



Vidyasagar Central Co- operative Bank Ltd. Midnapore

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Revised Complete Rules For Housing loan (CLS)

The B.O.D of the Bank has revised the existing Housing Loan (CLS) in its meeting dated 29.05.2018.

This revised rule will take retrospective effect from 29.05.2018 superseding all previous circulars in this regard.

1) PURPOSE FOR HB LOAN

- a) Construction of new Building,
- b) Purchase of land including construction of dwelling house thereon for the beneficiary
- c) Additional construction on existing building,
- d) Additional HB Loan on exiting Building
- e) Purchase of ready built house/flat.
- f) Purchase of self contained flat (in case of beyond the area of erstwhile Midnapore District but within the Sate of West Bengal)
- g) Extension & Repairing (Renovation) of existing building.
- h) Takeover of Loan from other financial Institution.
- i) Conditional loan sanction for flat under construction.

2) ELIGIBILITY FOR TAKING OF HB LOAN:

- a) Any salaried person of state Govt./Central Govt./Semi Govt./Govt. sponsored Educational Institution/Public under taking/Corporation/Board/Co-operative Bank being confirmed in his/her service (service length is more than 2 years) is eligible to get the facility of housing loan through any affiliated ECCS/PACS or directly as nominal member.
- b) Reputed professional person/ Businessman as individual nominal member residing within the area of operation of the bank & having income Tax file.
- c) A retired salaried person, who enjoys pension facility, will be eligible to get the facility of housing loan directly as nominal member against 100% cash security before attaining 70 years of age.
- d) Member of the concerned Employees Co-op. Society having no overdue in both cases (member as well as the society).
- e) The applicant should have his own land to construct the building in the name of the borrower/wife/husband/ jointly with wife & husband. The applicant also avail loan to

(2)

construct along with his son/father/mother/brother jointly with any one if the ownership of land must belong in joint name.

f) In case 2(a) & 2(b) the flat/house will be in the name of borrower /jointly with wife & husband/ son/father/mother/brother (jointly only with other one)

g) In case of loan for purchasing land & construction of building thereon shall be completed within period of maximum 2 years. If the construction is not completed within this stipulated period then the loan for purchasing of the land will be treated as personal loan & interest will be applicable for personal loan from the date of issue of the loan.

3) ENTITLEMENT FOR THE LOAN:

Maximum of upto 90% of the cost of the building / proposed building, additional construction, purchase price/valuation price can be availed of Loan may be granted **upto a maximum of 40 Lac** generally for dwelling house including all type of HB & Renovation loan. Of which Renovation loan amount will be 7.00 Lac for loan through ECCS/PACS & Rs. 5.00 Lac for individual as nominal members.

4) PAYMENT OF INTEREST:

a) **In case of construction of new building, additional construction on existing building**– Accrued interest will be collected at the time of second and third phase of drawal and interest for the remaining moratorium period shall have to be deposited by the borrower in equal monthly installments.

b) **In case of HB renovation loan** – Accrued interest will be collected at the time of disbursement of 2nd phase. interest for the remaining moratorium period shall have to be deposited by the borrower in equal monthly installments.

c) **In case of all other products of HB Loan**- There will be no moratorium period & installment will be collected from next month of disbursement.

d) In case of default, 2% additional interest will be charged on the defaulted amount from the date of default.

5) PERIOD OF REPAYMENT OF LOAN:

a) **Maximum period of installments – 30 years (Including moratorium period)**

b) **For business man & professional person maximum period will be 15 years**

c) **Installment shall be fixed according to the period of service left.**

d) **Moratorium period – 12 months (in case of principal).** It shall be either the period actually taken for construction or twelve months, whichever is earlier / as desired by the borrower.

(3)

e) Equated monthly installment from the 13th month / very next month of completion of moratorium period which will come first from the month of release of 1st installment or as desired by the Borrower.

6) SECURITIES:

a) Equitable/ simple mortgage of the property being financed, on first charge basis, by way of deposit or original title deed/ registration of mortgage deed according to law.

b) Insurance against Fire, Riot, strike and other damages

c) In case of reputed professional person or business man (**non salaried Person**), Cash security to be deposited @ 25% of Loan amount and mortgage of Land & Building of erstwhile Midnapore district & at least one service holder guarantor to be offered as other security.

d) For additional, renovation & enhancement or renewal of HB in respect of previous running HB loan there is no need of re-mortgage only a declaration to be taken in prescribed format of the bank on stamp paper of Rs. 10.00. All the columns of the declaration form must be filled in properly signed by witnesses & Branch Manager with official seal and the original copy must be submitted to HO with a forwarding letter mentioning the following points.

1. Name of the member: ---

2. Name of the society: ---

3. Type of loan: ---

4. L/C No: --- Dated: ---

5. Amount of loan: ---

6. Date of Issue of the loan: ----

A Xerox copy of the declaration must be kept with the loan file of the concerned borrower.

7) PROCEDURE OF LOAN (A GENERAL GUIDELINE)

Nutshell descriptions for all types of HB loan are given hereunder

A) LOAN FOR CONSTRUCTION OF NEW BUILDING

Loan may be granted to the applicant for the purpose of construction of new building having land in the borrower jointly with wife & husband/ son/father/mother/brother (jointly only with only other one). The following main documents are needed for the loan of newly constructed building.

i) Original Deed & Record of the Land.

ii) Current Rent paid receipt.

(4)

iii) Valid & Approved Plan & estimate of the Building.

v) Permission for construction of the building by appropriate authority

vi) Searching Report of the land by our Empanelled Lawyer.

vii) The borrowers should invest his own contribution proportionately before drawal of each installment.

viii) Except otherwise agreed/ directed, the loan will be disbursed in three phases (@ 40% + 30% +30%) taking into account requirement of fund and progress of construction. In case of disbursement of second and subsequent disbursements, certificates of utilization from the Bank's empanelled engineer and authorized official of the Branch shall have to be obtained.

ix) Construction to be completed within maximum of 12 months from the date of drawal of 1st installment.

x) The building shall be fully covered under comprehensive insurance scheme of GICI and the policy shall be assigned in the joined names of the Bank and the borrower. The prescribed premium of insurance shall have to be deposited with the Bank for remittance to the insurance company

B) PURCHASE OF LAND INCLUDING CONSTRUCTION OF DWELLING HOUSE THEREON FOR THE BENEFICIARY

The loan may be sanctioned to the borrower single or jointly subject to fulfillment of the following terms & conditions of the Bank. The Borrower has to produce the following documents at the time of taking loan.

i) An Agreement for purchasing land from the seller.

ii) Xerox copy of the Deed, Record & current rent receipt of the seller.

iii) Searching report of the land by our Empanelled Engineer

iv) A projected Plan & estimate for the building to be placed

v) Loan to be prayed including total cost of purchasing of the land & estimate of the proposed building

vi) The Loan will be given in 4 phases. For 1st part of the loan will be given for purchasing of the land. The total loan will be sanctioned at a time mentioning loan for land & loan for construction of the building. Maximum amount of loan for purchasing of land will be 50% of the total proposed loan amount but not exceeding 70% value or price of the land. 1st phase of the loan will be disbursed preferably one day before the registration of the land. The payable amount including loan amount to be handed over to the seller/vendor on the date of registration after completion of registration process through A/C payee cheque in presence of the official.

vii) The registered sale deed will contain the following clauses along with other usual terms & conditions:

a) "That the purchaser is purchasing the **land** after obtaining Home Loan from the Vidyasagar Central Co-operative Bank Ltd.,----- Branch, as per terms and conditions laid down, vide the said Bank's Head Office memo no. ----- **dated** -----.

The purchased land will remain mortgaged in favour of the Vidyasagar Central Cooperative Bank Ltd., **Midnapore** till full liquidation of the Home Loan taken from the said Bank. The vendor/s shall have no objection, whatsoever, in this regard.

b) That the purchaser/s are paying the considerable money to the vendor by Bank Draft/Pay order No. _____ dated _____ for Rs. _____ (Rupees _____) only drawn on _____ in favour of -----, the vendor, issued against the Home Loan of the purchaser taken from Vidyasagar Central Co-operative Bank Ltd., -----Branch."

c) Land to be purchased should be well **demarcated/specified in the registered sale deed.**

d) The land being be mortgaged in favour of the Bank by the way of Registered deed of mortgage by depositing original title deed with incorporation of land schedule and demarcation thereof within 7 days of the registration. **Original Deed has to be kept with the bank till mortgage of land in favour of the bank.**

e) 'Parcha'/ Record , in the name of the applicant for the total area of land will be submitted to the Bank, within 3 (three) months and an undertaking be obtained from the borrower to this effect.

f) If the land needs to be converted from other classification to Bastu then the borrower have to obtain a certified copy of deed from sub-registry office & the bank will also provide a certificate that the original deed has been kept with then as collateral security against proposed HB Loan.

g) There will be moratorium period of 24 months. During Moratorium period only interest to be paid on monthly basis.

h). An undertaking cum declaration will be given by the borrowers that construction will be made within **two years from the date of purchase** of land with the assistance of bank and borrowers have not taken any Home Loan from any other financial institution.

i) Within 15 months necessary documents for 2nd part of loan to be submitted through secretary/ Branch Manager by the borrower for construction of the building. **2nd part of the loan will be maximum 90% of cost of the building or proposed amount at the time of prayer of 1st phase -- loan drawn for 1st phase whichever is less.** Following documents to be submitted with a note sheet for clearance of HO for issuance of 2nd part of the loan. Following documents to be submitted at the time of getting clearance from HO for 2nd part of loan for construction of the building.

i) Valid & Approved Plan & estimate of the Building (the Plan & Estimate which were submitted at the time of application of 1st phase)

ii) Conversion certificate of the land (if needed)

(6)

iii) Permission for construction of the building by appropriate authority

iv) The borrowers should invest his own contribution proportionately before drawal of each installment.

v) After getting certificate of Bank's empanelled Engineer as well as the bank official the 1st phase of the loan may be disbursed.

vi) Except otherwise agreed/ directed, the loan will be disbursed in three phases (@ 40% + 30% +30%) taking into account requirement of fund and progress of construction. In case of disbursement of second and subsequent disbursements, certificates of utilization from the Bank's empanelled engineer and authorized official of the Branch shall have to be obtained

If the applicant can't complete the building with in 2 years then the 1st part of loan will be turned in to personal loan & interest will be calculated as per rate of MT non agril loan from the date of issue of the loan. Branch will maintain a register to follow up the scheduled of the loan. If the borrower becomes failure to construct the building then they have bring the matter to HO (loan section/ computer Section) for necessary changes of interest & rescheduled of installment of the loan.

C) ADDITIONAL CONSTRUCTION ON EXISTING BUILDING

This loan may be granted for additional construction on existing building for those who have availed HB loan from our Bank. To avail this loan the borrower/s have to produce the followings documents.

i) Valid & Approved Plan & estimate for additional construction of the Building.

ii) Permission for additional construction of the building by appropriate authority

iii) The borrowers should invest his own contribution proportionately before drawal of each installment.

iv) Except otherwise agreed/ directed, the loan will be disbursed in three phases (@ 40% + 30% +30%) taking into account requirement of fund and progress of construction. In case of disbursement of second and subsequent disbursements, certificates of utilization from the Bank's empanelled engineer and authorized official of the Branch shall have to be obtained.

v) **The additional portion of the building** shall be fully covered under comprehensive insurance scheme of GICI and the policy shall be assigned in the joined names of the Bank and the borrower. The annual premium of insurance shall have to be deposited with the Bank regularly for annual remittance to the insurance company

D) ADDITIONAL HB LOAN ON EXISTING HB LOAN

An existing Current Loanee member who has taken Housing Loan from this Bank may get the facility of additional Housing loan.

1) Such additional loan may be granted to the borrower who has taken Housing Loan from this bank for the purpose of **New Construction/ Extension or purchase of ready build house/ flat & renovation loan.**

(7)

2) The borrower may be provided for Additional Housing Loan to the extent of amount equivalent to 90% of the present valuation of the constructed building less (-) **outstanding of the previous loan (HB & renovation loan)**. Such enhancement of loan will not be **less than 15% but not exceeding 80% of total loan (HB & Renovation) given to the said borrower as per requirement of the borrower subject to eligibility as per payment of wages Act (applicable as per Bank's norm)**

3) The intending borrower shall have to apply for such additional loan in prescribed application form of the Bank directly or through their ECCS as the case may be. The Branch Manager of the concerned Branch will recommend the said application stating details in respect of the operations of the loan a/c , valuation report of the engineer along with the completion/utilization certificate of the previous loan. The previous L/C No. and date shall have to be mentioned. Photo copy of Previous documents to be enclosed with loan application.

4) Branch Manager after having sanction intimation from HO will disburse the loan in a **single phase through respective S.B Account of the borrower**, obtaining required documents as per the norms of the Bank. Letter of acceptance, letter of lien & set off and deed of agreement also have to be made. The loan will be covered under CGS as per Bank's existing rule. All pre sanction & post sanctioned documents of each member are to be kept in a separate file. Previous HB Loan file & this additional loan file of a member are to be kept with bondage.

5) **Valuation of the existing building shall have to be made by Bank's empanelled Engineer. Charge of valuation to be paid by the borrower @ Rs.120.00 per lac in rounded figure of rupees 50.00 as Bank charge before submitting the file to HO for sanction.**

6) **No Service Charge** is required for this purpose.

E) PURCHASE OF READY BUILD BUILDING OR FLAT

a) Loan for purchasing of ready built house will be given up to **90% of the** value of the proposed purchased building & **80% of the valuation of land in which plot the house is situated** will be taken into account for financing. **In such case the sanctioning amount will not exceed 80% of the value of the agreement price or market value of the property whichever is less.**

b) If the borrower wants to purchase the adjacent vacant plot along with the proposed ready built building, then the price of the adjacent plot will not be accountable for financing in addition to the proposed ready built house loan.

c) **Loan for purchasing of ready built flat will be 90% of the total value of the flat or contractual price whichever is less of proposed purchased building.**

d) **Papers / documents required for submission of loan application:**

The following papers and documents are to be submitted for sanction of such loan.

- i) Application in the Bank's printed form.
- ii) Two copies of passport size photo.
- iii) Residential certificate from competent authority.
- iv) Necessary information & fees for CIBIL checking.
- v) Income certificate/ document in support of income (including I.T. return for reputed professional person/ Businessman).
- vi) Declaration U/s 59 by the applicant (in case of salaried person),
- vii) Agreement between seller and purchaser regarding sell of ready built house / flat.
- viii) Original /Xerox copy of Deed/ ix) Mutation certificate or certified copy of record of right, x) Rent receipt, xi) G.P. / Municipal Tax receipt etc./Conversion certificate (if necessary), Valuation of the Building/Flat by Bank's empanelled Engineer (**The Charge for valuation to be borne by the applicant/borrower**) & Valid Plan duly approved and sanctioned by the concerned authority with the permission for construction of the building. **If there is no valid plan then a plan to be prepared of the existing building by an Engineer & it is to be approved by appropriate authority.**

Other Pre-sanctioned documents to be needed under below mentioned.

- i) Nominal membership form / fee (in case of individual applicant)
- ii) Details of guarantor (In case of individual applicant).
- iii) Searching Report of the land from Bank's empanelled lawyer.
- iv) Resolution copy of Board of Directors' meeting of the society sanctioning the loan.
- v) Copy of the last AGM of the concerned ECCS/PACS.
- vi) Last audited balance sheet of the concerned ECCS/PACS.
- vii) Observation / appraisal report of the Supervisor and Branch Manager.
- viii) **Documents required to be furnished before drawal of loan:**

The following documents shall have to be submitted before drawal of loan.

- a) Letter of acceptance in respect of sanctioning memo.
- b) Letter of lien and set- off. Discharged / lien of Fixed Deposit certificate/ assignment of NSC & KVP
- c) Insurance of the Building

d) Copy of the Proceedings of the meeting of the Board of Directors of the concerned ECCS/ PACS for drawal of loan.

e) Bond / Tamasuk.

f) Demand Promissory Note.

After getting all documents for disbursement, the loan may be disbursed to the borrower preferably one day before the registration of sale deed. Contribution of the borrower to be deposited to the bank. If the borrower paid his/her own contribution directly to the vendor/seller then an authenticated money receipt to be produced before bank. The Bank must issue account payee cheque/NEFT/RTGS against the purchase of the property in favour of the borrower. The Bank official will personally hand over the cheque or to remit the amount through NEFT/RTGS to the seller/vendor after putting the signature of the seller/vendor on sale deed on the date of registration.

F) PURCHASE OF SELF CONTAINED FLAT (IN CASE OF BEYOND THE AREA OF ERSTWHILE MIDNAPORE DISTRICT BUT WITHIN THE STATE OF WEST BENGAL)

A loan to be given for purchasing of a ready built flat or house **outside of the operation area of the bank but within the state of west Bengal** subject to fulfillment of the following terms & conditions .

i) **Loan for purchasing of ready built flat will be 80% value of the flat or contractual price whichever is less of proposed purchase building.**

ii) **Papers / documents required for submission of loan application:**

The following papers and documents are to be submitted for sanction of such loan.

a) Application in the Bank's printed form.

b) Two copies of passport size photo.

c) Residential certificate from competent authority.

d) Necessary information & fees for CIBIL checking.

e) Income certificate/ document in support of income (including I.T. return for Reputed professional person/ Businessman.

f) Declaration U/s 59 by the applicant (in case of salaried person),

g) Agreement between seller and purchaser regarding sell of ready built house / flat.

h) Original /Xerox copy of Deed/ ii) Mutation certificate or certified copy of record of right,

iii) Rent receipt, iv) G.P. / Municipal Tax receipt etc./Conversion certificate (if necessary) & Valid Plan duly approved and sanctioned by the concerned authority with the permission for construction of the building. **If there is no valid plan then a plan to be prepared of the existing building by an Engineer & it is to be approved by appropriate authority.**

l) Nominal membership form / fee (in case of individual applicant)

- j) Details of guarantor (In case of individual applicant).
- k) 12 years Searching Report of the land.
- l) Resolution copy of Board of Directors' meeting of the society sanctioning the loan.
- m) Copy of the last AGM of the concerned ECCS/PACS.
- n) Last audited balance sheet of the concerned ECCS/PACS.
- o) Observation / appraisal report of the Supervisor and Branch Manager.

5) **Documents required to be furnished before drawal of loan:**

The following documents shall have to be submitted before drawal of loan.

a) **At least equal value of land & building situated within the area of operation of the bank to be mortgaged in favour of the bank. Such property must be searched & valued by bank's empanelled lawyer & empanelled valuer of the bank before equitable/ simple mortgage**

- b) Letter of acceptance in respect of sanctioning memo.
- c) Letter of lien and set- off. Discharged / lien of Fixed Deposit certificate/ assignment of NSC & KVP
- d) Insurance both of the Buildings (mortgaged building & purchased building)
- e) Copy of the Proceedings of the meeting of the Board of Directors of the concerned ECCS/ PACS for drawal of loan.
- f) Bond / Tamasuk.
- g) Demand Promissory Note.

After getting all documents for disbursement, the loan may be disbursed to the borrower preferable one day before the registration of sale deed. Contribution of the borrower to be deposited to the bank. If the borrower paid his/her own contribution directly to the vendor/seller then an authenticated money receipt to be produced before bank. The Bank must issue account payee cheque/NEFT/RTGS against the purchase of the property in favour of the borrower. The Bank official will hand over the cheque /NEFT/RTGS to the seller/vendor after putting the signature of the seller/vendor on sale deed on the date of registration.

G) RENOVATION LOAN ON EXISTING BUILDING

The said loan will be issued only to those borrowers who have taken House Building Construction Loan / Purchased Ready Build House / Flat (Directly or through Society) from this Bank.

The Borrower who has previously taken House Building Construction Loan (Direct or through Society) from this Bank and repaid the loan fully and subsequently whose mortgage

was released can avail this loan only after making fresh mortgage of his / her house property.

Documents required & other parameters

Category	Maximum ceiling of Loan	Documents required	Securities to be offered	Period of repayment	Service Charge to be paid.
Through ECCS	<u>90 % of the estimated cost or Rs. 7,00,000/- whichever is less</u>	Original Plan, Deed, Record, Searching Report from Bank's empanelled Lawyer, Estimate, two copies of pass port sized photograph, residential certificate.	Declaration U/s 59, Mortgage of Land & Building,	<i>Maximum 20 years or remaining service period whichever is less.</i>	Rs1800/-
Direct service holder	<u>90 % of the estimated cost or Rs. 5,00,000/- whichever is less</u>	Original Plan, Deed, Record, Searching Report from Bank's empanelled Lawyer, Estimate, two copies of pass port sized photograph, residential certificate.	Declaration U/s 59, Mortgage of Land & Building,	<i>Maximum 20 years or remaining service period whichever is less.</i>	Rs1800/-
Direct in joint name	<u>90 % of the estimated cost or Rs. 5,00,000/- whichever is less</u>	Original Plan, Deed, Record, Searching Report from Bank's empanelled Lawyer, Estimate, two copies of pass port sized photograph, residential certificate.	Declaration U/s 59, Mortgage of Land & Building,	<i>Maximum 20 years or remaining service period whichever is less</i>	Rs1800/-
Professional person	<u>90 % of the estimated cost or Rs. 5,00,000/- whichever is less</u>	Original Plan, Deed, Record, Searching Report from Bank's empanelled Lawyer, Estimate. , Two copies of pass port sized photograph, residential certificate.	Cash Security – 25% of Bank Loan, Mortgage of Land & Building, Two Service Holder Guarantor	<i>Maximum 10 years</i>	Rs1800/-

In case of where original plan is not available a new plan of the existing building shall have to be prepared which will be verified by the appointed engineer of the Branch office with his signature.

A person who has taken Housing loan from this bank may avail of the said loan for Renovation of the existing building after full utilization or after one year from the date of 1st drawal of the previous loan, whichever is later.

a) Disbursement

After receiving sanction Memo. from Head Office the concerned Branch Manager will disburse the loan in the following manner:-

i) The Loan will be disbursed in two phases as follows:-

1st Phase – 50% of the sanctioned loan amount

2nd phase – 50% of the sanctioned loan amount.

ii) The loan will be released phase wise (mentioned above) considering the progress of renovation work and requirement of fund of the concerned borrower.

iii) In case of disbursement of 2nd phase – Utilization Certificate from any Empanelled Engineer of the bank must have to be produced.

iv) The total drawal of the loan shall be made within 3 months from the date of first drawal. Simultaneously the renovation work must be completed within 6 months from the date of first drawal.

H) TAKEOVER OF LOAN FROM OTHER FINANCIAL INSTITUTION.

The Bank may allow loan to the borrower through ECCS or directly as nominal member loan for taking over HB loan from other Bank or Financial Institution. The Following procedure to be maintained for issuing take over loan from other bank or financial institution.

i) The applicant may be granted Housing Loan through this scheme to the extent of 90 % of the valuation of the existing Building which will be calculated by the Bank's Empanelled Valuer. If the loan that will be sanctioned in his/her favour does not cover the loan due to the financing bank, the rest portion shall have to be deposited by the applicant as margin money.

ii) A letter shall have to be issued by the borrower to the financing bank asking them the information regarding outstanding balance of the said loan through the concerned branch of this bank in the printed form of the bank.

iii) The member shall deposit service charge as per norms.

iv) After having sanction intimation the Branch manager of the concerned Branch shall issue cheque/draft equivalent to the amount of loan due as on date in favour of the

- v) financing Bank issuing Housing loan in favour of the society (A/C member) obtaining all required documents as per rules.
- vi) The said member through his/her society shall apply to the financing Bank for releasing his documents including original deeds kept under the custody of the said bank.
- vii) After having original documents an equitable/simple mortgage shall have to be executed in favour of this bank by one month from the date of issue of loan.
- viii) The monthly-equated installment as will be fixed by the bank shall have to be repaid by the borrower from the following month as per rule.
- ix) All other terms and conditions of Housing Loan Rules shall be effective in this case.
- ix) A tripartite agreement shall have to be executed by the member, society and the Branch of the bank which will be attached with the loan application.

I) CONDITIONAL HB LOAN SANCTION FOR FLAT UNDER CONSTRUCTION.

Bank may consider HB Loan for flat under construction in the following terms & conditions:

Loan amount for purchasing of the under constructed flat will be maximum 80% of the value of the completed flat or agreement price for the flat whichever is less of proposed purchased flat/ building.

- i) Bank will provide the entire loan at a time on the date of registration of the sale Deed.
- ii) The amount which was paid by the applicant/borrower to the seller /vendor time to time will be payable to him /her within loan amount of the flat.

All other term & condition, procedure, documents etc are same as loan for purchase of ready build flat.

6. OTHER CONDITIONS :

- a) **Share - @ 1.00% of the loan for member of ECCS/PACS.**
- b) **Nominal share – As per below mentioned rate (for individual borrower)**

Loan amount (in Rs.)	Nominal Membership fees
Upto Rs. 200000.00	Rs.750.00
Rs.200001.00 to 500000.00	Rs.1000.00
Rs.500001.00 and above	Rs.1500.00

C) Service Charge for Various schemes of HB Loan are described hereunder:

- i) Service Charge for renovation Rs.1800.00/case

(14)

- ii) Service Charge for HB Loan Rs. 1800.00 upto Loan amount Rs 500000.00
 - iii) Service Charge For HB Loan Rs.2400.00 upto Loan amount Rs.1000000.00
 - iv) Service Charge for HB Loan Rs 3000.00 for loan amount more than 1000000.00
 - v) Service charge for takeover of HB Loan Rs 1200.00 for loan amount upto 1000000.00
 - vi) Service charge for takeover of HB loan Rs 1800.00 for loan amount more than 1000000.00
- d) **CGS @ 0.5%** on loan amount & maximum coverage of loan amount will be Rs. 25.00 Lac. It will be renewed after completion of every 5 years on outstanding balance. At the time of calculation the outstanding balance will be taken into account rounded off Rs. 25000.00
- e) During the continuance of the loan and mortgage, the borrower shall not be permitted to let out, transfer, or otherwise deal with the mortgaged property or any part thereof to any person, institution, company etc.
- e) The borrower shall ensure free access and all types of assistance to the representatives of the Bank for the inspection of the site at any time, before and after the work is started, during construction, and even after the completion of construction.
- f) The building shall be fully covered under comprehensive insurance scheme of GICI and the policy shall be assigned in the joined names of the Bank and the borrower. The annual premium of insurance shall have to be deposited with the Bank regularly for annual remittance to the insurance company.
- g) In case of diversion / non- utilization of loan, the Bank at any time without giving any notice to the borrower may recall for the entire amount of loan from him/ her in one instalment.
- h) The Bank reserves the right to modify or incorporate any other stipulation as it deems expedient and proper.

7. RECORDS REQUIRED FOR FILING LOAN APPLICATION:

- a) Application in the Bank's printed form.
- b) Two copies of passport size photo.
- c) Residential certificate from competent authority.
- d) Non defaulter certificate from society / other Banks.
- e) Salary statement showing all monthly allowances and deductions for the last month
- f) Declaration U/s 59 by the applicant (in case of salaried person),
- g) Documents in original relating to ownership of land.
- h) Deed/ certified copy of the Deed along with lodgment slip, ii) Mutation Certificate or certified copy of record of right, iii) Rent receipt, iv) G.P. / Municipal Tax receipt etc. / conversion certificate, if necessary.

(15)

- i) Valid Plan duly approved and sanctioned by the concerned authority with the permission for construction.
- j) Estimated cost of the building /proposed building from a competent Engineer.
- k) If the land is a cultivable land – conversion certificate/ applied for conversion is required.
- l) Searching Report of the land from Bank's empanelled lawyer.
- m) Resolution copy of BOD meeting of the society sanctioning the loan.
- n) Copy of the last AGM of the society.
- o) Last audited balance sheet of the society.
- p) Observation/ appraisal report of the Supervisor and Branch Manager.

8. Additional document in case of 1(c) & 1(d) :-

- a) Allotment letter from promoter /Appropriate authority ,
- b) Agreement between seller & purchaser mentioning all conditions,
- c) Certified copy of valid plan with necessary permission for construction from concerned authority,
- d) Certified copy of deed, record of right , current rent receipt of the land where the flat/building is constructed or flat proposed to be constructed.

9) DOCUMENTATION REQUIRED AT THE TIME OF DRAWAL

- a) Letter of acceptance in respect of sanctioning memo.
- b) Equitable/ simple mortgage as per law.
- c) Letter of lien and set-off.
- d) Tripartite Deed of Agreement.
- e) Insurance of the building / proposed building.
- f) Copy of the BO D resolution for drawal
- g) Bond/ Tamasuk,
- h) Utilization Certificates/ completion certificate from empanelled Engineer.

General Note

1. Before recommendation of HB Loan the Branch Official must visit the spot physically & same to be written in appraisal note at the time of forwarding of the loan application. It is to be kept your mind that at the time of visit of the spot you must observe that there is specific a road / path for entrance to the spot. You also have to give a detail position of the society if the loan is asked from member of the society.
2. If a borrower wants to repay his/her HB loan more than Rs.50,000.00 at a time in addition to his normal installment then the amount to be deposited to the respective S/B

(16)

account of the borrower lying with your branch & the amount to be deposited to the loan account by debiting said SB account through transfer entry. There is no need to take any service charge from the borrower. But if the borrower wants to deposit a lump sum amount on occasion of taking over the loan by other financial institution then a service charge to be lived upon him/her in the following mentioned rate.

Amount of Loan (Outstanding)	Service Charge will be levied
Up to Rs 10.00 Lac	@ 2%
More than 10.00 lac	Rs. 20,000.00 + @1% over & above of Rs. 10.00 Lac

All of you are requested to do accordingly.

Memo. No. LOAN/ 4805/1 (108) Date-29.11.2018

Copy forwarded for information & necessary action to:-

- 1) Branch Manager (All)
- 2) Supervisor of C.S (All)
- 3) Section officer (All)
- 4) Deputy Manager (All)

General Manager

Memo. No . Loan/ 4805/1 (16) Date-29.11.2018

Copy forwarded for information to:-

- 1) The Hon'ble Chairman of the Bank
- 2) The Hon'ble Vice Chairman of the Bank
- 3) The Hon'ble Secretary of the Bank
- 4) All Hon'ble Directors of the Bank

General Manager



REVISED HOUSING LOAN RULE & POLICY

OF

VIDYASAGAR CENTRAL CO-OPERATIVE BANK LTD , MIDNAPORE