

**APPLICATION OF PARTIAL PAYMENT TO PRINCIPAL  
REQUEST FORM**

Date: \_\_\_\_\_

**BANK OF THE PHILIPPINE ISLANDS**

Customer Care and Services Department  
Loan Services and Recovery Division  
Paseo de Roxas corner Dela Rosa Street  
Makati City

Subject: Loan Account Number \_\_\_\_\_

May I request your company to apply my lumpsum payment of P\_\_\_\_\_

inclusive of monthly amortization  exclusive of monthly amortization as it will be settled separately against principal and any amount that may be due.

Please handle my balance in this manner:

- reduce the monthly amortization and maintain the term
- maintain the monthly amortization and shorten the term

May I also request for a re-computation of my Mortgage Redemption Insurance (MRI) premium.

**Preferred Payment Option:**

- over the counter / bpiexpressonline
- manual debit (Please fill out attached debit form below)

*In relation to this partial payment request, I am aware that my collateral document/s will not be released in case there is an unpaid unsecured portion related to the abovementioned loan account.*

\*\*\*\*\*

**MANUAL DEBIT AUTHORIZATION**

Please debit my **BPI Savings / Current Account** number \_\_\_\_\_ the amount of P\_\_\_\_\_ on \_\_\_\_\_ (date of manual debit) representing partial payment of my existing loan.

I understand that except for these changes, the original terms and conditions of the loan remain the same.

\_\_\_\_\_  
Signature over printed name  
Borrowers/Mortgagors

Email Address: \_\_\_\_\_  
Contact Number/s: \_\_\_\_\_

Note: Please attach copy of 1 valid ID.