



REQUEST FOR DRAWDOWN

From:

To: **MeDirect Bank (Malta) plc**
Attn: Mortgage Lending
The Centre,
Tigné' point
Sliema
TPO0001
Malta

Date:

Dear Sir/Madam,

We refer to the Facility Letter made between us as Borrower and MeDirect Bank (Malta) plc as Lender and hereby give notice that, pursuant to the Facility Letter please take this as our official written request to drawdown the facility.

a) Drawdown Amount:

Minimum disbursement of €500 per drawdown

b) Payable to:

c) IBAN:

If requesting payment via bank draft, please advise and write 'Bank Draft' in part (c)

We are enclosing the invoice relating to this drawdown as stipulated in the said Facility Letter.

Yours faithfully,

Name and Surname
ID Card No

Name and Surname
ID Card No

(Signature is not required if this request is sent via Internet Banking - Secure Message)

Kindly allow approximately 5 business days from the date of this letter for your request to be processed.

MeDirect Bank (Malta) plc – The Centre, Tigné Point, Sliema TPO 0001, Malta – www.medirect.com.mt – info@medirect.com.mt – (+356) 2557 4400

MeDirect Bank (Malta) plc, company registration number C34125, is licensed to undertake the business of banking in terms of the Banking Act (Cap. 371) and investment services under the Investment Services Act (Cap. 370). MeDirect Bank (Malta) plc is regulated by the Malta Financial Services Authority as a Credit Institution under the Banking Act 1994.



Invoice Information

For every drawdown being requested, the bank requires an invoice to process the payment accordingly.

Kindly note that regardless of the payment method, please ensure that all payments are made directly to the supplier or contractor.

The invoice should include at least the following details:

1. **Company/Supplier Information:**
 - Company/Supplier Name
 - Company/Supplier VAT Number
2. **Invoice Details:**
 - Invoice Number
 - Invoice Date
3. **Client Information:**
 - Client's Name and Surname (matching the client signing the drawdown)
4. **Property Information:**
 - Property Address where work is being carried out/delivered
5. **Itemized List of Services/Products:**
 - Description of items being purchased/works being done
 - Subtotal amount (clearly showing VAT amount, if applicable)
 - Total Amount Due
6. **Payment Instructions:**
 - IBAN

If payment is being made by Bank Draft, the payment details should correspond to the Company/Supplier Name