

MASTER CIRCULAR
HOME LOANS
(As on 24th August, 2013)

PART - II

(Specimen Forms / Documents / other Annexures)



State Bank of India
Home Loans Department
Real Estate, Habitat
& Housing Development
Corporate Centre
Mumbai

All the Branches/LHOs

The Chief General Manager,
State Bank of India,
Local Head Office,
All Circles.

Dear Sir/Madam,

**REAL ESTATE, HABITAT AND HOUSING DEVELOPMENT : HOME LOANS
MASTER CIRCULAR ON HOME LOANS**

We have been issuing Circulars/ Instructions containing operating instructions on Home Loans from time to time and these are consolidated in the Master Circular on Home Loans, last updated upto 31.03.2013. **The latest version, updated upto 24.08.2013, has been uploaded on SBI Times.** The Master Circular has been divided into 4 (four) volumes as under :

- i) Part I : SBI Home Loan Scheme – General Instructions
- ii) Part II : Annexures- Specimen Forms/ Documents/ Letters etc
- iii) Part III : Home Loan and Home Loan related Products / Schemes
- iv) Part IV : Obsolete/ Withdrawn Products / Schemes

2. This is for your kind information.

Yours faithfully,

Sd/
Chief General Manager (RE, H & HD)

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List of additions, deletions and modifications carried out in Home Loan Master Circular updated upto 31st August 2013

Page No	Additions/ Deletions/ Modifications
10	Modified : Home Loan Application- Form D (Declaration)
13	Modified : Most Important Terms and conditions
88	Modified : Arrangement with AWHO and ANHB

Annexure - HL.-A

The cover page for the SBI Home Loan Application Form features a blue gradient background. At the top right is the State Bank of India logo and tagline. In the center, a hand holds a golden key whose shaft forms the outline of a house. Below this is the title "Home Loan" and "Application Form". To the right is the SBI Home Loans logo with the tagline "Zaroorat Jaisee, Home Loan Vaisa". A box containing instructions and application details is located at the bottom.

State Bank of India
THE BANKER TO EVERY INDIAN

Home Loan

Application Form

SBI HOME LOANS
Zaroorat Jaisee, Home Loan Vaisa

Please read these instructions carefully before filling up the application form.

1. Separate copies of Form-A (Personal Details) and Form-B (Employment and Income Details) are to be individually filled up and signed by Applicant, Co-Applicant and Guarantor (If any).
2. Completely filled up Form-C (Property and Loan Details) and Form-D (Declaration) are to be signed by Applicant, Co-Applicant and Guarantor.
3. The 'Blue' ribbon on top of Form-A and Form-B requires applicants to select the capacity in which they are applying. Applicant, Co-Applicant and Guarantor to place a tick mark before the appropriate option in their respective copies.
4. All dates are to be filled up in DD-MM-YYYY format only.
5. To ensure quick disbursal, Please submit application form Form-A (for all applicants), Form-B (for all applicants), Form-C and Form-D, fully complete in all respect with relevant supporting documents as per enclosed Document Checklist.

Home Loan Application No. (For Official Use) :

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Sourcing Entity Type :

--	--	--	--	--

 Sourcing Executive Code:

--	--	--	--	--	--	--	--	--

FORM-A (PERSONAL DETAILS)

APPLICANT CO – APPLICANT GUARANTOR

Name Gender M F

Salutation Mr Mrs Ms Dr. Other Date of Birth

Marital Status Married Unmarried Other Name of Spouse

No. of Dependents No. of Children Name of Father

Mother's Maiden Name Category SC ST OBC General

Nationality Residential Status Resident NRI / PIO Religion

Place of Birth Photo Identification (ID) : Type

Photo Identification (ID) : Number Photo ID: Valid Upto

Driving Licence No. Driving Licence Valid Upto

PAN No./GIR No. Passport No Passport Valid Upto

Highest Qualification Attained Qualifying Year

Attach your recent passport size photograph here

Please sign here

Present Address: Staying at the present address for the past _____ Years and _____ Months. **Residential Address**

House /Flat / Apartment No. or Name

Street Name & No. and Area/Location

Landmark

City District Pin Code

State Country

Telephone (Landline) Mobile (Primary) Mobile (Secondary)

Email (Personal)

Permanent Address: Is permanent address same as present address ? Yes No (To be filled if permanent address is different from present address)

House /Flat / Apartment No. or Name

Street Name & No. and Area/Location

Landmark

City District Pin Code

State Country

Telephone (Landline 1) Telephone (Landline 2)

Office / Business Address: **Office / Business Address**

Name of Org/Employer, Dept. & Floor

Street Name & No. and Area/Location

Landmark

City District Pin Code

State Country

Telephone (Landline) Fax Mobile (Secondary)

Email (Organizational)

Repayment Mode Check-off ECS (Electronic Clearing System) PDCs (Post Dated Cheques) SI (Standing Instruction) Others

Relationship with the Bank Less than 1 year 1 – 3 years More than 3 years

References (Names and addresses of two referees who are not related to you):

Slate Bank of India may make enquiries from the referees if it deems necessary.

Name: _____
 Address: _____
 Email: _____
 Tel: _____ Mob: _____

Name: _____
 Address: _____
 Email: _____
 Tel: _____ Mob: _____

FORM-B (EMPLOYMENT & INCOME DETAILS) APPLICANT CO – APPLICANT GUARANTOR

Nature of Occupation Salaried Businessmen / Self Employed Professional Pensioner **Salaried Individual**

Employer Name: _____ Employment Status: Regular Probationary Contractual

Total Experience: Yrs. Months Years in Present Job: Yrs. Months Years in Previous Job (If Applicable): Yrs. Months

Previous Employer's Name: _____ Contact Number: _____

Previous Employer's Address: _____ Current Industry: _____

Organization Type: Public Sector Unit Listed Private Company Unlisted Private Company MNC Central/State Government Local Civic Body

Department: _____ Designation: _____

Employee No.: _____ Remaining Service: Yrs. Months

Website: _____

Businessman/Self Employed **Businessmen / Self Employed Professional**

Nature of Business: Manufacturing Company Services Company Trading Company Trading Firm Other _____

Business Name: _____ Industry: _____

Trade License No.: _____ Trade License Expiry Date: Share holding (%):

Name of POA Holder: _____ Type of Ownership: Single Joint No. of Partners:

Income / Financial Details **Income / Financial Details**

Income Head	Gross Income	Net Income	Frequency	How are you paid ?

Obligation / Deduction Details

Obligation Head	Gross Obligations	Net Obligations	Frequency	Remarks

Existing Loans (If Any)

Bank / Financier	Type of Loan	EMI	Tenure of the Loan	No. of EMIs Paid	Outstanding Balance

Bank Accounts Held

Bank Name	Branch	Account Type	Account Number	Account held for (Years)

Credit Cards

Card Number	Issuer Name	Primary /Supplementary	Outstanding Balance	Remarks

Fixed Deposits

FD Number	Amount	Rate	Maturity Date(dd/mm/yyyy)	Bank Name

Other Current Assets (Bonds, Shares, Mutual Fund, Other Investments, Precious metals / Gold / Jewellery , Immovable Property etc)

Asset Type	Asset Description	Asset No.	Asset Value	Remarks

Name : _____ Date : _____

 Signature of Applicant / Co-Applicant / Guarantor

FORM-C (PROPERTY & LOAN DETAILS)

Scheme Name SBI Max Gain SBI Yuva Home Loan SBI Pre-Approved Home Loan SBI NRI Housing Loan SBI Realty Home Loan SBI Home Equity
 Other Scheme

Property Details

Builder Tie-up Available Yes No if Yes, then please provide Builder Project Tie-up ID Property Type Free Hold Lease Hold

Builder Name Project Name

Building Name / Number Wing Name

Built up Area (Sq ft) Plot Area (Sq ft) Plinth Area (Sq ft)

Plot / Flat No. Block No

Name of Seller Registered Owner

Sellers Address 1

Sellers Address 2

Landline / Mobile

Address of Property

Address of Property

Address of Property 1

Address of Property 2

Landmark

City District Pin Code

State Country

Loan Details

Loan Details

Cost of property (Project Cost) Down payment (amount) Down payment %

Loan Amount Repayment Monthly Bi-Monthly Quarterly Annually Tenure (Months)

Loan Purpose New House Construction Purchase of New House Purchase of Old House Purchase of Plot of Land Purchase of New Flat
 Purchase of Resale Flat Purchase of New House Repairs and Renovation Home Extension Balance Transfer from other Bank
 Reimbursement of expenditure incurred in past 12 months

Interest Rate Option Fixed Rate Floating Rate Moratorium Period (Months) Whether interest to be Capitalized during Moratorium Period Yes No

Insurance

Home Loan Linked Life Insurance Policy

For your benefit and convenience, the following group insurance plans underwritten by SBI Life Insurance Company Ltd are available for your consideration. If you opt for cover, SBI would administer your enrolment for the chosen plan. Please note that insurance cover is optional for the purpose of the loan application and may also be obtained from other providers.

- SBI Life RINn Raksha Policy** – RINn Raksha Policy (RRP) is a group mortgage reducing term life insurance policy underwritten by the SBI Life Insurance Company Limited, which covers you against death and/or disability (as defined in the policy) to protect your dependants from the liability of the loan outstanding. The policy covers the outstanding loan balance for the entire tenor of the loan for upfront premium payable in 5 yearly instalment.
- SBI Life Saral Shield Policy** (available for loan limit below Rs.25 Lacs, subject to minimum loan limit of Rs.7.5 lacs) - This is an individual reducing term insurance policy underwritten by the SBI Life Insurance Company Limited, which covers you against death and/or disability (as defined in the policy) to protect your dependants from the liability of the loan outstanding. The policy covers the outstanding loan balance for the entire tenor of the loan for an up-front one time premium.
- SBI Life Smart Shield Policy** (available for loan limit of Rs. 25 lacs & above) – This is an individual reducing term insurance policy like SBI Life Saral Shield for customers with limit of Rs. 25 Lacs and above.

Do you wish to be covered by Home Loan Insurance (Life) Cover e.g. SBI Life?

Yes No

If yes, I will opt for SBI Life RINn Raksha Policy SBI Life Saral Shield Policy SBI Life Smart Shield Policy

Whether one time premium will be paid by you or you would like to add the premium to the home loan?

I will pay the premium Please add the premium to the home loan amount mentioned above.

Signature of Applicant

Signature of Co-Applicant

Signature of Guarantor



ANNEXURE-A
STATE BANK OF INDIA
Home Loan Application Form - Annexure
DOCUMENT CHECK-LIST

Particulars of the documents required to be submitted along with the fully completed application form.

GENERAL DOCUMENTS (APPLICABLE TO ALL)

1. Application form duly filled by the borrower, Co-borrowers (if applicable) and submitted along with 3 photographs each.
2. Proof of identity (Photocopies of PAN/Passport/Driver's License, Voter ID card)
3. Proof of Residence (photo copies of recent Telephone Bills/ Electricity Bill/Property tax receipt/ Passport/ Voters ID card)
4. Last 6 months Bank A/c Statements for all bank accounts held by the applicant/s.
5. If any previous loan (from other bank/Fl), then Loan A/c Statement for the last 1 year.
6. Signature identification from present bankers.
7. Personal asset liability statement in the Bank's standard format.

FOR SALARIED EMPLOYEES

1. Salary slips for the last 3 months.
2. Copy of identity card issued by the employer.
3. Form16 or IT Returns for the last 2 years.
4. Employer certificate, Appointment Letter, Increment Letter. (Duly attested by the employer)

FOR SELF EMPLOYED/PROFESSIONALS

1. Photocopies of IT Returns/Assessment orders for the last 3 years.
2. Photocopies of challans evidencing payment of Advance Income Tax.
3. Balance sheet and Profit and Loss A/c for the last three years (Certified true copy)
4. Proof of business address.
5. Business proof (Registration Certificate of establishment, Gumasta /Trade license, Sales Tax Registration, etc.)
6. A photocopy of Certificate of Practice (if applicable).
7. A photocopy of Registration Certificate for deduction of Profession Tax (if applicable).
8. TDS Certificate (Form 16A, if applicable)

FOR NRI'S AND PIO'S

1. Valid Residence Proof.
2. Employment profile for the last 5 years.
3. Copy of passport including page containing visa stamping.
4. Copy of valid work permit/ work contract and Appointment letter.
5. Proof of income in case of self employed/professionals.
6. Copy of identity card issued by the employer.
7. Statement of overseas bank account for the last six months which reflects credit of salary, savings etc
8. Salary slips for the last three month or Tax Returns(if applicable)
9. Copy of Continuous Discharge Certificate in respect of applicants employed in Merchant Navy.
10. Power of Attorney, if applicable, in Bank's standard format duly stamped and notarized/attested by Indian Embassy/Consulate.

PROPERTY DOCUMENTS

PROPERTY DOCUMENTS COMMON TO ALL

1. Agreement for sale (duly registered for states where applicable), Construction agreement.
2. Copy of N.A. permission for the land from the collector.
3. Copy of order under the Urban land Ceiling Act.
4. Index II
5. Blueprint (Plan Copy) stamped by Municipal Authority.
6. All Payment Receipts to builder/seller.
7. Letter from the builder/society/Housing Board intimating their a/c number and name of their bankers, for remittance of installments
8. Original of land tax paid receipt and possession certificate issued by the revenue authorities.

+IF PURCHASED FROM BUILDER/DEVELOPMENT AUTHORITY (NEW FLATS)

1. Registered Development Agreement between the owner of land and the builder, Power of attorney to the builder from land owner for sale of flats.
2. Commencement certificate granted by Corporation / Nagar Palika.
3. Letter of Allotment from Private builder/Housing Board/Society.
4. NOC and Transfer Letter from development authority.
5. NOC from private builder in Bank's Standard format.
6. Tripartite Agreement
7. If leased land then Registered Agreement of lease.

+IF PURCHASED FROM REGISTERED SOCIETY

1. Letter of allotment from Society
2. A Copy of approved plan by the appropriate authority.
3. Share Certificate in Original
4. Permission for construction
5. List of members submitted by society with Registrar of Societies duly acknowledged.
6. Copy of Bye laws of society,
7. Certificate of I.T. clearance,
8. Certificate of registration.
9. NOC to mortgage from the society.
10. NOC from land allotting authority in case of lease hold property.
11. Undertakings by Architect, Member, Power of attorney, Accepting deposit of Original share certificate, accepting the bank as nominee; Resolution passed by the Managing Committee

+IF SOCIETY NOT REGISTERED / ORIGINALLY ALLOTTED FROM DEVELOPMENT AUTHORITY / RESALE FLAT

1. Occupancy certificate and share certificate
2. Chain of Old Agreements in original with original receipt of registration (if any).
3. Original letter of allotment issued to the first owner by the development authority/Builder (as applicable).
4. Original stamped receipts of payments issued to the previous and present owners by the builder/development authority/society.
5. Conveyance deed executed by the builder/development authority in favour of society/seller.
6. Transfer permission from the respective authority (development authority/society)

+ IF CONSTRUCTION ON OWN LAND

1. Detailed estimate from Chartered Engineer/Architect

+ IN CASES WHERE A CHARGE ALREADY EXISTS ON THE PROPERTY

1. If there is a Prior charge on the Land on which the building is constructed, NOC from the concerned bank/Person who holds the charge would be required.
2. Where the property is mortgaged to employer (Loan from employer) - Letter for creation of subsequent charge in favour of SBI in the Books of the employer by way of equitable mortgage, needs to be produced.

IF TAKE OVER LOAN FROM OTHER BANK

1. Original Sanction letter of financier.
2. A/c statement of the financier.
3. Copy of title papers in the name of applicant.
4. Possession certificate --where house is complete, and repayment has started.
5. Detail of interim security.
6. Foreclosure letter.
7. List of documents held by the financing institute.
8. Letter undertaking to issue NOC, from the current lender bank/Fl.

To ensure quick processing and disbursal of your Home Loan, furnish all documents (applicable to your case) along with the completed SBI Home Loan Application Form.

Branch/Sourcing Entity Contact Details:

This is a SAMPLE checklist and should be customized as per state requirements in consultation with the law department.

ANNEXURE-C
SBI HOME LOAN
DOCUMENTATION & DISBURSEMENT
CHECK-LIST

Particulars of documents to be brought by the applicant at the time of Documentation (Post sanction) and subsequent disbursement/part disbursements (in case of home construction).

REQUIREMENTS FOR HOME LOAN DOCUMENTATION

1. Sale Agreement and Construction Agreement (As applicable) in original.
2. Originals of all other property documents (wherever applicable) which have been submitted along with application form.
3. Power of Attorney (For NRI, PIO's and defense personnel only) in original with 1 copy. (POA should be in SBI standard format)
4. Original Receipts for advance amount paid to the seller/builder and margin money receipt.
5. Up to date Encumbrance Certificate (wherever required)
6. Equitable mortgage charges (As applicable as per state Laws) in cash (to be handed over to documentation officer only) towards stamping of recital
7. Indemnity Bond for deviation on Stamp paper -duly notarized. (Amount as applicable for the state)
8. Stamp Charges:
 - a. Where franking facility is available – Applicable stamp charges (as per state law) in cash to be handed over to Documentation Officer only.
 - b. Where franking is not available – Stamp papers for the applicable amount (As per state law) to be produced.
9. Repayment arrangements:
SBI Customer: Standing Instruction letter or Post dated cheques.
Others: ECS Mandate signed by other bank or Post dated cheques.
10. For Interim security, all the original documents to be produced and the title deed holder/s to be present along with the borrower.

REQUIREMENT FOR HOME LOAN DISBURSEMENT

1. Borrower's Consent letter (in bank's format) quoting account no. , amount to be debited, payment in favour of, and signed by all co-borrower's.
2. Stage wise builders demand letter/ engineer/Architects certificate confirming the stage of construction.
3. Index II
4. Receipts for money disbursed earlier (in original for part disbursements)
5. Receipt of Advance money/Margin money paid in original.
6. For takeover Loans from other banks, latest outstanding balance letter to be produced for disbursement.

😊 To ensure quick processing and disbursal of your Home Loan, furnish all documents (applicable to your case) along with the completed SBI Home Loan Application Form.

Branch/Sourcing Entity Contact Details:

RACPC Info Desk Contact Details:

This is a SAMPLE checklist and should be customized as per state requirements in consultation with the law department.

The MITC covers the following Loan Products :

1. SBI Home Loan Scheme
2. SBI Pre-approved Home Loan
3. SBI Yuva Home Loan
4. SBI Max Gain Home Loan
5. SBI Realty Home Loan
6. SBI NRI Home Loan
7. SBI Gram Niwas/Sahyog Niwas/Tribal Plus
8. SBI Green Home Loan

Purpose for which home loan can be availed: The loan will be sanctioned for the purpose of purchase / construction / extension / repairs/renovation of new/second-hand residential house/flat/plot of land and furnishings (hereinafter referred to as the 'project').

Premium of Home Loan Insurance cover (Optional) : The premium for the optional Home Loan Life Insurance cover (if availed) will be added to the loan amount.

Loan to Value Ratio (LTV):

For loan amount upto Rs.20 Lacs, maximum permissible LTV ratio is 90% of the assessed value of the property. For loan amount greater than Rs.20 Lacs and upto Rs.75 Lacs, maximum permissible LTV ratio is 80%. A maximum permissible LTV ratio of 75% is applicable on a loan amount above Rs.75 Lacs.

Rate of Interest:

Floating Rate of Interest: -

Interest on the loan will be charged at prevailing floating rate of interest on a daily reducing balance at monthly rests. The rate of interest is subject to revision from time to time due to (i) changes in Base Rate or (ii) revision even without change in Base Rate the Bank has the option to reduce or increase the EMI or extend the repayment period or both consequent upon revision in interest rate.

Fixed Rate of Interest:- No Fixed rate option is available now

Interest on the loan will be charged at the prevailing fixed rate of interest on daily reducing balance at monthly rests, subject to interest rate reset at the *end of every two years* on the basis of fixed interest rates prevailing then. State Bank of India (SBI) may at its discretion stipulate the periodicity of computation of interest. Further, SBI may at its sole discretion alter the rate of interest suitably and prospectively in the event of major volatility in interest rates during the period of the agreement. Thenceforth the rate of interest varied as aforesaid shall be applicable to the Loan. SBI shall be the sole judge to determine whether such condition exists or not. If the Borrower is not agreeable to the revised interest rate so fixed, the Borrower can request SBI, within 15 days of receipt of the notice intimating change in interest rates from SBI, to terminate the loan and the Borrower shall repay the Loan and any other amount due to SBI in full and final settlement in accordance with the provisions of the Agreement relating to pre-closure.

Calculation of interest:-

Interest on the amount of the loan will be applied at the prevailing rate per annum on daily reducing balance with monthly rests.

Intimation of change in Interest Rate:-

The borrower shall be deemed to have notice of changes in the rate of interest whenever there are changes in Base Rate or increase in interest rates where there is no change in Base Rate are either displayed on the Notice Board of the Branch or published in news papers or made through entries of the interest rate charged in the passbook/statement of account furnished to the borrower and the borrower is liable to pay such revised rate of interest.

Penal interest:-

In the event of a default in payment or any irregularity in the account, the Bank reserves the right to levy a higher rate of interest as it deems fit. Enhanced rate of interest @2% p.a **on the irregular amount for the period of irregularity**, over and above the applicable rate will be charged *if the Equated Monthly Installment (EMI) remains unpaid for a period of 30 days from the due date*, for any reason, including a bounced cheque.

Bounced cheque/ECS or SI dishonours:-

A penalty of Rs 250/- will be charged for every bounced cheque/ECS or SI dishonours. The rate may vary from time to time.

Repayment:

The loan is to be repaid in Equated Monthly Installments over the tenure of the loan. The repayment installment commences from a date specified in the sanction letter. The liability to the bank will be extinguished only when the outstanding in the loan account becomes Nil, on payment of residual amount, if any.

Loan Tenor:

Maximum 30 years (or) up to the age of 70 years (the age by which the loan should be fully repaid) of the borrower, whichever is early.

Pre-closure Charges:-

Loans on Fixed and Floating rate of interest:

No pre-payment/ Pre-closure penalty will be levied on Home Loans irrespective of the period for which the account has run or source of funds.

Security:

Primary:-

The loan will be secured by Equitable / Registered mortgage/extension of mortgage of the land and building/flat for which the loan is to be sanctioned.

Collateral:-

Liquid securities of adequate value in the form of Life Insurance policies, Government Promissory Notes, shares/ debentures, gold ornaments or such other tangible security as may be deemed appropriate, may be pledged by the customer in lieu of mortgage of the residential property financed by the Bank.

Interim Security Pending Mortgage:-

Wherever creation of mortgage is likely to be delayed for any valid reason, suitable security including third party guarantee, as considered necessary, may be taken for the interim period.

Utilisation of the loan:

The amount of the loan shall be utilized strictly for the purpose detailed in the borrower's application form and in the manner prescribed. The construction of the house/flat or the modification/extension proposed by the borrower in the existing house/flat should be strictly according to the plan approved by the Local Authorities/Town Planning and Development authorities. Any modification desired in the plan as originally approved, can be undertaken only after express sanction for it has been obtained from the appropriate authority.

Insurance:

The house/flat shall be insured comprehensively for the market value covering fire, flood, Earthquake etc. in the joint names of the Bank and the borrower. Cost of the same shall be borne by the borrower.

Inspection:

The Bank will have the right to inspect, at all reasonable times, the borrower's property by an officer of the Bank or a qualified auditor or a technical expert as decided by the Bank and the cost thereof shall be borne by the customer.

Fees and charges:

1. Processing fee: Collected at the time of Documentation.

Loan Amount	Processing Fee
Upto Rs.25 Lac	0.25% of Loan Amount. Minimum Rs.1000/-
Above Rs.25 Lac and upto Rs.75 Lac	Rs.6500/-
Above Rs.75 Lac	Rs.10,000/-

2. Other Fee/Charges:

Reason	Particulars	Fee Amount
Collected for payment to empanelled Advocate/Valuer	Legal Opinion & Search Report	Rs.
	Valuation Fee	Rs.
Collected for	Stamp Duty (% of project cost)	%

Payment to State Govt	Registration Charges (% of project cost)	%
	Other Fee	Rs.
Total		Rs.

Fees paid to Bank's empanelled advocate and valuer for their professional services will not be refunded even if the loan is not sanctioned for any reason

State Bank of India retains the right to alter any charges or fees from time to time or to introduce any new charges or fees, as it may deem appropriate, with due intimation to customer.

3. Conversion charges for switching loan from fixed to floating rate: : Option for switching loan from fixed to floating rate is permissible on payment of 0.56% of the outstandings in the account.

Fees and Charges are subject to change from time to time at the sole discretion of SBI.

Disbursement:

The loan will be disbursed only on the following conditions:

1. All the security documents prescribed have been executed by borrower/co-applicant (s)/ guarantor/s
2. A valid mortgage (equitable or registered if equitable mortgage is not possible) has been created in favour of the Bank as per the laws of the State.
3. Wherever creation of mortgage is likely to be delayed for any valid reason, suitable security including third party guarantee, has been taken for the interim period.
4. The loan will be disbursed in stages where a loan for construction is desired or purchase is through payment to seller in installments.
5. All necessary statutory compliances are in place.

SBI may disburse the quantum of loan in lump sum or in installments at its own discretion depending on the level of construction of the House/Flat as acceptable to SBI.

SBI will disburse loan amount directly to the builder/seller/society as the case may be and as requested / specified/ directed by the customer to SBI at the time of each disbursement. SBI shall not be responsible / liable in any manner whatsoever for any delay by the customer in providing such request/ specification/ direction to SBI and the customer shall not claim any costs, charges and expenses in any relation to any non-disbursal by SBI due to any such delay by the customer.

The Bank reserves the right to collect any tax if levied by the State/Central Government and/or other Authorities in respect of this transaction.

Default:

In the event of default i.e. if the amount due is not paid by due date, the customer will be sent reminders from time to time for payment of any outstanding on his loan account, by post, fax, telephone, email, SMS messaging and/or through third parties appointed for collection purpose to remind, follow-up and collect dues. Any third party so appointed, shall adhere to the Indian Banks Association's (IBA) code of conduct on debt collection.

Customer Service:

For any service related issue, customer can get in touch with SBI by :

- Calling Customer Help Line Numbers
- Contact Customer Grievance Cell at our Local Head Offices
- Write to Grievance Cell at our Local Head Offices

(Details on Help line Numbers and Grievance Cell available on www.sbi.co.in)

In case a customer is not satisfied with the handling of grievance by the Local Head Office, a communication may be sent (enclosing the message sent earlier to Local Head Office) to the

**Deputy General Manager (Customer Service),
Customer Service Dept, State Bank of India;
State Bank Bhawan, 4th floor;**

**Madame Cama Road,
Mumbai-400 021,
Telephone No. (022) 22029456 , 22029451 22740432, 22740431,22740433
Fax no. (022) 22742431.
e-mail address - dgm.customer@sbi.co.in.**

Disclosure:

State Bank of India is authorized to disclose from time to time any information relating to the loan to any credit bureau (Existing or Future) approved by Government of India and Reserve Bank of India without any notice to the borrower. State Bank of India is also authorized to make inquiries with the Credit Information Bureau of India (CIBIL) and get the applicants Credit Information Report.

PERSONAL ASSETS AND LIABILITIES STATEMENT
P-SEGMENT LOANS

Description of immovable property

(Please enclose Xerox copy of sale deed or land tax paid receipt)

House/Flat No. (area of land and house)	Address/Location	Owned/ Leased	Value if any, for loan availed and amount	Encumbrance,

Other liquid assets –description and value

Description	Value	Description	Value	Description	Value
NSCs		PF PPF		Gold Ornaments	
Mutual Fund Units		Shares/ Debentures		Others (Please specify)	

Total : Rs.**Liabilities**

Description	amount	Description	Amount
Home Loan		Personal Loan	
Car Loan		PF Loan	
Other Loans			

Total : Rs.

I certify that the above information is true and correct

Name of the applicant/guarantor)

Brief Opinion Report

After perusal of the relative documents and on discreet enquiries made by me it is observed that Shri/Smt./Kum.....aged.....years, resident of.....is a person of integrity and has capacity to repay theloan (Scheme) of Rs. applied for. His/Her Networth is Rs. which is good for the loan amount and therefore, he/she has capacity to stand as Borrower/Guarantor to Shri/Smt./Kum..... :-

Market value of immovable property (a)	
Other liquid assets (b)	
Total (a+b)	
Less liabilities (c)	
Networth	

Asst./Dy. Manager(Advances)

Branch Manager

Place

Date :

.....
.....
.....
(address of the disbursing authority)

Dear Sir /Madam,

Irrevocable Letter of Authority :
State Bank of India's Home Loan Scheme
Employee No.....Designation.....

I,, am an employee of your organisation. The State Bank of India Branch have agreed to sanction a loan of Rs. (Rupees only) to me under their captioned scheme for

2(a) I hereby authorize you to recover by deduction from my salary payable to me by you, a sum of Rs. Rupees only, every month, beginning from the month of representing the monthly instalment payable by me to the State bank of India, branch, for the aforesaid loan and remit the amount to the aforesaid branch of the Bank.

2(b) I hereby authorise you to credit/continue to credit my salary to State Bank of India, branch, payable to me by you every month, since the monthly instalments for repayment of the aforesaid loan are to be recovered by the Branch of the SBI by debit to my saving Bank/Current Account No..... with them, in accordance with an undertaking furnished by me to the Bank.

3. In case of my death, retirement, resignation or discontinuing the service for any reason, I hereby authorise you to pay an amount payable on my account including amount payable by way of terminal benefits like P. F. and gratuity by reason aforesaid, to State Bank of India, branch, towards the balance outstanding in the aforesaid loan account together with interest costs and/or any monies as may be due to the Bank in respect of the aforesaid loan.

4. I hereby agree that I shall not be entitled to withdraw or revoke this authority even in case of my transfer, or otherwise, until the whole of my debt inclusive of interest etc. to the State Bank of India, branch is liquidated, and written consent of the Bank is obtained.

Yours faithfully,

Witness :

Signature.....

Full name

Designation.....

Branch.....

Date

Signature.....

Full name

Designation.....

Branch/Dept.....

Date

Note : Delete 2(a) or 2 (b) whichever is not applicable.

The Branch Manager,
State Bank of India,
.....

Dear Sir,

SHRI/SMT
S/o W/o SHRI
IRREVOCABLE LETTER OF AUTHORITY
HOME LOAN SCHEME:

We certify that Shri/Smt is a permanent employee of this organisation drawing gross salary of Rs. per month.

2. In view of your agreeing to grant to him/her a loan under the captioned scheme, we have received and noted * :
 - i) The irrevocable letter of authority from the employee, for deducting a sum of Rs. from his/her salary per month beginning from the salary for the month of and remit the same to you for crediting to his loan account till we receive further instructions from you.
 - ii) The irrevocable letter of authority from the employee, for crediting his/her salary every month to his/her account with State Bank of India, branch, till we receive further instructions from you.
 - iii) The irrevocable letter of authority in respect of making payment out of any amount payable to the employee including the amount payable by way of terminal benefits like P. F. and gratuity in case of his/her death, retirement, resignation or discontinuing the service for any reason whatsoever, to State Bank of India, branch, towards the balance outstanding in aforesaid loan account together with interest etc, and such payment shall be deemed to be a payment to the employee or on his account.
 - iv) The employee agrees that he/she will not be entitled to withdraw or revoke his/her authority, even in case of his/her transfer, until the whole of his/her debt inclusive of interest to the State Bank of India..... Branch is liquidated and written consent of the Bank is obtained.
3. In the event of transfer of the employee elsewhere, we undertake to convey the instructions to the transferee office under advice to you, immediately.

Signature of the Officer
(authorised to disburse salary and allowances)

Date :

* Note : delete 2(i) or 2(ii) whichever is not applicable.

The Branch Manager,
State Bank of India,
.....

Dear Sir,

SHRI/SMT
S/o W/o SHRI
IRREVOCABLE LETTER OF AUTHORITY
HOME LOAN SCHEME:

I intend to avail/have availed the benefit of aforesaid scheme, at present I am serving as in Department at I am authorised to draw and disburse my own salary along with the salaries of the employees working in this Office/Establishment/Department.

I undertake to deposit my salary supported by the pay bill every month for credit to the Saving Bank /Current account maintained at your branch till liquidation of the amount advanced to me with upto date interest etc.

I further authorise you to deduct a sum of Rs..... per month beginning from the salary for the month of 200 . from the aforesaid account for adjustment towards the balance outstanding in the loan account till liquidation.

I hereby authorize State Bank of India, Branch to collect and receive any amount payable towards provident fund, gratuity, Pension or similar dues on my behalf in the event of my retirement/Resignation/Termination or Discontinuation of my services for any reason whatsoever.

I further agree that the aforesaid authority shall be irrevocable till the entire amount of loan together with interest stands liquidated.

I further undertake to execute necessary authorization/ Documents as deemed just and necessary by the Bank in accordance with the scheme in the event of my ceasing to be drawing and disbursing authority by virtue of my transfer or otherwise.

Signature of the officer
(authorised to disburse salary
and allowances)

Date :

(SPECIMEN OF MEMORANDUM OF TERM LOAN AGREEMENT FOR HOME LOAN GRANTED TO PUBLIC)

TO BE STAMPED AS AN AGREEMENT IN ACCORDANCE WITH THE STAMP ACT IN FORCE IN THE STATE IN WHICH THE DOCUMENT IS EXECUTED AND NOT TO BE ATTESTED

To
STATE BANK OF INDIA
.....

PLACE :
DATE :

Dear Sirs,

Whereas, State Bank of India, a body corporate constituted under State Bank of India Act 1955, having its Corporate Centre at Madame Cama Road, Nariman Point, Mumbai-400 021 having one of its Branch Offices at.....(hereinafter called the "the Bank" which expression shall include its successors and assigns) having, at my/our request{.....Son/Daughter/Wife of.....at present aged around.....and residing at.....and.....Son/Daughter/Wife of.....at present aged around and residing at.....(hereinafter, called "the Borrower" which expression shall include his/her respective heirs, executors, administrators and assigns)} granted me/us *Home Loan limit / 'SBI-Maxgain'(on Overdraft basis) / of Rs.....(Rupees) for purchase/construction of a flat/house/ plot of land or for extension/repairs/ renovations of an existing house/flat/purchase of consumer durables and furnishings/funding of Home Loan insurance cover (hereinafter referred to as the 'project'), situated at

(*Delete whichever is not applicable)

2. In consideration of the grant of the said advance and continuance of the said facility for such time as the Bank may deem fit, I/we, "the Borrower(s)" do hereby irrevocably and unconditionally agree and undertake , so as to bind myself/ourselves, my/our heirs, executors, administrators, estates, assigns and effects as follows, viz.
 - a) The disbursement of the amount of the loan shall be at the Bank's absolute discretion and shall be co-related to the actual progress in the construction of the project. Such disbursements shall be made by means of Bankers cheques drawn in favour of the builders/promoters duly authorized or to engineer/architect/contractor or to suppliers of goods and services when the construction is undertaken by the Borrower and instruct you to make payment for the purpose of the 'project'. The Bank may, at your discretion and at my/our request credit a part of the loan amount to my/our current/savings bank account (maintained in single or joint names) to enable me/us to make

payments to suppliers of goods and services. I/We shall submit to the Bank, within a reasonable time, satisfactory proof of the proper utilisation of the amount of the loan, such as Architect's certificate, certifying the value of the work carried out, Contractor's bills, stamped receipts, sale agreement for house/flat etc. If considered necessary by the Bank, I/we shall produce, at my/our cost, photographs showing the progress of construction work carried out by me/us, which photographs besides showing portion of the neighbouring properties, shall be certified by persons whose certificates are acceptable to the Bank.

- b) I/We shall repay the amount of loan as per arrangement/sanction letter which forms part of this Agreement in equated monthly instalments of Rs..... each till the entire loan with interest is fully repaid. The equated monthly instalments also include interest component.

Loan on fixed interest basis

Interest on the amount of the loan will be applied at the rate.....per cent per annum on daily reducing balance with monthly rests, subject to **interest rate reset at the end of every two years** on the basis of fixed interest rates prevailing then. Bank may at its discretion stipulate the periodicity of computation of interest. Further, Bank may at its sole discretion alter the rate of interest suitably and prospectively in the event of major volatility in interest rates or due to any reason whatsoever during the period of the agreement. Thenceforth the rate of interest varied as aforesaid shall be applicable to the Loan. Bank shall be the sole judge to determine whether such conditions exist or not. If we are not agreeable to the revised interest rates so fixed, I/We shall request the Bank, within 15 days of receipt of the notice intimating changed interest rates from Bank to terminate the Loan and shall repay the Loan and any other amount due to Bank in full and final settlement in accordance with the provisions of this Agreement relating to prepayment

Loan on floating interest rate basis

Interest on the amount of the loan will be applied at the **rate ofper cent above BASE RATE which presently _____ % p.a.** and thus the **present effective rate on the loan being.....% p.a. rising and falling with Base Rate,** at monthly rests calculated on the daily balance of the loan amount. Provided that the Bank shall at any time and from time to time be entitled to change the

rate of interest depending on changes in Base Rate. Notwithstanding the above the Bank is also entitled to increase the rate of interest, at its sole discretion, even if there is no change in Base Rate and such revised rate of interest shall always be construed as agreed to be paid by the borrower(s) and hereby secured. Borrowers shall be deemed to have notice of change in the rate of interest whenever the changes in Base Rate or increase in interest rates without any change in Base Rate are either displayed/notified at/by the branch or published in newspaper or made through entry of interest charged in the passbook/statement of accounts sent to the borrower(s).

Salary account concession\$ I/We, the Borrower(s), am/are aware that concession of% p.a. is included in the above mentioned interest rate on account of maintenance of my/our salary account with the Bank and the same is referred as Salary Account Concession in this Agreement.

I/We declare and confirm that in the circumstances like change in job etc., wherein the salary is not credited by my/our employer to account maintained with the Bank, I/We undertake to advise such development to the Bank, further I/We would issue standing instructions to the salary account servicing bank to transfer entire salary credit to my/our account maintained by the Bank for continuation of Salary Account Concession as mentioned above and for the limited purpose of continuation of concessions in interest rates, my /our account with the Bank under the arrangement will be reckoned as pseudo-salary account.

I/We further agree and confirm that in the event of discontinuation of my/our salary account/pseudo-salary account with the Bank, the Bank shall have the right to withdraw the salary account concession and the Bank shall have the right to revise the interest rate accordingly and I/We will not raise any objection /dispute to the said action of the Bank".

\$ delete, if not applicable

Without prejudice to the Bank's other rights and remedies, the Bank shall be entitled to charge at its own discretion enhanced rates of interest on the outstanding in the loan account (s) or a portion thereof for any default or irregularity on my/our part which in the opinion of the Bank warrants charging of such enhanced rates of interest for such period as the Bank may deem fit. The Equated Monthly Instalments will have to be paid till the entire loan and the interest is fully repaid. Further, the amount of Equated Monthly Instalment may change/increase as may be decided by the Bank. Besides the Bank shall also charge a penalty, the rate of which shall be at the discretion of the Bank, for every bounced cheque for any reason whatsoever in addition to the enhanced rate of interest as applicable.

Such enhanced interest will start accruing from the date of disbursement of the loan or the date of disbursement of the first instalment of the loan where such loan is paid in instalments or from 30 days from the due date of equated monthly instalments (EMI) if it remains unpaid for a period of 30 days from the due date, for any reason, including bounced cheque.

- c) If the loan amount has been utilised by me/us for purchase of ready built house/flat, I/we shall pay the first such monthly instalment following the month in which the loan amount is disbursed to me/us. The subsequent monthly instalments shall be paid before the last day of each subsequent month. If the loan amount has been utilised for construction of / additions to house/flat, I/we may be permitted to pay the first such monthly instalment till 2 months after the month in which the house/flat has been completed or on the expiry of 18 months from the date of disbursement of the first instalment, whichever may be earlier. The subsequent monthly instalments will be paid before the expiry of each subsequent month.
- d) Pre-EMI interest:
- (i) * I/We have opted for servicing of Pre-EMI interest and have already delivered or hereby undertake to deliver post-dated cheques drawn at monthly intervals for servicing of the amounts of Pre-EMI interest during the moratorium period.
- (ii) * I/We have opted for capitalizing the Pre-EMI interest and agree that loan amount will be fixed suitably taking into account approximate Pre-EMI interest during the moratorium period as detailed in paragraph pertaining to the Pre-EMI interest in the Arrangement letter dated.....I/We hereby unconditionally agree to execute necessary authority in favour of my/our employer or tender post-dated cheques towards EMI's of the loan amount. If necessary I/we would request for resetting of EMI's based on the actual outstanding in the loan account after final disbursement.

(* score off whichever is not applicable)

- e) I/We declare and confirm that the amount of the loan or the balance then outstanding shall become payable at once in case of my death or death of anyone of us. In case of death, the Bank may, at its discretion, continue the loan provided sufficient collateral security is furnished by my/our legal heirs/surviving borrower(s) or some satisfactory arrangement for repayment acceptable to the Bank has been made by my/our legal heirs/surviving borrower(s).
- f) I/We shall arrange for the payment of the equated monthly instalments from my/our monthly salary or in whatever manner deemed fit * or by debit on the due dates from the Current /Savings Bank account with Branch/or any other Branch where I/we may hold the account singly or jointly and to appropriate the same in repayment of the said loan and interest.

I/We shall execute in favour of the Bank a letter of authority, addressed to my/our employers to recover and pay to the Bank the equated monthly instalment from my/our salary every month*.

* Delete if not appropriate.

- g) On demand I/We agree to deliver to the Bank post-dated cheques for the monthly instalments and warrant that the cheques will be honoured on first presentation. Any non-presentation of a cheque due to any reason will not affect my/our liability to pay the monthly instalments or any other sum. I/We agree to forthwith replace the cheques/issue fresh cheques, if required by the Bank. I/We shall not be entitled to call upon the Bank to refrain from presenting any cheque for payment and if I/we do so, the Bank shall nevertheless be entitled to present the cheque for payment and in the event of dishonour the provisions under the Negotiable Instruments Act, shall apply. I/We also agree to pay a penalty as stipulated by the Bank from time to time, for every bounced cheque for any reason whatsoever in addition to the enhanced rate of interest as applicable.
- h) I/We declare and confirm that on my/our retirement, the outstanding amount of the loan sanctioned to me will become repayable at once. The Bank may, at its discretion, continue the loan provided satisfactory arrangement for repayment, acceptable to the Bank has been made by me/us.
- i) In the event of cessation of my/our business/service with my/our employers by way of resignation or otherwise (except as a result of death or retirement), I/we undertake to repay to the Bank forthwith on demand the balance principal amount of the loan, or the balances then outstanding whichever is higher.
- j) In the event of my/our ceasing to be in business/service of my/our employer whether by retirement, resignation, death or by operation of law or for any

other reason or cause whatsoever and howsoever the Bank shall be entitled at its discretion, to write to my/our employers to appropriate and set off (i) any amount which may then be payable by my/our employers to me/us whether by way of salary, allowances, bonus, other remuneration or any payment (whether ex-gratia or otherwise) whatsoever and (ii) any amount that may be standing to the credit of any account which I/we may have with my/our employers or with the Bank, either singly or jointly, towards repayment of the balance that may be then remaining due and payable by me/us in my/our said loan account together with interest thereon at the applicable rates upto the date of such repayment. Any such appropriation made by the Bank or my/our employers shall be conclusive and binding on me/us and my/our estate both in and out of court. In any event my/our liability to make repayment of the entire dues immediately shall remain valid till the entire amount with applicable interest as up to the date of payment has been realised by the Bank whether by way of recovery from my/our employer or otherwise.

- k) I/We will not sell assign, mortgage, charge or in any way encumber or alienate the said flat/house/land or any part thereof/furnishings so long as I/we am/are indebted to the Bank in the said loan account without prior permission of the Bank in writing. I/We undertake to give prior intimation to the Bank before letting out / giving on lease and licence the said flat/house. In the event of my/our account becoming irregular, NPA the Bank is at liberty to take vacant possession of building/flat/house (premises) from me/us, and hire the said premises at market rent for its commercial or residential purpose as the case may be and adjust the proceeds of the hire charges towards outstanding of my/our loan account.
- l) The loan shall be secured by a valid equitable/legal mortgage of the land/house/flat purchased/constructed by me/us for which the Loan facility is provided by executing/registering such documents in such form as may be decided by the Bank. I/We shall, if required by the Bank, give such further security as acceptable to the Bank forthwith on demand by the Bank. In case it is not possible to create security by way of mortgage as aforesaid I/we shall forthwith on demand arrange for other collateral securities, by way of pledge/hypothecation, such as Bank's Fixed Deposits, National Savings Certificates, Kisan Vikas Patra, Life Insurance Policies, promissory notes issued by any Govt., shares or debentures of the companies, sufficient quantity of gold or gold ornaments or other articles or things acceptable to the Bank as security for the loan. The loan shall also be secured by the guarantee of a person acceptable to the Bank and good for the loan amount involved and by mortgage of the guarantor's property also or pledge/assignment/hypothecation of other securities acceptable to the Bank, if need be.
- m) I/We shall obtain at my/our cost and produce for the satisfaction of the Bank a certificate from the Advocate/Solicitors approved by the Bank certifying that

I/we will have clear, valid and marketable title to the land/house/flat proposed to be purchased by me/us and agree that the Bank shall be entitled not to disburse any amount of the loan until such certificate has been produced by me/us.

- n) I/We shall maintain the flat/house in good tenantable repair and condition at my /our cost at all times so long as I/we am/are indebted to the Bank and that I/we shall ensure that the Bank's security is not in any way jeopardised. I/we shall duly and punctually pay the charges, if any, payable to the Co-operative Housing Society/condominium association and also all the municipal/revenue taxes, charges, rates, cesses etc. from time to time payable by me/us in respect of the flat/house/land. The Bank shall be at liberty to inspect the flat/house/land at any reasonable time and I/we shall furnish all such information/particulars whatsoever as and when called upon to do so by the Bank .I/We shall provide the required no-objection consent for creating a charge on the property secured for the Loan, from the Society/Condominium or any other permissions by any authority necessary for creating the security in favour of the Bank.
- o) I/We shall at my/our cost insure and keep insured in the joint names of myself/ourselves and the Bank my/our house/flat at all times against fire, flood, cyclone, typhoon, lightning, explosion, riot, strike, earthquake risks and other acts of God for such other risks for its full market value as desired by the Bank from time to time and shall endeavour to get the building in which my/our flat is situated insured against fire, flood, cyclone, typhoon, lightning, explosion, riot, strike, earthquake, risks and other acts of God at all times by the Co-operative housing society/apartment owner/association or any other body under whose control the building is vested. I/we shall deliver copies of the insurance policies, cover notes, premium receipts, etc., to the Bank. If I/we fail to effect such insurance the Bank will be at liberty but not obliged to insure the said house/flat against fire, flood, cyclone, typhoon, lightning, explosion, riot, strike, earthquake risks and other acts of God and debit the premium and other charges to any of my/our accounts with the Bank. I/we expressly agree and declare that the Bank shall be entitled to adjust, settle, compromise or refer to arbitration any dispute between the insurance company and the insured arising from or under or in connection with any such policy or policies of insurance and such adjustment, settlement, compromise or any award made on such reference to arbitration shall be valid and binding on me/us. I/we further agree that the Bank shall have a right to receive all moneys payable under any such policy or under any claim made thereunder and to give a valid receipt therefor and that the amount so received shall be credited to my/our loan account and I/we will not be entitled to raise any question that a larger sum might or ought to have been received or to dispute my/our liability for the balance remaining due on such account after such credit.

- p) I/We agree and declare that notwithstanding anything contained herein or in any other security documents the entire amount of the loan or the balances then due shall, if so decided by the Bank, become forthwith due and payable by me/us to the Bank, upon the happening of any of the following events and the Bank shall be entitled to enforce its dues and security.
- i) any instalment of the principal remaining unpaid for a period exceeding one month after the due date for payment thereof has expired;
 - ii) any interest including penal interest remaining unpaid and in arrears for a period of one month after the same has become due whether demanded or not;
 - iii) any breach or default in the performance or observance of any of the covenants contained in these presents and/or the security documents or any other term or condition relating to the term loans;
 - iv) entering into any arrangement or composition with my/our creditors or committing any act of insolvency;
 - v) any execution or distress being enforced or levied against the whole or any part of my/our property;
 - vi) a receiver being appointed in respect of the whole or any part of my/our property;
 - vii) the occurrence of any circumstances which is prejudicial to or impairs, imperils or depreciates or which is likely to prejudice, impair, imperil or depreciate the security given to the Bank ; and
 - viii) the occurrence of any events or circumstances which prejudicially or adversely affect in any manner my/our capacity to repay the amount due under the loan.

On the question whether any of the above event/s has/have happened, the decision of the Bank shall be conclusive and binding on me/us.

Provided always that the Bank may in its discretion refrain from forthwith enforcing its rights under this Agreement in spite of the happening of the contingencies aforesaid and provided further that the failure or delay by the Bank in exercising any right, power or privilege hereunder or under any of the security documents shall not impair/extinguish the same or operate as waiver of the same nor shall any single or partial exercise of any right, power or privilege preclude any further exercise of the same or the exercise of any other right, power or privilege. The rights and remedies herein and in the security documents are cumulative and not exclusive of any rights and remedies provided by the law.

- q) I/We also agree that the Bank shall also be entitled to transfer loan account to any of the branches of the Bank after giving due notice to me/us.
- r) I/We declare and undertake that I/We have not paid/shall not pay any commission to any person/s for furnishing guarantees, counter guarantees or indemnities or for undertaking any other liability with respect to the aforesaid credit facility.
- s) I/We shall abide by the terms and conditions of the sanction of the loan to me/us as mentioned in the arrangement letter/sanction letter which forms part of this agreement and also to the rules for such loans which are now in force and also those which may be altered, revised, amended, added from time to time by the Bank/the Reserve Bank of India/Central Government/State Government.
- The undertakings, authority and agreements herein contained shall be irrevocable so long as I/we continue to be liable to the Bank in the said loan account.
 - I/We hereby further agree that as precondition of the loan/ advance given to me/us by the Bank, that in case of default in repayment of the loan/advances or in the repayment of the interest thereon or any of the agreed instalment of the loan on due date/s, the Bank and/or the Reserve Bank of India will have an unqualified right to disclose or publish my/our name(s), details and photograph(s) as defaulter in such manner and through such medium as the Bank or Reserve Bank of India in their absolute discretion may think fit.
 - I/We further agree that the Bank is at liberty to disclose/share my/our Credit information to/with Information Company formed under the Credit Information Company (Regulation), 2005, as to the loans granted to me/us and the nature of the securities given by me/ us, the guarantees furnished to secure the said loans whether fund based or non-fund based, my/our creditworthiness and any other manner which the RBI may consider necessary for inclusion in the Credit Information to be collected and maintained by Credit Information Companies and the Bank is not liable in any manner to me/us for providing the information as aforesaid to the Information Company.
 - I/We agree that the Bank has absolute right to assign this agreement in favour of any person including securitisation company or reconstruction company under the SARFAESI Act and on such assignment, I/We will be liable to such assignee as if assignee is the Bank/lender and assignee will have all rights against me/us and as well as overall properties either given as security or otherwise to recover all debts/liabilities payable by me/us under this agreement.
 - **Notwithstanding anything contained hereinabove, I/We confirm having agreed that the Bank reserves the absolute right to cancel the limits (either**

fully or partially) unconditionally without prior notice (a) in case the limits/part of the limits are not utilized by us, and/or (b) in case of deterioration in the loan accounts in any manner whatsoever, and/or (c) in case of non-compliance of terms and conditions of sanction.

- I/We declare that I have understood all the terms and conditions for the sanction of this loan and agree to abide by the same and also by the rules and regulations which may be issued by the Bank in future from time to time and in the event of my/our failing to do so, the Bank will have a right to recall the advance without prejudice to the Bank's right to take such appropriate action as the Bank may deem it fit and proper.

Signed and delivered by:

Shri/Smt./Kum.....
(Borrower) (Signature)

Shri/Smt.Kum.....
(Borrower) (Signature)

Signed for and on behalf of
State Bank of India by
Shri/Smt.....
(Dy. General Manager/Asst. General Manager/
Chief Manager/ Branch Manager
.....Branch,
an authorized officer of State Bank of India (Signature)

(To be stamped as an agreement in accordance with Stamp Act in force in the State in which this document is executed. Not to be attested.)

GUARANTEE AGREEMENT

Place :

Date :

The.....
STATE BANK OF INDIA
.....

Dear Sir,

In consideration of the State Bank of India (hereinafter referred to as "the State Bank") having agreed to grant/granted at my/our request *Home Loan Limit /'SBI Maxgain'(on Overdraft basis) of Rs..... (Rupees) by way of loan to Shri/Smt/.Kum.....Son of /wife of/daughter of Shri (Thereinafter referred to as "the Borrower") for purchasing flat/construction of house/flat, addition thereto at

(Detailed particulars of property are to be stated)

*Delete whichever is not applicable

I/We Shri/Smt/Kum.Son of/wife of/daughter of Shri and Shri/Smt/Kum..... son of /wife of/ daughter of Shri residing at hereby guarantee repayment of all money at any time payable by the Borrower to the Bank in respect of the said loan made to the Borrower with interest thereon and the due performance and observance by the Borrower of the terms pertaining to the loan including the Loan Agreement dated..... executed by the Borrower in favour of the State Bank and the terms and conditions contained in the agreement letter dated issued by the State Bank to the borrower (hereinafter called the said agreement) and the payment of all costs and expenses incurred by the Bank in relation thereto and I/we also agree to pay and make good to the Bank on demand all losses, costs, damages and expenses occasion to the Bank by reason of non payment of the said monies, cost and expenses or any part thereof or the breach, non-performance or non-observance of any of the terms under the said agreement as aforesaid, subject to the terms and conditions hereinafter contained:

That my/our liability under this guarantee is co-extensive with that of the Borrower as if I/we were the principal debtor(s) of the Bank and the amount due under this agreement will be recoverable from me/us without any recourse to the Borrower

and it shall not be obligatory on the Bank to call upon the Borrower to pay the amount first or to take any action against the borrower before enforcing the guarantee against me/us nor shall it be necessary for the Bank to join the Borrower in any suit against me/us. I/We further agree that the guarantee given there under is irrevocable and enforceable notwithstanding any dispute or any suit that may be pending between the Bank and the Borrower.

That the guarantee given shall be continuing one.

That on demand being made by the Bank for the payment of any amount under this guarantee the same shall be paid without demur or protest by me/us and the notice for the claim sent to me/us shall be conclusive of the amount due from me/us under the terms of the guarantee.

The Bank shall be at liberty and without the consent or knowledge of me/us at any time or from time to time to grant to the Borrower or any person liable for him any time or indulgence and to determine enlarge or vary the amount of the loans and advances to take or not to take and if taken to vary exchange or take other security or release or part with any securities held or to be held by the Bank for or on account of the loans and advances or any part thereof and to compound or make any other arrangement with the Borrower or any person so liable with or for the Borrower without releasing or discharging and/or in any manner affecting my/our liability under the guarantee.

That the guarantee hereby given is independent and distinct from any security that the Bank has taken or may take in any manner whatsoever whether it be by, way of hypothecation, pledge and/or mortgage and/or any other charge over goods, book debts, movables and other asset and/or any other property movable or immovable and that I/We have not given the guarantee upon any understanding, faith or belief that the Bank has taken and or may hereafter take any or other such security and that notwithstanding the provisions of sections 140 and 141 of the Contract Act, 1872 or any other provision of that Act or any other law, I/We will not claim to be discharged to any extent because of the Bank's failure to take any or other such security or in requiring or obtaining any or other such security or losing, or parting with for any reason whatsoever including reasons attributable to its default and negligence benefit of any other such security or any rights to any or other such security that have been or could have taken and in the event of the Bank so losing or parting with security the guarantor (s) shall be deemed to have consented to acquiesce in the same.

That without prejudice to the effect in any manner whatsoever of the foregoing clause, where the loans and advances are secured or intended to be secured in any manner whatsoever by or over any property movable or immovable whatsoever by way of hypothecation, pledge and/or mortgage of and/or any charge over goods, book debts. Movable and other assets by or under any agreement(s) or letter(s) or otherwise I/We will not be concerned in any manner with any or other such security

that the Bank has taken or proposes to take or may take and that the Bank's failure in requiring or obtaining any or other such security or in the observance or performance of any of the stipulations or terms contained in any agreement (s) if any or letter (s) and the default of the Bank in requiring or endorsing the observance or performance of any of the said stipulations or terms shall not have the effect of releasing me/us from my/our liability and or of prejudicing the Bank's rights or remedies against me/us under the Agreement or otherwise.

That the Bank shall be at liberty to take other securities for the loans and advances or any part thereof and to release or forbear to enforce all or any of its remedies upon or under such securities and any collateral security or securities now held by the Bank and that no such release or forbearance as aforesaid shall have the effect of releasing me/us from my/our liability or of prejudicing the Bank's rights and remedies against me/us under the terms of the guarantee and that I/we shall have no right to the benefit of any other security that may be held by the Bank until the claim of the Bank against the Borrower in respect of the loans and advances and of all the other claims (if any) of the Bank against the Borrower on any other account whatsoever shall have been fully satisfied and then in so far only as such security shall not have been exhausted for the purpose of realising the amount of the said Bank's claims and rateably only with other guarantors or other persons if any entitled to the benefit of such securities respectively.

That notwithstanding anything contained in Section 133 of the Indian Contract Act or in any other provisions of law. I/We will not claim to be discharged to any extent because of the Bank varying any of the terms and conditions whether contained in any agreement (s) or letter (s) and on which the loan has been made to the Borrower and for this purpose and in particular any excess drawings over and above the sanctioned limit of the loans and advances allowed by the Bank at or without the specific request of the Borrower shall not discharge me/us from my/our liability under this guarantee.

I/We hereby agree (s) that notwithstanding any variation made in the terms of the Loan Agreement dated..... Or any other Agreement or letter inter alia including variations in the rate of interest, extending the date of payment of the instalments and on which the loan has been made or any composition made between the bank and the Borrower or any agreement on the part of the Bank to give time to or not to sue the Borrower or the Bank parting with any of the securities given by the Borrower, I/We shall not be released or discharged of his/their obligations under this guarantee provided that in the event of any such variation or composition or agreement the liability of me/us shall not withstanding anything herein contained be deemed to have accrued and I/We shall be deemed to have become liable hereunder on the date or the dates on which the borrower shall become liable to pay the amount/amounts due under the above referred to Agreements as a result of such variation or composition or agreement.

That if the Borrower shall become insolvent, bankrupt or makes any arrangement or composition with creditors the Bank (notwithstanding payment to the Bank by me/us or any other person of the whole or any part of the amount hereby secured)

rank as creditor and may prove against the estate of the Borrower for the full amount of all the Bank's claims against the Borrower or agree to and accept any composition in respect thereof and the Bank may receive and retain the whole of the dividends, compensation or other payments thereof to the exclusion of all my/our rights as guarantor (s) for the Borrower in competition with the Bank until all the Bank's claims are fully satisfied and I/we will not be paying off the amount payable by me/us or any part thereof or otherwise prove or claim against the estate of the Borrower until the whole of the Bank's claims against the Borrower, in respect of all the liabilities whatsoever have been satisfied and the Bank may enforce and recover payment from me/us of the full amount payable by me/us notwithstanding any such proof or composition as aforesaid.

I/We shall not stand discharged by transfer of the loan account of the borrower from one branch to another and such transfer of the account shall not be deemed as a variation of the terms of the contract.

That any notice by way of demand or otherwise may be given by the Bank to me/us sending the same by post and addressed to me/us and the notice shall be deemed to have been given at the time when it will be delivered in the ordinary course of post and it will be sufficient in order to prove service of any such notice and to prove that the envelope containing the same was posted and the certificate signed by any officer duly authorised by the bank in this regard that the envelope was posted, shall constitute such proof.

That I/we herein authorise the Borrower(s) to acknowledge the debt, on his behalf also and any such acknowledgement or payment made by the Borrower(s) in respect of the Loan, shall and shall always be deemed to extend the Limitation as against the guarantor(s) also

I/We agree that the Bank has absolute right to assign this agreement in favour of any person including securitisation company or reconstruction company under the SARFAESI Act and on such assignment, I/We will be liable to such assignee as if assignee is the Bank/lender and the assignee will have all rights against me/us and as well as overall properties either given as security or otherwise to recover all debts/liabilities payable by me/us under the agreement.

That the guarantee herein contained shall not be determined or affected by the death of me/us hereunder but shall in all respects and for all purposes be binding and operative on my/our successor (s) heir (s) and assigns until repayment of all moneys secured by and due to the Bank under the loan granted to the Borrower.

We further agree that I/we shall be jointly and severally liable to the bank for the entire outstanding in respect of the loan and that the Bank shall be at liberty to sue either or any of us in respect of such liability without joining the other or others of us and notwithstanding any degree in any such suit subsequently to sue the others of

us and to proceed to judgement and execution at the option of the Bank until its claim is fully satisfied.

I/We undertake and confirm that I/we have not been given, offered or promised to be given directly or indirectly any gift, consideration, reward, commission, fees, brokerage or any other inducement by the Borrower or by any other person for the execution of this guarantee.

Signed and delivered by the said

Shri..... (Guarantor).....

Shri..... (Guarantor).....and

Shri..... (Guarantor).....

Place:.....

Date:.....

**(SBI Home Loans-Power of Attorney: Draft for Defence Employees and Para
Military Personnel)
(To be stamped in accordance with State Stamp Act)**

POWER OF ATTORNEY

I. TO ALL TO WHOM THESE PRESENTS SHALL COME:-

I, _____ (Name) S/O,
W/O,D/O, _____ (Name) of
_____ (place), Indian inhabitant residing at
_____.

WHEREAS:

A. I, (Name) _____ son/daughter/wife of
_____ am desirous of purchasing a residential property at (place)
_____, in my single name / jointly with Shri./ Smt.
_____ son/ daughter/wife of Shri _____.

B. For purchase of the above mentioned property I have decided to avail loan from State Bank of India (Hereafter referred to as "the Bank").

C. I am a defence employee presently posted at _____ (name of the unit). Due to the demands of my job I am not in a position to be present personally at _____ (place where loan documents are to be executed) for executing various documents necessary for availing loan from the Bank.

D. I am hence, desirous of appointing my father/ mother/ brother/ sister/ son/
daughter/ husband/ wife Shri/ Smt. _____ son of / daughter
of / wife of Shri /Smt. _____ residing at

as my constituted attorney for execution of loan documents stipulated by the Bank.

A. NOW KNOW YE AND THESE PRESENTS SHALL WITNESSETH:-

I, _____ S/O, W/O,D/O,
_____ of _____ (place), Indian

inhabitant residing at (complete address)

do hereby **irrevocably nominate, constitute and appoint** my father/ mother/ wife/
husband/ sister/ brother/ daughter Shri/ Smt.

_____ aged about _____ years **as my**

constituted attorney to do the following acts, deed, matters and things among others

viz:-

To negotiate and purchase any residential property in my name and on my behalf, to execute agreement for sale, deed of transfer, sale deed, or any other documents as may be required by law.

- 2 To lodge the documents so executed with the sub-register of assurances having jurisdiction to receive the same for registration and appear before him.
- 3 To operate the Account(s) in the Bank by depositing the amounts in such Bank Accounts and withdraw the amount either in cash or by Cheques or to sign mandate for debits to my accounts through Standing Instructions, Electronic Clearing System etc. on my behalf.
- 4 To deposit the title deeds in respect of the property purchased or agreed to be purchased with the Bank for creation of charge.
- 5 To execute necessary document for creation of any type of mortgage, power of attorney, declaration and all other documents required by the Bank for creation of valid mortgage. If required by the Bank, to lodge the said mortgage documents or other loan documents with the sub-registrar of Assurances having jurisdiction to receive such documents for registration, appear before such sub-registrar.
- 6 To execute Promissory Note, agreement(s) for availing Home Loans from State Bank Of India, or any other documents as required by the bank.
- 7 To pay all taxes rents, charges, dues, expenses and all other payments and outgoings whatsoever due and payable or which may become due and payable by me in any account in connection with the said property or and part thereof.
- 8 To repay interest amount and installments as stipulated by the Bank.
- 9 To secure my liability for repayment of all the amounts payable by me under or in respect of the said loan availed by me from the Bank.
- 10 To employ experts, professional such as solicitors, advocates, barristers, pleaders, accountants, persons, agents, assistants, clerks, servants and workers for managements, administration, recovery and protection of the said property or

appoint other or others in place of them and pay to the persons so employed such remuneration honorarium, wages and fees as the said attorney may think fit.

- 11 To adjust, settle, compromise or submit to arbitration any claim and demands whatsoever which now are or hereafter may be pending between me and any person or persons whatsoever in such matters in all respect as the said attorney may think fit or to compound and accept part in lieu of and in satisfaction for the whole or to compromise any debt or sums or money now or hereinafter owing or payable to me/ us and any other claims or demand which in whatever capacity have against any person or persons upon such terms as the said attorney may deem proper.
- 12 To exercise all powers, rights, duties, functions, privileges, benefits and to do other acts of any nature whatsoever which I may be required to exercise or to do in respect of the said property or any part thereof herein mentioned or otherwise howsoever.
- 13 To commence and prosecute any action, suits or other proceedings at law against any person or persons in respect of any of the matters or things herein contained and to appear and defend action suits or other proceedings commenced against me or whereunto I may be a party and also if the said attorney may think fit or to compromise, refer to arbitration, submit to judgment, discontinue or become non-suited in any such action or proceedings as aforesaid.
- 14 To accept notices or services of Writ of Summons or other legal processes that may be served upon me and to appear and represent me in any court of justice and before magistrates of judicial or quasi judicial or other officers, whatsoever as the said attorney may think proper.
- 15 To declare and affirm all complaints, written statements, applications, petitions, affidavits and other necessary documents in my name and on my behalf and to appear before any Judge, Magistrate, proceedings or any other inquiry relating to any of the matters herein mentioned. To sign letter of authority of Vakalatnama and engage Advocates, Solicitors and pleaders to appear in Courts.
- 16 To get the documents executed by me or to be executed in respect of the said property adjudicated and/ or to pay the proper stamp duty on the documents already executed by me including penalty, if any.
- 17 If required sign all application form and documents and apply for and obtain certificate as required under section 230A of the Income Tax Act, 1961.
- 18 **AND GENERALLY to sign** all letters, correspondences, documents and to execute and perform any other acts deeds, matters or things whatsoever which ought to be executed or performed or which in the opinion of the said attorney ought to be done executed or performed.
- 19 AND I DO HEREBY DECLARE that the said attorney shall have full powers and absolute authority to act in the matter and property aforesaid as fully and effectually as I would have acted myself. And I do hereby declare that I will be bound by and responsible for all the actions of Shri/ Smt/Miss (Name of the constituted attorney) _____ under this Power of Attorney.
- 20 AND I DO HEREBY, AGREE AND UNDERTAKE to ratify the acts, deeds, matters and things done by the said attorney(s) under this Power of Attorney.

IN WITNESS WHEREOF I have subscribed my signature on this Power of Attorney on the _____(date) of _____(month) _____(year) at _____(place)

SIGNED AND DELIVERED by the

Within named

"Donor/Executant" _____

_____ in the presence of

Before me

Identified by me

SIGNED AND DELIVERED by the within named

"Donee" _____ in the presence of _____ identified by me.

Arrangement Letter – SBI Home Loan

STATE BANK OF INDIA

To

.....BRANCH

Shri/Smt./Kum.

.....

1).....

2).....

Reference No.

Date:

Dear Sir/Madam,

SBI Home Loan

HOME LOAN: Rs. _____

We are pleased to advise that on the basis of documents submitted by you and the information furnished by you in your application for Home Loan dated, we have decided to sanction a Home Loan limit of Rs..... (Rupees.....only) to you, as per the undernoted break-up

–

(i) Home Loan - Rs. _____

(ii) Funding of Home Loan Insurance Cover
(If requested) Rs. _____

Total - Rs.

on the following terms and conditions- Exercise of option provided in paragraph 13 is mandatory.

2. Purpose:

(i) The loan is sanctioned to you for the purpose of purchase / construction / extension / repairs / renovation of new/second-hand residential house / flat / plot of land / purchase of consumer durables / furnishings / takeover of Home Loan (hereinafter referred to as the 'project') as described below -

.....

(ii) Premium of Home Loan Insurance cover (If requested) - Rs. _____

3. **Margin:** % of the total cost of the project.

4. **Interest:** Interest will be charged and applied at the rate mentioned below *on daily outstanding debit balance in your account at monthly rests*: –

4A. Floating Rate of Interest : - (Delete whichever is not applicable) Interest on the loan will be charged at% p.a. above Base Rate which is currently% p.a. (the current effective rate being% p.a.) with monthly rests.

The rate of interest is subject to revision from time to time due to (i) changes in Base Rate or (ii) revision even without change in Base Rate and you shall be deemed to have notice of changes in the rate of interest whenever the changes in Base Rate or increase in interest rates where there is no change in Base Rate are either displayed on the Notice Board of the Branch or published in news papers or made through entries of the interest rate charged in the passbook/statement of account furnished to you and you are liable to pay such revised rate of interest. The Bank has the option to reduce or increase the EMI or extend the repayment period or both consequent upon revision in interest rate. In the event of a default in payment or any irregularity in the account, the Bank reserves the right to levy a higher rate of interest as it deems fit.

4B. Fixed Rate of Interest :- (Delete whichever is not applicable)

Interest on the loan will be charged at% p.a. on daily reducing balance at monthly rests, subject to interest rate reset at the end of every two years on the basis of fixed interest rates prevailing then. Fixed interest rate is also subject to force-majeure clause.

SBI may at its discretion stipulate the periodicity of computation of interest. In the event of major volatility in interest rate or the fixed rates falling below the Base Rate stipulated by the Bank from time to time or for any other reason, whatsoever during the period of this agreement, the Bank may at its sole discretion alter the rate of interest suitably and prospectively even prior to the end of reset period mentioned above from the date on which interest was last reset. Thenceforth the rate of interest

varied as aforesaid shall be applicable to the Loan. Bank shall be the sole judge to determine whether such conditions exist or not. If the Borrower is not agreeable to the revised interest rate so fixed, the Borrower shall request SBI, within 15 days of receipt of the notice intimating change in interest rates from SBI, to terminate the loan and the Borrower shall repay the Loan and any other amount due to SBI in full and final settlement in accordance with the provisions of the Agreement relating to pre-closure.

Concession for maintaining salary account* - Concession of ___% p.a. is included in the above mentioned interest rate on account of maintenance of your salary account with our Bank. This will be referred as Salary Account concession in this document.

Customer's obligation for continuation of Salary Account concession - In the circumstances like change of job etc., where in salary is not credited by your employer to your account maintained with us, you would be required to issue Standing Instructions to the salary account servicing bank to transfer entire salary credit to your account maintained with us for continuation of Salary Account concession mentioned above. For the limited purpose of continuation of concessions in interest rates, your account with us under this arrangement will be reckoned as pseudo-salary account

Withdrawal of Salary Account Concession – In the event of discontinuation of salary account/pseudo-salary account with us, the Bank shall have the right to withdraw the Salary Account concession mentioned above, and the interest rate shall be revised accordingly.*(Strike Off, if not applicable)

The Bank shall be entitled to charge at its own discretion such enhanced rate of interest on the loan account(s) either on the entire outstanding or on a portion thereof as it may fix for any irregularity including non-observance or non-compliance of the terms and conditions of the advances or any change in the credit rating of the borrower, for such period as the Bank deems it fit and necessary and charging of such enhanced rate of interest shall be without prejudice to the Bank's other rights and remedies.

Any concession in interest rate would be applicable for two months from the date of sanction or till the currency of the specific campaign, whichever is earlier.

5. Repayment:

The loan is to be repaid in equated monthly installment of Rs_____/- commencing from (Date). Your liability to the Bank will be extinguished only when the outstanding in the loan account becomes nil, on payment of residual amount, if any."

6. Interest rate in case of default - For Home Loans above Rs.25000/- , if the irregularity exceeds EMI or Installment amount, for a period of one month, then penal interest should be recovered @ 2% p.a. (over and above the applicable interest rate) on the overdue amount for the period of default, for any reason, including a bounced cheque. Besides the Bank shall also charge a penalty, the rate of which shall be at the discretion of the Bank , for every bounced cheque for any reason whatsoever in addition to the enhanced rate of interest as applicable (present rate – Rs.250/- for every bounced cheque).

7. Pre-closure / Pre-Payment Charges- NIL

8. Security:

The loan will be secured by:

a) Equitable / Registered mortgage/extension of mortgage of the land and building/flat situated at _____for which the loan has been sanctioned, valued at Rs._____belonging to Shri/Smt./Kum._____}S/o / W/o / D/o _____ {Borrower(s)} in favour of the Bank.

b) Equitable / Registered mortgage/extension of mortgage of the land and building/flat situated at _____ valued at Rs._____ belonging to Shri/Smt./Kum._____S/o / W/o / D/o

(Guarantor) _____ and
Shri/Smt./Kum. _____ S/o / W/o / D/o (Guarantor)
_____ in favour of the Bank.

c) Third Party Guarantee of

.....

d)

.....

9. Utilisation of the loan:

The amount of the loan shall be utilized strictly for the purpose detailed in your application and in the manner prescribed. The construction of the house/flat or the modification/extension proposed by you in the existing house/flat should be strictly according to the plan approved by the Local Authorities/Town Planning and Development authorities. Any modification desired in the scheme as originally approved, can be undertaken only after express sanction for it has been obtained in writing from the Bank.

10. Insurance:

The house/flat shall be insured comprehensively for the market value covering fire, flood, etc. in the joint names of the Bank and the borrower. Cost of the same shall be borne by you.

11. Inspection:

The Bank will have the right to inspect, at all reasonable times, your property by an officer of the Bank or a qualified auditor or a technical expert as decided by the Bank and the cost thereof shall be borne by you.

12. Legal expenses etc.:

All legal and other expenses, like solicitor's and lawyer's fees, valuer's fees, insurance premia, stamp duty, registration charges and other incidental expenses incurred in connection with the loan shall be borne by you. Periodic reassessment, if

any, of the value of the property funded through this loan for the purpose of regulatory compliances shall be done at your cost.

13. Pre-EMI interest:

A. Capitalization of pre-EMI interest*

The *loan amount will be fixed suitably taking into account the approximate pre-EMI interest during the moratorium period, duly compounded at the applicable interest rate* (worked out on the presumption that the loan is disbursed in lumpsum on the date of first disbursement). The computation of the total loan amount (i.e. actual loan plus pre-EMI interest) will be subject to fulfillment of income criteria eligibility and also subject to the extant instructions regarding Equated Monthly Instalment/Net Monthly Income. Please execute check-off authority with your employer/ tender post-dated cheques towards the EMIs of the loan amount. After completion of the moratorium period, you will have an option to request to reset EMI based on the actual outstanding in the loan account after final disbursement, subject to submission of revised check-off authority or tendering post dated cheques towards the EMIs so arrived at.

B. Servicing of pre-EMI interest*

Please tender post dated cheques drawn at monthly intervals / ECS mandates for servicing of the amount of pre-EMI interest applied per month during the moratorium period.

(* score off whichever is not applicable)

14. Disbursement:

The loan will be disbursed only on the following conditions:

a) Title of the property proposed to be mortgaged is clear, absolute, unencumbered and marketable to the satisfaction of the Bank's solicitor/Advocate and a valid mortgage (equitable or registered if equitable mortgage is not possible) has been created in favour of the Bank.

b) All the security documents prescribed below have been executed by you/ co-applicant (s)/ guarantor(s) –

(i) Loan agreement

(ii) Affidavit

(iii)

(iv)

c) The loan will be disbursed as under: (applicable where loans for construction is desired or purchase is through payment in installments)

	Stage	Amount (Rs.)
i)		
ii)		
iii)		

d) You will have to bring in proportionate margin at each stage of disbursement.

Disbursement will be made in favour of the seller/builder from whom you are buying the property funded through this loan/in favour of the Financial Institution from where your loan is being taken over.

15. The Bank reserves the right to collect any tax if levied by the State/Central Government and/or other statutory authorities in respect of this transaction.

16. The Bank reserves the absolute right to cancel the limits (either fully or partially) unconditionally without prior notice (a) in case the limits/part of the limits are not utilized by you, and/or (b) in case of deterioration in the loan accounts in any manner whatsoever, and/or (c) in case of non-compliance of terms and conditions of sanction.

17. The sanction of loan will be valid for six months from the date of this letter. If no amount is disbursed during the validity period, you will be required to seek fresh sanction. 50% of the applicable processing fee would be payable for each fresh sanction. However, interest rate will be subject to change from time to time during the intervening period and depending on change in Base Rate the effective rate may vary.

18. The Bank shall have the authority to disclose/share your Credit information to/with Information Company formed under the Credit Information Company (Regulation), 2005, as to the loans granted to you and the nature of the securities given by you, the guarantees furnished to secure the said loans whether fund based or non-fund based, your creditworthiness and any other information which the RBI

may consider necessary for inclusion in the Credit Information to be collected and maintained by Credit Information Companies, and the Bank shall not be liable in any manner to you for providing the information as aforesaid to the Information Company.

19. Please arrange to submit duly signed copy of this letter as a token of acceptance of the arrangement within ____ days from the date of this letter.

Yours faithfully,

Asst. General Manager/Chief Manager/Branch Manager

Received the original. I/We, undersigned agree to the terms and conditions as set out in this letter. I/We wish to avail* / do not wish to avail* loan for funding of premium of Home Loan Insurance cover. (*strike off whichever is not applicable).

Borrower(s)

Date & Place

Terms and conditions of the loan are accepted by me/us as a guarantor(s).

Guarantor(s)

Date & Place

Annexure / HL-J
(Covering letter for the Affidavit)

The Branch Manager,
State bank of India,
_____ Branch,

Dear Sir,

Affidavit of Declaration and Indemnity

Please find enclosed an affidavit in respect of the Home Loan of Rs. _____/-
availed by me/us.

Signature(s)of Borrower(s)

Place : _____

Date : _____

(To be stamped as an Affidavit & Indemnity as per applicable State Stamp Act)

AFFIDAVIT

I/We, (1) (name and detailed address of the borrower)

(2) (name and detailed address of the borrower)

(3) (name and detailed address of the borrower)

the borrower(s) hereby make an oath and state as follows:

- I/We have availed Home Loan / finance of Rs._____ from State Bank of India (herein after referred to as 'the Bank') for purchase/construction of house/tenement/flat which is more particularly described in Schedule I hereunder written (hereinafter referred to as the scheduled property), and hereby declare that I/we have not availed any other loan for acquiring the scheduled property.
- I/We declare that the scheduled property is not located in an unauthorized colony.
- I/We declare that the scheduled property is meant for residential use and that it will not be used for commercial purposes.
- Copy of the related construction plan sanctioned by the competent authority, namely _____ (name of the sanctioning authority) under reference No. _____ dated _____ is enclosed with this affidavit.
- (Retain one from A and B below depending on the purpose of Home Loan)

A. (In case of Home Loan for building construction)

I/ We hereby undertake that I /We shall not violate the sanctioned construction plan and that the construction will be strictly as per the sanctioned plan (enclosed). It shall be my /our sole responsibility to obtain

completion certificate from the competent authority within 3 months of completion of construction and produce the same for verification by the Bank, failing which the Bank shall have the power and authority to recall the entire loan with interest, costs and other usual Bank charges.

or

B. (In case of Home Loan for constructed property /built up property)

I / We declare that the scheduled property has been constructed / built up as per the sanctioned plan and/or building bye-laws, and completion certificate under reference No. _____ dated _____ issued by _____, the competent authority is enclosed with this affidavit.

- I / We hereby undertake to allow an Architect/Engineer appointed by the Bank to inspect the construction at various stages including the completion stage to ascertain conformity of construction with the sanctioned plan and confirm issuance of Completion Certificate by the Competent Authority.
- I/We have full, absolute and unhindered right, title interest to and over the scheduled property and nobody else has any right, title or interest in the scheduled property.
- As a security for the advance/finance availed by me/us, I/We have delivered to the Bank the title deeds more particularly described in Schedule II hereunder written in respect of the scheduled property with an intention to create mortgage of the scheduled property on _____ (date). I/we hereby declare that the documents of title delivered by me/us to the Bank are original title deeds and there are no other documents of title as to date in my/our possession or at my/our command.
- That neither I/We nor any of my/our successors, administrators, assignee(s) and/or the legal heirs / representatives, nominees of the parties hereto do not have or shall not have any right to object

to and/or challenge the charge created by me/us on _____ over the scheduled property in favour of the Bank.

- I/we hereby declare that there are no subsisting charges/encumbrances on the scheduled property and I/we have not done any act which would affect our title to the scheduled property or the security created by me/us in favour of the Bank.
- I/we hereby declare that the scheduled property is not subject to any attachment orders on account of taxes, inter alia, including income tax/sales tax/property tax/service tax or any other levy, penalty of any nature whatsoever.
- That I/We declare that pursuant to the execution of the agreement of sale dated _____ in my/our favour, the sole and exclusive right, title and interest and the right to use and occupy the scheduled property stands vested in me/us and I/We hereby indemnify the Bank against any doubt and/or encumbrance in respect of my/our title over the said scheduled property and shall keep indemnified the Bank and/or anybody claiming through it against any claims, demands, actions, proceedings, losses, damages, recoveries, judgements, charges, lien, encumbrance (by way of sale, exchange, mortgage, gift, trust, possession, easement, lease, lien or lis-pendence or attachment either before or after judgement or other encumbrances etc.) that may or may not be reflected in the records of the competent Sub-Registrar of Assurances and expenses, and third party claims/proceedings, Notices, Injunctions from any Courts of Law restraining the Bank from enjoying the quiet, vacant and peaceful possession of the said scheduled property and keep the Bank indemnified against any act, deed by person(s) whomsoever by which the Bank may incur damages or suffer on account of any claim being made and established by any person or persons found interested in the said scheduled property hereunder

written or any part thereof including proportionate / or partial interest in the said scheduled property.

- I/We undertake to deposit and keep deposited with the Bank such sum of money as payable towards the loan instalments or approved securities including the Membership / Share Certificate when issued and any other title deeds of the said scheduled property which may come in my/our possession, (including the title deeds detailed in Schedule-II hereunder written) with the Bank for due fulfilment and discharge of my/our obligations towards the Bank in respect of or in connection with finance availed by me/us.
- I/We authorize the Bank to take such steps to secure its dues which remain payable and outstanding from the me/us in the event of default, at any time and from time to time as it may deem necessary in its discretion including to protect/or to dispose off and sell the said scheduled property.
- I/We hereby undertake not to hold the Bank responsible or liable for any loss or damage which I/We may suffer as a result of any act of omission and/or commission amounting to negligence or default on the part of the said Builder/Society or the previous owner of the said scheduled property.
- I/we are aware that the Bank has believed on the declarations made by us in this affidavit and on the basis of the declarations made by me/us, has agreed to grant finance for acquisition of the scheduled property. I/we am/are aware that appropriate civil/criminal proceedings can be initiated against me/us if it turns out that the declarations/representations made by me/us hereinabove turn out to be incorrect, false or misleading.

SCHEDULE I

[See Para (a)]

(Detailed description of the property for which loan is granted)

SCHEDULE II

[See Para (h)]

(Description of Title Deeds)

II.

III.

IV.

Place:

Signature

Date:

(1)

(2)

(3)

VERIFICATION

I/we, (1) (name and detailed address of the borrower)

(2) (name and detailed address of the borrower)

(3) (name and detailed address of the borrower)

the borrower(s) solemnly verify that the contents of the above paragraphs are true to my/our knowledge.

Signed and verified at _____ (place) on _____ day of _____.

Place:

Signature

Date:

(1)

(2)

(3)

PRE-SANCTION INSPECTION SHEET (Old)

Sl. No	Particulars	Observations of Asst. Manager (Adv.)
1.	Name of the applicant	
2.	Home Loan amount	Rs.
3.	Visit to Residence of the applicant	
	a. Proof of identification and whether property identified?	
	b. Proof of residence and whether it tallies with the actual residential address?	
	c. Residential telephone number	
	d. Mobile Number, if any	
	e. Educational Qualifications	
	f. Designation, name of the company, experience (for salaried applicants)	
	g. Name of the unit, constitution, line of activity, date of setting up of business (for self employed/businessmen/industrialists)	
	h. Name of the firm(if any), line of activity, date of establishment (for professionals)	
	i. Current residence	Owned/company provided/rented If rented, monthly rentals : Rs.
	J. Credit card details, if any	Name of the card issuer Credit card number
	k. Educational qualifications of spouse	
	L. Education qualifications of major children who stay with the applicant	
	M. Employment details of spouse, if employed i.e. designation, organization, experience and salary drawn (approx.)	
	O. Employment details of children, if employed i.e. designation, organization, experience and salary drawn (approx.) and whether they stay with the borrower	
	P. Number of school going children	
	Q. Number of dependant relatives staying with the applicant	
	R. Whether he owns a car and/or two-wheeler in his/spouse's name. If so, model and regn. number of the car and	

		name of the financiers, if any	
	S	Feedback based on discreet enquiries about credentials/ antecedents of the applicant made with the neighbour (s) and his/her name	
	T	Feedback from the applicant's bankers*(if deemed necessary)	
4.		Visit to the residence of guarantor	Date of visit : Information as per 3 (g) to (h) should be gathered
5		Visit to the office/work place of the borrower	Date of visit :
	a.	<u>For salaried applicants</u> Name of the organization, its constitution, how long the applicant employed in the organization, contact number and the present assignment	
	b.	Feedback from the salary disbursing authority/head of institution on the antecedents/credentials of the applicant and name of the authority	
	c.	Feedback from a few colleagues(where deemed necessary)	
	d.	<u>For professionals/Self employed/businessmen/industrialists</u> Name of the firm(if any), constitution, line of activity, address, phone number	
	e.	Pattern of ownership and share (to be verified with the records)	
	f.	Whether the premises are owned or rented.	
	f.	Feedback on antecedents and credentials	
		From a few firms in the neighbourhood and their name(s)	
		From another firm engaged in the same line of activity at the centre and their name(s)	
		From the Industry Bodies, if deemed necessary and name/designation of the person contacted	
		From their present bankers (to be cross checked with the opinion report furnished by them)	
6.		Builder, if any	
	a.	Feedback on the	

		credentials/antecedents of the Builder from a few reputed builders in the area and name/designation of the person contacted	
	B	From the Industry Body and name/designation of the person contacted	
	C	From the office bearers of the Society/Apartment Owners Association and name/designation of the person contacted	
	c.	From a few resident(s) of existing projects promoted by the Builder regarding quality of construction, timely completion and conveyance of ownership title, information on litigation/disputes	
6		Visit to the property (should be made independently and with a surprise element)	
	a.	Whether the property could be located based on the title documents	
	B	Land marks for identification of the property	
	c.	Comments on accessibility /approachability	All modes of transport/Car/two-wheeler only/ narrow walking path/no access
	d.	Comments on the locality	Posh/upper middle class/middle class/lower middle class/slum area
	e.	Comments on the area	Residential/commercial/industrial /underdeveloped/trouble prone
	f.	Feedback from the neighbours about the ownership of property, information on any disputes/pending litigation on the property and name of the person contacted	
	g.	Condition of the house i.e. whether it is kept in good and tenantable condition	
	h.	a)Whether the property is rented out b) if so, for how long it is rented out, c)name of the tenant d) and monthly rentals	

Place:
Date

(Signature)
Asst. Manager/Dy. Manager (Adv.)

PRE-SANCTION INSPECTION SHEET (Revised)

SI. NO.	Particulars	Observations of Asst. Manager/ Deputy Manager (Adv.)
1.	Name of the applicant	
2.	Home Loan amount	
3.	Name of the Builder (In case of Home loan for purchase of new flat/ flat under construction)	
4.	Is the Builder on the Bank's approved panel?	Yes/No
		If Yes Reference No. / Particulars of empanelment :
Following portion (5 a to d) to be completed only in those cases where the builder is not on the Bank's approved panel.		
5.	Feedback on the credentials/ antecedents of the Builder	
	a.	From a few reputed builders in the area and name/designation of the person contacted
	b	From the Industry body and name/designation of the person contacted
	c	From the officer bearer of the Society/ Apartment Owners Association and name/ designation of the person contacted.
	d.	From a few resident(s) of existing projects promoted by the Builder regarding quality of construction, timely completion and conveyance of ownership title, information on litigation/ disputes.
6.	Visit to the property (should be made independently and with a surprise element)	
	a	Whether the property could be located based on the title documents
	b	Land marks for identification of the property

	c	Comments on accessibility / approachability	All modes of transport/car/ two-wheeler only/ narrow walking path/ no access
	d.	Comments on the locality	Posh/ upper middle class/ middle class/ lower middle class/ slum area
	e.	Comments on the area	Residential/ commercial/ industrial/ underdeveloped/ trouble prone
	f.	Feedback from the neighbours about the ownership of property, information on any disputes/ pending litigation on the property and name of the person contacted.	
	g	Condition of the house i.e. whether it is kept in good and tenatable condition.	
	h	a) whether the property is rented out. b) if so, for how long it is rented out, c) name of the tenant. d) and monthly rentals.	

(Signature)
Asst. Manager/Dy. Manager(Adv)

Place:
Date:



STATE BANK OF INDIA
BRANCH:

Telephone No.:

Fax No. :

E mail ID :

No.

Date :

Mr./Mrs./Ms _____

_____ Pin Code No.

Phone No /Mobile No.

E mail ID

Dear Sir/ Madam,

'SBI-HOME LOAN' -IN PRINCIPLE APPROVAL

We thank you for your enquiry visit to _____ (name of the property fair/promotional campaign) to avail a Home Loan. We are in principle, agreeable to grant a Home Loan as under, subject to your fulfilling eligibility and other norms governing 'SBI Home Loans'.

Loan sought: Rs. _____ (Rupees.....only)
(eligible loan amount will be arrived after detailed assessment after submission of the required documents)

Repayment period :.....years

Processing fee : Rs. _____ (Rupees
)

Rate of Interest*

Floating Rate% below our card rate for floating rate loans applicable on the date of sanction of loan (effective rate as on date%)
Fixed Rate **% below our card rate for fixed rate loans applicable on the date of sanction of loan (effective rate as on date%)

(*The rates quoted above will be valid only if the loan is sanctioned and at least a partial disbursement of the loan is made within a period of 30 days from the date of issue of this " In Principle" approval)

(Fixed interest rate will be subject to 'force majeure' clause authorizing the Bank to change the rates in case of major volatility in interest rates at the sole discretion of the Bank and also subject to interest rate reset at the end of every_____ years on the basis of fixed interest rates prevailing then.)**

Special conditions:

The sanction of the loan will be subject to:

1. verification of original documents in respect of proof of identity /residence/income and property
2. legal and technical clearance and the rules of the Bank governing Home Loans , as applicable from time to time
3. Creation of valid equitable mortgage over the land /house/flat

If the offer is acceptable to you, please sign and return copy of this letter as a token of your acceptance. Kindly contact our Branch/Marketing Executives of our Home Loan Sales Team (HLST) at the earliest (contact details overleaf) in order to complete the required formalities including pre-sanction inspection. This letter along with documents as per checklist given overleaf should be submitted to the Branch/HLST for processing the loan application.

Yours faithfully,

Annual

Branch/Chief/Asst.General Manager

Terms and conditions accepted. I declare that my Net Monthly Income/Net

Income is Rs.

Applicant(s)

.....
.....

(Name & Address of the Financial Agency)

Dear Sir,

HOME LOAN ACCOUNT NO.
IN THE NAME OF SHRI

**This has reference to the loan of Rs..... (Rupees)
availed of by me/us for construction/purchase/ extension/renovation/repairs
(delete whichever is not applicable) on property situated at Please
confirm the total outstanding amount due and payable by me/us to you in the
above account as on (prospective month & date).**

Your dues under the above loan would be repaid by the State Bank of India,
.....branch and upon payment of which, I/we authorise you to
deliver all the title deeds deposited with you by way of mortgage by deposit of the
title deeds as specifically stated in Schedule 'A' hereunder together with all other
securities furnished by me/us which are specifically stated in Schedule 'B' hereunder
(delete if not applicable) to you at the time of availing the captioned loan, to the
authorised representative of State Bank of India, branch. You are
requested to hand over any other documents/title deeds held by you on my/our
behalf to the said representative of State Bank of India.

I/We also authorise you to disclose information with regard to the above loan to
State Bank of India, as may be desired by them. A statement of the loan account may
also be furnished to them.

Please note that on receipt of such payment, all charges including the mortgage
created in your favour would be deemed to have been redeemed and/or discharged.

Thanking you,

Yours faithfully,

(.....)

Schedule – 'A'

Schedule – 'B'

.....
.....
(Name and address of the Bank/SBI)

No.

Dated

Dear Sir,

Sub : (Details particulars should be given)

I/We am/are enclosing the copies of the letters addressed to (financial agency) & the confirmation letter dated received from them.

I/We request you to repay my/our outstanding dues for an amount of Rs..... (Rupees) due and payable by me/us to the(FA) as on by disbursing from the loan amount sanctioned to me/us for the above Home Loan account. I/We authorise you and your representative to obtain delivery of all the title deeds and other security documents (if not applicable please delete) from the (financial agency) as stated in the letter datedwritten to (financial agency).

Yours faithfully,

Address :

Encl. : As stated

II

III _____

.....
.....

(Name and address of the F.A.)

No. Dated.....
HOUSING FINANCE
MR./MRS./MS./.....
HOME LOAN ACCOUNT NO.....
WITH YOUR INSTITUTION

We forward herewith a copy of letter dated addressed to you by Mr./Mrs./Ms..... advising you to deliver the title deeds of the property mortgaged to you and detailed therein, together with all other securities as stated therein, in connection with the captioned loan account, to State Bank of India branch, upon receipt of the outstanding dues on the captioned account.

- a) Enclosed is our Bankers cheque for Rs..... drawn in your favour being the outstanding dues of your Institution as on in respect of the captioned loan account in full and final satisfaction thereof.
- b) Please note that this amount of Rs..... is to be specifically appropriated towards liquidation of dues in the captioned Home Loan account of Mr./Mrs./Ms..... It should not be appropriated by you towards or set off against any other debt or liability due or owing to you by Mr./Mrs./Ms..... (name of the borrower).
- c) It may also please be noted that our Bank has right to call back the amount if you fail to deliver the original title deeds and the securities as stated above to Shri an official in SBIBranch, who has been authorised to receive the said documents/title deeds/securities.
- d) Signature of Shri hereunder is attested.

Yours faithfully,
Signature of Shri.....

.....
(attested by Branch Manager)

Encl. – 1. Letter Copy
2. Bankers Cheque.

UNSTAMPED LETTER OF UNDERTAKING TO BE SUBMITTED BY PROSPECTIVE BORROWER(S) IN CASE OF TAKEOVER OF HOME LOAN

To:
State Bank of India

Date:.....

Dear Sir,

REQUEST FOR TAKE OVER OF HOME LOAN
HOME LOAN ACCOUNT NO.....
NAME OF THE PRESENT LENDER:.....

Please refer to my /our Home Loan application dated where in I/we have requested your Bank to Takeover my/our Home Loan Account No..... with(Name of the present lender) by repaying my/our outstanding dues in the said Home Loan Account. As State Bank of India is processing my/our request, I/we declare, undertake and agree as follows:-

- (i) That I/we undertake to abide by the Terms and Conditions governing the Home Loan Scheme of State Bank of India.
- (ii) I/We declare that I/we have serviced interest and/or principal of the existing Home Loan Account regularly as per the terms of sanction.
- (iii) I/We declare that I/we have created a valid charge/mortgage in favour of (.....Name of the present lender) on the residential unit proposed to be financed by State Bank of India by way of Takeover and the details of the said residential unit is as described below in this undertaking letter. This apart, I/we hereby confirm that I/we have not created any other charge/mortgage on the same residential unit to any Bank, Financial Institution or Individual. I confirm that the only charge/ mortgage on the above residential unit is charge/ mortgage in favour

of.....(Name of the present lender) for an amount ofavailed by way of Home Loan.

- (iv) I/We irrevocably undertake that after the outstandings in my/our above mentioned Home Loan is fully repaid by the State Bank of India, I/We shall take every necessary initiative to ensure that the original Title deeds and other documents are collected from.....(Name of the present lender) as early as possible and in any case not later than 30 days from the date of disbursement of loan by State Bank of India for closure of the above mentioned Home Loan Account. I/We also indemnify State Bank of India for any losses that may arise due to their acceding to my/our request in Taking over the aforesaid Home Loan Account.
- (v) I/We also irrevocably undertake that I/we shall create a valid charge/mortgage in favour of State Bank of India as Security for the Loan taken over, immediately on collection of original Title deeds and other related documents from(Name of the present lender) in respect of the residential property, the details of which are shown herein below:-

DESCRIPTION/ADDRESS OF THE PROPERTY

Yours faithfully,

1.....
Borrower

2.....
Borrower

3.....
Borrower

Annexure 'A'

Draft Tripartite Agreement*

(* The Circle may make further amendment in the undernoted format which should be vetted by the Circle Law Department and approved by the Circle CGM)

This agreement is executed on this day of Two thousand between

Shri/Smt/Ms.....son of/wife of/daughter of
Shri..... resident ofand
Shri/Smt/Ms.....son of/wife of/daughter of
Shri.....resident of..... and
Shri/Smt/Ms.....son of/wife of/daughter of
Shri.....resident of.....
hereinafter referred to as the 'Borrower (s)', which term shall unless repugnant to the context shall mean and include his/her heirs, representatives, successors, executors, attorneys, administrators and assigns, of the party at the 'First Part'.

AND

M/s..... (Name of the Builder/Developers), a proprietorship firm/partnership firm/company incorporated under the provisions of the Companies Act 1956, having its registered office at.....
(Address of Builder/Developer), hereinafter referred to as the 'Builder/Developer', which term shall unless repugnant to the context shall mean and include its representatives, successors, administrators and assigns, of the party at the 'Second Part'.

AND

State Bank of India, a body corporate, constituted under the State Bank of India Act 1955, having amongst others one of its Branch Office at..... (Name and address of Branch), hereinafter referred as the 'SBI', which term shall unless repugnant to the context shall mean and include its representatives, successors, administrators and assigns, of the party at the 'Third Part'.

Whereas, the 'Builder/Developer' is the absolute owner and in peaceful possession of the residential property bearing no..... situated at and whereas.....
(Name of the development authority) has sanctioned building plan vide..... to construct a residential apartment on the said property. Whereas 'Builder' has taken up construction of residential apartment known as on the said property.

OR

Whereas, the 'Builder/Developer' has been allotted the Plot No. situated at by the.....(Name of Development Authority)

hereinafter referred to as the 'Authority', for the construction of (Number) residential units/apartments. The Party at the Second Part has already received the possession of the above-said plot. The building plans have already been approved by the..... (Name of the building plans sanctioning authority) vide..... Whereas 'Builder' has taken up construction of residential apartment known as on the said property and whereas the Party at the Second Part has already paid the entire consideration amount and the Sale Deed/Lease Deed/Conveyance Deed has already been executed in its favour and the title of the Party at the Second Part is clear and marketable.

OR

Whereas, the builder/developer has been granted Power of Attorney registered as document No.....at the Sub-Registrar Office.....by....., the owner of the land/plot bearing Survey No.....situated at.....and whereby, the builder/developer is authorized to develop the property and sell the undivided share in the land to the prospective purchasers. The builder has also been further authorized to execute agreement for sale, receive sale consideration and execute sale deed in favour of the purchasers. Having received possession of the property from the owner, the builder has taken up construction of the apartment in the land and obtained sanctioned building plan vide..... from the competent authority. The builder has executed a construction agreement dated..... with the borrower for construction of apartment on the land.

[Strike-out the clause whichever is not applicable]

Whereas, the Party at the Second Part shall complete the construction of the flats latest by..... (Date) and is booking the sale of the unit/apartment. The proposed buyer has to make the payment of the Sale Consideration and other charges, if any, by (Date) and on the payment of the entire consideration, the Party at the Second Part shall hand over the possession of the flat to the said proposed buyer.

Whereas, the Party at the First Part has booked a flat bearing No., measuring super area/built-up area..... sq. ft., (hereinafter referred to as the said flat) in the building which the Party at the Second Part shall construct on the above said plot and the Party at the First Part has to pay the entire consideration amount by (Date).

Whereas, the Party at the First Part has approached the Party at the Third Part for availing a Home Loan of Rs..... (Rupees.....only) to finance the purchase of the said flat. Besides other securities, the Party at the First Part has agreed to create the charge over the said flat along with the proportionate undivided share in the land in favour of the Party at the Third Part. In the absence of proper Conveyance Deed/Sale Deed in its favour, the Party at the First Part is not in a position to create a valid mortgage over the said flat and proportionate share of land in favour of the Party at the Third Part.

Whereas, the Party at the First Part and the Party at the Second Part have requested SBI to disburse the said loan to the Borrower, notwithstanding the fact that the Conveyance Deed/Sale Deed is not executed in favour of the Party at the First Part at this stage, and in consideration of the SBI sanctioning the loan to the Borrower(s), the Borrower(s) and the Builder/Developer have executed this Agreement on the following terms and conditions.

Now therefore it is hereby agreed by and between the parties that:

1. The SBI has and shall have the first lien over the said flat for the due repayment of the loan which SBI has granted to the Borrower. The Builder shall note in its records the charge and lien of SBI over the said flat. The Builder shall not transfer the said flat to any other person without the prior written consent of the SBI.

2. The Builder/Developer agrees that it has no objection to the Borrower(s) mortgaging the said flat with proportionate share in land to the SBI as security for the said loan agreed to be advanced by the SBI for the purpose of purchase/construction of the said flat. In the event of default in the repayment of loan and/ or the Borrower(s) committing any other default which makes the Borrower(s) liable for the repayment of the entire amount outstanding in the said loan as per the terms of the Loan Agreement executed between the Borrower(s) and the SBI, the Builder shall at the request of SBI, be under obligation to not deliver possession to the Borrower and/or to cancel the booking and pay all amounts received by the Builder on behalf of the Borrower(s) to SBI including also any amount paid by the Borrower to the Builder. However, the builder/developer shall be entitled to recover cancellation and/or any other charges, if any payable by the Borrower under the terms of application form for purchase of the said flat and/or agreement to sale/construction out of the Borrower's contribution. Upon payment of the amounts by the Builder/Developer to SBI as aforesaid, the SBI and the Borrower will not have any claim, charge, lien, mortgage, right, title and interest etc. whatsoever, over the said flat. SBI shall issue a certificate to release any mortgage/charge/lien created on the said flat. The Borrower hereby expressly agrees that in the event of default in either repayment of the loan or any other default by the Borrower, SBI shall be entitled to request the Builder to cancel the booking and return the amounts received by the Builder and the Borrower agrees and acknowledges that any such request by SBI and payment made by the Builder under this clause to SBI shall be binding upon the Borrower.

3. That if for any reason there is any increase/escalation in the cost of the said flat, the increase shall be paid and borne by the Borrower(s) without any reference to the SBI and until such payment is made, the SBI shall have the right to suspend further disbursement of the said loan.

4. That in the event of the Builder cancelling the said booking for any default committed by the Borrower(s) or the project is shelved by the Builder or for any other reason whatsoever, the Builder shall pay the entire amount received on behalf of the Borrower(s) to the SBI. However, the builder/developer shall be entitled to recover cancellation and/or any other charges, if any payable by the

Borrower under the terms of application form for purchase of the said flat and/or agreement to sell/construction out of the Borrower's contribution only in the instance where the Borrower has cancelled the booking of the flat or has committed any default.

5. That on the receipt of the entire consideration amount, the Builder shall execute a proper Conveyance Deed/Sale Deed/Lease Deed in favour of the Borrower. The Builder undertakes to deliver the same along with original registration fee receipt directly to the SBI and not to the Borrower(s). Before the execution of the Sale Deed/Conveyance Deed/Lease Deed, the builder shall inform the SBI about the same on the completion of the project.

6. That the builder agrees that the loan amount may be credited to the loan account no.....with.....
(Name of the Bank & Branch), from where the builder have availed financing facility for the project. [Wherever applicable]

7. That the Borrower(s) shall also keep informed the SBI about the developments in the project. The Borrower shall notify the SBI the date of taking over the possession of the said flat. In case the Borrower(s) comes into possession of the Lease Deed/Conveyance Deed/Sale Deed, he/she shall immediately deliver the same to the SBI.

8. That the Borrower(s) assures that he/she will not avail finance from any other Bank or Financial Institution in respect of the aforesaid flat and/or will not create further mortgage/charge over the said flat (allotted to the borrower) in any manner whatsoever.

9. That the Borrower(s) shall pay all charges, duties, taxes in respect of the said flat imposed or payable to the Builder/Developer and or to Corporation or any other Government Department/Authority in respect of the said flat and the SBI shall not be liable or responsible in any manner whatsoever or howsoever for the same.

10. That the Borrower(s) agrees and acknowledges to keep the SBI indemnified against any loss or damage incurred by it in the event of failure of the Borrower(s) to honour or to meet any of its obligations under this Agreement in connection with the sanctioning of the loan in respect of the said flat.

11. That during the currency of the loan, the Borrower(s) shall not transfer the said flat to any other person, without the prior written consent of the SBI. The Builder/Developer shall not issue the duplicate allotment letter/possession letter to the Borrower(s) without the prior written consent of the SBI.

12. It is understood that the term 'loan' mentioned herein shall include interest, penal interest and all other sums payable by the borrower(s) to the SBI.

13. That in the event of any default by the Borrower(s), the SBI may at its discretion enforce the security by the sale and the Builder shall accept the Purchaser of the said flat in place of the Borrower(s), after the Purchaser

complies with the necessary requirements of the Builder/Developer in this respect.

14. That the Builder assures the SBI that the construction shall be completed as per schedule and as per the sanctioned plans and on completion of construction, the title of the flat with proportionate undivided share in the land shall be conveyed in the name of the Borrower(s).

15. That it is further made clear and understood by all the parties that the non-completion of the project or the happening of any event shall not affect the obligations of the Borrower(s) to repay the loan availed from SBI.

16. That the said flat is free from all encumbrances, charges, lien, attachment, prior agreements, whatsoever or howsoever. The party at first part and second part will not do any act or deed which will affect the security of the flat/ or charge created in favour of SBI in any manner whatsoever.

17. That there is no order of attachment by the Income Tax Authorities or any other authority under any law for the time being in force nor any notice of acquisition or requisition has been received in respect of the said property,

18. That this Agreement shall not affect in any manner whatsoever the duties and obligations of the Borrower(s) and the terms and conditions agreed to by the Borrower(s) in the Loan Agreement and other documents executed in favour of SBI shall remain binding upon the Borrower(s),

19. That in case of acquisition, forfeiture/resumption of the said property, SBI shall be entitled to get the compensation settled in respect of the said flat and to appear and act before the Collector/Revenue Officer/Estate Officer or any other concerned authorities, to sign any form, to give any statement, affidavit, application on Borrower's behalf, to receive the compensation in its own name and on the Borrower's behalf, to file appeal in any court for the enhancement of the compensation amount, to get the compensation amount enhanced and to receive the same.

20. The responsibilities of the builders under this tripartite agreement will be extinguished only after delivering the duly registered Conveyance Deed/Sale Deed/Lease Deed directly to the Bank and handing over the possession of the residential unit to the borrower(s) and thereafter the validity of the Tripartite Agreement will come to an end.

In witness whereof the parties hereto have signed this Agreement on the day, month and year first herein above written.

Signed and delivered by the:

Named Borrower (s)

i) Shri/Smt/Ms

ii) Shri/Smt/Ms

iii) Shri/Smt/Ms

Authorized signatory of Builder M/s
(name & Address)

State Bank of India,
represented by its authorized official
(Name & address of office/ Branch)

Witness:

Name & Address

1. Shri/Smt/Ms

2. Shri/Smt/Ms

Signature of Borrower (s)

Signature

Signature

Signature

Draft Quadripartite Agreement

This agreement is executed on this day of Two thousand and..... between Shri/Smt/Ms..... son of/wife of/daughter of Shri..... resident of and Shri/Smt/Ms..... son of/wife of/daughter of Shri..... resident of and Shri/Smt/Ms.....son of/wife of/daughter of Shri.....resident of..... hereinafter referred to as the 'Borrower (s)', which term shall unless repugnant to the context shall mean and include his/her heirs, representatives, successors, executors, attorneys, administrators and assigns, of the party at the 'First Part'.

AND

M/s..... (Name of the Builder/Developers), a proprietorship firm/partnership firm/company incorporated under the provisions of the Companies Act 1956, having its registered office at..... (Address of Builder/Developer), hereinafter referred to as the 'Builder', which term shall unless repugnant to the context shall mean and include its representatives, successors, administrators and assigns, of the party at the 'Second Part'.

AND

Shri/Smt/Ms..... son of/wife of/daughter of Shri..... resident of and Shri/Smt/Ms..... son of/wife of/daughter of Shri..... resident of and Shri/Smt/Ms.....son of/wife of/daughter of Shri.....resident of..... hereinafter referred to as the 'Owner (s)', which term shall unless repugnant to the context shall mean and include his/her heirs, representatives, successors, executors, attorneys, administrators and assigns, of the party at the 'Third Part'.

AND

State Bank of India, a body corporate, constituted under the State Bank of India Act 1955, having amongst others one of its Branch Office (RACPC) at LMS Compound, Thiruvananthapuram, hereinafter referred as the 'SBI', which term shall unless repugnant to the context shall mean and include its representatives, successors, administrators and assigns, of the party at the 'Fourth Part'.

Whereas, the 'Owner (s) is/are the absolute owner in peaceful possession and enjoyment of the residential property bearing no..... situated at

Whereas the 'Builder' and the Owner(s) vide Agreement dated.....have entered into an agreement of development and construction of a residential apartment known as on the said property and the builder has been granted Power of Attorney by the owner(s) whereby, the builder is authorized to develop the property and enter into agreement of sale of the undivided share in the land to the prospective purchasers, construction agreement and to receive consideration thereof. Having received possession of the property from the owner (s), the builder has taken up construction of the apartment in the land and obtained sanctioned building plan vide..... from the competent authority. The builder, on behalf of the owner(s) has executed an agreement of sale dated..... in respect of undivided land and/or construction agreement dated..... with the borrower(s) for construction of apartment thereon. The owner(s) acknowledge/s and admit/s that the these agreements are binding on him/them and are in accordance with the powers conferred by him/them to the builder.

Whereas, the Builder shall complete the construction of the flats latest by..... (Date) and is booking sales of the units/apartments. The proposed buyer has to make the payment of the sale consideration to the builder by as per the Payment Schedule in the Agreement dated..... and on the payment of the entire sale consideration or completion of the Apartment whichever is later, the owner(s) and the Builder shall hand over the possession of the flat to the said proposed buyer.

Whereas, the Borrower has booked a flat bearing No., measuring super area/built-up area..... sq. ft., together with proportionate undivided right, title and interest in the land (hereinafter referred to as the said flat) agreeing to pay the entire consideration amount by (Date).

Whereas, the Borrower (s) has/have approached SBI for availing a loan of Rs..... (Rupees..... only) to finance the purchase of the said flat. Besides other securities, the Borrower(s) has/have agreed to create the charge over the said flat along with the proportionate undivided share in the land in favour of SBI. In the absence of proper Conveyance Deed/Sale Deed in its favour, the Borrower(s) is/are not in a position to create a valid mortgage over the said flat and proportionate share of land in favour of SBI.

Whereas, the Borrower(s), the builder and the owner(s) have requested SBI to disburse the said loan to the Borrower, notwithstanding the fact that the Conveyance Deed/Sale Deed is not executed in favour of the Borrower(s) at this stage and in consideration of SBI sanctioning the loan to the Borrower(s), the Borrower(s), owner(s) and the Builder have executed this Agreement on the following terms and conditions.

Now therefore it is hereby agreed by and between the parties that:

I. That the SBI has and shall have the first and paramount lien over the money already paid by the Borrower(s) to the Builder and or whatever amount the Borrower(s) shall pay to the Builder in future for the due repayment of the loan which the SBI shall grant to the Borrower. The charge in favour of SBI shall be first and paramount over the charge which the Builder and the owner(s) may have over the said flat.

2. That the Builder and the owner(s) agree that they have no objection to the Borrower(s) mortgaging the said flat with proportionate share in land to SBI as security for the said loan agreed to be advanced by SBI for the purpose of purchase/construction of the said flat. In the event of default in the repayment of loan and/ or the Borrower(s) committing any other default which makes the Borrower(s) liable for the repayment of the entire amount outstanding in the said loan as per the terms of the Loan Agreement executed between the Borrower(s) and the SBI, the Builder and the owner(s) shall, at the call of SBI, be under obligation to cancel the booking and pay all the amounts received from the Borrower(s) or on behalf of the Borrower(s) to the SBI.
3. That if for any reason there is any increase/escalation in the cost of the said flat, the increase shall be paid and borne by the Borrower(s) without any reference to SBI and until such payment is made, the SBI shall have the right to suspend further disbursement of the said loan.
4. That in the event of the Builder/owner(s) cancelling the said booking for any default committed by the Borrower(s) or the project is shelved or for any other reason whatsoever, the Builder/owner(s) shall pay the entire amount received from Borrower(s) to SBI
5. That in the event of failure of the Builder to complete the project, the Builder/owner(s) shall pay the entire money so received by it from the Borrower(s) to the SBI.
6. That the Builder/owner(s) shall note in its records the charge and lien of SBI over the said flat. The Builder/owner(s) shall not transfer the said flat to any other person without the prior written consent of the SBI.
7. That on the receipt of the entire consideration amount, the Builder along with the owner(s) shall execute a proper Conveyance Deed/Sale Deed/Lease Deed in favour of the Borrower. The Builder/owner(s) undertake/s to deliver the same along with original registration fee receipt directly to SBI and not to the Borrower(s). Before the execution of the Sale Deed/Conveyance Deed/Lease Deed, the builder shall inform SBI about the same on the completion of the project.
8. That the builder/borrower(s) agree that the loan amount may be credited to the loan account no..... with.....
(Name of the Bank & Branch), from where the builder have availed financing facility for the project. [Wherever applicable]
9. That the Borrower(s) shall also keep informed SBI about the developments in the project. The Borrower(s) shall notify SBI the date of taking over the possession of the said flat. In case the Borrower(s) comes into possession of the Lease Deed/Conveyance Deed/Sale Deed, he/she shall immediately deliver the same to SBI.
10. That the Borrower(s) assures that he/she will not avail finance from any other Bank or Financial Institution in respect of the property or further mortgage/charge the said flat to be allotted to him/her in any manner whatsoever.
11. That the Borrower(s) shall pay all charges, duties, taxes in respect of the said flat imposed or payable to the Builder and or to Corporation or any other Government

Department/Authority in respect of the said flat and the SBI shall not be liable or responsible in any manner whatsoever or howsoever for the same.

12. That the Borrower(s) agrees and acknowledges to keep the SBI indemnified against any loss or damage incurred by it in the event of failure of the Borrower(s) to honour or to meet any of its obligations under this Agreement in connection with the sanctioning of the loan in respect of the said flat.

13. That during the currency of the loan, the Borrower(s) shall not transfer the said flat to any other person, without the prior written consent of SBI. The Builder shall not issue the duplicate allotment letter/possession letter to the Borrower(s) without the prior written consent of SBI.

14. It is understood that the term 'loan' mentioned herein shall include interest, penal interest and all other sums payable by the borrower(s) to SBI.

15. That in the event of any default by the Borrower(s), SBI may at its discretion enforce the security by the sale and the Builder/owner(s) shall accept the Purchaser of the said flat in place of the Borrower(s), after the Purchaser complies with the necessary requirements of the Builder in this respect.

16. That the Builder assures SBI that the construction shall be completed as per schedule and as per the sanctioned plans and on completion of construction and receipt of the entire consideration from the Borrowers, the title of the flat with proportionate undivided share in the land shall be conveyed in the name of the Borrower(s).

17. That it is further made clear and understood by all the parties that the non-completion of the project or the happening of any event shall not affect the obligations of the Borrower(s) to repay the loan availed from the SBI.

18. That the said flat is free from all encumbrances, charges, liens, attachments, trusts, prior agreements, whatsoever or howsoever. The Borrower(s), owner(s) and the builder will not do any act or deed which will affect the security of the flats/ or charge created in favour of SBI in any manner whatsoever.

19. That there is no order of attachment by the Income Tax Authorities or any other authority under any law for the time being in force nor any notice of acquisition or requisition has been received in respect of the said property,

20. That this Agreement shall not affect in any manner whatsoever the duties and obligations of the Borrower(s) and the terms and conditions agreed to by the Borrower(s) in the Loan Agreement and other documents executed in favour of SBI shall remain binding upon the Borrower(s),

21. That in case of acquisition, forfeiture/resumption of the said property, the SBI shall be entitled to get the compensation settled in respect of the said flat and to appear and act before the Collector/Revenue Officer/Estate Officer or any other concerned authorities, to sign any form, to give any statement, affidavit, application on Borrower's behalf, to receive the compensation in its own name and on the

Borrower's behalf, to file appeal in any court for the enhancement of the compensation amount, to get the compensation amount enhanced and to receive the same.

22. The responsibilities of the Builders/Owners under this agreement will be extinguished only after delivering the duly registered Conveyance Deed/Sale Deed directly to the Bank and handing over the possession of the residential unit to the borrower(s) and thereafter the validity of the Quadri-partite Agreement will come to an end.

In witness whereof the parties hereto have signed this Agreement on the day, month and year first herein above written.

Signed and delivered by the:

Named Borrower (s)

i) Shri/Smt/Ms

ii) Shri/Smt/Ms

iii) Shri/Smt/Ms

Signature of Borrower (s)

i) Shri/Smt/Ms

ii) Shri/Smt/Ms

iii) Shri/Smt/Ms

Signature of Owner(s)

Authorized signatory of Builder M/s
(name & Address)

Signature

State Bank of India, Retail Assets Central
Processing Centre (RACPC),
Thiruvananthapuram,
represented by its authorized official

Signature

Witness:
Name & Address

1. Shri/Smt/Ms

2. Shri/Smt/Ms

Signature

Signature

Vetted by (For Metro Networks) :

Approval Note]

TIR/Legal Opinion] Uploaded in Builder Tie-Up website by:

Building Plan approval details]

HOUSING PROJECT TIE-UP – APPRAISAL FORMAT

Asst. General Manager (RBO)/Branch/(HLST)

Personal Banking Advances: Home Loans

Proposal for Tie-up with M/s : _____

Branch /HLST		
Circle		
Sr. No.	Parameter	Particulars
1	Name of the Builder	
2	Registered Address	
3	Address for correspondence	
4	e-mail Id	
5	Website url, if any	
6	Date of establishment	
7	Constitution	
8	If members of an Industry Body like Builder's Association etc, names of such bodies.	
9	Ratings from CRISIL/ICRA etc.	

10	Profile of the partners/directors			
Sr. No.	Name	Age	Qualifications	Comments on his/her experience, area of expertise etc.
11	Details of last 2-3 residential projects executed by the same firm/company/promoters			
Project Name				
Location				
Whether approved by SBI?				
If approved by Housing Finance Company like HDFC/LIC HF etc, and/or Scheduled Commercial Bank., furnish names of HFCs/Banks				
Month & Year of Commencement of Construction				
Present Status (Completed/Partially completed).	Completed on _____(Month & Year)	Completed on _____(Month & Year)	Completed on _____(Month & Year)	
	___ Phases completed. Full completion expected by _____(Month & Year)	___ Phases completed. Full completion expected by _____(Month & Year)	___ Phases completed. Full completion expected by _____(Month & Year)	

		h & Year)	
Total built up area of the project, in Sq.M.			
Number of floors			
No. of Dwelling Units in the project			
No. of units sold in the project			
Date of Occupancy Certificate			
Date of conveyance			
12	Details of the Present Proposal		
Project Name			
Location			
Details of construction finance / loan, if any, availed by the builder for this project. (Note : If construction finance is provided by the SBI, then the project will stand automatically approved.)			
Status of encumbrance of the project land			
If approved by Housing Finance Company like HDFC/LIC HF etc, and/or Scheduled Commercial Bank., furnish names of HFCs/Banks			
Month & Year of Commencement of Construction			

Proposed construction plan. (Please furnish details of No. of phases, No. of buildings in each phase, No. of floors, No. of dwelling units in each building. Planned Schedule of completion of each building, phase, project.)			
Total built up area of the project, in Sq.M.			
No. of Dwelling Units in the project			
No. of units sold in the project			
Details of TIR/Search report. Name of the Panel Advocate			
Details of Development Agreement and POA if any			
Status of receipt of approvals from Local Bodies/ Urban Development Authority			
Name of the valuer			
Project Value			
Type of Flat/House	No. of Flats / House	Average price per flat / house	Total
Total Project Value		Rs.	
13. Anticipated Business			

14	Concessions Proposed	
A	Floating Interest Rates	
B	Fixed Interest Rates	
C	Margin	
D	Processing fees	
E	Moratorium	
F	Deviation in loan eligibility norms	
G	Interim Security	
15	Whether Builder/His nominee is proposed to be engaged as Marketing Associate?	
16. Justification of the concessions, proposed.		
<p>17. Responsible authority/ office of the Bank for project relationship</p>		
<p>18. Disbursements to be made in favour of</p>		<p>Name of the Builder :</p> <p>Account Number :</p> <p>Bank :</p> <p>Branch :</p>

If any column of the format is not applicable under respective State's Law, not applicable should be written in that column.

(In cases where the track record of the builder is satisfactory and legal opinion is clear but building plan approvals are not available or available in part, the Tie-Up can be approved and home loans sanctioned but disbursement of the home loans should be done only after obtention of approved plans.)

Submitted for approval.



UNDERSTANDING YOUR CIBIL CREDIT REPORT

SUMMARY

SUMMARY:

ACCOUNT(S)

ACCOUNT TYPE	ACCOUNTS	ADVANCES	BALANCES	DATE OPENED
All Accounts	TOTAL: 3 OVERDUE: 1 ZERO-BALANCE: 1	HIGH CR/ SANC. AMT: 78,000	CURRENT: 19,731 OVERDUE: 1,023	RECENT: 19.11. 2005 OLDEST: 03.02. 2001

ENQUIRIES

ENQUIRY/PURPOSE	TOTAL	PAST 31 DAYS	PAST 12 MONTHS	PAST 24 MONTHS	RECENT
All Enquiries	2	2	0	0	13-11-2007

ACCOUNTS

ACCOUNTS	ADVANCES	BALANCES	DATE OPENED
TOTAL: The total number of accounts displayed in the Accounts section.	HIGH CR/ SANC. AMT: For credit cards and fleet cards, this is the highest amount of credit used (highest billing) in the history of the account. For other account types it is the sanctioned amount of the loan.	CURRENT: The sum of the entire amount of credit/loan outstanding, including the current and overdue portion, if any, together with interest last applied for all the accounts. A negative sign indicates a credit balance.	RECENT: The date the most recent account was established.
OVERDUE: The number of accounts with overdue balances.		OVERDUE: The total overdue balances for all accounts.	OLDEST: The date the oldest account was established. Format for the above dates is DD-MM-YYYY.
ZERO-BALANCE: The number of accounts with a zero balance.			

ENQUIRIES

TOTAL	PAST 30 DAYS	PAST 12 MONTHS	PAST 24 MONTHS	RECENT
The number of times the credit report has been requested by a credit grantor.	The number of times the credit report has been requested by a credit grantor within the past 30 days.	The number of times the credit report has been requested by a credit grantor within the past 12 months.	The number of times the credit report has been requested by a credit grantor within the past 24 months.	The date of the most recent enquiry. Format is DD-MM-YYYY.

ACCOUNTS

ACCOUNTS

ACCOUNT	DATES	AMOUNTS	STATUS														
MEMBER NAME: XYZ BANK	OPENED: 10-01-2001	SANCTIONED: 16,000	WRITTEN OFF														
ACCOUNT NUMBER: 1234567890	LAST PAYMENT: 10-01-2005	CURRENT BALANCE: 0															
TYPE: AUTO LOAN	CLOSED: 24-12-2005	OVERDUE: 0															
OWNERSHIP: INDIVIDUAL	REPORTED: 15-02-2005																
DAYS PAST DUE/ASSET CLASSIFICATION (UPTO 36 MONTHS; LEFT TO RIGHT)																	
182	152	122	092	062	032	012	009	005	STD	012	000	000	STD	000	000	000	009
12-04	11-04	10-04	19-04	08-04	07-04	06-04	05-04	04-04	03-04	02-04	01-04	12-03	11-03	10-03	09-03	08-03	07-03
STD	STD	SUB	STD	000	000	000	000	045	030	000	STD	STD	STD	STD	STD	STD	STD
06-03	05-03	04-03	03-03	02-03	01-03	12-02	11-02	10-02	09-02	08-02	07-02	06-02	05-02	04-02	03-02		



UNDERSTANDING YOUR CIBIL CREDIT REPORT

SUMMARY

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ACCOUNTS

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TOTAL: The total number of accounts displayed in the Accounts section.	HIGH CR / SANC. AMT: For credit cards and fleet cards, this is the highest amount of credit used (highest billing) in the history of the account. For other account types it is the sanctioned amount of the loan.	CURRENT: The sum of the entire amount of credit/loan outstanding, including the current and overdue portion, if any, together with interest last applied for all the accounts. A negative sign indicates a credit balance.	RECENT: The date the most recent account was established.
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ENQUIRIES

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ACCOUNTS

ACCOUNTS

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ACCOUNT NUMBER: 1234567890	LAST PAYMENT: 10-01-2005	CURRENT BALANCE: 0															
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OWNERSHIP: INDIVIDUAL	REPORTED: 15-02-2005																
DAYS PAST DUE/ASSET CLASSIFICATION (UPTO 36 MONTHS; LEFT TO RIGHT)																	
182	152	122	092	062	032	012	009	005	STD	012	000	000	STD	000	000	000	009
12-04	11-04	10-04	19-04	08-04	07-04	06-04	05-04	04-04	03-04	02-04	01-04	12-03	11-03	10-03	09-03	08-03	07-03
STD	STD	SUB	STD	000	000	000	000	045	030	000	STD	STD	STD	STD	STD	STD	STD
06-03	05-03	04-03	03-03	02-03	01-03	12-02	11-02	10-02	09-02	08-02	07-02	06-02	05-02	04-02	03-02		

, 6th Floor, 193, Backbay Reclamation, Nariman Point



UNDERSTANDING YOUR CIBIL CREDIT REPORT

ACCOUNT	DATES	AMOUNTS	STATUS
<p>MEMBER NAME: Name of the member holding the account.</p> <p>ACCOUNT NUMBER: Account number.</p> <p>TYPE: Type of account. Values include: Auto Loan, Housing Loan, Credit Card, Personal Loan, Consumer Loan, etc.</p> <p>OWNERSHIP: Valid values are: Individual, Authorized User (refers to supplementary credit card holder), Guarantor, and Joint.</p>	<p>OPENED: Date the account was opened. For credit cards and fleet cards, this is the date the card becomes active.</p> <p>LAST PAYMENT: Date the last payment was made on the account.</p> <p>CLOSED: Date the account was closed.</p> <p>REPORTED: The most recent date the reporting member reported information about the account to CIBIL.</p> <p>Format for the above dates is DD-MM-YYYY.</p>	<p>SANCTIONED: For credit cards and fleet cards, this is the highest amount of credit used (highest billing) in the history of the account. For other account types, it is the sanctioned amount of the loan.</p> <p>CURRENT BALANCE: The sum of the entire amount of credit/loan outstanding, including the current and overdue portion, if any, together with interest last applied for all the accounts. A negative sign indicates a credit balance.</p> <p>OVERDUE: Total amount the account is past due.</p>	<p>Status: Options include: Suit filed, Willful default, Suit filed (Willful Default), Written off, Suit filed and written off, Willful default and written off, and Suit filed (Willful default) and written off.</p>

DAYS PAST DUE / ASSET CLASSIFICATION (UP TO 36 MONTHS; LEFT TO RIGHT)

Information on Days Past Due (DPD) or Asset Classification (AC), monthwise, over the history of the account. The leftmost number/ value (182 in this example) is the DPD or the AC as on the date in the Reported field (December 2004 in this example).

The key to the right helps explain account history / asset classification contained in some of the accounts below.

XXX Not Reported	000 No. Days Late	STD Standard	SMA Special mention account	SUB Sub Standard	DBT Doubtful	LSS Loss
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Notes:

The credit report can display upto 36 months of payment history. Blank field indicates that this information was not reported to CIBIL

ENQUIRIES

Enquiries

MEMBER	ENQUIRY DATE	ENQUIRY PURPOSE	ENQUIRY AMOUNT
IMAGINARY BANK	11-07-2006	CREDIT CARD	50,000
ABC BANK	18-09-2006	HOUSING LOAN	50,000
DEF BANK	24-01-2006	SECURED LOAN	50,000
GHI BANK	26-12-2005	SECURED LOAN	50,000

MEMBER	ENQUIRY DATE	ENQUIRY PURPOSE	ENQUIRY AMOUNT
Name of the member that made the enquiry.	Date the enquiry was made.	Type of account for which the enquiry was made.	Amount of credit for which the enquiry was made.

, 6th Floor, 193, Backbay Reclamation, Nariman Point, Mumbai 400 021, India

ARRANGEMENT WITH
ARMY WELFARE HOUSING ORGANISATION (AWHO)
AIRFORCE AND NAVAL HOUSING BOARD (ANHB)

AWHO is engaged in the activity of construction of houses for serving/ retired members of Army all over the country. AWHO buys land with its own funds from both government and private parties for construction activities. Only in exceptional cases, it seeks finances from Army Group Insurance Fund. AWHO has so far constructed and delivered about 15000 units and on an average, they construct 750 units per annum. Similarly, ANHB are also engaged in construction of houses/flats for serving/retired members of Indian Air Force and Indian Navy. In view of the substantial business likely to accrue from these organisations, the following concessions are granted to Army/Air Force/Navy personnel purchasing a flat/house from AWHO/ANHB, where check-off facility is available.

- a) Waiver of processing fee, irrespective of the amount of the loan.
- b) Non-encumbrance Certificate issued by AWHO/ANHB would be accepted in lieu of one from Bank's lawyer. Therefore, no search report will be required from Bank's advocate.
- c) Permission to mortgage would also be given by AWHO/ANHB.
- d) Obtention of Architect's certificates regarding present stage of construction is not required. A demand notice from AWHO/ANHB as per the drawn-up schedule would be sufficient for release of instalments of the loan.
- e) Borrowers would have the option to join a group insurance scheme with SBI Life whereby Life Insurance upto the loan outstanding would be available to them at a very concessional rate of premium.
- f) Under the above tie-up scheme, customers have the option to avail the facility from a branch as under

(i) BPR Centres:

All branches/sourcing outfits are authorized to source Home Loan proposals under the arrangement and the customers shall have the option to avail of Home Loans from any branch at BPR Centres. However, such Home Loan proposals should be processed, sanctioned and maintained at CPCs only.

(ii) Non-BPR Centres:

The Circles should identify a few select branches at non-BPR centres with good business potential available in their area of operations to optimally

tap the same and, thereafter, efficiently process the applications received/accord quick sanctions.

g) A tripartite agreement has to be signed by the borrower, AWHO or ANHB and the Bank (vide Annexure /HL. Defence-1) which is required to be entered into for all Home Loans sanctioned under the scheme. . As per the agreement, AWHO/ANHB would stand surety to the loan till delivery of possession to the allottee by AWHO/ANHB. Further, AWHO/ANHB will also undertake not to give NOC to any allottee for permission to dispose of the property or to transfer ownership without obtaining a "No Objection Certificate" from the Bank.

h) A Non-encumbrance Certificate has to be obtained from AWHO/ANHB (vide Annexure/HL. Defence-2). The original letter of allotment should be retained by the branch with the documents and should not be delivered to borrower till liquidation of the loan.

i) All other terms and conditions of Home Loan Scheme would be applicable to above tie-up loans also.

DRAFT TRIPARTITE AGREEMENT

This agreement made the ... day of, Two thousand between (1) Shri.....S/o Shri.....and Smt.....aged.....years respectively both residing at.....(hereinafter called "BORROWER" his/her heirs, executors administrator and legal representative) of the First Part, (2) Army Welfare Housing Organisation registered under the societies Registration Act XXI of 1860 having its registered office presently at south Hutments, Kashmir House, Rajaji Marg, New Delhi – 110 011 (hereinafter called 'The AWHO' through its Secretary or any other officer authorized by him/her in this behalf which expression shall unless repugnant to the subject or context or mean thereof be deemed to include its successors and assigns) of the SECOND, and (3) State Bank of India, Nariman Point, Mumbai, having its Corporate Centre at Mumbai (hereafter called ' The Bank' which expression shall unless repugnant to the subject or context or meaning thereof be deemed to include its successors and assigns) of the Third Part.

Whereas the Borrower desires to purchase a flat the AWHO under the provisions of its Self-Financing Scheme (hereinafter referred to 'as the Scheme'), (a copy of the letter of allocation issued to the Borrowers by the AWHO along with the terms and conditions of allotment issued to the Borrowers by the AWHO along with the terms and conditions of allotment is annexed to their agreements) which envisages allotment to applicants of such flats constructed under the Scheme (hereinafter referee to as the flat) and payment by the applicants of the cost of construction and proportionate cost of land thereof to the AWHO in instalments/lump sum in the manner provided under the terms of allotment.

And whereas the Borrower has under the provision of the Home Loan Scheme framed by the Bank has applied to the Bank for a loan of Rs. For the purchase of a flat under the Scheme and the Bank has agreed to sanction a loan of Rs.....to Borrower (hereinafter referred to as the Home Loans for purchase of flat) subject to the usual terms and conditions applicable to the same scheme such as mortgage of the flat, rate of interest of loan repayment term, payment of additional interest in case of default, assignment ofof the Bank as security etc.

And whereas the Borrower has already deposited with the AWHO a sum of Rs. (Rupees.....) as part payment toward the purchase of a flat under the Scheme.

NOW IT IS HEREBY AGREED AS FOLLOWS :

1. On receipt of intimation from AWHO that a flat shall be allotted to the Borrower, the Bank will sanction the Home Loan for purchase of flat to the Borrower according to its rules, but the actual payment in instalment/lumpsum will be made by the Bank directly to the AWHO within the time specified in the allotment letter and as and when required by AWHO. Before the disbursement of loan, any amount towards purchase price in excess of the Home Loan for purchase of flat sanctioned by the Bank will be paid by the Borrower directly to the AWHO from the date of demand of such amount within the time specified by the AWHO. If there is any delay on the part of the Bank or the Borrower, the Borrower shall be liable to pay to the AWHO penalty/interest on such delayed payment, if any, according to the rules of the AWHO.
2. The AWHO shall maintain a proper account for the Borrower only when the loan instalments are disbursed by the Bank directly to AWHO under covering letters of the Bank and adjust the amount advanced by the Bank against the cost of the flat of the particular category for the allotment to the Borrower.
3. On completion of the flat and after receipt of full payment and completion of requisite formalities including the submission of documents etc., the possession of the flat shall be handed over to the Borrower on Lease Hold basis. However, the sub Lease/Conveyance deed in favour of the Borrower by AWHO shall be executed within a reasonable time say within a year or so and after completion of all requisite formalities by the Borrower/Allottee.
4. The flat shall form part of the security for Home Loan for the purchase of the flat granted by the Bank and as soon as Sub Lease/Conveyance Deed is executed by the AWHO, the Borrower shall mortgage the flat immediately to the Bank for Home Loan for the purchase of flat. The Borrower shall also furnish all the necessary documents for registration of Sub Lease/ Conveyance Deed.
5. If the Borrower desires to withdraw from the scheme or if he fails to pay the balance amount representing the Bank agreeing to the part of the loan before Borrower's paying his full share to the AWHO as per clause 1 of the difference between the loan sanctioned by the Bank and the total cost of the flat by AWHO or in case of the agreement, the entire amount advanced by the Bank will be refunded by AWHO to the Bank. The AWHO will be responsible to refund the loan amount to the extent of the loan amount disbursed under intimation to AWHO in accordance with Clauses 1 & 2 above. The AWHO will refund to the Borrower the initial deposit by the Borrower after deducting there from such amount as may be recoverable from the Borrower in accordance with provisions applicable to the Scheme.
6. In the event of cancellation of allotment of flat/dwelling unit by the AWHO, AWHO shall refund to the Bank the entire amount received from it in accordance with Clauses 1 and 2 above.
7. The Borrower shall pay in advance to the AHO a sum of Rs..... (Rupees.....) being yearly rent foryears before executing the mortgage deed in favour of the Bank.
8. The AWHO has given its consent that the Bank shall have a lien on the flat in terms of mortgage permission granted by the principle Leaser/land Allotting

Authority, or as the case may be and that the Borrower may furnish the flat as security for the loan to be obtained from the Bank and create mortgage in favour of the Bank.

9. It is agreed that AWHO reserves to itself any right of re-entry, such right shall not be enforced unless Notice in writing of not less than six months is served on the Bank setting out the precise breach for which the right is purported to be exercised and an opportunity is given to the Bank to rectify or to get rectified the breach. No right of reentry shall be exercised if within the aforesaid period of six months the Bank or the Borrower has rectified the breach to the satisfaction of the AWHO to enforce re-entry is continued even after the expiry of six months, the Bank shall be entitled to enforce forthwith its lien to the flat/dwelling unit and recover its dues out of the sale proceed thereof and thereafter AWHO shall be entitled to deal with the balance of the sale proceeds in accordance with the provisions of the scheme.
10. If agreed and understood in an eventuality of the allottee/loanee causing any breach and loaning agency (either party) initiating any legal action to recover, the outstanding amounts/dues including the principle element, interest and other administrative and legal expenses, shall be due to loanee and not to AWHO.

In witness whereof the parties above named have hereinto set their hands on the dates specified hereinafter in each case.

(Signature of the Borrower/Allottee)

Witness:

11. a. Name, address & occupation
b. Name, address & occupation

(Signature of the AWHO)

Witness:

12. a. Name, address & occupation
b. Name, address & occupation

(Signature on behalf of State Bank of India)

Witness:

13. a. Name, address & occupation
b. Name, address & occupation

SCHEDULE OF PROPERTY

Flat No.....Category.....Name of colony & Block.....AWHO allotment letter No.....dated.....loan sanctioned.....Period of loan.....

ARMY WELFARE HOUSING ORGANISATION

South Hutments
Kashmir House, Rajaji Marg,
New Delhi – 110 011.
Date

TO WHOM IT MAY CONCERN

1. In connection with Economy Apartment allotted to No. _____ Bank Name _____ at our _____ project vide AWHO membership No. _____ it is certified that Sale Deed/Lease Deed between the AWHO and _____ has been finalized, Conveyance Deed when executed with the allottee within the rules laid down AWHO will have no objection for the allottee to mortgage the above flat/property to State Bank of India.
2. It is certified that AWHO is controlled by the Board of Management headed by Adjutant General as ex-officio Chairman. All other members of the board are serving senior officers of the Army, the Managing Director of AWHO and civilian officers of Ministry of Defence (Finance).
3. It is certified that the land is totally unencumbered at present and in future no action will be taken by (AWHO) which will make it encumbered.
4. It is further mentioned that the Army Welfare Housing Organisation is registered as a society under the Societies Registration Act XXI of 1860 under certificate issued by the Registration of societies, Delhi with Certificate No. 9/9142 dated 20.3.78.

(Authorised Signatory)

SET OF DOCUMENTS TO BE OBTAINED IN CASE OF
SECOND MORTGAGE / PARI-PASSU CHARGE

V. List of Documents

Annexure/Hsg. PP Charge	Particulars
1	Letter from the borrower (prospective mortgagee) to the Bank
2	Letter to be addressed by the prospective mortgagee to the prior mortgagee
3	Memorandum of deposit of title deeds to be recorded in the books of prior mortgagee for extending the earlier mortgage to secure Bank's Loan
4	Letter to be addressed by the prior mortgagee to the subsequent mortgagee
5	Pari Passu letter to be exchanged
6	Inter-se Pari Passu agreement
7	Letter from first chargeholder addressed to second chargeholder
8	Letter to be issued by Bank for having second charge on the fixed assets. (This letter is to be addressed by the second chargeholder to the first chargeholder).

Explanations :

- a. Where the proceeds of the proposed security (i.e., property secured by way of equitable mortgage) is to be shared amongst the Banks/financial institutions the documents mentioned against Annexure 1 to 4 & 6 above have to be obtained to have a pari passu charge.
- b. Where the Bank proposes to have a second charge on the property by extending the charge on the equitable mortgage in favour of the first charge holder to secure the advances granted by the Bank as a second charge holder, for having a valid second charge the documents mentioned against Annexures 1 to 4 & 8 above have to be obtained.
- c. Where the equitable mortgage is not extended with the prior mortgagee but a fresh second charge by way of mortgage has been created in favour of the Bank separately
 1. the documents mentioned against Annexure 5 and 6 are to be obtained for creating pari passu charge.
 2. the documents mentioned against Annexure 7 and 8 are to be obtained for creating a second charge.

d. In cases where employees of an organization especially of PSUs apply for Home Loan against second charge but the first charge is not yet created as the Sale Deed would be available at a later date on completion of the project, in such cases Home Loans may be sanctioned by adopting undernoted procedure:

(i) A stamped "Agreement to Mortgage" and suitable Third Party Guarantee (TPG) will be obtained. The Sanctioning Authority may consider for waiver of TPG on a case by case basis.

(ii) A letter from the organization (proposed first charge holder) would be obtained incorporating undernoted clauses:

- No-objection to sanction of Home Loan of Rs...../ by State Bank of India.
- Undertaking that they will note the second charge of Bank subsequent to creation equitable mortgage in their favour. Alternatively an undertaking that they will not release the Title Deeds to the employee till such time NOC is issued by the Bank for release.
- Undertaking that State Bank of India will be informed in case service of said employee is terminated/ceased due to any reason whatsoever.

(iii) A suitable Tripartite Agreement, based upon draft tripartite agreement given in Annexure/HL-AM between the Bank, builder and the borrower will be obtained, wherein the builder provides certain undertakings to secure repayment of loan disbursed by the bank in the event of cancellation of transaction before the creation of mortgage.

(iv) In cases, where employer (organization) of the borrower obtains an authorization from the borrower to adjust their own Housing Loan dues from the terminal benefits, in such cases opportunity of including adjustment of dues to the Bank in the authorization letter may be explored.

(v) On execution of registered sale agreement and subsequent creation of equitable mortgage in favour of respective organization, stipulated documents for creation of second charge would be obtained.

LETTER TO BE ADDRESSED BY THE BORROWER
TO THE PROSPECTIVE MORTGAGEE

The Manager,
State Bank of India,
.....

Dear Sir,

Creation of subsequent charge by way of
Equitable mortgage in favour of SBI

We refer to your letter dated wherein you have sanctioned a Home Loan of Rs.....(Rupees.....) to me, subject to certain terms and conditions I have already borrowed a sum of Rs*..... (Rupees..... old.....) from (Name of the society/Bank who have granted loan already) [herein called as the "Institution"] and as a security there for I have created a mortgage by way of deposit of title deeds on (date) in respect of my property situated at(place).

Since the said Home Loan of Rs.....(Rupees.....) sanctioned by you also requires to be secured by a mortgage by way of deposit of title deeds of my property above mentioned, I hereby request you to authorize the Institution to continue to hold the said document(s)/deed(s) of title also for and on behalf of you, for securing the amount of Rs..... (Rupees.....) sanctioned by you along with costs, charges, interest and expenses. I shall create such a further charge in your favour by specifically declaring so before the Institution on hearing from you.

Place :
Date :

Yours faithfully,

Borrower

(*Loan granted by the Institution)

Annexure /HL. Pari-Passu-2

LETTER TO BE ADDRESSED BY THE PROSPECTIVE
MORTGAGEE TO THE PRIOR MORTGAGEE

The Manager,
_____ (Institution)

Dear Sir,

Creation of subsequent charge

Shri/Smt.(name of the Borrower)

We have been informed by the above mentioned borrower that the property situated at (place) is mortgaged to you by way of deposit of title deeds by the borrower w.e.f..... (date) for securing a sum of Rs*..... advanced by you as Home Loan to the said borrower. The said borrower is now desirous of borrowing a sum of Rs..... being Home Loan from us for the purpose of construction/completion/extension of the house/flat i.e.- (details of the property).As per the terms and conditions of the Home Loan sanctioned by us it is required to be secured by way of mortgage of the borrower's said property which is already mortgaged to you as stated above.

We hereby request and authorize you to hold the document(s)/deed(s) of title relating to the said property deposited with you by the Borrower for and on behalf of us also, on creation of further charge in our favour by the said borrower to secure the said amount of Rs. _____ sanctioned by us. We further request you to hold the said document(s)/deed(s) of title deeds until the entire amount of Home Loan granted and to be granted by us alongwith interest, costs, charges and expenses is repaid to us by the Borrower and that in the event of default on the part of the said borrower as per the terms and conditions of the loan granted by you, to realise the said security for and on behalf of us also. It is also requested that the proceeds so realised may be

- (i) proportionately appropriated/applied in the ratio of the Home Loan amount due to you and the Home Loan amount due to us.
- (ii) first appropriated towards your dues and the balance if any be paid to us.

(*Loan granted by the Institution)

2. In the eventuality of happening of event of default on the part of the said borrower under our loan documentation we shall be free to initiate legal action against the borrower including inter-alia enforcing /realising the security as above stated with due regard to our inter-se arrangement viz the said security

3. Accordingly we have advised the borrower to create a further charge in our favour with you as stated above. Please confirm the same and intimate to us your acceptance of the above proposal. A copy of the Memorandum of entry be forwarded to us for our records.

Place : _____ (State Bank of India Prospective Mortgagee)

Date :

- (i) Retain if it is a pari passu charge and delete words marked.(ii)
- (ii) Retain if it is a second charge and delete words marked (i).

MEMORANDUM OF DEPOSIT OF TITLE DEEDS TO BE
RECORDED IN THE BOOKS OF PRIOR MORTGAGEE

On the ... day of 20.. Shri/Smt..... residing at (hereinafter referred to as `the borrower') had attended the office of the(address of the Institution) and had delivered / deposited the document(s)/deed(s) of title as enumerated below pertaining to the borrower's property situated at (more particularly described in the Schedule hereunder) with the intent to create security by way of mortgage by deposit of title deeds to/with Shri.....being(designation) of the Institution to secure the Home Loan amount of Rs* (Rs.....) sanctioned by the(Name of the "first charge holder" hereinafter called "the Institution") to the said borrower.

On the day of20.. the Borrower attended the office of the Institution situated at at a.m./p.m. and specifically declared his/her intention to Shri.....being.....(designation) of the Institution to create a further equitable mortgage in favour of State Bank of India over the same property as mentioned above by authorising the Institution to continue to hold the documents of title deeds stated above for and on behalf of State Bank of India also to secure the Home Loan amount of Rs..... (Rupees.....) sanctioned by the said State Bank of India to the borrower. 1. (The borrower further stated that the equitable mortgage shall be security for the amounts due from the Institution and SBI jointly). 2. (Shall be subject to the mortgage in favour of the Institution).

The borrower further declared that the said title deeds held by the institution are the only document(s)/deed(s) of title pertaining to the said property and confirmed that the institution may continue to hold the said document(s) / deed(s) of title for itself as well as for and on behalf of State Bank of India as an agent.

(* Loan granted by the Institution)

Shri being (designation) of the Institution accepted the said declaration/representation/statement as above made by the said borrower in the presence of Shri and Shri.....both beingof the Institution.

The above was read over to the borrower and the borrower confirmed the same.

List of the documents :

Sr.No.	Description	Date
--------	-------------	------

Schedule of the property
(Full description of the mortgaged property)

Place :

Date :

Manager
(Institution)

- i) Retain if a pari passu charge is created and delete words in `2'.
- ii) Retain if it is a second charge and delete words in `1'.

LETTER TO BE ADDRESSED BY THE PRIOR
MORTGAGEE TO THE SUBSEQUENT MORTGAGEE

The Manager
State Bank of India

.....
Req: Creation of charge
in favour of
by Shri/Smt.....
(called as `borrower')

Please refer to your letter No..... dated..... whereby you have requested and authorised us to hold the document(s)/deed(s) of title relating to the property situated at belonging to Shri/Smt..... (borrower) for and on your behalf This is to confirm that the said borrower has created on (date) a further charge on the said property by authorising us to continue to hold the documents of title deeds to the said property for and on your behalf also to secure a sum of Rs.....(Rupees.....) proposed to be advanced by you to the said borrower and we continue to hold the said documents as intended for and on your behalf. A copy of the memorandum of deposit of title deeds recorded in our books on (date) is enclosed for your record.

We further confirm that we shall continue to hold the documents of title relating to the said property till you advise us of the repayment of entire Home Loan advanced by you to the said borrower along with interest, costs, charges and expenses We also confirm that in the event of the default on the part of the said Borrower, as per the terms and conditions of the loan advanced by us we shall realise the said security on your request and share the proceeds thereof

1. (in proportion to the ratio of the outstanding loan amount due to us and to you. We further agree to execute a pari passu agreement incorporating the terms and conditions for distribution of the proceeds thereof)
- b. (first towards our dues and the balance, if any, towards your dues).
- iii) We hereby enclose a draft of the letter to be executed by you in our favour, setting out the terms and conditions on which you have accepted the arrangement as a second charge holder.

Place :
Date :

Yours faithfully,

(Institution)

- i) Retain if it is a pari passu charge and delete the words marked in `2'.
- ii) Retain if it is a second charge and delete the words marked in `1'.

PARI PASSU LETTER

.....
.....

(Bank/Financial Institution etc Second Charge Holder)

Dear Sir,

Re :

(Name of the Borrower)

We,..... hereby confirm and agree that notwithstanding anything to the contrary contained in or by virtue of the mortgages and charge created by the abovementioned borrower on his/her immovable properties situated at in our favour to secure term loans of Rs..... lent and advanced by us to the Borrower and the mortgages and charges already created and to be created by the borrower in your favour to secure the term loan of Rs..... lent and/or to be advanced by you to the borrower shall rank pari passu in point of security and for the purpose of realisation without any preference or priority of one over the other or others for all purposes and to all intents.

We hereby further agree and undertake and confirm that we shall execute a pari passu inter-se agreement with you to which the borrower will also be a party, so as to provide that the securities created/to be created by the borrower under or by virtue of the aforesaid mortgages and charges shall all rank pari passu in point of security and for the purpose of realisation without any preference or priority of one over the other or others for all purposes and to all intents and including therein specific provisions regarding insurance, custody of insurance policies, custody of title deeds, realisation of sale proceeds etc., in such form and in such manner as may be mutually agreed upon. In the meantime kindly acknowledge the arrangement by signing the duplicate of this letter.

Place :-

Yours faithfully,

Date :-

(First Charge Holder)

To

.....
.....

(First charge Holder)

Dear Sir,

We agree for the terms and conditions as mentioned above

Place :

Yours faithfully

Date :

(Second Charge Holder)

INTER-SE PARI-PASSU AGREEMENT
(To be stamped as an agreement and power of attorney)

- (a) Retain para if the equitable mortgage has been created in favour of the Bank/Institution jointly. Delete para 2.
 - (b) Retain this para if the equitable mortgage is created in favour of one and then extended in favour of the other. Delete para 1.
-

It has been decided by and between the parties hereto that the said Joint Equitable Mortgage (hereinafter referred to as the "said securities") shall all inter se rank pari passu for all purposes and to all intents and that all monies resulting from the enforcement and realisations of the securities shall be distributed and shared between the Bank pari passu without any preference or priority and that for such purpose an agreement being these presents should be entered into by and between the parties hereto in the manner hereinafter appearing.

NOW THESE PRESENTS WITNESSETH AND IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS :

1. Notwithstanding anything to the contrary by virtue or reason of or implied by or contained in the said securities, the mortgages and charges created thereunder shall all inter se rank pari passu in point of security without any preference or priority of one over the other for all purposes and to all intents.
2. During subsistence of the said securities created all insurance policies in respect of mortgaged assets shall be taken out by the borrower in the joint names of the borrower and the said banks or as agreed between the Banks with such insurance company or companies as the said Banks may approve in such manner and for such value and against such risks as may be determined by them. The policies of insurance shall be held and retained by any one of the said banks in its custody for the mutual benefits of the said Banks and the same shall be made available to each other whenever required against accountable receipt for the same.
3. In case of any monies becoming due and payable under the insurance, the amount realised from the insurance company or companies shall be received in the first instance by one of the Banks unless the said banks require it to be applied in or towards the amounts due to each of them in accordance with the provisions hereof or be applied for repair and/or reinstatement and/or replacement of the mortgaged assets so damaged or destroyed.
4. All title deeds and documents relating to and in respect of the mortgaged assets deposited by the borrower with *SBI/Institution as aforesaid shall be held by and remain in the custody of * SBI/Institution for the mutual benefits of the Banks and shall be made available to each other whenever required against accountable receipt.

5. If in pursuance to any permission in writing that may be jointly given by the said Banks to the Borrower to sell any assets forming part of the mortgaged assets if the borrower sells any such assets, the sale proceeds realised by the borrower out of the sale of such assets shall be utilised by the borrower for liquidating the said Term Loan facilities with interest costs and charges thereof with the Bank as mentioned below.
6. Unless otherwise agreed to in writing between the said Banks, the borrower shall not repay any part of the term loan without offering to prepay and prepaying the proportionate amount of the loan due to the other of the said Banks.
7. The borrower shall pay and discharge all his/her obligations and liabilities to each of the said banks as and when the same shall arise without preferring one over the other. The said Banks shall at all times act in consultation and co-operation with each other in regard to the said term loan and other facilities if any granted by them to the borrower and the securities created by the borrower in their respective/joint favour as aforesaid and the recovery of the same.
8. In the event of the said Banks or any of them enforcing the mortgaged assets either through the intervention of the Court or otherwise or by appointing a Receiver or by sale for realisation of the mortgaged assets or otherwise howsoever and in whatever manner, the said Banks or any of them may think fit the proceeds of the sale or other proceeds or realisation of the mortgaged assets remaining after deducting therefrom the costs (between Advocate and client) charges and expenses incidental to such sale shall be applied.
 - a. First in liquidation of the amount due for interest in the said Term Loan Accounts in proportion with the respective amounts of the said Banks outstandings thereon respectively on the date of enforcement of security.
 - b. Secondly the balance of such money shall
 - viii. in the event of monies available for distribution to the said Banks being sufficient to pay to each of them the full amount of the principal outstanding to each of them in the said securities be applied simultaneously in payment to the said Banks of the amounts due and outstanding under or in respect of the said Term Loan Accounts in full.
 - ix. In the event of moneys available for distribution being insufficient to pay to the said Banks, the full amount outstanding to each of them be applied pari passu as nearly as possible and practicable towards payment of each of the said Banks in proportion to the principal amount outstanding with each of them, without any preference or priority of one over the other. The amount disbursed to each of the said Banks shall bear the same proportion to which the outstanding amount due under the said Term Loan Account(s) bear to the aggregate to the total outstanding amount due to the said Banks.
 - x. The surplus if any, of the aforesaid monies will be paid to the person/s entitled thereto.

- xi. Until such application, the monies realised by any of the said Banks or any receiver appointed by them shall be held by it or by such receiver in Trust for the said Banks in accordance with their respective rights hereunder.
12. Either of the said Banks shall be entitled to bring a suit or proceedings or to take any steps for enforcement of the securities created in its favour as aforesaid for realisation of its dues from the borrower and in the event of institution of any such suit or proceedings the bank so instituting shall join the other as party defendant, in the event of its not willing to join as party plaintiff in such suit or other legal proceedings.
 13. Each of the said Banks shall keep the other advised of all matters affecting these presents and particularly each Bank shall, prior to taking any action or other steps for enforcement of its security, consult the other Bank and all of them shall cooperate with one another in respect of all matters so far as the same is practicable without affecting their own respective rights and each of them shall at all times keep the other informed of all serious and important matters coming to its knowledge relating to the mortgaged assets or any part or portion thereof and otherwise relating to the Borrower.
 14. If any of the said Banks in pursuance of the powers reserved to it decides to enforce its right to sell mortgaged assets or any part thereof or to exercise any other rights/ powers conferred on it by these presents in such case it shall consult the other or the said banks before enforcing such security or exercising such rights or powers. If at any time in the course of enforcing security any of the said Banks decides to appoint a Receiver in exercise of the powers reserved therefor in the said and in respect of mortgaged assets other rights or any part thereof it shall appoint such receiver after consultation with the other and after obtaining their concurrence.
 15. Each of the said Banks shall not without the consent of the other agree to any modification of the terms of the presents and shall not without like consent grant time or any indulgence to the borrower after the security has become enforceable or been enforced by any of the said Banks.
 16. Each of the said Banks shall supply to the other of the said Banks monthly or other agreed periodical statement showing the state of the Accounts in the books of the said Banks.
 17. The borrower doth hereby confirm these presents and undertakes that during the subsistence of the mortgaged assets, the borrower shall not do or suffer to be done or be a party to any act done or matter or thing which may in any way prejudicially affect the security and the rights of the said banks.
 18. The borrower shall
 23. procure the proper stamping and registration of this agreement and its counter parts.
 24. Reimburse the other parties hereto the legal and other expenses incurred by each of them in negotiating and settling these presents and until payment, such expenses shall form part of the debts in the said accounts and be recoverable as such.

25. Pay such additional stamp duty and other dues /taxes/ charges and other penalties if and when the borrower may be required to pay according to the law for the time being in force in the state in which the properties are situate or otherwise and in the event of the borrower failing to pay the same as aforesaid any one of the said Banks will be at liberty to pay the same and the borrower shall repay the same such of the Bank(s) who paid and until such payment by the borrower the same shall form part of the debts in the said accounts and be recoverable as such.
19. In the event of any of the securities becoming enforceable the others of such securities shall also forthwith become enforceable notwithstanding anything to the contrary in the documents evidencing creation of such securities.
20. These presents shall continue to be in force and valid and subsisting until the amount due to the said Banks or any of them and every part thereof shall have been paid in full by the borrower to each of the said banks.

IN WITNESS WHEREOF the Borrower and the said Banks have hereunto set their respective hands the day and year first hereinabove written.

Schedule

Mortgaged Assets

(Borrower)

SIGNED AND DELIVERED
by the abovementioned State Bank of India by
Shri.....

Designation

SIGNED, SEALED AND DELIVERED by the
Abovenamed

(Institution) by the hand of its duly constituted
Attorney Mr.....

LETTER FROM THE FIRST CHARGEHOLDER
TO THE SECOND CHARGEHOLDER

..... (Bank)

..... (2nd Chargeholder)

Dear Sir

Re: Sri/Smt.....(Borrower)

We have granted to Shri/Smt.....(hereinafter called the 'Borrower') a loan of Rs*..... against the security of immovable properties situate at belonging to the borrower. The borrower has informed us that at his/her request you are agreeable to grant a term loan facility of Rs..... against the security of immovable properties situate atwhich has been mortgaged to us.

We have no objection in your granting additional facility by way of term loan to the borrower not exceeding Rs..... excluding interest, costs, charges and expenses and also in the borrower creating in your favour a second charge by way of mortgage on the above mentioned securities which are already charged in our favour. Please note the advances made and to be made by you and the charges that would be created by the borrower in your favour will be subject to the charges already created by the borrower in our favour in respect of the facility granted by us as well as to be granted by us in future.

We enclose a draft of the letter to be executed by you in our favour setting out the terms and conditions on which you have accepted the arrangement as a second charge holder.

Place :

Yours faithfully,

Date :

(First Charge Holder)

(* Loan granted by the Institution)

LETTER TO BE ISSUED BY BANK FOR HAVING SECOND CHARGE
ON THE FIXED ASSETS FOR ITS TERM LOAN FACILITIES

To,
.....
(First Charge Holder)

Dear Sir,

Re :..... (Borrower)

We are aware that you have sanctioned to the aforesaid borrower financial assistance for buying/constructing a house/flat at (hereinafter called as 'Fixed assets'). At the request of the borrower you have agreed to our having second charge on the fixed assets of the borrower to secure Bank's term loan facility (ies) to the extent of Rs.....

In consideration of the aforesaid premises, we do hereby agree and confirm that notwithstanding anything to the contrary contained in or by virtue of the charge created/to be created by the borrower on the fixed assets to secure inter alia the term loan facilities sanctioned by us to the borrower shall rank subsequent to and subservient to and rank after the charges created/to be created by the borrower in your favour to secure the financial assistance granted by you to the borrower.

We hereby further agree and confirm that :

a.

- a) Any sale proceeds realised in respect of the mortgaged property will be payable first to you and the balance left will be payable to us as a second chargeholder.
- b) any compensation received for the acquisition of the properties mortgaged for the loss /destruction thereof shall be paid first to you as first chargeholder and only the surplus if any shall be paid to us in satisfaction of our second charge :

(a) we (Bank) shall resort to any legal proceedings for the sale of the fixed assets or part thereof or for the exercise of our rights against the borrower only after :

- (i) giving to the first chargeholder a notice of minimum of 60 days; and
- (ii) obtaining first chargeholder's prior approval in that connection which shall not be unreasonably withheld in a manner prejudicial to the interest of(Bank) .

- (b) The first chargeholder shall not be called upon by us to exercise or enforce their rights over the mortgage/charges created in their favour or otherwise.
- (c) Any further assistance granted by the first chargeholder to the borrower shall if so stipulated by the first chargeholder and without any further reference to the us be secured by a first charge on all the assets of the borrower ranking above the charge in favour of us.
- (d) We.....(Bank) shall not have the right of marshalling securities referred to in Section 81 of the Transfer of Property Act, 1982 vis-à-vis the first chargeholder .
- (e) The borrower shall procure.....(Bank's) consent to share on a pro-rata basis the expenses as and when incurred by the first chargeholder in connection with the payment of insurance premia or for the preservation of assets and/or enforcement of security.

Yours faithfully,

Place :

Date :

For (Bank).....

**MEMORANDUM OF UNDERSTANDING
AUTOMATIC APPROVAL UNDER SYNERGY WITH SME (BU)**

This Memorandum of Understanding (MoU), made on the (Date) at (Place) between

<**Name of the Builder**> , a <Constitution> incorporated/established under the < act under which incorporated/established> having its Registered Office at <complete postal address of the registered office> (hereinafter referred to as “the Builder” which expression shall, unless it be repugnant to the context or meaning thereof, shall mean and include its successors, and assigns) of the **First Part**

AND

State Bank of India, constituted under the State Bank of India Act 1955, having its Corporate office at Madame Cama Road, Mumbai (hereinafter referred to as the “SBI” which expression shall, unless it be repugnant to the context or meaning thereof, shall mean and include its successors and assigns) of the **Second Part**,

Records the understanding arrived at between the parties in the meeting dated <date> held at <Place>.

WHEREAS:

- A. Builder is engaged in development, construction, and sales of real estate including residential real estate (herein after referred to as the “ Property”).
- B. SBI is a reputed public sector bank which provides a wide range of banking services and financial products, including, inter alia, finance for development and/or construction of real estate, Home Loans to the Individuals for purchase of dwelling units etc..
- C. Pursuant to the aforesaid meeting the parties had mutually agreed to to promote, market and make accessible organised finance facility at competitive interest rates to the individuals across the country including semi urban and rural areas who wish to buy Property from the Builder in the projects specifically approved by the Bank for financing Home Loans (herein after referred to as the “Customers”

NOW THIS MOU WITNESSTH AS FOLLOWS:

1. Builder is developing/constructing a project consisting of _____ number of residential housing units at the following location

< Complete address of the project site >
2. Builder has nominated SBI as its preferred financier for financing customers for purchasing the Property from the Builder, and SBI accepted the said nomination. The said Preferred Status to SBI will mean that SBI shall have the first right of refusal to sanction Home Loans to the Customers who seek funding from the Banks, Housing Finance Companies or any other regulated financier. Builder has agreed to route minimum < _____ > (100%/75%/50% etc.) of Home Loan business from the project to SBI.
3. SBI has 'Approved' the 'Property' for extending Home Loans to the 'Customers'. The 'Property' shall be eligible for the benefits attendant on the 'Approved Project' as per the SBI Home Loan Scheme.
4. Builder has furnished documents like documents like title deeds, development agreement, permission from the competent authority to commence construction etc. SBI has ascertained the Builder's right to confer a clear and marketable title to the Customers.

Or (Strike off whichever is not applicable)

The Builder undertakes to provide, within _____ months from this date, documents like title deeds, development agreement, permission from the competent authority to commence construction etc. which are necessary for ascertaining the Builder's right to confer a clear and marketable title to the Customers. SBI may at its discretion sanction Home Loans to the Customers on the basis of the undertaking by the Builder. Following credit enhancements will be provided by the Builder to protect the interests of SBI and the Customer :

(i)

(ii)

5. The Builder shall not use without SBI's consent SBI's name or logo to promote its business and there shall be no representation from the Builder that SBI will offer credit facility as a matter of right to the Customers. Home Loans will be sanctioned at the sole discretion of SBI.
6. SBI agrees to offer financing facilities to eligible Customers at certain identified branches of SBI.
7. SBI shall be at liberty to conduct such credit appraisals as it may consider necessary and will process Customers' requests normally within seven working days after receipt of duly completed application forms with the necessary supporting documents.
8. SBI will evaluate the needs of the Customers and develop appropriate financing packages including product structuring, down payments, tenure of loan, and effective rate of interest to customers on best effort basis, subject to prevailing market conditions and in conformity with the guidelines issued by the Reserve Bank of India and the lending norms of SBI .
9. Builder will not have any authority to make commitments, representations or give any warranties or otherwise on behalf of SBI to any Customer. SBI too shall not have such an authority on behalf of the Builder.
10. A Coordination Team comprising of the following members will be formed for driving business and monitoring business performance under this MoU will be formed with immediate effect –

Functional area	Authority from Builder	Authority from SBI
Finance	<Name of the authorized representative with designation>	<Name of the authorized representative with designation>
Marketing	<Name of the authorized representative with designation>	<Name of the authorized representative with designation>

Change in incumbency of the Authority mentioned above will automatically substitute the present incumbent with the new incumbent in the Coordination Team. The Coordination Team shall focus on areas like resource allocation, central communication, training etc., so as to monitor the performance of the tie up arrangement in an effective manner.

11. Various sales and promotion activities will be undertaken at Builder's marketing and sales offices or at outside locations under the tie-up arrangements. Teams from both the Builder and SBI will be participating at various levels to design promotion schemes from time to time.
12. Builder shall provide leads for Home Loans to designated office of SBI. Builder shall provide authorized representatives of SBI with access to its Sales & Marketing offices and Project Site for sourcing of Home Loans. The documentation pertaining to the Home Loan, approval and disbursement will be primarily collected and processed by SBI. However Builder staff may support filling up of application form etc. at the Builder's office. SBI will pay a remuneration <please specify details here> as service fee to the Builder or his Nominee for providing such services if the loan is disbursed by SBI to the Customer.
13. Service levels :
 - a. SBI will process customers' requests normally within SEVEN working days after receipt of duly completed application forms with the necessary supporting documents.
 - b. SBI will arrange for collection of loan applications from the Builder.
 - c. The identified resource persons at the branches will visit the Builder at a frequency in accordance with the flow of business.

These commitments are however on best effort basis and shall not put any financial obligation on SBI for any deviation.
14. Both the Builder and SBI will not share the data regarding their existing customer database with any third party. The sharing of database will be on trust that this will not be used by either party for providing any kind of

information to any third party and/or in any manner which infringes upon the right of privacy and confidentiality of the Customers.

15. This MoU will valid for a period of 2 years. It will be reviewed after 2 year and the party who desires to exit may do so by giving a notice of 60 days to the other party. If none of the parties decide to exit from the MoU, then it will be automatically extended till all the residential housing units in the project are sold out by the Builder.
16. The conditions set forth herein can be modified by mutual consent of SBI and Builder.
17. This MoU shall not restrict or prohibit SBI from entering into similar arrangements with any other Builder or the Builder from entering into similar arrangements with any financial institution or continue its existing similar arrangements, subject to the condition of offering the first right of refusal to SBI.
18. All notices to be given under this MoU shall be made in writing and shall be delivered either (a) by registered post (b) by courier service or (c) by facsimile (confirmed by registered mail) to their respective following addresses, unless otherwise designated or changed by written notice by the parties hereto.

ADDRESS OF THE BUILDER :

Contact Person :

ADDRESS OF SBI

Contact Person:

25. Waiver of any of the terms of this MoU shall not be construed as a waiver of other terms mentioned in this MoU.
26. Neither party shall assign or transfer any of its rights or obligations under this MoU to any third party without the prior written consent of the other.
27. If any para of this MoU is found by competent authority to be void, voidable, illegal or otherwise unenforceable, the remaining provisions of this MoU shall remain in full force and effect.

In affirmation the parties hereto have signed this Memorandum of Understanding on the day first hereinabove written.

Builder

SBI

Authorized Signatory from Finance Department
from the

Authorized signatory

department responsible for sanction
or supervision of the credit facility
sanctioned to the Builder.

Authorized Signatory from Marketing Department
the

Authorized signatory from

department responsible for
marketing or sanction of Home
Loans.

**VALUATION FORMAT FOR THE PURPOSE OF
ASSESSING CAPITAL RISK WEIGHT (CRW) UNDER BASEL II**

Home Loan Account No. :
 Name of borrower :
 Name of Branch/RACPC :
 Sanctioned on :
 Date of construction of house/flat :
 Cost of property at the time of sanction (as per existing valuation report, if obtained) : Rs.
 Loan amount sanctioned : Rs.
 LTV ratio at the time of loan sanction :%
 Address of the house :
 Area of land / undivided share of land in the case of flat : s.ft.
 Area of building / flat : s.ft.

(a) Value of the property now, as per enquiry in the market/with reputed builders in the area / guideline value at the Registrar's office

(i) Value of land	Rs.
(ii) Value of building (assuming it to be a new construction)	Rs.

	Rs.

(b) Less: depreciation at the rate of 2.5% per annum on the value of the building as per the market value arrived at in (a)(ii) above. Rs. -----

(c) Valuation of the property as on date Rs. =====

(d) Loan outstandings as on date Rs.

(e) LTV ratio as on date ('d' as a percentage of 'c')%

(f) Capital Risk Weight required as on date 50% / 75% / 100%

{ CRW requirements :

Loans with LTV ratio upto 75% : 75% for loan above Rs.20 lacs, 50% for loan upto Rs.20 lacs
 Loans with LTV ratio above 75%: 100% }

Asst. / Dy. Manager (Advances) / Appraisal Officer.

Date :

Countersigned by official above the Asst. / Dy.
Manager (Advances) / Appraisal Officer.

(Signature)

Date:

IRREGULARITY REPORT FOR THE QUARTER /HALF YEAR ENDED ON

.....

(Home Loans at quarterly intervals, other P-Segment Loans at half yearly intervals)

(to be submitted in duplicate)

Branch :

**To,
State Bank of India,**

A/c No.	Name of the borrower	Facility	IRAC status	Date of sanction	Limit	DP	O/s	Irreg.	Irreg. Since	Reasons for irreg.	Comments of the controller

Date:

Branch/Chief/ Asst. Gen. Manager

MEMORANDUM FOR FOR SANCTION/CONTROL

(Rs. in cr.)

Circle	
Branch / RACPC	
Segment	
Constitution	

II. Proposal:

Sanction for	
Approval for	

III. Credit Limits (Existing and Proposed):

<i>A. Existing</i>				<i>B. Proposed</i>			<i>C. Change</i>	
Limits	SBI	%	MBA	SBI	%	MBA	SBI	MBA
FUND BASED (FB)								
Total FB								

IV) APPLICANT'S PROFILE

1	Name of the Applicant(s) and age / relationship (in case of joint borrowing)					
2	Address					
3	Qualification					
4	Profession/ Occupation					
5	Brief profile on the borrower including value of existing connections					
6	Net Monthly Income (NMI) /NAI (As per Salary Certificate / latest IT return)					
7	Net Worth					
8	Deposit connections					
9	Details of existing P-segment Loans availed, if any	Facility	Date of sanction	Limit	O/S	IRAC Status

10	Details of Fund Based and Non Fund Based Limits, if any, enjoyed by the firms / companies with our Bank in which the borrower is a director / partner	Name of the Branch	
		<u>Fund Based</u>	
		<u>Non-Fund Based</u>	
		CRA Rating	
		IRAC Classification	
11	Details of credit facility availed, if any, from other Banks / Financial Institutions.		

V) BRIEF DETAILS OF THE PROPOSED LOAN

12	Purpose	
13	Location & Full description of the house / flat to be constructed /purchased	
14	If the house / flat to be purchased are old one, what is the age of the house / flat and its residual life? Whether structural stability / fitness certificate obtained.	
15	Market value of the property as per the valuation report compiled by our Bank's approved valuer.(Rs.per sq.ft)	
16	Whether satisfactory Legal Opinion / Search Report obtained?	
17	Whether all statutory approvals / Clearance has been obtained from Corporation/ Municipal and local authorities.	
18	Particulars of Pre-sanction inspection conducted.	

19	Project Cost/Eligibility of loan (Rs. In cr.)	
i	Cost of land/ Flat/ Construction	
ii	Value of the property as per valuation report, if applicable	
iii	Lower value of (i) and (ii)	
iv	Registration Charges + Stamp Duty	
v	Total project cost	
vi	Less Margin	
vii	Eligible Loan Amount(v-vi) (A)	
viii	Eligibility as per LTV Ratio (B)	
ix	Eligibility as per EMI/NMI (C)	
x	SBI Life opted	Yes/No
xi	Loan required for SBI Life Premium	Yes/No
xii	SBI Life Premium loan Amount (D)	
xiii	Loan amount requested (E)	
xiv	Eligible Loan Amount (least of A,B,C,E)	
xv	Loan amount recommended (F)= (least of A,B,C,E)	
xvi	Loan amount sanctioned (inclusive of SBI Life premium if any(F+D)	
20	Margin (%)	
21	Equated Monthly Installments (EMI)	EMI towards existing loans: Rs. EMI towards proposed loan: Rs. ----- ----- Total : Rs.-----
22	EMI/NMI Ratio	
23	Security	Primary :

		Collateral :	
24	Interest Rate (Floating)	Card Rate (%)	Rate proposed (%)
25	Processing Fees		
26	Repayment Schedule		
27	Facility	Term Loan	
28	Mode of Repayment		
29	Whether the loan is covered under SBI Life.	Yes/No	

V) JUSTIFICATION AND RECOMMENDATION

VI) CONFIRMATION:

We confirm that

i)	<i>The proposal complies with Loan Policy guidelines / RBI prescriptions / Home Loan Schemes.</i>
ii)	<i>Applicant's name(s) is / are not figuring in RBI /CIBIL defaulters list.</i>
iii)	<i>The undersigned is satisfied with the overall viability of the proposal and the recommendations made</i>

Circle:
Date:
(Network)

General Manager

SUMMARY SHEET**Control report on sanction/ approval/ confirmation of facilities by CCC-1 on**

Circle **Branch** **Segment**
1. Applicant's Profile: **(Rs. in cr.)**

Name- 1:	Name -2:
Occupation:*	Banking with us since:

*in case of businessmen please fill col. No.7

2. Proposals sanctioned/approved/confirmed:

Sanction for:	
Approval for:	

3. Indebtedness / Exposure

Indebtedness	Existing	Proposed
Fund based		
Non Fund based		
Total Indebtedness		

4. Income Eligibility **(Rs. in lac)**

	Applicant-1	Applicant-2/Guarantor	Applicant-3/Guarantor	Total
Net Monthly Income				
Net Worth				

5. Interest Rate (%)

Card Rate:	Proposed Rate:
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6. Loan Eligibility **(Rs. in cr.)**

Project Cost	
Margin	
Loan Amount	
Margin %	
LTV Ratio	
SBI Life opted	Yes/No
Loan for SBI Life Premium Amount	
EMI/NMI Ratio (including SBI Life Premium)	
Repayment Term	

7. Details of underlying business:

(i) Name of Company/firm:

(ii)Activity:

(iii)Shareholding % of Applicant:

(iv)Financials:

	Year 1	Year 2	Year 3
Turnover			
Gross Profit			
Net Profit			

Observations:

Submitted for control

General Manager (Network)

To,
Name(s) and addresses of the borrowers
(Copy of this letter to be sent independently to the guarantor(s), if any)

Dear Sir,

Rephasing of Home Loan repayment schedule
Home Loan Account No. _____

With reference to your letter dated _____ requesting for rephasing of Home Loan repayment, we have to advise as under –

1. Present outstanding loan amount including principal, interest and charges debited to the loan account is
Rs. _____ (Rs. _____)

2. If you agree, your Home Loan repayment is proposed to be rephased as under -

Parameter	Original Value as per agreement mentioned above	Revised Value\$
Loan Tenor (Calculated from the date of first disbursement of the loan)		
Interest Rate		
Pre-EMI Moratorium		
Mid Stream moratorium		
Number of EMIs and Start Date of EMIs		(Mention number of EMIs to be paid after rephasing and start date for payment of EMI revised after rephasing. (Number of EMIs =Remaining Loan Tenure-Moratorium allowed, if any, during remaining loan tenure)
EMI per month		(EMI per month to be calculated on the basis of number of installments proposed to be paid after rephasing , loan outstanding, and applicable interest rate.)

\$ Please note that the proposed revised terms will come into effect only after completion of the requisite formalities like submission of Stamped Agreement and Post Dated Cheques/Standing Instructions/ECS mandate etc. for loan repayment in accordance with the terms of rephasing within the stipulated time period.

2. You are requested to study and evaluate this offer and convey your acceptance of the offer or rejection as the case may be to us within 15 days from the date of this letter. Offer shall not be valid beyond 15 days from the date of this letter.

3. It may please be noted that other terms and conditions of the Home Loan agreement dated _____executed by you shall be binding on you even after acceptance of the terms of rephasing by you under this offer. Security charged to the Bank for securing the loan shall continue to remain charged to the Bank till liquidation of the loan together with interest and charges as per the revised terms of repayment.

4. You would be required to adhere to the rephased repayment schedule mentioned above without any default.

5. Income Recognition and Asset Classification (i.e. IRAC) status of your account would be governed by RBI guidelines in this regard and the relevant rules would be applicable to your account in accordance with the RBI guidelines and the Bank's rules.

6. You would be required to submit Post Dated Cheques/Standing Instruction/ECS mandate or any other valid instrument of payment named by the Bank for repayment as per the terms of rephasing within ____ (maximum 7 days) days.

7. You would be required to pay Costs, Charges and Fees for the purpose of rephasing to the Bank as under and execute stamped agreement in the format of the specimen provided –

Charges/Fees Head	Amount (Rs.)

8. All the co-borrowers and guarantor(s) if any, should agree to accept the revised term mentioned above and convey their acceptance of the offer by signing on the duplicate of this letter, which should be submitted to this office within the validity period of the offer.

Yours faithfully,

Branch Manager

(To be stamped as an agreement)

The Branch Manager,
State Bank of India
_____ Branch/RACPC
_____ Place

Dear Sir/Madam,

Rephasement of Home Loan repayment schedule

I/We _____ availed Home Loan from State Bank of India (herein after referred as 'the Bank') in terms of Home Loan agreement dated _____, as per the undernoted details –

Loan amount	
Interest rate	*Fixed ____% p.a. *Floating ____% above Base Rate Present effective rate being ____% p.a.
Loan Tenor	
Pre-EMI Moratorium Period (if any)	
Repayment schedule	
EMI per month	
No. of EMIs	

2. The above loan is secured by way of charge in favour of the Bank as under –

Name of security	Type of Charge	Date of creation of charge

3. Present outstanding loan amount including principal, interest and charges debited to the loan account is

Rs. _____ (Rs. _____)

4. I/we could not*/would not be able* (* strike off whichever is not applicable) to adhere to the repayment schedule mentioned above due to a genuine resource crunch faced by me/us. Therefore in response to my/our request the Bank has offered rephasement of Home Loan repayment as under –

Parameter	Original Value as per agreement mentioned above	Revised Value
Loan Tenor (Calculated from the date of first		

disbursement of the loan)		
Interest Rate		
Pre-EMI Moratorium		
Mid Stream moratorium		
Number of EMIs and Start Date of EMIs		(Mention number of EMIs to be paid after rephasing and start date for payment of EMI revised after rephasing. (Number of EMIs =Remaining Loan Tenure-Moratorium allowed, if any, during remaining loan tenure)
EMI per month		(EMI per month to be calculated on the basis of number of installments proposed to be paid after rephasing, loan outstanding, and applicable interest rate.)

5. I/We have studied and fully understood the implications of rephasing and without any doubt whatsoever in my/our mind, I/We have accepted the rephasing of our Home Loan repayment schedule as mentioned above on our free will without any coercion from the Bank or any other quarter. I/We agree to adhere to the rephased repayment schedule mentioned above.

6. I/We understand that Income Recognition and Asset Classification (i.e. IRAC) status of our account would be governed by RBI guidelines in this regard and the relevant rules would be applicable to our account in accordance with the RBI guidelines and the Bank's rules. I/We undertake to abide by the regulation and rules in this regard in force from time to time.

7. I/We understand, admit and accept that the other terms and conditions of the Home Loan agreement executed by me/us, will be binding on us even after acceptance of the terms of rephasing by us under this document. Security mentioned above shall continue to remain charged to the Bank till liquidation of the loan together with interest and charges.

8. I/We undertake to submit Post Dated Cheques/Standing Instruction/ECS mandate or any other valid instrument of payment named by the Bank for repayment as per the terms of rephasing within ____ (maximum 7 days) days.

9. I/We undertake to pay all the Costs, Charges and Fees for the purpose of rephasing to the Bank .

10. I/We agree that the rephasing mentioned above would come into effect only after completion of all formalities stipulated by the Bank and payment of relevant costs, charges and fees by me/us.

Yours faithfully,

(Borrowers)

(Guarantors)

Name(s)

Place

Date

(Please affix latest passport size photograph of each of the signatory in space below and mention their names below the photographs.)

(Specimen of NOC to be obtained from the builder/seller on their official letter head and signed by his authorized signatory.)

To:
The Branch Manager
State Bank of India

Madam/Dear Sir,

I/We, _____ (name of the builder/seller), here by certify that :

➤ I/We have transferable rights to the property described below, which has been allotted by me/us to Shri/Smt. _____ (name of the borrowers) herein after referred to as "the purchasers", subject to the due and proper performance and compliances of all the terms and conditions of the Allotment Letter/Sale Agreement dated _____(herein after referred to as the "Sale document")

Description of the property:

Flat No./ House No.	
Building No./Name	
Plot No	
Street No./Name	
Locality Name	
Area Name	
City Name	
Pin Code	

2. That the total consideration for this transaction is Rs. _____ (Rs.in words) towards sale document and Rs. _____ (Rs. _____) towards _____.(name any other agreement, if any)

3. The title of the property described above is clear, marketable and free from all encumbrances and doubts.

4. I/We confirm that I/we have no objection whatsoever to the said purchasers, at their own costs, charges, risks and consequences mortgaging the said property to STATE BANK OF INDIA (herein after referred to as "the Bank") as security for the amount advanced by the Bank to them subject to

the due and proper performance and compliances of all the terms and conditions of the sale document by the said purchasers.

5. We have borrowed from _____(name of the financial institution) whose NOC for this transaction is enclosed herewith /

We have not borrowed from any financial institution for the purchase /development of the property and have not created and will not create any encumbrances on the property allotted to the said purchasers during the currency of the loan sanctioned/to be sanctioned by the Bank to them subject to the due and proper performance and compliances of all the terms and conditions of the sale document by the said purchasers.

6. After creation of proper charge/mortgage and after receipt of the copies there of and after receipt of proper nomination in favour of the Bank, from the said purchasers, we are agreeable to accept State Bank of India as a nominee of the above named purchaser for the property described above and once the nomination favouring the Bank has been registered and advice sent to the Bank of having done so, I/We note not to change the same without the written NOC of the Bank.

7. After creation of charge/mortgage and after receipt of the copies thereof and after receipt of the proper nomination in favour of the Bank, from the above named purchaser, I/We undertake to inform the society about the Bank's charge on the said flat as and when the society is formed.

8. Please note that the payment for this transaction should be made by crossed cheque/Trasfer _____ of _____ funds _____ favouring " _____ (Name) , _____ Bank Name) _____ Branch , Account No. _____".

9. In case of cancellation of the sale-agreement for any reason, I/We shall refund the amount by crossed cheque favouring the Bank A/C " _____(name of the purchaser)", and forward the same to you directly.

10. The signatory to this letter draws authority to sign this undertaking on behalf of the company/firm vide _____ (description of document of delegation of authority to the signatory.)

Yours faithfully,

Authorized Signatory.

Name -

Designation -

Place -

Date -

Annexure / HL-W

Default TL Account Register

Sr. No.	Name of the borrower / account	Loan Amount		Date of original Document / Latest RL	Date of default (II instalment) (T)	Date when the need for RL to be reckoned (T + 6 m)	Date before which RL to be obtained (T + 9 m)	Date of Regularisation	Date of obtention of RL	Remarks
		(3)	O/s							
(1)	2)	(3)		(4)	(5)	(6)	(7)	(8)	(9)	(10)
		Limit	O/s							

Col. 5 : when two consecutive instalments are in default

Col. 8 : when a regularization occur during T + 6 m / T + 9 m, by which the need for a RL is obviated (Col. 9)

Annexure/HL-X

EMPANELMENT OF MARKETING CONSULTANT

APPLICATION FORMAT

PASTE (not staple) A
RECENT PASSPORT
SIZE PHOTOGRAPH
HERE AND SIGN
ACROSS IT IN FULL
WITH DATE

To,
The Dy. General Manager,
State Bank of India,
Zonal Office,

Sir,

APPLICATION FOR EMPANELMENT OF OFFICERS/EMPLOYEES RETIRED FROM THE BANK, AS MARKETING CONSULTANT IN STATE BANK OF INDIA

I submit herewith my application for the post of Marketing Consultant in State Bank of India. I have read the Role, Remuneration and Terms & Conditions relating to the post and advise that they are acceptable to me.

1.Full Name Shri/Smt/Kum (in Block Letters, as per degree certificate)

2.
Father's/Husband's
Name

iii)

12. Languages Known
(Mark "✓" in the appropriate box)

Language	Read	Write	Speak	Understand
a) _____	[]	[]	[]	[]
b) _____	[]	[]	[]	[]
c) _____	[]	[]	[]	[]

13. Declaration
I hereby declare that

- 1) I retired from the Bank's service on attaining superannuation and not under Voluntary Retirement Scheme or Exit Option Scheme.
- 2) no punishment / penalty was inflicted on me during five years of my service in the Bank preceding my retirement.
- 3) no case of CBI or any other Law Enforcement Agency is pending against me and
- 4) I am physically fit to carry out duties of the Marketing Consultant including continuous travel.

I further declare that all statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found untrue or incorrect at any stage of my not satisfying any of the eligibility criteria according to State Bank of India, my candidature is liable to be cancelled.

Place : _____ Signature: _____

Date : _____ Name of candidate: _____

Signature of Shri..... verified

(Signature & seal of the BM of the pension disbursing branch)

AGREEMENT FOR EMPANELMENT OF MARKETING CONSULTANTS

THIS Agreement for empanelment of Marketing Consultants is entered between State Bank of India, Zonal Office _____(place) as "First Party" and

AND

Shri/Smt/Kum. _____(retired official/ employee of SBI and aged around ____ years residing at _____ (place) and presently drawing pension from _____ Branch of SBI, as "Second Party".

WHEREAS State Bank of India expressed its desire to empanel retired officers/ employees of State Bank of India as "Marketing Consultants" on contract basis for periods renewable from time to time subject to fulfillment of eligibility criteria laid down in this regard for marketing "Home Loan Applications".

AND whereas Shri/Smt/Kum. _____ retired official/ employee evinced interest in offering his/her services as Marketing Consultant on contract basis and submitted application for empanelment as per the eligibility criteria.

NOW this Agreement witnesseth as follows:-

- i) The First Party hereby agrees to engage the services of Second Party the retired official/ employee as Marketing Consultant for sourcing Home Loan Applications on contract basis without prejudice to his/her pension.
- ii) The period of engagement of Marketing Consultants on contract basis is for a period of six months. The contract of service may renewed for further period of six months each at a time on satisfactory completion of contract

period of six months and depending on his/her suitability and also as per the requirement of the Bank in this regard.

- iii) The Agreement can be terminated by either party to the contract by giving one month's Notice in writing duly acknowledged by the other.
- iv) The Marketing Consultants are entitled for payment of fees as under subject to Tax Deduction at Source (TDS). These fees are inclusive of Service Tax or any other tax payable, if any.
 - a) For MCs sourcing Home Loan business (which is sanctioned and disbursed) upto Rs. 5 Crore per month:
0.25% of the loan amount, maximum Rs.50000/ per proposal.
 - b) For MCs sourcing Home Loan business (which is sanctioned and disbursed) of more than Rs.5 Crore per month :
0.30% of the loan amount, maximum Rs.60000/ per proposal.
- v) The Marketing Consultants are not entitled for any salary/ allowance/ out of pocket expenses etc.
- vi) The Marketing Consultants are bound to reach minimum monthly target of five Home Loans per month, and if they fail to reach the minimum target in a particular month, the number booked in that month will be rolled over to the next month and added to next months performance with a minimum target of 10 loans for two months.
- vii) If the target of 10 loans for two months is not achieved his/her contract may not be renewed further at the discretion of the AGM (Region).

- viii) The Marketing Consultants are entitled for identity card issued by the Bank as a proof of identity to act as Marketing Consultants of the Bank for the period mentioned therein. After expiry of the validity period, the Marketing Consultants has to surrender the same to the Bank. In case of renewal of contract, a fresh identity card should be obtained containing the period of validity.
- ix) The Marketing Consultants agree not to use Bank's name or logo on their sign boards, name-plates, visiting cards, stationery, etc.
- x) The Marketing Consultants agree to market Home Loan Applications for the Bank. He/She has to operate from his/her residence and is not entitled to claim reimbursement of cost incurred towards phone, furniture, computer, space, etc.
- xi) Mere booking of the Home Loan will not entitle the Marketing Consultant for claiming the fee. The Marketing Consultant is entitled to claim fee with regard to those booked loans which are subsequently sanctioned and disbursed by the Bank.
- xii) Initially the services of Marketing Consultants will be utilized for marketing of Home Loans. However, depending on Bank's experience with their performance, the Marketing Consultants may be given the task of marketing for other products of the Bank also.

Both parties to this Agreement hereby convey their consent to abide by the terms and conditions of the Agreement and as a token of their free consent set their hand below on _____ (date) at _____.

State Bank of India, Zonal Office

(_____ represented by _____)

(SIGNATURE)

Name of the Marketing Consultant

(SIGNATURE)

(Draft of the letter to be addressed to the selected SBI Home Loan Counselors)

To,

Mr / Ms / M/s

.....

.....

Ref :

Date:

Dear Sir/Madam,

**SBI HOME LOAN COUNSELOR
EMPANELMENT**

With reference to your interaction with us on, we are pleased empanel you as SBI Home Loan Counselor (SBI HLC) on the terms and conditions laid down in this letter.

2. SBI Home Loan Counselor is expected to

- (i) obtain and provide leads to the Bank from various sources viz. builders, municipal approvals etc., on Home Loan requirements of individuals,
- (ii) meet prospective Home Loan customers at a place and time convenient to them and explain the latest Home Loan product details to them,
- (iii) help the customer in filling in the application and obtain all the requisite documents, and deliver these to this Branch, for further processing,
- (iv) follow up the application till sanction or other logical conclusion.
- (v) work within the framework of *Code of Conduct and Responsibility* enclosed at Annexure (as per HL.-Za) to this letter.

3. Remunerations payable to Home Loan Counsellors (HLCs) on first disbursement of the Loan, are as under. Remunerations are inclusive of Service Tax or any other tax, if applicable)

i) For HLCs sourcing Home Loan business upto Rs. 5 crore (which are sanctioned and disbursed) per month

0.25% of the loan amount, maximum Rs.50000/ per proposal

ii) For HLCs sourcing Home Loan business above Rs. 5 crore (which are sanctioned and disbursed) per month

0.30% of the loan amount, maximum Rs. 60000/ per proposal

Taxes, if any, applicable on the fees will have to be borne by you and the tax will be deducted at source from the payable fees as per rules applicable from time to time. Fees will be paid by crediting your bank account/account payee cheque.

Fees will not be payable to you in cases where Bank is obliged to pay remuneration to other persons/ parties under any other arrangement, for the same loan proposal. You will not be eligible for any fee in the case of customers who have directly approached the Bank on their own.

4. Please note that the Bank will not provide any office or office space to you for this purpose. You will have to arrange for your work place at your own cost and maintenance expenses.

5. Your empanelment with Bank is as a service provider only and it does not create any employer-employee relationship. You, your successors or assigns, will have no right to claim any employment or benefit of employment whatsoever from the Bank.

6. Please note that your empanelment will be for a period of **6 months**, which may be terminated by either party by giving one week's notice. It can also be terminated by the Bank at any time if your performance is found contrary to the Bank's instructions or if you are found to perform any action detrimental to Bank's interest. In the event of premature termination /expiry of your empanelment you will have to immediately surrender the identity card issued by the Bank to this office. Extension of your engagement with the Bank will depend on your performance in the activity / services allotted to you and necessity of your services to the Bank.

7. While no minimum business target has been stipulated per month, you are expected to bring in about 5 proposals totaling to Rs.1 Crore per month. If you do not bring in a minimum business of Rs. 2 Crores in 6 months, your empanelment shall stand terminated automatically.

8. Asstt. General Manager (RBO) shall be the final deciding authority for resolution of any dispute/clarification regarding payment of fee, terms of empanelment etc., and the decision taken by him shall be final and binding on you.

9. In token of your having accepted the offer on the terms and conditions stipulated, please return the duplicate copy of this letter duly acknowledged within fifteen working days from the date of this letter.

Yours faithfully,

Authorised Signatory
Encl: a/a.

I have read and understood the contents of this letter and the Annexure mentioned therein.

I accept the terms and conditions laid down for my empanelment as SBI Home Loan Counselor.

I enclose my resume containing my residential address, contact number, and bank account details for your information and record.

Signature of the applicant.

Name in full :

Date :

Place :

SBI Home Loan Counselors (HLCs) - Code of Conduct and Responsibilities

- (i) HLC shall prominently display the Identity Card issued to him by the Bank while dealing with the prospective customer (prospect) on behalf of the Bank.
- (ii) HLCs should handle with care their responsibilities particularly aspects like soliciting customers, hours of calling, privacy of customer information and conveying correct information about products on offer, etc.
- (iii) HLCs will not handle, on behalf of the Bank, any transaction for which they are not authorized as per the agreement.
- (iv) HLCs should not resort to intimidation or harassment of any kind, either verbal or physical, against any person while dealing on behalf of the Bank. HLC will refrain from action that could damage the integrity and reputation of the Bank.

DOs

Every HLC shall –

- (a) Adhere to extant instructions as specified in Bank's fair practice code for lending.
- (b) Disseminate requisite information in respect of products offered by the Bank through him and take into account, the needs of the prospect while recommending the specific product.
- (c) Render necessary assistance to the prospect in complying with requirements for transacting business with the Bank.
- (d) Not enter the prospect's residence / office against his / her wishes.
- (e) Respect the prospect's privacy.
- (f) If the prospect is not present and only family members / office persons are present at the time of the visit, end the visit with a request for the prospect to call back.
- (g) Provide his / her telephone number or the concerned Bank office's contact details, if asked for by the customer.
- (h) Limit discussions with the prospect to the business on hand – Maintain a professional distance.

- (i) Any communication sent to the prospect should be only in the mode and format approved by the Bank.
- (j) Normally discuss the prospect's interest only with the prospect or any other individual / family's accountant / Secretary / spouse authorized by the prospect.
- (k) Be properly dressed.

Don'ts

HLC shall not –

- (a) Solicit or procure any business without holding valid authority for this purpose.
- (b) Induce the prospect to omit any material information.
- (c) Induce the prospect to submit any wrong information or documents.
- (d) Behave in a discourteous manner with the prospect.
- (e) Offer different rates, advantages, terms and conditions other than those offered by the Bank.
- (f) Mislead the prospect on any service / product offered.
- (g) Mislead the prospect about their business or organization's name, or falsely represent themselves.
- (h) Make any false / unauthorized commitment on behalf of the Bank for any facility / service.
- (i) Accept gifts or bribes of any kind from the prospects. If offered a bribe or payment of any kind, he/she must report the offer to his/her management.
- (j) Share any customer information, in any form whatsoever, with any other person / entity.
- (k) Violate this code.
- (l) Use professional status as SBI HLC for furthering personal relations with the customers.
- (m) Divulge unauthorized information, written or spoken, to any customer or any other person.
- (n) Use obscene, profane or abusive language and / or hold out any threats.

(o) Use violent or any criminal means which may harm the reputation or property of the borrower, guarantor or any other person.


(p) Act in any manner which will affect the reputation of the Bank.

Format of Identity Card for SBI Home Loan Counselor

Identity Card must be laminated

Front Side

Back Side

 <p>NON-EMPLOYEE IDENTITY CARD</p> <p>SBI HOME LOAN COUNSELOR (EMPANELLED WITH SBI Regional Office_____) Valid Till – (date in bold letters)</p> <p>NAME - (Full name in BOLD CAPITAL Letters)</p> <div style="border: 1px solid black; width: fit-content; margin: 10px auto; padding: 5px;"> <p>Latest stamp size photograph</p> </div> <p>HLCID No. Signature of Card Holder</p> <p>(Warning –This card has been issued only for the purpose of identification while providing Home Loan Counseling Services on behalf of State Bank of India during the validity period mentioned above. Card holder is NOT AN EMPLOYEE of State Bank of India. He /She has been empanelled with SBI for providing Home Loan Counseling services to customers. Use of this card for identification at other places is prohibited by State Bank of India.)</p> <p>Signature of Authorised Signatory</p>	<p>HLC No. - (Year / Running No. as per HLC Register)</p> <p>Telephone No. of the Card Holder -</p> <p>Issued by State Bank of India,Regional Office-----, Region No-Administrative Office-----</p> <p>Full Address of the Regional Office</p> <p>Telephone No. of the Regional Office</p> <p>Date of Issue -</p>
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Format of HLC Empanelment Register

Date	Financial Year of empanelment	HLC ID	Name of HLC	Address of HLC	HLC Contact No.	Date upto which empanelment is valid	Business Sourced during empanelment		Commission Paid to HLC during empanelment	Date of renewal/termination of empanelment.(In case of renewal please make a fresh entry in the register. Original Financial Year of Empanelment and HLC No.to be retained at the time of renewal of live empanelment.)		
							No. of cases	Amount (Rs.Lac)		Renewal	Termination	
											Date	Whether I'Card surrendered ?

Annexure / HL-AC

Control cards on the following format should be compiled in respect of all Home Loan Accounts and maintained in serial order in a separate file till full disbursement and alongwith security documents thereafter, for facilitating verification by the Inspecting Officials/Controllers etc.

A/c. No.	
Name of the borrower(s)	(i) Shri/Smt./Kum (ii) Shri/Smt./Kum.
Contact Number	Office : Residence: Mobile No. E mail add:
Purpose	
Loan amount	Rs.
Date of sanction	
Details of property	Land admeasuringin Sy.No....at.....(location of property)
	Building No.... at.....(address of the building)admeasuring..sq.ft. (single/two storeyed building)
	Flat No.....at.....(address of flat) including undivided share of land.....(area of undivided share of land)
Land mark for identification of property	
Lawyer's report	Advocate Dated
Valuation report	Advocate Dated
Project cost	Rs.
E.M. Recital folio No.	
Insurance policy & Insurance Reg. folio No.	Rs. valid upto
Documents due for revival on	
Collateral security	
Name of Guarantor and NetWorth	Shri/Smt./Kum.
Pre-sanction survey conducted by	Asst./Dy.Manager (Advances)/Manager (PBD)
Pre sanction survey conducted at	<ol style="list-style-type: none"> 1. Borrower's residence on : (verified the proof of residence and proof of identity and found them to be in order.) 2. Borrower's office*/work place on: 3. Proposed property on :

		4. Guarantor's residence on*: (* if the Sanctioning Authority deems it necessary)	
Comments of the official			
Signature of the official			
Date of engineer's certificate regarding stage completion	Date of request for stage-wise disbursement	Date of inspection	Signature and comments of the official on the present stage of construction and other remarks
Final Completion certificate obtained from the engineer : Yes/No		Photograph of the property obtained Yes/No	
Inspection after final completion (before final disbursement)		Date	By Signature
Comments of the official regarding completion of construction as per plans and approvals submitted to the Bank			
Post sanction inspection			
Date	Signature of inspecting official	Remarks	

**SPECIMEN OF LETTER FORWARDING DEMAND DRAFTS/BANKER'S
CHEQUES TO BUILDERS/ URBAN DEVELOPMENT AUTHORITY/HOUSING
SOCIETY/SELLER**

Registered AD

M/s/Mr./Mrs./Kum.....
.....

Dear Sir,

REFERENCE : YOUR ALLOTMENT LETTER NO.

.....DATED...../AGREEMENT OF SALE DATED

With reference to your Allotment letter No.....dated.....allotting
.....(details of plot of land)
in.....(name and address of the project)/Agreement of Sale
dated the..... for sale of(details of plot of
land/flat/house proposed to be sold under the agreement), we forward herewith on
behalf of Shri/Smt./Kum..... our cheque/demand draft
No.....dated.....for Rs.....(Rupeesonly),
drawn in your favour for credit of your Account No..... maintained
with.....(Name of Bank).....(Name of Branch) being the cost
of plot of land/flat/house allotted/proposed to be sold to
Shri/Smt./Kum.....as per details furnished above. Please
forward to us your stamped receipt for the amount immediately on receipt.

2. Please note that the amount is to be appropriated specifically towards the cost of
plot of land allotted/flat/house to be sold as above and should not be appropriated
by you towards or set off against any other debit or liability due or owing to you by
Shri/Smt./Kum.....(Name of the borrower). Please note that
the Bank will have the right to call back the amount if you fail to complete the
formalities for allotment/sale of the plot of land/flat/house including registration
formalities on receipt of the proceeds of our cheque/demand draft mentioned above.
If the proposed allotment/sale of plot of land/flat/house fails to materialize within
a reasonable time, for reasons whatsoever, you should arrange to return our
cheque/demand draft directly to us immediately. Further, refunds, if any, including
any payment towards interest etc. should be made by means of crossed
cheque/demand draft favouring Shri/Smt./ Kum.....Loan
Account No.....State Bank of India,.....(Branch) and forwarded
directly to us.

3. Please note to advise us full particulars of allotment of plot of
land/flat/house/sale of plot of land as above on completion of registration of the
property in the name of Shri/Smt./Kum.....

Yours faithfully,

Branch Manager

PERSONAL BANKING : HOME LOANS**CONTROL REPORT:****i) LOAN AMOUNT Rs. _____ (ii) DATE OF SANCTION : _____****SHRI/SMT./KUM.....AND****SHRI/SMT./KUM.....**

I advise having sanctioned a Home Loan of Rs..... (Rupees.....only) to the above borrower (s) under Regular/ 'SBI-Realty'/ 'SBI-Flexi'/'SBI-Maxgain'/NRI/ 'Gram Niwas'/'.....Plus'(name the 'Plus' scheme) Home Loan scheme, as per details furnished below :

(Rs. in lacs)

Name of the Borrower(s)	1.Shri/Smt./Kum.....(Age :.... Yrs.) (Net Worth Rs. l) 2.Shri/Smt.Kum..... (Age:.... Yrs) (Net Worth Rs.)
Occupation/Profession/Activity	1. 2.
Name of the Guarantor (if applicable)	Shri/Smt.Kum..... (Age:.... Yrs) (Net Worth Rs.)
Purpose (tick whichever is applicable)	<p>(i) Purchase/construction of new house/flat</p> <p>(ii) Purchase of an existing house/flat (age of house/flat : years)</p> <p>(iii) Repairs/renovations of an existing house/flat,</p> <p>(iv) Extension of existing house</p> <p>(v) Purchase of a plot of land for construction of house</p> <p>(vi) Purchase of furnishings/consumer durables as part of project cost</p> <p>(vii) Take-over of Home Loan from.....</p>
Details of property proposed to be purchased/ constructed / taken-over(relevant particulars to be filled in)	<p>Land admeasuring.....in Sy.No.at.....(location of property)</p> <p>Building No.....at.....(address of the building) admeasuringsq.ft (single/multi storeyed)</p> <p>Flat No.....at(address of flat) including undivided share of land.....(area of undivided share of land)</p>
Project Cost	Cost of land : Rs. Cost of construction : Rs.

	Cost of purchase : Rs. Stamp duty & registration expenses. : Rs. Pre-EMI capitalization : Rs. Present o/s (in case of take over) Total : Rs.
Margin	Rs. (.... %)
Upfront premium, if any, payable to SBI Life for Optional Group Insurance Cover	Rs.
Pre-EMI interest proposed to be capitalized, if any	Rs.
Maximum eligibility based on project cost	Rs.
Net Monthly Income/Net Annual Income (Source to be mentioned i.e. Salary Certificate for(month)/ I.T.Return for Ass. Yr: Proof of other income etc.	<ul style="list-style-type: none"> • Rs. • (source :) 2. Rs. (source :.....) Total Rs.
Maximum eligibility based on income	Rs. (...times of NAI/NMI)
Amount of Loan	Rs.
Pre-sanction inspection	By Asst. Manager (Adv.) /Manager (PBD) on.....and entry made in Inspection Register.
Disbursement (tick the relevant portion)	a) Direct to builder in lump sum/in stages by issue of 'Account Payee' Banker's cheque favouring. the builder, duly incorporating account no. and name of banker of the builder, directly/will be directly dispatched to the builder by registered/speed post.(in case of purchase/construction of flats) b) Credit of loan proceeds to the SB/CA account in stages based on actual progress in construction, submission of certificate from the Engineer, receipts etc.
Rate of interestabove Base Rate i.e. .% p.a.(fixed or/and floating) at monthly rests
Repayment (delete whichever is not applicable)	In.....EMIs of Rs. (actual amount) each commencing one month after disbursement/....months after first disbursement

EMI/NMI ratio (%)	or two months after completion of construction, whichever is earlier (%)
Mode of repayment	Check-off/post dated cheques
Pre-EMI interest	(i) Will be serviced at monthly intervals (PDCs obtained covering the moratorium period) (ii) Proposed to be capitalized
Processing fees% i.e. Rs. recovered on :
Details of security	Equitable mortgage of...(area of land) in Sy. No. (address of property) and building No...../under construction/ Flat No.at(address of flat) with undivided share of land..... (area) in the name of Shri/Smt./Kum..... and Shri./Smt./Kum.....conservatively valued at Rs. by empanelled valuer on.... (Search conducted by empanelled lawyer on...
Collateral security (furnish full details)	
Interim Security, if any (furnish full details)	
Interim guarantee	Shri. (Net worth : Rs.)
Opinion report compiled on borrower(s)/guarantor based on Assets & Liabilities statement dt...)	Yes
Documents obtained(delete the item not applicable)	1. Application dt. 2. Salary certificate/I.T>Returns/other proof of income -..... (furnish details) 3Form 16/I.T>Returns of borrower/guarantors 4.Title/Sale Deed/Agreement of Sale/allotment letter/Non encumbrance certificate for 13 years/land tax receipt/building tax receipt/possession certificate 5. Lawyer's report dt. 6. Valuation report.dt. 7. Arrangement letter dt. 8. Home Loan Agreement dt. 9. Guarantee Agreement dt. 10. Agreement to Mortgage dt.* (we note to follow up the matter to ensure creation of equitable mortgage in time)

Insurance	Insured/will be insured on completion of construction of house/flat. against risk of fire, riot, earthquakes, lightning, floods etc. for the full market value of the property or limit sanctioned, whichever is higher, in the joint names of the borrower and the Bank
Confirmation regarding adherence to KYC norms	Adhered to
CRA rating and present position of existing accounts, if any (i.e. purpose, facility, date of sanction, limit, DP, o/s and irregularity)	

We note to obtain and keep on record the original receipts from the builders/suppliers/contractor in respect of payments made to them. We note to disburse instalments only after obtaining Engineer's certificate regarding stage-wise progress of construction based on site inspection.

Submitted for control, please.

Yours faithfully,

Branch Manager/Chief Manager/Asst. General Manager

PROPOSAL FORMATS FOR CONCESSIONS / RELAXATIONS FOR TIED-UP PROJECTS

PROPOSAL SEEKING CONCESSION IN INTEREST RATES AND/OR RELAXATION IN OTHER TERMS

(Please arrange to e mail the proposal with enclosures to : agm.homeloans@sbi.co.in)

Branch	
Circle	

_(Rs. in cr.)

Sl.No.	Parameter	Particulars
1	Name of the Builder and address(including website address, if any)	
2	Name of the project and location	
3	Whether new tie-up or renewal of MOU	
4	Year of establishment	
5	Constitution	Pvt. Ltd. /Public Ltd. Co.
6	Comments regarding due diligence and approval of builder, as per extant instructions	
7	Status of search report certifying clear, absolute and marketable title of the builder	
8	Status of receipt of approvals from Local Bodies/Urban Development Authority	
9	Whether the builder has incurred any losses during the last 3 financial years	

10	Highlights of the builder/project i.e.CRISIL/ICRA rating of the project/builder, ISO Certification etc.			
11	Details of Credit facilities, if any, availed by the builder for execution of the above project.	Name of the Bank/ Financial Institution	Details of Credit Facility	
			Type	Date of sanction
12	Whether the above project is fully funded, so that the builder will not face any financial crunch to complete the project in the stipulated time schedule.			
13	Details of the past / present/ future projects of the builder			
14	Whether the builder had completed their earlier projects with in time schedule. If not period of delay and reasons for the delay			
15	Length of existing relationship			
	Existing Connection Details of Fund Based and Non Fund Based limits, if any, enjoyed with our Bank	Name of the Branch		
		Fund Based		
		Non Fund Based		
	CRA rating			
	IRAC classification			

	Deposit Connections	Demand Deposits			
		Term Deposits			
16	Business booked under the existing tie-up arrangement	Name of the project		Anticipated business potential	Actual business booked during the last year
		Total			
17	Proposed Concessions / Relaxations				
	<u>Interest Rates</u>	Card Rates /Extant norms		Proposed concessions / Relaxations	
18	<u>Interest rates quoted by our competitors</u>	Name of the Bank		Interest rates quoted	
		i. ii. iii.			
19	Brief details of the Project.	Type of flat/house	No. of flats/house	Average price per flat/house	Total
				Total project value	
20	Anticipated business				
21	Brief comments on opportunities for cross-selling of SBI Cards/ SBI Mutual Fund				

	Schemes/SBI Life insurance products/ Other P-segment Loan products e.g. Car/Education/ Personal Loans/Deposit products	
22	Mode of repayment	Check-off facility/post-dated cheques
23	<u>Justification for the concessions proposed and recommendations</u>	
24	It will be ensured that the concessions proposed under the above tie-up will not be clubbed with concessions available under 'Plus' Schemes, tie-ups with Builders, special pricing structure for High Value Housing Loans, festival/mega bonanza offers, fairs/exhibitions/other promotional campaigns etc. All other terms and conditions of the Scheme will be complied with.	

Chief General Manager

State Bank of India,
Local Head Office,
.....

Date :

HIGH VALUE HOME LOANS
PROPOSAL SEEKING CONCESSION IN INTEREST RATES AND/OR
RELAXATION IN OTHER TERMS

(Please arrange to e mail the proposal with enclosures to : agm.homeloans@sbi.co.in)

Branch /RACPC	
Circle	

_(Rs. in cr.)

SI.No.	Parameter	Particulars				
1	Name of the prospective borrower					
2	Resident/Non-Resident/Person of Indian Origin					
3	Profession/Occupation					
4	Whether new/existing customer					
5	Brief profile on the borrower including value of existing connections					
6	Length of existing relationship					
7	<u>Existing Connection</u> Details of Fund Based and Non Fund Based limits, if any, enjoyed by the firms/companies in which the borrower is a director/partner with our Bank	Name of the Branch				
		Fund Based				
		Non Fund Based				
		CRA rating				
		IRAC classification				
	Deposit Connections	Demand Deposits				
		Term Deposits				
	Details of existing P-segment loans, if any	Facility	Date of sanction	Limit	EMI	IRAC status

8	Purpose					
9	Full details of property to be purchased /constructed. i.e. Location, area in sq.ft, Value in Rs. per sq.ft. etc.,					
10	Whether the proposed house is applicant's first house, if not, give details.					
11	Brief details of proposed loan	Project cost				
		Less Margin (%)				
		Loan eligible				
	Net Monthly Income (NMI)/Net Annual Income (NAI)					
	EMI/NMI Ratio	EMI towards existing loan(s) : Rs. EMI towards proposed loan : Rs. Total EMI : Rs.				
	Rate of Interest					
	Repayment period					
	Mode of repayment	Check-off facility/post-dated cheques				
12	Proposed Concessions / Relaxations					
	Parameter	Card Rates /Extant norms	Concessions / Relaxations sought			
13	<u>Justification for the concessions proposed and recommendations</u>					
14	It will be ensured that the concessions proposed under the above tie-up will not be clubbed with concessions available under 'Plus' Schemes, tie-ups with Builders, special pricing structure for High Value Housing Loans, festival/mega bonanza offers, fairs/exhibitions/other promotional campaigns etc. All other terms and conditions of the Housing Loans will be complied with					

Chief General Manager

State Bank of India,
Local Head Office,

.....

Date :

Under Certificate of Posting

State Bank of India
.....**Branch**

Shri/Smt./Kum......
.....

No.

Dated :

Dear Sir/Madam,

Your.....Loan A/c No.....with us

Please refer to your above loan account with our Branch.

2. With a view to discourage irregularity/overdues in loan account either on account of non payment of EMI for whatever reason or outstandings in the overdraft account exceeding the drawing power, it has been decided to levy enhanced interest rate (hereinafter referred to as " penal rate of interest") at the following rates.

i) Term Loans/Demand Loans

Penal interest @2% on the overdue amount for the period of default, over and above the applicable rate will be charged if the EMIs remain unpaid for a period of 30 days from the due date, for any areason, including a bounced cheque.

ii) Overdrafts:

In the case of an overdraft account, penal interest @2% on the overdue amount for the period of default, over and above the applicable rate will be charged from the day the account is rendered irregular.

3. Accordingly, we request you to ensure that your loan account (s) with us do not become irregular, for any reason whatsoever.

Yours faithfully,

AGM (RACPC) / Branch Manager.

Under Certificate of Posting

State Bank of India

.....**Branch**

Shri/Smt./Kum.....

.....

No.

Dated :

Dear Sir/Madam,

Your.....Loan A/c No.....with us

Equated Monthly Instalment (EMI) for the month of.....in respect of your captioned account, which was due on.....(date) has not yet been remitted, which resulted in irregularity in your account*

Your above overdraft account became irregular on..... (date)*

2. As you are aware, irregularity in the account attracts a penal interest @ 2% on the overdue amount for the period of default. With a view to avoid penal interest, please arrange to deposit an amount of Rs. (*Amount of EMI/ or irregularity) on or before.....(date) failing which penal interest @ 2% on the overdue amount will be levied, over and above the applicable rate of interest, for the period the account remains irregular.

Yours faithfully,

AGM (RACPC) / Branch Manager

* delete whichever is not applicable

**MODEL MANDATE FORM
ELECTRONIC CLEARING SERVICE (DEBIT CLEARING)**

The Manager
(Bank Name).....
(Branch Name).....
(Address).....
Telephone No.....

<p><u>Copy to the User</u> <u>Company</u> Name..... Address..... Telephone No.....</p>
--

I hereby authorize you to debit my account for making payment to(User Co. Name) through ECS(Debit) clearing as per the details given as under.

A.9-DIGIT CODE NUMBER OF THE BANK & BRANCH :

--	--	--	--	--	--	--	--	--	--

(Appearing on the MICR Cheque issued by the bank)

B.ACCOUNT TYPE
(S.B.Account/ Current Account or Cash Credit)

C. ACCOUNT NUMBER

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Name of the Scheme	Date of effect	Periodicity M/BiM/Qly/etc.)	Amount of installment /Amt of bill with upper limit	Number of installments/ Valid up to (in case of utility bills)

D. Date of effect:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the

option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

Date (.....)
Signature of the Customer.

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

Date
Signature of the Authorized official from
the Bank
(Note:- Mandate to be obtained in 3 copies, Original for Bank, One for User Co and
other for customer)

SBI Home Loans

SBAR w.e.f. 4th February 2013 =14.45 % p.a.

Base Rate w.e.f. 4th February 2013 =9.70% p.a.

1. **New Home Loans sanctioned on or after 4th February 2013**
2. **Floating Interest Rate with effect from 4th February 2013**
 - a)

Loan Amount	Linkage with Base Rate over the tenor of the loan	Effective Rate (w.e.f. 04.02.2013)
Upto Rs. 30.00 lacs	0.25% above Base Rate	9.95% p.a.
Above Rs. 30.00 lacs	0.40% above Base Rate	10.10% p.a.
No fixed rate option in any limit bracket.		

All concessions available earlier in Home Loan Interest Rate under different arrangements **stand withdrawn and in any case effective interest rate will not be allowed to go below the rates mentioned above which will be the floor rate.**

The revised Interest Rate structure will be made applicable to those existing Home Loan borrowers, having regular and standard Floating/Fixed Interest Rate accounts in higher interest buckets than the current rate for corresponding loan limits, and opting to switch over to current interest rates on upfront payment of one time switch-over fee of **0.56%** (including service tax) of their outstanding. However, switch-over fee on the Maxgain account will be calculated with reference to the Drawing Power (DP). This facility will also be made available to borrowers having accounts categorized as NPA after the accounts are fully regularized.

Interest Rate structure on different Home Loan products is as under:

(a) Home Loan at Fixed Interest Rates due for Interest Rate Reset:

Linked with Base Rate @ 9.70% p.a.	Linked with SBAR @ 14.45% p.a.
<ul style="list-style-type: none"> • 2.50% above Base Rate, effective interest rate being 12.20% p.a. for loans upto Rs. 30 Lacs. • 3.25% above Base Rate, effective interest rate being 12.95% p.a. for loans above Rs. 30 Lacs. 	<ul style="list-style-type: none"> • 2.25% below SBAR, effective interest rate being 12.20% p.a. for loans upto Rs. 30 Lacs. • 1.50% below SBAR, effective interest rate being 12.95% p.a. for loans above Rs. 30 Lacs.

Annexure /HL- AK

Updated interest rate on other products:

Name of the Product	Revised interest Rate
MAXGAIN	Interest rate as applicable on similar loan amount under Term Loan. However, a premium of 0.25% p.a. over and above the applicable interest rate will be recovered under Maxgain Scheme on loans above Rs. 1.00 crore on new loans.
SBI Home Equity	Term Loan: 1.25% above Base Rate, currently at 10.95% p.a. irrespective of loan amount. Overdraft: 1.50% above Base Rate, currently at 11.20% p.a. irrespective of loan amount.
SBI Reverse Mortgage Loan Scheme	For Public- 2.75% above Base Rate, effective rate being 12.45% p.a. (Fixed) subject to reset every 5 years. (Interest rate on existing loans linked to SBAR and due for reset: 2.00% below SBAR, effective rate being 12.45% p.a.) For SBI Pensioners- 1.75% above Base Rate, present effective rate being 11.45% p.a. (Fixed) subject to reset every 5 years. (Interest rate on existing loans linked to SBAR and due for reset: 3.00% below SBAR, present effective rate being 11.45% p.a.)
Loans for Deposit of earnest Money for allotment of a Plot/House/ Flat (EMD)	5.25% above Base Rate, present effective rate being 14.95% p.a. (Floating interest rate only)

One time option for existing floating rate customers to switch over to current rate

Format of Option Letter

To:
State Bank of India

Dear Sir,

HOME LOAN ACCOUNT NO.....
ONE TIME OPTION TO SWITCH TO
CURRENT INTEREST RATE STRUCTURE

I/We invite a reference to the home loan availed by me/us from the Bank and the loan documents viz. Arrangement Letter, Loan Agreement etc. executed by me/us on (date) in respect of our Home Loan account no.....having current outstanding of Rs..... (Rupees.....) only. Interest is payable on the loan at the rate linked to SBAR/Base Rate as mentioned in the arrangement letter.

2. I/We understand that State Bank of India is providing an one-time option to existing Home Loan borrowers to switch over to current card interest rate, which is% above Base Rate, present effective rate being% p.a. on payment of one time switch-over fee of Rs..... @0.56%(including Service Tax) of the outstanding in the loan account.

3. I/We wish to exercise my/our option to switch over to current interest rate structure as mentioned in para 2. I/We further, enclose a debit note/cheque no..... dated..... for Rs...../ as payment for one time switch-over fee. All the other terms and conditions, I/We had agreed to, while availing the said Home Loan will remain unchanged. I/We request you to change the interest rate structure in my above said Home Loan account with effect from(date).

Yours faithfully,

Borrower (s)
Place:
Date:

Term and conditions stated in this letter are accepted by me/us as a guarantor (s).

Guarantor (s)
Place:
Date:

One time option for existing fixed rate customers to switch over to current floating rate

Format of Option Letter

To:
State Bank of India

Dear Sir,

HOME LOAN ACCOUNT NO.....
ONE TIME OPTION TO SWITCH-OVER TO
CURRENT FLOATING INTEREST RATE STRUCTURE

I/We invite a reference to the home loan availed by me/us from the Bank and the loan documents viz. Arrangement Letter, Loan Agreement etc. executed by me/us on (date) in respect of our Fixed Interest Rate Home Loan account no.....having current outstanding of Rs..... (Rupees.....) only. Interest is payable on the said loan at the fixed interest rate subject to the interest rate reset at the end of every two/three/five years as mentioned in the arrangement letter.

2. I/We understand that State Bank of India is providing a one-time option to existing Fixed Interest Rate Home Loan borrowers to switch over to current floating card interest rate, which is% above Base Rate, present effective rate being% p.a., rising and falling with Base Rate at monthly rests calculated on the daily balance of the loan amount, on payment of one time switch-over fee of Rs..... being 0.56%(including Service Tax) of the outstanding in the loan account.

3. In respect of my/our Home Loan, I/We wish to exercise the option to switch over to current floating interest rate structure mentioned as above. I/We further, enclose a debit note/cheque no.....dated..... for Rs...../ as payment for one time switch-over fee and request the Bank to do the needful. I/We also authorize the Bank to open the Home Loan account with new number by transferring the outstanding in the existing Home Loan account with same Drawing Power, Tenor, EMI and Interest Rate structure stated in Para-2 above.

4. I/We hereby declare and confirm that all the existing securities created by me/us for my/our aforesaid Home Loan account will operate as a continuing security and will hold good, valid and enforceable despite the change in account number and interest rate structure as above. I/We acknowledge my/our liability to the Bank for the amount outstanding in the Home Loan account together with interest, costs and expenses as per documents executed by me/us. I/We request you to change the interest rate structure in my above said Home Loan account with effect from

.....(date). I/We also undertake to replace/change the PDCs and/or mandate for ECS/S.I. earlier given to the Bank for repayment of loan due to change in account number.

Yours faithfully,

Borrower (s)

Place:

Date:

Term and conditions stated in this letter are accepted by me/us as a guarantor (s) and the Guarantee documents/Security documents executed by me/us will continue to be valid and enforceable.

Guarantor (s)

Place:

Date:

Procedure for switching from SBAR linkage to Base Rate in CBS

The process of switch over from SBAR to BASE Rate linked products will be automatic with the selection of new option “**Transfer to Base Rate Products**”. Branch will only be required to invoke the option after receiving a request from the existing Home Loan Borrowers to change Interest rate from SBAR interest to Base Rate. Selection of corresponding BASE Rate linked product will be done by the system as per list of products maintained backend. Change to be implemented in the system as under:- (CBS Officers alone can perform this task)

(i) For Maxgain Account (OD):-

Deposit/CC/OD Accounts & Services

Amend

Deposit/CC/OD

(SCR:007050 Deposits: Change Details)

Account Number: Enter A/c No.

Option: Select last option from the drop down X “Transfer to Base Product”

Transmit

Another officer has to authorise the transaction.

(ii) For Term Loan Account (TL):-

DL/TL Accounts & Services

- Loan Tracking

• Operations

(\\ SCR:019301 Loan Tracking: Master Menu)

Select Action : 2. Existing Accounts

Transmit

(\\ SCR:019311 Loan Tracking: Existing Account)

Account Number: Enter A/c No.

Transmit

(\\ SCR:019302 Loan Tracking: Action Selection)

Please Make Your Selection Here: (Maintenance)

Transmit

(\\ SCR:019306 Loan Tracking: Account Maintenance)

Please Make Your Selection Here: (Account Creation)

Transmit

(\\ SCR:017050 Loans: Change Details)

Please Make Your Selection Here: (Transfer to Base Rate Product)

Transmit

Another officer has to authorise the transaction.

The list of Product Codes for which switch over from SBAR linkage to Base Rate linkage is enabled is given below:

Sl. No.	PROD CODE	DESCRIPTION	PROD CODE	DESCRIPTION
1	60502002	SBI-MAXGAIN HSG-LN upto 30lacs	62502058	SBI ADVANTAGE HL FIX RATE
2	60502003	SBI-MAXGAIN HSG-LN above30-75lac	62502059	HTL FIX-PER above 30 lacs
3	60502004	SBI-MAXGAIN HSG-LN above75lacs	62502060	SBI EASY HL FIX RATE
4	60502006	SBI-HAPPY(MAXGAIN) HL upto 30L	62502061	HTL FIX-PER upto 30 lacs
5	60502007	SBI-HAPPY(MAXGAIN) HL above30-75L	62502061	HTL FIX-PER upto 30 lacs
6	60502008	SBI HAPPY (MAXGAIN) HL >75L	62502062	TL HAPPY HL JUL 30L FIX
7	60502010	SBI-HAPPY(MAXGAIN) MAY HL < 30L	62502063	TL HAPPY HL JUL FIX>30L
8	60502011	OD REVERSE MORTGAGE - PER	62502064	TL HAPPY HL JUL FIX >75 L
9	60502013	SBI-HAPPY(MAXGAIN) MAY HL < 30L	62502065	TL HAPPY HL AUG 30L FIX
10	60502015	SBI EASY H L- MAXGAIN	62502066	TL HAPPY HL AUG FIX>30L
11	60502016	SBI HAPPY HL MAXGAIN JUL	62502067	TL HAPPY HL AUG FIX >75 L
12	60502017	SBI HAPPY HL MAXGAIN AUG	62502068	EASY HL MY Home Camp FIX
13	60502018	SBI EASY HL MY HOME CAMPA.	62502069	ADVANTAGE HL My H CamFIX
14	60502019	SBI HAPPY HL MAXGAIN SEP	62502070	SBI Hi-Five H L
15	60502024	SBI EASY HL MAXGAIN May'10	62502071	TL HAPPY HL SEP 30L FIX
16	60502151	SBI HOME PLUS -OD (PER)	62502072	TL HAPPY HL SEP FIX>30L
17	62502013	SBI REALTY Fix Upto 30lacs	62502073	TL HAPPY HL SEP FIX >75 L
18	62502013	SBI REALTY Fix Upto 30lacs	62502074	SBI CRE EASY HOME LOAN FX
19	62502014	SBI REALTY Fix above 30 lacs	62502075	SBI CRE ADVATAGE HL FIX
20	62502014	SBI REALTY Fix above 30 lacs	62502076	SBI CRE Hi-Five H L FIX

21	62502015	SBI REALTY Float upto30lacs	62502077	SBI EASY H.L. APR'10 FIX
22	62502015	SBI REALTY Float upto30lacs	62502078	SBI CRE EASY HL APR'10 FX
23	62502015	SBI REALTY Float upto30lacs	62502079	EASY HOME LOAN MAY'10 FIX
24	62502016	SBI REALTY Float above 30lacs	62502080	ADVANTAGE HL May'10 FIX
25	62502016	SBI REALTY Float above 30lacs	62502081	SBI CRE EASY HL May'10 FX
26	62502016	SBI REALTY Float abv 30la	62502082	CRE ADVANT. HL May'10 FIX
27	62502017	SBI REALTY Float abv 75la	62502131	HTL FLOAT(PER)MAY/06
28	62502017	SBI REALTY Float abv 75la	62502131	HTL FLOAT(PER)MAY/06
29	62502017	SBI REALTY Float abv 75la	62502131	HTL FLOAT(PER)MAY/06
30	62502023	HTL FIX-PER 20 02 07	62502143	HTL FLOT(P) 20 02 07
31	62502024	HTL FIX-PER upto 30 lacs	62502143	HTL FLOT(P) 20 02 07
32	62502024	HTL FIX-PER upto 30 lacs	62502144	HTL FLOT(P) upto 30 lac
33	62502025	HTL FIX-PER above 30 lacs	62502144	HTL FLOT(P) upto 30 lac
34	62502025	HTL FIX-PER above 30 lacs	62502144	HTL FLOT(P) upto 30 lac
35	62502033	TL HAPPY HL 30LAC (FIX)	62502145	HTL FLOT(P) above 30 lacs
36	62502034	TL SBI HAPPY HL FIX>30L	62502145	HTL FLOT(P) above 30 lacs
37	62502035	TL SBI HAPPY HL FIX >75 L	62502145	HTL FLOT(P) above 30 lacs
38	62502052	TL HAPPY HL MAY 30L FIX	62502146	HTL FLOT(P) above 75 lacs
39	62502053	TL HAPPY HL MAY FIX>30L	62502146	HTL FLOT(P) above 75 lacs
40	62502054	TL HAPPY HL MAY FIX > 75 L	62502146	HTL FLOT(P) above 75 lacs
41	62502055	TL HAPPY HL JUN 30L FIX	62502147	SBI HAPPY HL FLT UPTO 30L
42	62502056	TL HAPPY HL JUN FIX>30L	62502147	SBI HAPPY HL FLT UPTO 30L

43	62502057	TL HAPPY HL JUN FIX > 75 L	62502147	SBI HAPPY HL FLT UPTO 30L
44	62504003	T L SAHYOG NIWAS PER	62504002	T L GRAM NIWAS PER
45	62502148	SBI HAPPY HL FLT >30 lacs	62502166	SBI HAPPY HL AUG FLT> 30 L
46	62502148	SBI HAPPY HL FLT >30 lacs	62502166	SBI HAPPY HL AUG FLT> 30 L
47	62502148	SBI HAPPY HL FLT >30 lacs	62502166	SBI HAPPY HL AUG FLT> 30 L
48	62502149	SBI HAPPY HL FLT >75L	62502167	SBI HAPPY HL AUG FLT >75L
49	62502149	SBI HAPPY HL FLT >75L	62502167	SBI HAPPY HL AUG FLT >75L
50	62502149	SBI HAPPY HL FLT >75L	62502167	SBI HAPPY HL AUG FLT >75L
51	62502152	SBI HAPPY HL MAY FLT 30L	62502168	EASY HL My Home Camp FLT
52	62502152	SBI HAPPY HL MAY FLT 30L	62502169	SBI Advant HL My Home FLT
53	62502152	SBI HAPPY HL MAY FLT 30L	62502170	SBI Hi-Five Home Loan
54	62502153	SBI HAPPY HL MAY FLT>30 L	62502171	SBI HAPPY HL SEP FLT 30L
55	62502153	SBI HAPPY HL MAY FLT>30 L	62502171	SBI HAPPY HL SEP FLT 30L
56	62502153	SBI HAPPY HL MAY FLT>30 L	62502171	SBI HAPPY HL SEP FLT 30L
57	62502154	HAPPY HL MAY FLT>75L	62502172	SBI HAPPY HL SEP FLT>30 L
58	62502154	HAPPY HL MAY FLT>75L	62502172	SBI HAPPY HL SEP FLT>30 L
59	62502154	HAPPY HL MAY FLT>75L	62502172	SBI HAPPY HL SEP FLT>30 L
60	62502155	SBI HAPPY HL JUN FLT 30L	62502173	SBI HAPPY HL AUG FLT >75L
61	62502155	SBI HAPPY HL JUN FLT 30L	62502173	SBI HAPPY HL AUG FLT >75L
62	62502155	SBI HAPPY HL JUN FLT 30L	62502173	SBI HAPPY HL AUG FLT >75L
63	62502156	SBI HAPPY HL JUN FLT> 30 L	62502174	SBI CRE EASY HOME LOAN FL
64	62502156	SBI HAPPY HL JUN FLT> 30 L	62502175	SBI CRE ADVANTAGE HL FLT

65	62502156	SBI HAPPY HL JUN FLT> 30 L	62502176	SBI CRE Hi-Five HL FLT
66	62502157	SBI HAPPY HL JUN FLT >75L	62502177	SBI EASY HL APR'10 FLT
67	62502157	SBI HAPPY HL JUN FLT >75L	62502178	SBI CRE EASY HL APR'10 FL
68	62502157	SBI HAPPY HL JUN FLT >75L	62502179	EASY HL May'10 FLT
69	62502158	SBI Advantage HL FLT RATE	62502180	SBI Advant. HL May'10 FLT
70	62502159	HTL FLOT(P) above 30 lacs	62502181	SBI CRE EASY HL May'10 FL
71	62502159	HTL FLOT(P) above 30 lacs	62502182	CRE ADVANT HL May'10 FLT
72	62502159	HTL FLOT(P) above 30 lacs	62502511	GoM RGR HSG SCH-II FIX
73	62502160	SBI EASY HL FLT RATE	62502512	GoM RGR HSG SCH-II FLT
74	62502161	HTL FLOT(P) upto 30 lac	62502702	HTL OPTIMA (FLOAT) PER
75	62502161	HTL FLOT(P) upto 30 lac	62502702	HTL OPTIMA (FLOAT) PER
76	62502161	HTL FLOT(P) upto 30 lac	62502702	HTL OPTIMA (FLOAT) PER
77	62502162	SBI HAPPY HL JUL FLT 30L	62502702	HTL OPTIMA (FLOAT) PER
78	62502162	SBI HAPPY HL JUL FLT 30L	62502703	HTL OPTIMA Fix upto 30lac
79	62502162	SBI HAPPY HL JUL FLT 30L	62502703	HTL OPTIMA Fix upto 30lac
80	62502163	SBI HAPPY HL JUL FLT> 30 L	62502704	HTL OPTIMA Fix abv30 lacs
81	62502163	SBI HAPPY HL JUL FLT> 30 L	62502704	HTL OPTIMA Fix abv30 lacs
82	62502163	SBI HAPPY HL JUL FLT> 30 L	62502705	HTL OPTIMA Float upto30la
83	62502164	SBI HAPPY HL JUL FLT >75L	62502705	HTL OPTIMA Float upto30la
84	62502164	SBI HAPPY HL JUL FLT >75L	62502705	HTL OPTIMA Float upto30la
85	62502164	SBI HAPPY HL JUL FLT >75L	62502706	HTL OPTIMA float abv 30la
86	62502165	SBI HAPPY HL AUG FLT 30L	62502706	HTL OPTIMA float abv 30la

87	62502165	SBI HAPPY HL AUG FLT 30L	62502706	HTL OPTIMA float abv 30la
88	62502165	SBI HAPPY HL AUG FLT 30L	62502707	HTL OPTIMA float abv 75la
89	62502707	HTL OPTIMA float abv 75la	62502707	HTL OPTIMA float abv 75la
90	62502101	H T L Floating Int PER	62512101	H T L Floating Int PER
91	62502142	HTL FLOT(P)08/06 >15L	62512142	HTL FLOT(P)08/06 >15L
92	62522102	HTL FloatInt Plus(PER)	62532102	HTL FloatInt Plus(PER)
93	62522101	H T L FloatInt PlusPER	62532101	H T L FloatInt PlusPER
94	62502141	HTL FLOT(P)08/06<15L	62512141	HTL FLOT(P)08/06<15L
95	62502102	HTL-Floating Int (PER)	62512102	HTL-Floating Int (PER)
96	62502201	H T L Short TermLoanPER	62512201	H T L Short TermLoanPER
97	62502301	H T L Dep Link Hsg SchP	62512301	H T L Dep Link Hsg SchP
98	62502401	H T L Spl Rural Hsg ScP	62512401	H T L Spl Rural Hsg ScP
99	62502501	H T L Cr/Sub GOI Rur Hsg	62512501	H T L Cr/Sub GOI Rur Hsg
100	62502601	H T L Home Loan of N.H.B.	62512601	H T L Home Loan of N.H.B.
101	62502121	HTL FLOAT(PER)MAR/06	62512121	HTL FLOAT(PER)MAR/06
102	62502111	HTL FLOAT(PER)NOV/04	62512111	HTL FLOAT(PER)NOV/04
103	62522121	HTL-FLOAT PLUS (PER) MAR/06	62532121	HTL-FLOAT PLUS (PER) MAR/06
104	62522111	HTL-FLOAT PLUS(PER) NOV/04	62532111	HTL-FLOAT PLUS(PER) NOV/04
105	62502011	SBI REALTY FIXED INTT	62512011	SBI REALTY FIXED INTT
106	62502012	SBI REALTY FLOATING INTT	62512012	SBI REALTY FLOATING INTT
107	60502001	SBI-MAXGAIN HSG-LOAN-OD (PER)	60542001	SBI-MAXGAIN HSG-LOAN-OD (PER)

The existing menu option of "Account type / Home Branch Change" being used for change of product type will not work for migration of account from SBAR to BASE

Rate product. It will work only for SBAR to SBAR and BASE RATE to BASE RATE products change with the validation of closed/ open status and compatibility of products.

Risk Scoring Models

Massive growth in retail segments in the recent past, both in terms of product ranges and volumes, combined with a need to move towards implementing global standards in lending, necessitated standardization in credit disbursement and credit risk management. Reserve Bank of India has also issued detailed guidelines for implementation of the new capital adequacy framework (Basel II) for estimating regulatory capital requirements for Corporate as well as Retail credit portfolios under both the Standardized and Advanced approaches.

2. In view of the above, scoring model has been implemented for all Personal Segment Loan schemes (i.e. Home Loan, Auto Loan, Personal Loan, Education Loan and Two-wheeler Loan)

3. Broadly, the scoring models would serve the following purposes:

- Facilitate business growth by enhanced efficiencies in the appraisal and sanction process.
- Reduction of Turnaround Time (TAT).
- Price the borrower for a given product based on credit scores.
- Facilitate evaluation of risk through aggregation of data relating to specific clusters and other characteristics.
- Evaluate quality of assets in the Bank's portfolio.

4. Salient features of the scoring models:

There are certain assumptions in the scoring models. It is presumed that the minimum eligibility criteria have been adhered to and therefore, the scoring models do not fix any hurdle rates for such criteria. For example, no upper age limit is fixed as a hurdle rate in the scores, as it is presumed that loan would not be granted to persons beyond the upper age limit prescribed or would only be given after obtaining approval for deviation. The score range is split into multiple score ranges on a 10 – grade scale, each corresponding to a credit grade, with grade 1 being the best and grade 10 being the worst in terms of credit behavior. Credit scores falling into the same credit score range are to be treated at par. The credit grades corresponding to higher scores are indicative of better credit behavior and vice versa.

The scoring models will serve as a credit decision-making tool and will strengthen the existing system of sanction or rejection of loan applications. While proposals which fall in the top score range would be sanctioned, those falling in the bottom range would require to be declined. However, the Circle Management Committee (CMC) would have the power to override this in exceptional cases.

For proposals falling in the indeterminate range, the proposals may be considered after credit enhancement (e.g. by selecting the mode of repayment which carries higher scores, improving Loan amount to Value ratio or Net worth to Loan amount ratio etc.) which would improve the overall scores and thereby take the scores into clear sanction range. Otherwise, the proposals would require to be sanctioned by the authority as given below:

(i) Proposals that fall into the “indeterminate” category at RCPCs may be continued to be sanctioned and put up to the Assistant General Manager of the Region for Control clearly indicating that the loan was in the indeterminate category.

(ii) Proposals that fall into the “indeterminate” category at AGM headed outfits would continue to be sanctioned by the Assistant General Manager /Chief Manager and are not to be sent to the next higher authority. As the proposal will in any case be reported for control to the next higher authority, the fact that the score is in the indeterminate range and has been sanctioned should be recorded.

(iii) Proposals falling within the sanctioning powers of Committees are to be dealt with as in (ii) above.

5. The scoring models will be implemented through the Loan Origination Software (LOS). Since LOS has now been rolled out in all the Circles, it is necessary that all RACPCs/RASMECCs shift to the LOS and the scoring models be put into use. The software vendor has been mandated to incorporate the features in the LOS. No loans may be sanctioned without application of the Scoring Models.

6. HOME LOANS SCORING MODEL

Sl. No	Parameter	Max. score for the parameter	Scores assigned to sub-parameters
1	Age	6	
	<28		2
	28 - 35		3
	35 - 42		6
	42 - 49		2
	> = 49		0
2	Relationship with Bank	7	
	No relation		0
	Short Term		2
	Long Term		7
3	Employer Type	9	
	Pensioner		0
	Unlisted Pvt		1
	Businessman		2
	Listed Pvt		5
	Self Employed Professional		6
	Central/State Govt/PSU		6
	MNC		9
4	Stability of Income	6	
	Unstable		0
	Stable		6

5	Repayment Tenure	7	
	0 - 12		0
	12 - 16		3
	> = 16		7
6	Net worth/Loan Amount	6	
	0 - 0.5		0
	0.5 - 1.5		1
	1.5 - 2.0		3
	> = 2.0		6
7	EMI / Monthly Income	9	
	0 - 0.2		9
	0.2 - 0.3		7
	0.3 - 0.4		5
	> = 0.4		1
8	Other Expenses / Monthly Income	6	
	0 - 0.2		6
	0.2 - 0.3		3
	0.3 - 0.4		2
	> = 0.4		0
9	Income + No of Dependents	16	
	(Income < 2 lac) & (No of dependents < 2)		1
	(Income < 2 lac) & (No of Dependents > =2)		0
	(2 lac < = Income < 5 lac) & (Dependents < = 2)		7
	(2 lac < = Income <5 lac) &(No of dependents >2)		5
	(5 lac < = Income < 8 lac) &(No of dependents < = 2)		12
	(5 lac < = Income < 8 lac) & (No of Dependents > = 2)		9
	(Income > = 8 lac) & (No of Dependents < 2)		16
	(Income > = 8 lac) & (No of Dependents > = 2)		12
10	Mode of repayment	9	
	Check off		9
	PDC		5

	SI / ECS		5
	Cash		0
11	Loan to Value	14	
	< 0.5		14
	0.5 – 0.75		12
	0.75 – 0.8		8
	0.8 – 0.95		3
	> = 0.95		0
12	Builder Tie-up	5	
	Yes		5
	No		0
	TOTAL	100	

Cut-off ranges proposed:

Score ranges	Credit Grades	Lending decision
> 80 71 – 80 66 – 70	Grade 1 Grade 2 Grade 3	Clear sanction
56 – 65 46 – 55 41 – 45	Grade 4 Grade 5 Grade 6	May be considered <i>a) after credit enhancements or</i> <i>b) application to be referred to next higher authority</i>
36 – 40 31 – 35 21 – 30 < = 20	Grade 7 Grade 8 Grade 9 Grade 10	Decline

Description of Parameters used in Home loan scoring model:

1. Age

This variable measures the relationship between the age of the applicant and the probability of default. The applicant can fall in one of three possible categories.

< 28	If the applicant is less than 28 years of age.
28 – 35	If the applicant is 28 years of age or older but less than 35 years of age.
35 – 42	If the applicant is 35 years of age or older but less than 42 years of age.
42 – 49	If the applicant is 42 years of age or older but less than 49 years of age.
> = 49	If the applicant is 49 years of age or older.

2. Relationship with Bank.

This variable measures the quality and duration of relationship between the loan applicant and the Bank. The applicant can fall in one of three possible categories.

Long Term	If the applicant has an advances or deposit relationship with the Bank for three years or more.
Short Term	If the applicant has an advances or deposit relationship with the Bank for more than or equal to one year but less than three years.
No Relationship	If the applicant has an advances or deposit relationship with the Bank for less than one year or if the applicant does not have any previous relationship with the Bank.

3. Employer Type.

This variable takes into account the employment details of the applicant. The applicant can fall into one of the following categories.

Pensioner	If the applicant has retired and his main source of income is pension money.
Businessman	If the applicant runs his own business (proprietorship or partnership)
Unlisted Pvt	If the applicant is a salaried employee in a private unlisted firm.
Listed Pvt	If the applicant is a salaried employee in a private listed firm.
Self-Employed professional	If the applicant runs his own practice (lawyers, doctors, chartered accountants, architect, etc)
MNC	If the applicant is employed by a Multinational Corporation (a firm with significant presence in more than one country)
Central/state Govt./PSU	If the applicant is a salaried employee of a Govt. agency or a Public Sector Undertaking.

4. Stability of Income.

This variable takes into consideration the income pattern of the applicant over a period of three years. The applicant can fall into one of the following categories.

Stable	If the applicant has had an income that has either increased or stayed the same over the last three years.
Unstable	If the applicant's income has decreased in any period over the last three years.

5. Repayment Tenure.

This variable measures the credit worthiness based on the loan duration. The longer the loan duration, the higher is the credit worthiness. The applicant can fall into one of the following categories.

0 year – 12 years	If the loan duration is less than 12 years.
12 years – 16 years	If the loan duration is equal to or more than 12 years but less than 16 years.

> = 16 years	If the loan duration is greater than or equal to 16 years.
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6. Net Worth to Loan Amount.

This variable is calculated as the ratio of net worth of the applicant to loan amount. The net worth of the applicant is calculated as the difference of his net assets and net liabilities. When estimating the assets and liabilities, the Home being purchased should not be added to the assets and the loan amount being requested should not be added to the liabilities. The applicant can fall into the following categories.

0 – 0.5	If net worth is less than half the loan amount.
0.5 – 1.5	If net worth is equal to or more than half the loan amount but less than 1.5 times the loan amount.
1.5 – 2.0	If net worth is equal to or more than 1.5 times the loan amount but less than twice the loan amount.
> = 2.0	If net worth is equal to or more than twice the loan amount.

7. EMI to Monthly Income Ratio.

This variable is calculated as the ratio of the EMI to the monthly income of the applicant. The monthly income should be calculated as the monthly take home income from the primary source of income only after deducting taxes, PF contribution, etc. The applicant may fall into any one of the following categories.

0 – 0.2	If EMI is less than 20 % of monthly income
0.2 – 0.3	If EMI is equal to or greater than 20 % but less than 30 % of monthly income
0.3 – 0.4	If EMI is equal to or greater than 30 % but less than 40 % of monthly income.
> = 0.4	If EMI is equal to or greater than 40 % of monthly income.

8. Other Expenses to Monthly Income Ratio.

The variable is calculated as the ratio of the other fixed monthly expenses of the applicant (any other loan repayments, etc.) to the monthly income of the applicant. The monthly income is calculated as the monthly take home income from the primary source of income only after deducting taxes, PF contribution, etc. The applicant can fall in the following categories.

0 – 0.2	If Other Expenses are less than 20 % of monthly income
0.2 – 0.3	If Other Expenses are equal to or more than 20 % but less than 30 % of monthly income.
0.3 – 0.4	If Other Expenses are equal to or more than 40 % of the monthly income.
> = 0.4	If Other Expenses are equal to or more than 40 % of the monthly income.

9. Annual Income + Number of Dependents.

This is a combined variable that accounts for the annual take home income of the applicant along with the number of dependents the applicant has. The annual income is calculated as the yearly take home income from the primary source of income only after deducting taxes, PF contribution, etc.

(Income < 2 lac) & (No. of dependents < 2)	If the applicant's annual income is less than Rs.2 lac and the applicant has less than 2 dependents.
(Income < 2 lac) & (No. of dependents > = 2)	If the applicant's annual income is less than Rs.2 lac and the applicant has 2 or more dependents.
(2 lac < = Income < 5 lac) & (No. of dependents < 2)	If the applicant's income is equal to or more than Rs.2 lac but less than Rs.5 lac and has less than 2 dependents.
(2 lac < = Income < 5 lac) & (No. of dependents > = 2)	If the applicant's income is equal to or more than Rs.2 lac but less than Rs.5 lac and has 2 or more dependents.
(5 lac < = Income < 8 lac) & (No. of dependents < 2)	If the applicant's income is equal to or more than Rs.5 lac but less than Rs.8 lac and has less than 2 dependents.
(5 lac < = Income < 8 lac) & (No. of dependents > = 2)	If the applicant's income is equal to or more than Rs.5 lac but less than Rs.8 lac and has more than 2 dependents.
(Income > = 8 lac) & (No. of dependents < 2)	If the applicant's income is equal to or more than Rs.8 lac and has less than 2 dependents.
(Income > = 8 lac) & (No. of dependents > = 2)	If the applicant's income is equal to or more than Rs.8 lac and has more than 2 dependents.

10. Mode of Repayment.

The variable considers various modes of payment of EMI.

Check off	If employer of the applicant directly deducts EMI amount from salary of the employee and remits to Bank.
PDC	If applicant pays the EMI using Post Dated Cheques.
ECS / SI	If applicant pays the EMI by Electronic Transfer or by issuing Standing Instructions.
Cash	If applicant pays the EMI by depositing cash at the Bank every month.

11. Loan Amount to Value Ratio.

This variable is calculated as the ratio of the loan amount to the value of home being constructed/bought.

< 0.5	If the loan amount is less than 50 % of the value of home being purchased.
0.5 – 0.75	If the loan amount is equal to or more than 50 % but less than 75 % of the value of home purchased.
0.75 – 0.8	If the loan amount is equal to or more than 75 % but less

	than 80 % of the value of home purchased.
0.8 – 0.95	If the loan amount is equal to or more than 80 % but less than 95 % of the value of home purchased.
> = 0.95	If the loan amount is equal to more than 95 % of the value of home purchased.

12. Builder Tie-up.

The variable checks whether the builder of the home being purchased has a tie-up with SBI or not. If the builder has a tie-up, it reduces the probability of fraud.

Yes	The home intended to be purchased has been built by a builder who has a tie-up with SBI.
No	The home intended to be purchased has been built by a builder who has no tie-up with SBI.

Explanations:

- Extraneous factors like new business booked, takeover business etc. cannot be factored into the system. These factors may be reckoned while considering sanction.
- There is no need for obtaining documentary proof for the factors reckoned, such as educational qualification, number of dependents etc. The statement of the applicant should suffice. No additional documents other than those stipulated in the respective lending scheme should be demanded because of application of the scoring models.
- In respect of multiple borrowers, the age, educational qualification, relationship with Bank, employer type, stability of income and number of dependents will be that of the primary borrower. However, for purpose of credit enhancements, monthly income and net worth of all the borrowers combined will be considered.
- The scoring models do not, in any way, alter or modify the terms and conditions (eligibility criteria) prescribed for the lending schemes. No additional documents other than those stipulated by the respective lending schemes should be demanded because of application of the scoring models. The model grades the borrower by assigning scores to certain pre-determined parameters of the borrower.
- Guarantor has no significance in the scoring model. However it can be considered for decision taking. It can be a positive factor while considering deviation cases.

Int Rate	SBI Home Loans - EMI Chart per Rs.1 Lac (EMI in Rs.)													
	Number of Months --- -->													
	12	24	36	48	60	72	84	96	108	120	180	240	300	360
4.00	8515	4342	2952	2258	1842	1565	1367	1219	1104	1012	740	606	528	477
4.25	8526	4354	2964	2269	1853	1576	1378	1231	1116	1024	752	619	542	492
4.50	8538	4365	2975	2280	1864	1587	1390	1242	1128	1036	765	633	556	507
4.75	8549	4376	2986	2292	1876	1599	1402	1254	1140	1048	778	646	570	522
5.00	8561	4387	2997	2303	1887	1610	1413	1266	1152	1061	791	660	585	537
5.25	8572	4398	3008	2314	1899	1622	1425	1278	1164	1073	804	674	599	552
5.50	8584	4410	3020	2326	1910	1634	1437	1290	1176	1085	817	688	614	568
5.75	8595	4421	3031	2337	1922	1646	1449	1302	1188	1098	830	702	629	584
6.00	8607	4432	3042	2349	1933	1657	1461	1314	1201	1110	844	716	644	600
6.25	8618	4443	3054	2360	1945	1669	1473	1326	1213	1123	857	731	660	616
6.50	8630	4455	3065	2371	1957	1681	1485	1339	1225	1135	871	746	675	632
6.75	8641	4466	3076	2383	1968	1693	1497	1351	1238	1148	885	760	691	649
7.00	8653	4477	3088	2395	1980	1705	1509	1363	1251	1161	899	775	707	665
7.25	8664	4489	3099	2406	1992	1717	1522	1376	1263	1174	913	790	723	682
7.50	8676	4500	3111	2418	2004	1729	1534	1388	1276	1187	927	806	739	699
7.75	8687	4511	3122	2430	2016	1741	1546	1401	1289	1200	941	821	755	716
8.00	8699	4523	3134	2441	2028	1753	1559	1414	1302	1213	956	836	772	734
8.25	8710	4534	3145	2453	2040	1766	1571	1426	1315	1227	970	852	788	751
8.50	8722	4546	3157	2465	2052	1778	1584	1439	1328	1240	985	868	805	769
8.75	8734	4557	3168	2477	2064	1790	1596	1452	1341	1253	999	884	822	787
9.00	8745	4568	3180	2489	2076	1803	1609	1465	1354	1267	1014	900	839	805
9.25	8757	4580	3192	2500	2088	1815	1622	1478	1368	1280	1029	916	856	823
9.50	8768	4591	3203	2512	2100	1827	1634	1491	1381	1294	1044	932	874	841
9.75	8780	4603	3215	2524	2112	1840	1647	1504	1394	1308	1059	949	891	859
9.95	8790	4613	3225	2534	2123	1851	1658	1515	1406	1319	1072	962	906	874
10.00	8792	4614	3227	2536	2125	1853	1660	1517	1408	1322	1075	965	909	878
10.10	8797	4620	3232	2542	2130	1858	1666	1523	1414	1328	1081	972	916	885
10.15	8799	4622	3234	2544	2133	1861	1668	1526	1417	1330	1084	975	920	889
10.25	8803	4626	3238	2548	2137	1865	1673	1531	1421	1335	1090	982	926	896
10.35	8808	4631	3244	2554	2142	1871	1679	1536	1427	1341	1097	989	934	904
10.50	8815	4638	3250	2560	2149	1878	1686	1544	1435	1349	1105	998	944	915
10.75	8827	4649	3262	2572	2162	1891	1699	1557	1449	1363	1121	1015	962	933
10.95	8836	4658	3272	2582	2172	1901	1710	1568	1460	1375	1133	1029	977	949
11.00	8838	4661	3274	2585	2174	1903	1712	1571	1463	1378	1137	1032	980	952
11.20	8848	4670	3283	2594	2184	1914	1723	1582	1474	1389	1149	1046	995	967
11.25	8850	4672	3286	2597	2187	1916	1725	1584	1476	1392	1152	1049	998	971
11.50	8862	4684	3298	2609	2199	1929	1739	1598	1490	1406	1168	1066	1016	990
11.75	8873	4696	3310	2621	2212	1942	1752	1612	1504	1420	1184	1084	1035	1009

12.00	8885	4707	3321	2633	2224	1955	1765	1625	1518	1435	1200	1101	1053	1029
12.25	8897	4719	3333	2646	2237	1968	1779	1639	1533	1449	1216	1119	1072	1048
12.50	8908	4731	3345	2658	2250	1981	1792	1653	1547	1464	1233	1136	1090	1067
12.75	8920	4742	3357	2670	2263	1994	1806	1667	1561	1478	1249	1154	1109	1087
13.00	8932	4754	3369	2683	2275	2007	1819	1681	1575	1493	1265	1172	1128	1106
13.25	8943	4766	3381	2695	2288	2021	1833	1695	1590	1508	1282	1189	1147	1126
13.50	8955	4778	3394	2708	2301	2034	1846	1709	1604	1523	1298	1207	1166	1145
13.75	8967	4789	3406	2720	2314	2047	1860	1723	1619	1538	1315	1225	1185	1165
14.00	8979	4801	3418	2733	2327	2061	1874	1737	1633	1553	1332	1244	1204	1185
14.25	8990	4813	3430	2745	2340	2074	1888	1751	1648	1568	1349	1262	1223	1205
14.50	9002	4825	3442	2758	2353	2087	1902	1766	1663	1583	1366	1280	1242	1225
14.75	9014	4837	3454	2770	2366	2101	1916	1780	1678	1598	1383	1298	1261	1244
15.00	9026	4849	3467	2783	2379	2115	1930	1795	1692	1613	1400	1317	1281	1265

CIBIL Report
Examples

Example-1

Account (s):	Dates	Amounts	Status
Member Name: Not Disclosed off	Opened: 10.01.2001	Sanctioned: 20000	Written

Account Number: Not Disclosed Last Payment: 10.01.2005 Current Balance: 0

Type: Auto Loan Closed: 24.12.2004 Overdue: 0

Ownership: Individual Reported: 15.02.2005

Days Past Due/Asset Classification (upto 36 months; Left to right)

182	152	122	092	062	032	012	009	005	STD	012	000	000
11-04	10-04	09-04	08-04	07-04	06-04	05-04	04-04	03-04	02-04	01-04	12-03	11-03
000	STD	000	000	000	009	000	STD	SUB	STD	000	015	000
09-03	08-03	07-03	06-03	05-03	04-03	03-03	02-03	01-03	12-02	11-02	10-02	09-02
000	045	030	000	STD	STD							
08-02	07-02	06-02	05-02	04-02	03-02							

Action: Reject

Example-2

Account (s):	Dates	Amounts	Status
Member Name: Not Disclosed off	Opened: 10.01.2002	Sanctioned: 15000	Written

Account Number: Not Disclosed Last Payment: 12.02.2004 Current Balance: 0

Type: Credit Card Closed: 24.12.2004 Overdue: 0

Ownership: Individual Reported: 31.01.2005

Days Past Due/Asset Classification (upto 36 months; Left to right)

182	152	122	092	062	032	012	009	005	STD	012	000	000
11-04	10-04	09-04	08-04	07-04	06-04	05-04	04-04	03-04	02-04	01-04	12-03	11-03
000	STD	000	000	000	009	000	STD	SUB	STD	000	015	000
09-03	08-03	07-03	06-03	05-03	04-03	03-03	02-03	01-03	12-02	11-02	10-02	09-02

000 045 030 000 STD STD
08-02 07-02 06-02 05-02 04-02 03-02

Action: Deviation may be approved

Example-3

Account (s): Dates Amounts Status
Member Name: Not Disclosed Opened: 10.01.2002 Sanctioned: 500000
Account Number: Not Disclosed Last Payment: 12.02.2010 Current Balance: 350000
Type: Home Loan Closed: Overdue: 35700
Ownership: Individual Reported: 31.12.2010
Days Past Due/Asset Classification (upto 36 months; Left to right)
182 152 122 092 062 032 012 009 005 STD 012 000 000
11-10 10-10 09-10 08-10 07-10 06-10 05-10 04-10 03-10 02-10 01-10 12-09 11-09
000 STD 000 000 000 009 000 STD 000 STD 000 015 000
10-09 09-09 08-09 07-09 06-09 05-09 04-09 03-09 02-09 01-09 12-08 11-08 10-08
000 045 030 000 STD STD
09-08 08-08 07-08 06-08 05-08 04-08

Action: Reject

Example-4

Account (s): Dates Amounts Status
Member Name: Not Disclosed Opened: 10.01.2002 Sanctioned: 500000
Account Number: Not Disclosed Last Payment: 12.02.2010 Current Balance: 350000
Type: Home Loan Closed: Overdue: 5700
Ownership: Individual Reported: 31.12.2010
Days Past Due/Asset Classification (upto 36 months; Left to right)
000 000 000 000 000 002 060 040 010 STD 012 000 000
11-10 10-10 09-10 08-10 07-10 06-10 05-10 04-10 03-10 02-10 01-10 12-09 11-09
000 STD 000 000 000 009 000 STD 000 STD 000 015 000
09-09 08-09 07-09 06-09 05-09 04-09 03-09 02-09 01-09 12-08 11-08 10-08 09-08
000 045 030 000 STD STD
08-08 07-08 06-08 05-08 04-08 03-08

Action: Deviation may be approved

STEP BY STEP GUIDE FOR HOME LOAN ACCOUNT & RiNn RAKSHA ACCOUNTS OPENING.

After login into CBS

Part – I – Home Loan account creation with linkage of RiNn RAKSHA account numbers.

Step	Screen No	Action points
1	\\SCR:019301- Loan Tracking Master menu	Select DL/TL Accounts & Services, Loan Tracking, Operations. At Screen “Select Action” Select 1. New Accounts Transmit
2	\\SCR:012000 Tab: Loan: Create loan details	At “Core option” - header Screen i. At Product Type: 6251 ii. At Product : 62512241 iii. At Application Amount: Enter Loan amount(SBI LIFE AMT EXCLUDED) iv. At Loan Term: Loan period in months v. At Segment : select PER-DOM-PUBLIC VI. At “Miscellaneous 2” - header screen At “Mobilizer” option, select HLST/MPST/BC&BF/CRE/OTHER (AS PER L.O.S) Transmit
3	\\SCR:0170048 Loans: Record additional details	Now at Account Number field, Home Loan account will appear and enter the following details. i. At Activity Code, Select 94057-Public Housing Loan ii. At Scheme Code , ensure 05039 –SBI-Surakshit Home Loan (NO NEED TO ENTER AS SYSTEM ITSELF WILL PICK UP) iii. At Application Amt- Enter Total Insurance Premium Amount (This is the one time option, cannot be changed it after disbursement of loan) iv. At Acct. Maintained at, Enter for Processing Centre’s Code v. At Code Customer Type, Select Individual Transmit.
4	\\SCR:019302 – Loan tracking Action Selection	At Please make your selection, Select 3- (for ACCEPT APPLICATION) Transmit.
5	\\SCR:019307- Loan Tracking: Standard Event Recording	for Event ACCEPT APPLICATION at Date Occurred : Ensure correct date Transmit
6	Come back to	At Please make your selection, Select 3- (for Credit Score

	\\SCR:019302 – Loan tracking Action Selection	calculation) Transmit.
8	Come back to \\SCR:019302 – Loan tracking Action selection	At Please make your selection, select 3 (for PRE-SANCTION INSPECTION) Transmit.
9	\\SCR:019307- Loan Tracking : Standard Event Recording	for Event PRE-SANCTION INSPECTION at Date Occurred : Ensure correct date Transmit
10	Come back to \\SCR:019302 – Loan Tracking Action Selection	At option please make your selection, select 1 (for 1. Maintenance) Transmit.
11	\\SCR:019306- Loan tracking- account maintenance	At option please make your selection, select 2 (for ACCOUNT CREATION) Transmit.
12	\\SCR:017050 Loans-Change details	Select “1. Normal details” Transmit
13	\\SCR:017000 Loans-Amend Loan details	i. At “ Statement Frequency Dropdown ” , Select “Use the Product Default” ii. At Cycle and Day options, Enter 0 and 0 , then transmit
14	\\SCR:017048 Loans: Record additional loan details	At Linked Account option, shows SuRaksha –Insurance account number for RiNn RAKSHA (Note down this number in the application for further reference) Transmit
15	Come back to \\SCR:019302 – Loan tracking action selection	At Please make your selection, select 1 (for 1. Maintance) Transmit.
16	\\SCR:019306- Loan tracking- account maintenance	At Please make your selection, select 2 (for ACCOUNT CREATION) Transmit.
17	\\SCR:017050 Loans-Change details	At option, Select “2. Account Names” Transmit
18	\\SCR:017465- Deposits- Amend	At Short Account Name Enter Customer Name and his mobile number & MODE OF

	loans account names	REPAYMENT At Long Account Name Enter Customer Name and his mobile number & MODE OF REPAYMENT Transmit
19	Come back to \\SCR:019302 – Loan tracking action selection	At Please make your selection, select 1 (for maintance) Transmit.
20	\\SCR:019306- Loan tracking-account maintenance	At Please make your selection, select 2 (for ACCOUNT CREATION) Transmit.
21	\\SCR:017050 Loans-Change details	At option, Select “5. Account Type Home Branch Change” Transmit
22	\\SCR:017406 Loans- Change account type branch	At Home Branch, enter Home Branch code Transmit.
23	\\SCR:019302- Loan tracking- Action Selection	At option please make your selection, Enter E (for Exit) and transmit. (Now Home Loan and RiNn RAKSHA - insurance accounts have been created and require to add details to RiNn RAKSHA Account)
24	\\SCR:019301- Loan Tracking Master menu	Select DL/TL Accounts & Services, Loan Tracking, Operations. At screen “Select Action”, select “2. Existing Accounts” Transmit
22	\\SCR:019311 Loan Tracking : Existing account	Enter the RiNn RAKSHA - Insurance Account Number Transmit
26	Come back to \\SCR:019302 – Loan tracking action selection	At Please make your selection, select 1 (for maintance) Transmit.
27	\\SCR:019306- Loan tracking-account maintenance	At Please make your selection, select 2 (for account creation) Transmit.
28	\\SCR:017050 Loans-Change details	At option, Select “1. Normal details” Transmit
29	\\SCR:017000	i. At “ Statement Frequency Dropdown ”, Select “Use

	Loans-Amend details	the Product Default” ii. At Cycle and Day options, Enter 0 and 0 , then Transmit
30	\\SCR:017048 – Loans: Record additional Loan Details	Please verify in the screen Home Loan account at top and RiNn RAKSHA Account number at Linked account filed. Transmit
31	Come back to \\SCR:019302 – Loan tracking action selection	At Please make your selection, select 1 (for maintance) Transmit.
32	\\SCR:019306- Loan tracking- account maintenance	At Please make your selection, select 2 (for account creation) Transmit.
33	\\SCR:017050 Loans-Change details	At option, Select “Account Names” Transmit
34	\\SCR:017465- Deposits- Amend loans account names	At Short Account Name Enter Customer Name and his mobile number & MODE OF REPAYMENT At Long Account Name Enter Customer Name and his mobile number & MODE OF REPAYMENT Transmit
35	Come back to \\SCR:019302 – Loan tracking action selection	At Please make your selection, select 1 (for maintance) Transmit.
36	\\SCR:019306- Loan tracking- account maintenance	At Please make your selection, select 2 (for account creation) Transmit.
37	\\SCR:017050 Loans-Change details	At option, Select “5. Account Type- Home branch change” Transmit
38	\\SCR:017406 Loans- Change account type branch	At Home Branch, enter Home Branch code Transmit.
39	Come back to \\SCR:019302 – Loan tracking action selection	At Please make your selection, Enter E (for Exit) Transmit.
		With this, the Home Loan Account and RiNn RAKSHA Account have been created fully. The Next Step is for Loan processing and sanction officials

		details.
40	\\SCR:019301- Loan Tracking Master menu	Select DL/TL Accounts & Services, Loan processing, Loan sanction process, Loan referral Transmit
41	\\SCR:017059- Loan account referral	At account number option, enter HTL account number Transmit
42	\\SCR:017099- Loan account referral	i. Enter at Referring , Officer's PF Index No, ii. Enter names of the Processing and Sanctioning persons with respective dates in the Short Commentary Box
43	\\SCR:019301- Loan Tracking Master menu	Select DL/TL Accounts & Services, Loan processing, Loan sanction process, Loan referral
44	\\SCR:017059- Loan account referral	At Account Number field, enter RiNn RAKSHA account number Transmit
45	\\SCR:017099- Loan account referral	i. Enter at Referring , Officer's PF Index No, ii. Enter names of the Processing and Sanctioning persons with respective dates in the Short Commentary Box
		Next Step is to create Primary Security for Loan accounts
46	\\SCR:019301- Loan Tracking Master menu	Select DL/TL Accounts & Services, Security Primary/Collateral, Create Security
47	\\SCR:062000 CIF Create account/Create insurance	At Existing CIF/Account Number field, give Home Loan account number. At option, select COL: Create collateral from drop down Transmit
48	\\SCR:062040: CIF Create Collateral details	i. At Collateral Type, Select 01 (for immovable property) ii. At Collateral Sub-Type, select 08 (Residential Building) iii. At Collateral Short Description, Enter collateral details like Survey No, Door No, Street Name iv. At Collateral Description, enter collateral detail description like Locality, City, Pincode. v. At Collateral Charge Type, select 01 (for Equitable mortgage) (Please note Collateral Security Number) Transmit
49	\\SCR:062041:	i. At Property Name, enter property name

	CIF Create Collateral property	<ul style="list-style-type: none"> ii. At Property address, enter property address iii. At Description, enter property description iv. At Purchase value, enter purchase cost v. At Present value, enter present value <p>Transmit</p>
	\\SCR:062041: CIF Create Collateral property	<p>Now you will get a message “Please authorize security Collateral No XXXXXXXXXX” and click “OK”</p> <p>The Primary Security is now created for Home Loan account. Collateral Security is to be confirmed now</p>
50	\\SCR:062041: CIF Create Collateral property	<p>Select DL/TL Accounts & Services, Security Primary/Collateral, Create Security, Amend/inquire/authorize Amend/Inquire Security</p> <p>Transmit</p>
51	\\SCR:067090: CIF Amend, enquire, collateral	<p>Enter the collateral number</p> <p>Transmit</p>
52	\\SCR:067040: CIF Amend , enquire collateral details	<ul style="list-style-type: none"> i. At Security Home Branch, Change the Security Home Branch ,if Required ii. At Action option, select “Amend” and transmit <p>You will get message “Supervisor Authorization required” Now enter your ID and Password and click at “Local Supervisor”</p>
		<p>Now you will get a message “OK Please authorize security Collateral No XXXXXXXXXX” and click “OK”</p>
		<p>Next Step is CIF Updation for Home Loan and RiNn RAKSHA Accounts.</p>
53	\\SCR:067152: CIF Cisl fields prompt	<p>Select, Common Processing, CIS/BASEL/RESTRUCTURE</p> <ul style="list-style-type: none"> i. At Account No option, Enter the Account No. (Home Loan) ii. At System option, select LON: Loans iii. At Function option, Select Create iv. At Screen option, Select CISLA <p>Transmit</p>
54	\\SCR:067153: Create/Amend/ Enquiries for CIS/BASEL/RESTRUCTURE	<p>At CISLA Field screen 1 At Ab-initio Unsecured, Select N:No</p>
55	\\SCR:067153: Create/Amend/ Enquiries for CIS/BASEL/RE	<p>At CISLA Field screen 2 At Category Sanction Authority, Select 26: Retail Assets</p>

	STRUCTURE	
56	\\SCR:067153: Create/Amend/ Enquiries for CIS/BASEL/RE STRUCTURE	At Unconditional Cancelability, Select Y:Yes
57		Now, “ your transaction has been sent for authorization to queue.....”, which needs to be authorised by another officer
53	\\SCR:067152: CIF Cisla fields prompt	Select, Common Processing, CIS/BASEL/RESTRUCTURE i. At Account No option, Enter the Account No. (RiNn RAKSHA) ii. At System option, select LON: Loans iii. At Function option, Select Create iv. At Screen option, Select CISLA, Transmit
54	\\SCR:067153: Create/Amend/ Enquiries for CIS/BASEL/RE STRUCTURE	At CISLA Field screen 1 At Ab-initio Unsecured, Select N:No
55	\\SCR:067153: Create/Amend/ Enquiries for CIS/BASEL/RE STRUCTURE	At CISLA Field screen 2 At Category Sanction Authority, Select 26: Retail Assets
56	\\SCR:067153: Create/Amend/ Enquiries for CIS/BASEL/RE STRUCTURE	At Unconditional Cancelability, Select Y:Yes
57		Now, “ your transaction has been sent for authorization to queue.....”, which needs to be authorised by another officer

Instructions issued by ITS Department, CBD, Belapur

- Under revised guidelines, a separate account is to be opened for SBI Life Premium account in case of Home Loan in certain cases.
- For convenience of the Branch, provision has been made for auto opening of the second account in case of accounts opened under the relevant product codes.

- At the time of opening of Home Loan account under this product, the 'additional details screen' will display new fields
 - ✓ HL Suraksha flag
 - ✓ Term
 - ✓ Product
 - ✓ Application amount
 - ✓ Linked Account
- Branch should enter only the Premium amount in field 'Application amount'. Other information is captured automatically.
- Interest rate and term of this account will be similar to the one of the home loan account called as main account in the instant case. Interest rate will be stamped during the EOD.
- Repayment schedule and disbursement schedule will have to be created by the Branch for both accounts.
- Premium account number and details can be enquired in the customer enquiry.
- System will allow cancellation or only amendment in the limit at a later date through the option of 'reversal/re-sanction'. This should be done before any disbursement in the account.
- Linked account field will display the second account in 'additional details screen- 17048. In case the screen is opened with Home Loan account this will display the SBI Life account. If it is opened with SBI Life account, it will display the Home Loan account.
- **Repayment is required to be credited / posted only in the home loan account. System will automatically apportion the due amount from this credit to premium account. Remaining amount only be apportioned to the home loan account. In other words, order of apportionment will be 'Premium account' followed by 'Home loan account'.**
- NPA tracking of both the accounts will be independent based on EMI due.
- In case of any change in the interest rate in the home loan, the same rate will be stamped by the system at the 'premium account' during EOD.

- SMS to the customer for EMI falling due will be sent for the aggregate amount of 'home loan' and 'premium account'.
- Attachment of security to the 'premium account' is to be done manually. (change is being made for auto-attachment of security. Security attached to 'home loan' account will be linked to the 'premium account' by the system. This will be announced in details after the change is completed.)

Important :

- Linkage facility is also available through manual activity. Branch can open an 'SBI Life premium account' **at a later date** and link is to the home loan account.
- Linkage will provide all the above features like interest rate change, SMS for consolidated amount etc.
- Product Code : Home Loan → 62512241 SBI Surakshit Home Loan AUG 11
SBI Life premium → 62512237 SBI Suraksha