

# PRODUCT DISCLOSURE SHEET

(Please read and understand this Product Disclosure Sheet together with the general terms and conditions governing the Personal Financing-i for Civil Sector Via AG before you decide to take up this product. Seek assistance from RHB Islamic Bank Berhad if you need further clarification on any part of this document or the terms used.

## PERSONAL FINANCING-i FOR CIVIL SECTOR VIA AG

Date: \_\_\_\_\_  
 [To be filled in by Sales/Branch Personnell]

### 1. What is this product about?

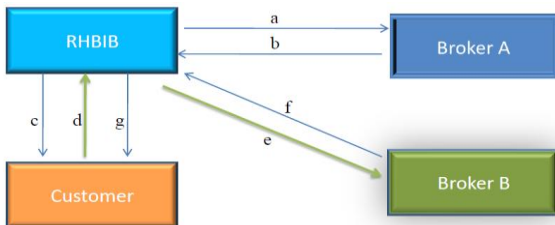
This is an unsecured Personal Financing-i offered to government servant. The financing is offered through salary deduction using the service of an appointed service provider namely I. Destinasi Sdn. Bhd. (IDSB).

### 2. What is the applicable Shariah concept for this product?

The Personal Financing-i adopts the concept of Commodity Murabahah via Tawarruq arrangement. Commodity Murabahah is referring to trading of commodities which act as underlying assets of a transaction. Customer will make payment of the sale price of the commodity, which is including cost price and profit on deferred basis. With the concept of Tawarruq, Customers will receive cash in exchange for the commodities being sold off to third party.

#### Transaction Flows:

The Customer and RHB Islamic Bank (RHBIB) enter into an agreement where the Customer promises to buy a specified commodity or asset from RHBIB and the Customer then appoints RHBIB as his agent to sell the said commodity.



- RHBIB will purchase a commodity from Broker A at a purchase price;
- Ownership of the commodity will be transferred to RHBIB;
- RHBIB will sell the commodity to a Customer at a 'mark-up' price (purchase price plus profit margin)
- Customer will appoint RHBIB as agent to sell-off the commodity;
- RHBIB acting as Customer's agent will sell the commodity to Broker B;
- Broker B will purchase the commodity at the purchase price and credit RHBIB account to reflect the sales transaction;
- RHBIB will make the fund available to Customer in the form of Personal Financing-i (disbursement amount).

### 3. What can I benefit from this product?

Total amount financed	RM _____
Total selling price	RM _____
Profit rate	_____ % p.a
Tenor	_____ years

### 4. What are my obligations?

Monthly payment*	RM _____
Total amount including the amount financed	RM _____

\*Monthly payment is derived based on the formula: -

$$[(P \times I \times N) + P] / n$$

Where;

P: Financing Amount

I: Profit Rate per annum

N: Total Number of monthly payment in Years

n: Total Number of monthly payment in Months

### 5. What are the fees and charges that I have to pay?

Types of Fee	Details of Fee
Stamp Duty	Nominal amount of RM10.00 (per document) As per the Stamp Duty Act 1949 (Revised 1989) (subject to change that imposed by Government)

<b>Brokerage fee</b>	RM30.00 per application
<b>Collection fee</b> <i>Note: Subject to 6% Goods and Services Tax ("GST") (as described below)</i>	1.7% of monthly payment (inclusive of GST)
<b>Takaful contribution</b>	Varies accordingly to financing amount, age and tenor.

**Note 1:** Bank will inform you within at least 21 calendar days prior to the effective date of implementation should there be any changes in the fees and charges which are applicable to your financing facility.

**Note 2:** Stamp duty, brokerage fee and Takaful contribution will be deducted from the total financing proceeds.

**Note 3:** 1.7% collection fee already incorporated in the monthly payment.

**Note 4:** Please be informed that effective 1 April 2015, our banking fees and charges will be subject to GST, unless stated otherwise. With the implementation of GST, the Terms and Conditions ("T&Cs") for our products may be amended from time to time via the relevant prior notices as prescribed in the T&C and such amendments shall take effect on 1 April 2015. Kindly note that currently GST is not applicable for stamp duty, brokerage fee and Takaful contribution.

### 5. What are the documents that I need to submit?

NO	DOCUMENTS REQUIRED	YES	NO
1	1 original complete Application Form		
2	2 copies of MyKad (front and back)		
3	1 original + 1 copy of Salary Slip (Latest 3 months)		
4	1 original + 1 copy of "Surat Akuan Kebenaran Potongan Gaji Pembeli/Peminjam (AG- Accountant General) / Surat Kebenaran Potongan Gaji (BPA-Biro Perkhidmatan Angkasa)" (whichever applicable)		
5	1 original + 1 copy of Employee Confirmation Letter (with Employer's Letterhead)		
6	1 original Letter of Authorization of Payment Deduction from Personal Financing-i		
7	2 copies Letter of Offer (Pre-sign)		
8	1 copy of Product Disclosure Sheet (Bank's copy)		
9	1 original Shariah Compliance Checklist		
10	1 original Self-Declaration Form		
11	1 copy of RHB / RHBIB / any other banks Account Passbook		
12	1 original Redemption Statement of other banks/FIs (if any)		
13	1 original Retirement Option Letter (for applicant aged 48 years old & above if tenure exceeds mandatory retirement age)		
14	1 original Transfer Letter (for applicant who will be transferred in less than 6 months from the point of application)		

### 6. Do I need any Takaful coverage?

Yes. Takaful coverage is compulsory. In circumstances of death and total permanent disability, the Takaful will pay off all outstanding amount of your financing with the Bank. This will alleviate the burden of payment on your survivors or next of kin. You shall take up a personal Takaful plan from any Takaful operator as approved by the Bank. Takaful contribution will depend on the tenor and amount of facility, including your age. The Takaful contribution will be deducted from the financing proceeds.

**7. What if I fail to fulfill my obligations?**

- a) You shall pay the Bank, by way of Ta'widh (compensation), a sum equivalent to one per centum (1%) per annum of the overdue payment(s) until date of full payment and/or settlement; OR a sum equivalent to the BNM's Islamic Interbank Money Market (IIMM) Rate on the balance principal amount outstanding upon maturity date or the expiry of the Financing.
- b) The Bank may set-off any credit balance in any account maintained with the Bank against any outstanding balance in this facility account which the Bank will notify you within at least 7 calendar days in advance.
- c) Legal action will be taken if you fail to respond to reminder notices. You will have to bear all costs and responsible to settle any shortfall after legal action has been taken against you.
- d) Legal action against you may affect your credit rating, which leads to credit being more difficult or expensive for you.

**8. What if I were to pay more than the required monthly payment amount?**

Any excess payment of the monthly payment will be recognised as advance payment.

**9. What if I fully settle the financing before its maturity?**

- a) There will be no exit fee charges imposed for early settlement.
- b) No lock-in period imposed and no partial principal payment is allowed.
- c) Rebate (Ibra') - The Bank shall grant rebate (Ibra') on any amount payable by you in respect of any payment due under the transaction documents and / or security documents in any of the following situations:
  - i. any early settlement or early redemption by you including prepayment;
  - ii. any settlement of the Facility due to any financing restructuring exercise by you;
  - iii. any settlement by you upon occurrence of the Event of Default; and
  - iv. any settlement by you in the event of termination or cancellation of the Facility before the expiry of the Facility period.

Rebate (Ibra') = \*Remaining Unearned Profit – Early Settlement Charges (if any).

*\*Remaining Unearned Profit is equal to unrealised profit at the time of full settlement*

The calculation of rebate (Ibra') shall be made in accordance with any rules, regulations and/ or directives (whether or not having the force of law) required of or imposed upon the Bank from time to time and at any time by Bank Negara Malaysia or any other authority having jurisdiction over the Bank.

**10. What are the major risks?**

- Should you encounter any difficulty in meeting your obligations, please contact us in advance to discuss payment alternatives. This is to avoid legal action if you are unable to pay your monthly payment.
- For government employees, monthly payment is deducted directly from the salary account. For those who opted to early settle the facility, a certain period of processing time is required to cease the deduction from the salary account. Therefore, you are advised to properly plan their time to make early settlement as it may result in over deduction of the salary account even though the facility has been fully settled.

**11. Do I need a guarantor or collateral?**

No guarantor or security is required.

**13. What do I have to do if there are any changes on my current employment status e.g transfer or resignation?**

If you are going to be transferred or resigning from current employment, you need to contact:

**Customer Care Centre**

**Email :** [customer.service@rhbggroup.com](mailto:customer.service@rhbggroup.com) or [pfi@rhbggroup.com](mailto:pfi@rhbggroup.com)

**Web :** [www.rhb.com.my](http://www.rhb.com.my)

**14. What do I need to do if there are changes to my contact details?**

It is important that you inform the Bank on any changes in your contact details to ensure that all correspondences reach you in a timely manner.

**15. Where can I get assistance and redress?**

- a) If you have difficulties in making payments, you should contact us the earliest possible to discuss payment alternatives.
- b) Alternatively, you may seek the services of Agensi Kaunseling dan Pengurusan Kredit (AKPK), an agency established by Bank Negara Malaysia to provide free services on money management, credit counseling, financial education and debt restructuring for individuals.

You can contact AKPK at:

**Tingkat 8, Maju Junction Mall, 1001,  
Jalan Sultan Ismail, 50250 Kuala Lumpur.**

**Tel : 1-800-88-2575**

**Email :** [enquiry@akpk.org.my](mailto:enquiry@akpk.org.my)

- c) If you wish to complain on the products or services provided by us, you may contact us at:

**RHB Islamic Bank Berhad**

**Level 11, Menara Yayasan Tun Razak,  
200, Jalan Bukit Bintang, 55100 Kuala Lumpur.**

**Tel: 03 9206 8118 / 082 276 118**

**Fax: 03 9206 8088 / 082 276 088**

**Email:** [customer.service@rhbggroup.com](mailto:customer.service@rhbggroup.com)

**Web:** [www.rhb.com.my](http://www.rhb.com.my)

- d) If your query or complaint is not satisfactorily resolved by us, you may contact Bank Negara Malaysia LINK or TELELINK at:

**Block D, Bank Negara Malaysia**

**Jalan Dato' Onn, 50480 Kuala Lumpur.**

**Tel : 1-300-88-5465, Fax : 03-21741515**

**E-mail :** [bnmtelelink@bnm.gov.my](mailto:bnmtelelink@bnm.gov.my)

**16. Where can I get further information?**

If you have any enquiries, please contact us at:

**RHB Islamic Bank Berhad,**

**Level 11, Menara Yayasan Tun Razak,  
200, Jalan Bukit Bintang, 55100 Kuala Lumpur.**

**Tel : 03 9206 8118 / 082 276 118**

**Fax : 03 9206 8088 / 082 276 088**

**Email :** [customer.service@rhbggroup.com](mailto:customer.service@rhbggroup.com)

**Web :** [www.rhb.com.my](http://www.rhb.com.my)

**17. Other personal financing package available:**

- Personal Financing-i for Pensioner
- Personal Financing-i for Private Sector

**Other Information:**

Where the financing tenor extends into retirement, it is important that Applicant plans ahead to make sure that the Applicant would be able to continue to meet the obligation to pay the Monthly Payments after retirement.

**IMPORTANT NOTE: LEGAL ACTION  
MAY BE TAKEN AGAINST YOU IF  
YOU DO NOT KEEP UP WITH  
PAYMENTS ON YOUR PERSONAL  
FINANCING.**

The information provided in this disclosure sheet is valid as at 1 April 2015

I/ We hereby confirm having explained the Product Disclosure Sheet (PDS) to Customer.

I/ We hereby confirm having received and understand the explanation given.

.....  
Staff Name:  
Staff ID:  
Date:

.....  
Name:  
NRIC:  
Date: