



**THE EMPLOYEES PROVIDENT FUND**

# HOUSING LOAN MONTHLY INSTALMENT WITHDRAWAL

## PURPOSE

- This withdrawal allows you to withdraw your Account 2 savings to pay for your housing loan monthly instalments taken for the purpose of buying / building a house.
- This withdrawal is an addition to the existing withdrawal, which is the Withdrawal to Reduce / Redeem Housing Loan.

## 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. The maximum age allowed is 54 years and 6 months; **AND**
- You have at least RM600.00 of savings in Account 2.

## TERMS OF WITHDRAWAL

### You are eligible to apply if:

1. You must be the buyer **OR** builder **AND** borrower of a residential house (type: bungalow / terrace / semi-detached / apartment / condominium / studio apartment / service apartment / townhouse / SOHO) or a shop lot with a residential unit.
2. You still have an outstanding loan balance from an authorised financial institution for the purpose of buying / building a house with any of the following financier:
  - 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 Co-operative Development)
  - Licensed insurance companies approved by the Central Bank of Malaysia
  - Loan providers allowed by the EPF
3. The savings withdrawn is to pay the actual monthly instalment which has started.
4. Refinancing
  - (i) The loan balance that will be considered refers to the original housing loan payment taken from the first loan financier or according to the latest loan balance, whichever is lower.
  - (ii) If it involves several financiers, the loan redemption letter will be compared against the latest balance to determine the eligible amount to be considered for the withdrawal.
  - (iii) Your application is **not eligible** if the original loan balance is fully settled.
5. The withdrawal can be made for any house in Malaysia but restricted to one house for each member. The subsequent withdrawals (if there is still an outstanding loan amount) can only be made for the same house.
6. You can withdraw within 30 days before the date of the instalment begins. However, the withdrawal payment will only start after the actual instalment date is effective.
7. You can submit the next withdrawal application (if there is still an outstanding loan amount) any time and the earliest is 30 days before the previous monthly instalment payment is settled.
8. You can withdraw simultaneously, either to:
  - (i) Reduce / fully settle the housing loan balance according to the existing withdrawal type; **AND**
  - (ii) Make monthly housing loan instalment payments.
9. The monthly payment period applied does not exceed 55 years of age.
10. If your loan is non performing, you are allowed to apply for this withdrawal subject to the monthly payment is made directly to the financier.
11. If you currently receiving monthly payments under this withdrawal and have an outstanding housing loan, your application **will not be cancelled**. However, the mode of payment will be changed to the financier.

## WITHDRAWAL AMOUNT ELIGIBILITY

INDIVIDUAL WITHDRAWAL	JOINT WITHDRAWAL WITH OTHER INDIVIDUAL
Total of housing loan balance <b>OR</b> All your savings in Account 2  <i>(Whichever is lower but subject to the minimum monthly payment of RM100.00 for the minimum period of 6 months and the maximum monthly payment does not exceed the total of monthly loan instalments)</i>	Total of housing loan balance <b>OR</b> All savings in Account 2 of each applicant subject to the housing loan balance  <i>(Whichever is lower but subject to the minimum monthly payment of RM100.00 for the minimum period of 6 months and the total of the maximum monthly payments of you and the other borrower does not exceed the total of monthly loan instalments)</i>

- The maximum monthly payment amount does not exceed the duration of your housing loan balance.
- If during your application there is an existing withdrawal payment for the other borrower's housing loan monthly instalment, you are only eligible to withdraw the difference in amount between the withdrawal amount of the other borrower with the loan monthly instalment total subject to the minimum monthly payment of RM100.00.
- The amount withdrawn from your Account 2 will be set aside in a special account and the monthly payments will be made out from this account.
- The amount set aside in the special account will be paid dividend and will be credited into your Account 2 when dividend is declared in the following year.

## LIST OF REQUIRED DOCUMENTS

NO.	MAIN DOCUMENTS
1.	KWSP 9P (AHL) Withdrawal Form.
2.	<b>Personal Identification Card</b> a. MyKad/ Military Identification Card / Permanent Resident Identification Card (MyPR) <b>OR</b> b. Police Identification Card <b>AND</b> Verification Letter from Employer stating that the Police number and Identification Card number refer to the same person (if without MyKad) <b>OR</b> c. Passport. If the member is not a Malaysian citizen and has become an EPF member before 1 August 1998. <u>Note:</u> <ul style="list-style-type: none"> <li>• Copy of identification card is not necessary if the member is a MyKad holder and Thumbprint Identification against the EPF Database or MyKad Reader is successful.</li> <li>• Members who do not possess MyKad and/or application via mail/ via representative are still required to submit a copy of the identification document respectively.</li> </ul>
3.	<b>Payment Via Direct Crediting to Member's Bank Account</b> Bank Passbook / Savings Account Statement <b>OR</b> Current Account Statement <b>OR</b> Verification Letter of Account Holder's Details from Bank <b>OR</b> Account Holder's Details Printed via Website. <u>Note:</u> <ul style="list-style-type: none"> <li>• Owns an account with the panel bank appointed by EPF</li> <li>• The bank account must still be active and Personal Account type only</li> <li>• However, Joint Account type is only allowed for withdrawal amount of more than RM100,000.00</li> </ul> <b>(Please bring original documents for verification)</b>
4.	<b>Payment Via Mail</b> <ul style="list-style-type: none"> <li>• Application for Member's Registration and Amendments of Member's Particulars (KWSP 3).</li> </ul>

NO.	MAIN DOCUMENTS (CONTINUED)	FIRST TIME WITHDRAWAL	SECOND AND SUBSEQUENT WITHDRAWALS	FIRST TIME WITHDRAWAL WITH REFINANCING	WITHDRAWAL WITH REFINANCING OF MORE THAN ONCE
5.	Housing Loan Balance Statement according to the format determined by EPF <b>OR</b> Housing Loan Balance Statement from the Malaysian Treasury  <b>(Date of balance statement must not be more than one month from the date the application is received)</b>	√	√	√	√

## **NOTE:**

1. 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).
2. If the refinancing is more than once, you are required to produced all Loan Approval Letters and all debt redemption letters from the previous financier.
3. EPF reserves the rights to request any additional documents if required and reject any incomplete applications and do not comply to 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**

Payments will be made to you via the following:

### **A. DIRECT CREDITING INTO YOUR BANK ACCOUNT**

- All withdrawal payments will be credited directly into your account subject to the following:
  - a. Your housing loan monthly instalments with the financier does not have a Non Performing Loan status; **AND**
  - b. You have a bank account with the appointed EPF panel bank; **AND**
  - c. Your bank account is still active; **AND**
  - d. Your account is a Savings / Current Account (personal) **OR** Joint Account for withdrawal amount of more than RM100,00.00
  - e. Payment is made in Ringgit Malaysia (RM)
- However, payment will be made via banker's cheque if you do not have a bank account with the EPF panel bank **OR** payment cannot be credited into member's bank account due to causes such as your account is not active or your identification record does not match.

### **B. IF YOUR HOUSING LOAN MONTHLY INSTALMENT HAS A NON PERFORMING LOAN STATUS**

- If you have the NPL status based on the Housing Loan Balance Statement, the monthly payments will be made in the name of the financier using banker's cheque.
- Besides that, monthly payments to you via direct crediting can be changed to the financier via banker's cheque if the housing loan monthly instalments are confirmed as having the NPL status based on the information obtained from the financier.
- However, payments to the financier via banker's cheque can be changed to payments via direct crediting to your bank account if you can prove that your housing loan monthly instalments as not having the NPL status. In this situation, you are required to produce a confirmation letter on the NPL status issued by the financier and a copy of the bank account book / bank statement at any EPF office.

## **CANCELLATION OF WITHDRAWAL**

- You may cancel your monthly payment option after one (1) year from the withdrawal date. For this purpose, you have to complete the Withdrawal Cancellation Application Form (WDW 004).
- After the cancellation, you may apply for a new withdrawal to restructure the amount or payment period subject to the balance in your Account 2 and not exceeding your outstanding loan balance.
- EPF reserves the rights to cancel your monthly payment withdrawal under the following circumstances:
  - (i) Your loan has been fully settled;
  - (ii) Your house has been sold /auctioned /ownership transferred to another party;
  - (iii) You have been found guilty of fraud by submitting false documents / information.
- This monthly withdrawal payment terminates automatically should you make a full withdrawal such as in the case of Incapacitation Withdrawal, Death Withdrawal and Leaving the Country Withdrawal.

## **MODES OF SUBMISSION**

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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