

**MOST IMPORTANT TERMS & CONDITIONS**

Regd. Office: 21, Patullos Road, Chennai – 600 002  
 Corporate Office: 46, Whites Road, Royapettah, Chennai – 600014  
 Ph: 044-28515267, Fax : 044-28582235

To

\_\_\_\_\_

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

Sir/Madam,

**Sub : Your Application for Loan**

With reference to your application for loan, we confirm having made our in-principle offer as under:

**1. Loan Details**

- a) Loan amount: Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only). Final sanction of Loan will be subject to the following:
  - (i) Proof of income and other loan commitments declared
  - (ii) Property being found to be marketable, conforming to the laws of the land and having sufficient value to cover the loan amount, after inspection by the officials of the Company
  - (iii) Title to the property being clear, valid, free from encumbrances and marketable
- b) Product: \_\_\_\_\_ [Home Loan (or) Non-Housing Loan (or) Land Loan]
- c) Term: \_\_\_\_\_ (months /years)
- d) Rate of Interest: \_\_\_\_\_ % per annum (variable) at monthly rests.
- e) EMI: Rs. \_\_\_\_\_

(The rate of interest is subject to change and is variable in line with SBPHFL's Prime Lending Rate which is determined based on market conditions. In case of variation, the term of repayment or EMI or both are liable to vary from time to time. SBNPPHFL will communicate the changes within a period of one month from the date of variation and it may also display information on the notice board / official website of the company and choose such other modes of communication as it deems fit to intimate such changes.)

**2. Fee & Other charges**

- a) Processing fee:-
  - (i) Upfront Processing Fees: [Rs. (or) %] \_\_\_\_\_ +18% GST\* (non-refundable)
  - (ii) Balance payable: [Rs. (or) %] \_\_\_\_\_ +18% GST\* before disbursement of loan. (This will vary in case of any subsequent increase / decrease in the loan amount)
- b) Income Appraisal Fees (if applicable): Rs. \_\_\_\_\_ /- + 18% GST \* ( payable upfront and non-refundable)
- c) Documentation charges : Rs.500/- for Kerala & Rs.450/- for all other regions.
- d) CERSAI charges : Rs.118/- for each property
- e) Internal Legal & Technical Appraisal charges: Rs.3000/- each plus GST
- f) External Legal & Technical Appraisal charges: (only if external opinion obtained): ranges from Rs.1500/- to Rs.10000/- + GST
- g) Stamp Duty (MOTD) fee(as per the Stamp & Registration Act of the respective State Government) & Registration charges at SRO: As applicable
- h) Switch Fee: 0.5% of the Principal Outstanding + 18% + GST
- i) Statement charges : NIL
- j) Document Retrieval charges : NIL
- k) Conversion charges : NIL
- l) Prepayment charges: The loan can be repaid either in part or in full anytime during the tenure of the loan. Part prepayments will be accepted subject to the condition that only THREE such part payments will be made in a financial year and that the amount prepaid each time will be equivalent to a minimum of 6 EMI's. Prepayment charges are not applicable in respect of loans availed by individual borrowers as currently mandated by NHB. If later, NHB permits the levy of such charges, SBNPHFL will intimate the closure charges to the customers and that will be binding. However, for Housing & Non Housing loans availed by a Firm or Corporate, in the capacity of borrower/ co borrower/ guarantor prepayment charges are applicable as given below:

CATEGORY	PREPAYMENT CHARGES
If paid out of own funds	1.50%
In case of takeover by other HFC/Bank	2.00%

Non individuals may be Proprietorship, Partnership Firms, Private or Public Ltd Companies, Trusts, Societies, etc.

Necessary documentary proof to the satisfaction of SBPHFL should be furnished if a loan is sought to be prepaid out of own funds. The charges indicated above may undergo changes due to market conditions. SBNPPHFL may choose to display information on the notice board / official website of the company, send SMS / letter to borrowers, newspaper publication or any other mode as it deems fit to intimate such changes.

### **3. Insurance of the Property / borrowers:**

Borrower has to take insurance cover for property, personal accident and life.

- a. Property Insurance: Premium is payable for the loan term at the time of first disbursement. The premium is based on the value of building and usage of the property and the risks covered include fire, floods and earthquake (In case of plot loans property insurance is not applicable).
- b. Life Insurance Premium: Rs. \_\_\_\_\_ (approximately). The premium may vary based on the age, loan amount, loan term and medical history of the person. The policy provides life cover for the loan amount and term of the loan as per the original amortization schedule.
- c. Personal Accident Insurance: If life cover is not opted, borrowers can opt for Personal Accident cover. The premium is based on the loan amount and the coverage is for a period of 3 years and renewable thereafter on payment of renewal premium as advised by the Insurance Company.

### **4. Security for the Loan:**

- a) Details of the primary security to be mortgaged :
- b) Details of Guarantee if any :
- c) Collateral / Interim Security if any :

### **5. Conditions for Disbursement of Loan**

Disbursement of the loan will be subject to

- a) Title to the property being clear, valid, free from encumbrances and marketable
- b) All statutory approvals being available and construction of property is in accordance with approved plan
- c) The borrower's contribution being infused in respect of the property (Own contribution is the difference between the total cost of the property and loan amount). Borrowers are required to submit documentary proof evidencing the sources of own contribution.
- d) The loan will be disbursed either in installments or in one lump sum as decided by SBPHFL based on progress in construction / project
- e) Compliance of any other condition that SBPHFL may prescribe before disbursement of loan

### **6. Repayment of Loan & Interest**

- a) The loan is repayable in Equated Monthly instalments (EMIs) every month. In case the loan is disbursed in installments, Pre-EMI interest (PEMI) is payable every month on the amounts cumulatively disbursed from the date of disbursement till the commencement of EMI. The PEMI payment dates are 25<sup>th</sup> of every month and is to be paid by way of Post Dated cheques. EMI is payable through electronic modes (Auto Direct Debit / ECS ), or Post- dated cheques. The EMI commences from the date of final disbursement and the due date of payment is the corresponding date of the subsequent month(s) and is payable every month till the loan is amortised.
- b) In case, the repayment is by way of Salary Deduction, the EMI commences from the 7<sup>th</sup> of a month following the date of final disbursement and the due date of payment is 7<sup>th</sup> of the subsequent month. Broken period interest (PEMI) is payable till the commencement of EMI.
- c) Penal Interest @ 24% per annum is payable for any delay in payment of EMI/PEMI. It is calculated for the period for which the EMI / PEMI remains overdue
- d) Cheque dishonor charges of Rs.400/- is applicable for every cheque that is returned unpaid. The rates are subject to revision depending upon the banking charges from time to time.

### **7. Recovery of overdues**

- a) In the event of delay in payment of PEMI/EMI, borrowers will be contacted through various modes advising them to repay the amount due. Where the dues are not repaid and the account is likely to become a potential NPA, awareness notices will be sent to borrowers advising them about the consequences of default. In case the amount still remains unpaid and the account becomes an NPA, further notice will be sent advising them to regularize the loan account within a stipulated period. Where the borrower still fails to regularize the account even after receipt of the notice, the loan will be recalled by sending a notice under section 13(2) of the SARFAESI Act. The SARFAESI Act has conferred statutory powers upon the

financial institution

- (i) To take possession of the secured asset including the right to transfer by way of lease/assignment or sale of asset for realising the payment.
- (ii) To possess and seal the secured asset before enforcing the right to transfer by way of lease, assignment or sale.
- (iii) If after the sale of the secured asset, to initiate legal proceedings to recover the balance dues in case the value of the secured asset is insufficient to cover the total dues payable including legal expenses incurred towards recovery of dues.

#### 8. **Customer Services**

- a) To promote banking habit, we do not encourage cash payments. However, in exceptional cases, when any of the dues or charges are paid by way of cash, borrowers are advised to make the payment at any of our branches or to our authorized staff and obtain a cash receipt for the payments made. For cash payments, cash handling charges are applicable as follows:

Amount of remittance	Applicable Charges
Upto Rs.2000/-	NIL
Rs.2001/- to Rs.10000/-	Rs.10/- per receipt
Rs.10001/- to Rs.50000/-	Rs.20/- per receipt
Rs.50001/- to Rs.100000/-	Rs.50/- per receipt
Above Rs.100000/-	Rs.100/- per Lac

- b) For any post disbursement requirement such as Statement of Account, Income Tax Statement, etc. Borrowers with email IDs can opt for online access which offers them the facility to view and print such documents. Alternatively, they can call / write to the branch where the loan has been availed for any such requirement which will be mailed / posted within 7 working days.
- c) Photocopies of title documents will be made available to customers upon written request and on payment of a sum of Rs.250/- for every such request. On payment, the requested documents will be mailed within 7 working days.
- d) On loan closure, the documents will be returned to the borrower and co borrower upon request within 15 working days through our branches. In case the documents are not collected within a month from the date of loan closure, the documents will be returned by our branches to the central document storage and the borrower should give prior intimation afresh to the branch about the probable date of collection. A sum of Rs.500/- per month would be payable by the borrower in case the documents are not collected within 3 months from the date of closure

#### 9. **Grievance Redressal :**

In case of any grievance, customers may approach the Branch Manager of the location where the loan has been applied / availed. In case, the grievance is still not addressed, they can post their complaints by way of an email to [customercare@sundarambnpphome.in](mailto:customercare@sundarambnpphome.in). The grievance shall be addressed within 7 working days. In case, the complainant is dissatisfied with the response or where no response is given, he/she may write / mail to

The Complaint Redressal Cell, Department of Regulation & Supervision  
National Housing Bank, 4<sup>th</sup> Floor Core 5A, India Habitat Centre,  
Lodhi Road, New Delhi 110 003  
Email: [crcell@nhb.org.in](mailto:crcell@nhb.org.in)

The above terms and conditions have been read by the borrower/s/read over to the borrower by the staff of the Company and have been understood by the borrower/s.

Please be intimated that the final Loan Agreement will supersede the terms and conditions spelt out in this letter if there is any subsequent change.

Please note that the rate of GST is subject to change by Government of India. The rate mentioned here is only as applicable on this date. The exact GST rate as applicable on the date of payment of the charges would be applied which may or may not be different from that mentioned here

For any further clarifications, you may contact the Branch Manager of the location where the loan has been applied / availed. Borrowers may also visit our branch between 9.00 a.m. to 5.30 p.m on all working days from Monday to Saturday and for Rest Of India branches between 9.30 a.m to 6.00 p.m for any clarification. Every 2<sup>nd</sup> and 3<sup>rd</sup> Saturday will be a holiday and in case a month has five Saturdays, additionally, the 4<sup>th</sup> Saturday will be a half day.

We thank you for giving us an opportunity to serve you. Kindly return the duplicate copy of this letter in token of your acceptance.

Yours truly,

for **Sundaram BNP Paribas Home Finance Ltd.,**

**Authorised Signatory**

**Signature of Customer**