Have taken a loan from an individual.
- iv. Wish to reduce / redeem the loan balance of your third house.
- v. Wish to reduce / redeem the loan balance for a house you bought overseas
- vi. The original housing loan balance is fully settled.

ADDITIONAL CONDITIONS FOR WITHDRAWAL TO REDUCE/REDEEM LOAN BALANCE TO ASSIST YOUR SPOUSE

1. Your spouse has purchased or built the house with a loan.
2. You may be a borrower or not a borrower for the said housing loan.
3. The property has been charged as collateral for the housing loan.
4. The house is fully owned by the spouse or jointly-owned by both you and spouse.
5. You have to produce proof of relationship such as a Nikah / Marriage Certificate or children's Birth Certificate.
6. You may withdraw to reduce / redeem the housing loan of any house either for yourself or spouse (husband / wife / wives / among the wives), subject to once a year withdrawal.

WITHDRAWAL AMOUNT ELIGIBILITY

You can withdraw your savings as follows:

INDIVIDUAL WITHDRAWAL / TO ASSIST SPOUSE	JOINT WITHDRAWAL BY HUSBAND / WIFE OR IMMEDIATE FAMILYMEMBER(S) OR OTHER INDIVIDUAL(S)
Total of housing loan balance OR All your savings in Account 2 (Whichever is lower but not less than RM500.00)	Total of housing loan balance OR All savings in Account 2 of each member subject to the housing loan balance (Whichever is lower but not less than RM500.00)

- You may choose to decide on the amount to withdraw from your Account 2, subject to the maximum amount eligible by filling in the desired amount in the housing withdrawal form KWSP 9C (AHL)(D8).
- The minimum withdrawal amount is RM500.00.

LIST OF REQUIRED DOCUMENTS

NO.	MAIN DOCUMENTS
1.	KWSP 9C (AHL) (D5) Withdrawal Form
2.	Personal Identification Card a. MyKad / Military Identification Card / Permanent Resident Identification Card (MyPR) OR b. Police Identification Card AND Verification Letter from Employer stating that the Police number and Identification Card number refer to the same person (if without MyKad) OR c. Passport. If the member is not a Malaysian citizen and has become an EPF member before 1 August 1998.
4.	Payment Via Mail <ul style="list-style-type: none"> • Application for Member's Registration and Amendments of Member's Particulars (KWSP 3)

NO.	MAIN DOCUMENTS (CONTINUED)	FIRST TIME WITHDRAWAL	SECOND AND SUBSEQUENT WITHDRAWALS	FIRST TIME WITHDRAWAL WITH REFINANCING	WITHDRAWAL WITH REFINANCING OF MORE THAN ONCE
1.	Housing Loan Balance Statement according to the format determined by EPF OR Housing Loan Balance Statement from the Malaysian Treasury (Date of balance statement must not be more than 3 months from the date the application is received)	✓	✓	✓	✓
2.	All loan redemption letters from previous financiers				✓
3.	Proof of relationship such as a Nikah / Marriage Certificate OR children's Birth Certificate (Assist spouse withdrawal application)	✓	✓	✓	✓

NOTE:

- If the information in your Housing Loan Balance Statement is not complete, you are required to produce all related supporting documents such as Sale and Purchase Agreement **OR** Proof of Mortgage / Surrender of Ownership (Mortgage Form & Title Deed **OR** Deed of Assignment).
- If the refinancing is more than once, you are required to produce all Loan Approval Letters.

SUPPORTING DOCUMENTS FOR SECOND HOUSE WITHDRAWAL

Proof of sale or transfer of ownership for first house, either one of the following:

- Ownership of Transfer Form KTN 14A in the name of the new owner duly completed by the Land Office **or** at least an Ownership of Transfer Form KTN 14A complete with signature and surrender statement receipt by the Land Office; **OR**
Note:
Any documentary evidence of relationship are required for a property transferred on love basis (subject to immediate family members only, i.e. spouse, parents, parents-in-law, step parents, foster parents, child, stepchild, adopted child or siblings).
- Deed of Assignment; **AND** letter from seller's / buyer's lawyer which confirms that the Notice of Assignment has been produced and received by the developer under Section 22D (2) Housing Developer Act (Control And Licensing) Amendment 2007 (for property transactions after 12 April 2007); **OR**
- Deed of Assignment between you and the new owner which has been completed and with stamp duty (or produce the stamp receipt) of 1% of the sale price; **OR**
- Land Title Deed in the name of the new owner **AND** Sale and Purchase agreement between you and the new owner; **OR**
- Real Property Gain Tax Form 5 **AND** Sale and Purchase agreement between you and the new owner (for property sale before 1 April 2007); **OR**
- Confirmation of property sale by land administrator (KTN161) / confirmation of property sale by court (KTN16F); **OR**
- Confirmation of property auction by the bank; **OR**
- Transfer of ownership by Court Order to any party **AND** divorce documents (for divorce cases); **OR**
- A formal search from the Land Office that indicates the name of the new owner of the said property **AND** Sale and Purchase agreement between you and the new owner; **OR**
- Confirmation letter from the Authorities (Housing and Local Government Ministry / Municipal Councils / District Offices / Penghulu) for houses damaged by natural disasters or abandoned housing projects; **OR**
- Deed Of Revocation or Deed of Rescission for purchase of the first house; **OR** Confirmation Letter from the developer / lawyer; **OR**
- Assessment Bills issued by the Municipal Council / local authorities in the name of the new owner **AND** Sale and Purchase agreement between you and the new owner; **OR**
- Confirmation letter on house damaged by fire and as a result losing a home issued by approved authorities, such as Fire and Rescue Department / Royal Malaysia Police / local authorities / Municipal Council / Head of Village and other approving authorities; **AND** additional documents such as scene photos or other documents to support the application (if necessary).

NOTE:

EPF reserves the rights to request any additional documents if required and reject any incomplete applications and do not comply with the terms and conditions.

ATTENTION AND NOTICE TO APPLICANT

- EPF does not produce any receipt on withdrawal payment made to third parties.
- **Failure to Return the Unused Amount for Withdrawal Purpose**
If the applicant does not use the withdrawal payment for the purpose of the withdrawal is made, the applicant is considered as has committed an offence and shall, on conviction, be liable to imprisonment for a term not exceeding six months or to a fine not exceeding RM2,000.00 or to both [Section 58A, EPF Act 1991 (Amendment) 2007].
- **Incorrect or False Declaration or Furnishing False Documents**
If the applicant provides incorrect or false declaration or furnishes false documents, the applicant is considered as has committed an offence and shall, on conviction, be liable to imprisonment for a term not exceeding three years or to a fine not exceeding RM10,000.00 or to both [Section 59, EPF Act 1991 (Amendment) 2007].

MODES OF PAYMENT

A. DIRECT CREDITING INTO HOUSING LOAN ACCOUNT

- All withdrawal payments will be credited directly into your / spouse's housing loan account subject to the following:
 - a. You / spouse have a housing loan account with a **panel bank** appointed by EPF; **AND**
 - b. Your / spouse's loan with the EPF panel bank is **not in NPL** status; **AND**
 - c. Your / spouse's loan account is still active; **AND**
 - d. Your / spouse's identification number as a borrower matches with the bank's record; **AND**
 - e. Payment is made in Ringgit Malaysia (RM)

However, if the payment cannot be credited into member's bank account due to causes such as your identification record is not valid or others, payment will be made via banker's cheque which will be sent via mail based on your address stated in the application form.

B. BANKER'S CHEQUE TO HOUSING LOAN FINANCIER

- All withdrawal payments will be made via banker's cheque in the name of the financier in the following circumstances:
 - a. Your / spouse's loan financier has not provided the mode of payment service for direct crediting into housing loan account; **OR**
 - b. Your / spouse's loan made with the EPF panel bank is in NPL status.

The banker's cheque will be sent directly to the financier's address as stated in the Housing Loan Balance Statement via registered mail together with the payment notice (attached with the banker's cheque) containing payment and withdrawal details. In addition, a notification (banker's cheque sent to third party) will be sent to you.

MODE OF SUBMISSIONS

Submission can be made at any EPF branch either at the counter **OR** via mail.

SUBMISSION AT THE COUNTER

- Please bring along **ALL** original documents for verification purposes by the EPF Officer.
- However, if the photocopied documents have been verified, please ensure the photocopies have been verified by the authorised officer by EPF, complete with signature, name, designation and official stamp.

SUBMISSION BY MAIL

- Please ensure that **ALL** documents have been verified by an officer authorised by EPF, complete with signature, name, designation and an official stamp.
- All applications by mail must be addressed to:

THE EMPLOYEES PROVIDENT FUND

Locked Bag No. 220
Jalan Sultan
46720 Petaling Jaya
SELANGOR

ENQUIRY

Should you have any enquiry or require additional information regarding this withdrawal, kindly contact:

- Any [EPF Office](#) nearest to you;
- The EPF Call Management Centre (CMC) at: **03-8922 6000**
- Customer Feedback: <http://enquiry.kwsp.gov.my>

Please quote your EPF number or your Identification Card number and the type of withdrawal that you have applied for when you contact the EPF.

You Are Our Priority

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