

THE WEST BENGAL STATE COOPERATIVE HOUSING FEDERATION LTD.

CONDITIONS FOR HOUSE BUILDING ADVANCE TO INDIVIDUALS

SPECIAL FEATURES

1. Lowest Rate of Interest with attractive schemes of benefits.
2. In case of Block Finance (having a quantum of Advance at the minimum of 30.00 lakhs) for particular Flats or Unit House of a particular project at a particular site shall bear lesser rate of interest.
3. Properly Insurance Scheme applicable for the property of the USER /CO – USER.
4. The User / Co-User shall be entitled to Death Benefit Scheme in case of pre – mature death. Under this scheme, if any USER / CO – USER expires within the period of mortgage. The West Bengal State Cooperative Housing Federation Ltd. (hereinafter called as the Housfed) shall liquidate the outstanding amount of principal either in part or in full in terms of the Condition of Death benefit.
5. Maximum repayment period facilitating liquidation of the amount of Advance with minimum amount of EMIs.
6. Nominal surcharge and attractive terms for pre – repayment of Advance.
7. Minimum Administrative / Processing Fee payable by the USER / CO-USER.
8. Income Tax rebate on the amount of repayment as permissible by the authority concerned.
9. The guarantor for newly loan proposal would not be necessary in the light of prosperity of loans. Collateral security would be taken from
 - a) Non-government institutions and the businessmen with 3 years I.T. returns @20% of loan sanctioned amount.
 - b) From Govt. employees and government aided schools @ 10% of loan sanctioned amount.Declaration of wife/others as nominee for the loan would be taken both from(a) & (b) before disbursement of loans at the levels of BICS
10. Advance shall be sanctioned for extension / renovation / modification / repairing of the house / flat.
11. Sanction of Advance for payment of Stamp Duty & Registration Fee, if deems fit.

NOMINAL MEMBER

1. Advance may be granted to such individual and or the individuals who have taken Nominal Membership of the Federation within the areas of State of West Bengal.
2. Every individual person or persons desirous of being admitted as a Nominal Member (hereinafter called as the USER / CO-USER as the case may be), willing to have Advance from the Federation shall submit the Application Form duly filled in to the Chief Executive Officer of the Federation.

CRITERIA FOR BEING THE USER / CO-USER

3. (i) BEING A USER

In case of applying for an Advance, the person whose income is considered shall be the user.

3. (ii) CRITERIA FOR BEING A CO-USER.

- (a) In case of applying for an Advance, the person whose income is not considered shall be he Co-user. The person who has been holding the title of the land and / or the property but his / her income is not considered would be the Co-User. In case of applying for Advance with joint income, the person who has been holding the title and / or would hold the title in future in regard to land / proportionate land and dwelling structure would be the User and the other applying jointly would be termed as Co-User.
- (b) If the title of the property belongs to both the User and Co-User, the first name mentioned as the owner of the dwelling structure including land / proportionate area of land shall be the User and second one shall be termed as the Co-User.
- (c) The person who has been holding the title of land and / or property but his / her income would not be considered shall, under any circumstances, not be the user. The person whose income has been considered but he / she does not hold the title of the land and/ or the property, shall never be the User.

IN BOTH THE ABOVE CASES, THE PERSON SHALL BE CO-USER.

NO ADVANCE SHALL BE SANCTIONED TO CO-USER ALONE.

4. WHO CAN BE A CO-USER

- (a) Husband & Wife (b) Father & one Son (c) Mother & one Son (d) Father & one Unmarried
Daughter (b) Mother & one Unmarried Daughter.

Relationship other than the aforesaid shall not be permissible for being a Co-User.

5. NATURE OF APPLICATIONS FOR SEEKING ADVANCE.

- (a) A User / Co-User is willing to construct Unit House on own land or on purchased land.
- (b) A User / Co-User is willing to purchase either a ready-built Flat or a Unit House from Vendor / Developer / Land Owner – cum – Developer / Statutory Institution / Cooperative Body.
- (c) A User / Co-User is willing to purchase Flat or a Unit House being constructed from Developer / Land Owner – cum – Developer / Statutory Institution / Cooperative Body.
- (d) A User / Co-User is willing to liquidate entire outstanding Principal lying against drawal of loan from any other financial institution for construction or purchase of Flat / Unit House / Extension of the existing dwelling structure and / or renovation / alterations / modifications of the existing dwelling structure.
- (e) A User / Co-User is willing to make extension of the existing dwelling structure.
- (f) A User / Co-User is willing to make any alterations / renovations / modifications of the existing dwelling structure.
- (g) A User / Co-User is willing to have Advance on transfer of Shares & Interest of any Unit House / Flat from the Transferor of any primary cooperative housing society.

6. APPLICATION

- (a) An applications in the prescribed form requesting therein to admit him / her / them as Nominal Member along with non – refundable Admission Fee of Rs. 100.00 (Rupees one hundred) only as also requesting therein to grant Advance along with the requisite appendices and all relevant information, papers, documents and also non – refundable Administrative Fee @ ½ % of the amount of Advance applied for, subject to minimum of Rs. 1,000/- (Rupees one thousand) only shall be submitted.
- (b) The aforesaid prescribed form shall have to be submitted in original. Copy of the form shall not be entertained.
- (c) Incomplete form shall not be entertained in any manner whatsoever. Any overwriting in any place must have initial of the applicant(s). The Application Form must have signature of the User / Co-User as and where necessary.
- (d) The purpose of seeking Advance shall have to be mentioned without any ambiguity.
- (e) The Route Map shall be explicitly clear showing Road, Lane and significant place nearest to the property. No abbreviation of the names of the Road, Lane in permissible.
- (f) The application shall be submitted along with the documents as prescribed in Annexure I attached with the form. Receipt of the application with incomplete documentation shall not be made.
- (g) If the Federation discards the application for Advance, the Admission Fee and the Administrative Fee remitted at the time of submission of Application of Advance shall not be refundable in any manner whatsoever.**
- (h) In case of purchase of a Ready Built Flat or Unit House and / or purchase of Flat or Unit House under construction by any cooperative society, no Advance shall be considered for more than one Flat or Unit House in the name of the User / Co-User or in the name of any other member of the family of the User / Co – User (the family shall deem to the consisted of Husband, Wife, Minor sons and daughter, dependent's widow of the predeceased son and husband's dependent parents to be read with the appropriate Rule / Sub-Rule, Clause / Sub – Clause of the WBCS Acts & Rules.
- (i) The federation shall sanction Advance for the purpose(s) as enunciated in Clause 5 (five) above in the Area(s) of Corporation(s) / Municipality(s)/ Development Authority(s) / Notified Area(s) subject to suitable marketability / technical feasibility and other related criteria.
- (j) In case of application from Town based Panchayat(s) the Federation shall apply its discretion in sanctioning the Advance.
- (k) Sanction of Advance shall be absolute discretion of the Federation.**
- (l) Issuance of "Provisional Sanction" to User / Co-User shall not bind the Federation to issue Letter of Sanction and / or disbursement of Advance mentioned in "Provisional Sanction" in any manner whatsoever.
- (m) The User / Co – User shall by a mandatory manner include him / her / tem in the Death Benefit Scheme as detailed out in following failing , which no application shall be processed.
- (n) The Federation shall have the fill right to reject any application without assigning any reason whatsoever.
- (o) In case of submission the application through the authorised Agent (Home – Loan) of the Federation, the User / Co – User shall ensure that appropriate forms has been duly filled in and be annexed with the Application Form.**
- (p) The User / Co User shall by a mandatory manner furnish GUARANTOR** at the time of submission of Application Form. No Co-User as described in **Clause 4 (Four)** above shall stand as a **GUARANTOR** in any manner whatsoever.
- (q) The GUARANTOR must be a salary earner and shall be a permanent employee. The GUARANTOR must have the adequate income so as to extend guarantee against the Advance applied for.
- (r) In case of a non – salaried person desires to be a GUARANTOR, the Federation shall have the full right either to accept his / her as GUARANTOR or to reject without assign any reason whatsoever.
- (s) In case of applying for further Advance (Enhancement of loan) over and above the earlier sanction, the application shall have to be made within Last Date of Drawal of earlier Advance so as keep the period of repayment unaltered.

7. QUANTUM OF ADVANCE

- (a) Advance shall be granted maximum up to 85% (eighty-five percent) for the purposes(s) enunciated in **Clause 5 (five)** above subject to a maximum of Rs. 30,00,000.00 (Rupees thirty lakhs) for a single User / Co-User.
- (b) The Federation, depending upon the eligibility of the User / Co-User, shall also sanction Advance for payment of Stamp Duty & Registration Fee, which also be included in quantum of Advance as requested for. Provided that under no circumstances, Advance being sanctioned for the purpose(s) enunciated in **Clause 5 (Five)** above including Advance towards Stamp Duty and Registration Cost shall not exceed 85% of the Cost of the purpose(s) detailed as above.
- (c) The quantum of Advance shall be determined on the basis of repayment capacity, length of service, nature of service and / or business profile, profile of self – occupation and related issues together with the Project Cost into consideration.
- (d) In case of Self – employed persons, business profile, profile of self – occupation, nature of occupation, its commencement, period of continuance, durability and related issues together with the Project Cost shall be considered for determination of quantum of Advance.
- (e) Under no circumstances, the Federation shall sanction any Advance if the same shall be utilized towards reimbursement of the cost already expensed by the User / Co – User.**
- (f) The Federation on examination and on full satisfaction may sanction further Advance over and above the original Sanction of Advance as “Enhancement of Earlier Sanction”.
- (g) No Advance shall be sanctioned until and unless the Federation shall be in receipt of the legal / feasibility / marketability / suitability as also unencumbered Report from its competent personnel.
- (h) Income of the Guarantor, period of service vis-à-vis income of the User / Co – User shall be the determining factor in arriving at the quantum of Advance to be sanctioned.
- (i) In case of Joint Income, only the income(s) of Husband & Wife / Father & Son or Unmarried Daughter / Mother & Son or Unmarried Daughter shall be considered for the purpose of determining quantum of Advance.
- (j) No Advance shall be sanctioned for the purpose of construction / purchase of more than 1 (One) Unit House / Flat / Apartment in the name of the User / Co-User or in the name of any other member of the FAMILY / FAMILIES of the User / Co – User (FAMILY defines in 6(h) above).
- (k) Quantum of Advance shall be considered only on submission of all the required documents in original or by copies **(as elaborately mentioned in Annexure – I)** and only on scrutiny and full satisfaction of the Federation.
- (l) The Federation shall, from time to time, alter / amend / modify / cancel appropriate provision(s) determining the quantum of Advance and the same shall be applicable to the User / Co-User.**

8. DISBURSEMENT OF ADVANCE.

- (a) On receipt of the Letter intimating Sanction of Advance, the User / Co – User shall have to submit a written statement in terms of Annexure- II accepting the terms and conditions of the sanction of Advance.
- (b) Disbursement of sanctioned Advanced shall only be made on compliance of all the wanting documents / statements as informed, if there be any, along with remittance of 1.5% of the Sanctioned Advance towards one – time payment for mandatory inclusion in the Death Benefit Scheme together with observance of all other conditions as enunciated in Annexure – III.**
- (c) Disbursement of sanctioned Advance shall be made either in phase manner or in a lump depending upon the nature of purpose as enunciated in **Clause 5 (Five)** above.
- (e) In case of disbursement of sanctioned Advance in a lump, actual disbursement shall only be made on remittance of User / Co – User’s own contribution in full.**
- (f) Disbursement of sanctioned Advance either in phase manner or in a lump shall be done only on execution of an Agreement by and between the User / Co – User and the Federation along with

deposition of Title of the Property (Equitable Mortgage) together with all concerned as Confirming Party, as and where applicable.

- (g) Disbursement of sanctioned Advance in phase manner shall only be made on receipt of the Report in regard to progress of construction by competent authority of the Federation provided that the User / Co – User shall remit his / her / their own contribution proportionately.
- (h) In case of disbursement of Advance in a lump, actual disbursement shall be made only on Registration of the Property in favour of the User / Co – User with Full Stamp Duty.**
- (i) This provision is mandatory in any manner whatsoever.**
- (j) We disbursed the loan amount after registration of the flat or registration of deed of agreement.**
- (k) The provision is mandatory in any manner whatsoever.**
- (l) No disbursement made in phase manner (particularly in case of purchase of Flat / Unit House / Apartment under construction from Developer / Land Owner – cum – Developer / Statutory Body), the final disbursement shall be made only on Registration of the Property in favour of User / Co – User with Full Stamp Duty.**
- (m) This provision is mandatory in any manner whatsoever.**
- (n) In case of disbursement in phase manner, no further disbursement shall be made if the User / Co – User shall not fully liquidate all the overdue, if there be any, before actual disbursement.
- (o) In case of purchase of a ready – built Flat / Unit House and/or purchase of Flat / Unit House under construction, disbursement of Advance shall be made in favour of the Developer / Land Owner – cum – Developer / Statutory Body / Vendor, as the case may be, with the consent of the User / Co – User on completion of all the formalities and also on payment of User's / Co – User's contribution either in lump or in phase manner.
- (p) No advance shall be disbursed if the land upon which the construction / extension / modification / repairs has been undertaken and / or the ready-built dwelling unit and / or dwelling unit under construction is litigated and not free from all encumbrances.**
- (q) The Federation shall fix – up the Last Date of Drawal against sanction of Advance. The User / Co – User shall have to draw the entire amount of Advance within the Last Date of Drawal. On failure on the part of the User / Co-User to draw the entire amount of within the stipulated period shall lead to paying “SURCHARGE” at the rate of 1% (one percent) p.a. on the un-drawn amount till actual drawal.**
- (r) The Last Date of Drawal may be extended by the Federation on consideration of the written application of the User / Co – User as well as in consideration of the merit of the application. If the Last Date of Drawal would be extended (particularly in case of disbursement being made in phase manner), the User / Co – User shall, by a mandatory manner, accept the Re – Scheduling of repayment schedule on payment of appropriate legal cost.**
- (s) The Last Date of Drawal shall be extended once only. If the User / Co – User shall not be able to draw the entire amount even within the extended period of Last Date of Drawal, the Federation may cancel disbursement of balance amount of Advance.**

9. REPAYMENT OF ADVANCE

- (a) The maximum period of repayment of Advance sanctioned shall be 20 (Twenty) years and by 240 (two hundred forty) Equated Monthly Instalment at the maximum.**
- (b) The maximum period of repayment of Advance sanctioned shall be 20 years and 240 Equated Monthly Instalment subject to attainment of 60 years of Age, whichever is earlier.
- (c) If joint income of the User and the Co – User shall be considered for sanction of Advance, period of repayment shall be fixed on attainment of 60 years of Age either on part the User or that of the Co – User.

Commencement of Equated Monthly Instalment

- (d) Equated Monthly Instalment (EMI) carrying Principal and Interest components shall commence from expiry of the Last Date of Drawal and / or drawal of entire amount of sanctioned Advance whichever is earlier.
- (e) Equated Monthly Instalment (EMI) shall commence from the 1ST day of the following month on expiry of the Last Date of Drawal as also drawal of entire amount of sanctioned Advance and fall due on the last working day of each and every month.
- (f) During continuance of construction and prior to commencement of EMI, the User / Co – User shall pay monthly interest on the amount drawn till commencement of EMI and the payment of monthly interest shall fall due on the last working day of each and every month.
- (g) If any User / Co – User can draw the entire amount Advance prior to Last Date of Drawal, commencement of EMI shall start from the 1ST day of the month following Last Date of Drawal and the User / Co – User shall pay interest for the broken period.**
- (h) If re-scheduling shall be necessary to accommodate the Last Date of Drawal appropriately, the re-scheduling shall be done only once and keeping the period of repayment unaltered. Charges for re – scheduling shall have to be remitted accordingly.**
- (i) If further Advance over and above of earlier Advance shall be sanctioned, commencement of EMI shall be made keeping the period of repayment unaltered.
- (j) In case of Pending Registration as enunciated in Clause 8(i) & (j) above, principal deduction from the withheld 25% of the sanctioned Advance shall not be accommodated in the EMI. The User / Co – User shall pay interest on the withheld amount till completion of the Registration and handing over the IGR to the Federation. On receipt of the IGR, deduction of the principal component of the withheld amount shall start from the 1ST day following month.

10. REPAYMENT / PENAL CLAUSES

- (a) The Monthly Interest and/or the EMI, as the case may be, shall be remitted within the last working day of each and every month as a mandatory provision.
- (b) On commencement of EMI, the User / Co – User shall, by a mandatory manner, deposit PDC(s) (Post Dated Cheques) to the Federation and the PDC(s) shall not be “Outstation” cheque. If the User / Co – User does not have any option but to deposit “Outstation” cheque, the User / Co-User shall have to pay collection charges only in addition to the amount of Monthly interest and / or EMI.
- (c) If the User / Co-User fails to remit the due amount within the stipulated period as described above, Additional Interest as would determined by the Federation shall be imposed on the defaulted amount and for the entire defaulted period.**
- (d) The User / Co – User shall take a note that deposition of PDC(s) means remitting payment to the Federation. Non – clearance of cheque shall be treated a serious offence and it shall attract appropriate provision of Negotiable Instrument Act as also the Indian Penal Code, as the case may be.**
- (e) Non – clearance of any cheque shall impose a penalty of **Rs. 500.00 (Rupees Five Hundred)** in addition to imposition of Additional Interest as described in **Clause 10(c)** above and the User / Co-User shall have to remit the entire amount by Bank Draft or by Pay Order payable to the Federation.
- (f) **No pre-mature payment towards Principal shall be made before payment of 24 EMI from commencement of the EMI.** If any User / Co-User desires to make such payment prior to payment of 24 EMI, he / she / they shall have to pay interest up to 24TH EMI by a mandatory manner.
- (g) If the User / Co-User fails to repay 4 (four) consecutive EMIs, he / she / they shall be excluded from the Death Benefit Scheme.**

11. DEATH BENEFIT SCHEME

The User / Co – User shall be entitled to enroll him / her / them in the Death Benefit Scheme. An one – time payment equivalent to 1.5% (one point five percent) of the Advance Sanctioned subject to a minimum of Rs. 1000.00 (Rupees one thousand) shall have to be remitted for enrolment in the Scheme. **Enrolment in this Scheme is mandatory.**

- (a) Entry Date to Death Benefit Scheme shall be the date of execution of the Deed of Equitable Mortgage.
- (b) Continuance of Death Benefit Scheme shall expiry on the last date of EMI payable.
- (c) In case of default, no Benefit against pre – mature death shall be made until and unless entire amount covering Principal, Interest, Additional Interest & Other Charges, if there be any is fully liquidated.
- (d) Death Benefit Scheme shall cover only the person whose income will be considered for determining the quantum of Advance. If joint income shall be considered, extension of Death Benefit Scheme shall proportionately be equal.
- (e) The User / Co-User shall have to submit a more comprehensive Self – Declaration Form as per **Annexure – III** in regard to his / her / their health and any misinformation / suppression of fact, if found subsequently, shall lead to cancellation / non – extension of the benefit of this Scheme.
- (f) The User/ Co – User shall have to submit appropriate Certificate from the Medical Practitioner.

(g) EXTENSION OF BENEFIT IN CASE OF PRE-MATURE DEATH

- (i) 50% of the outstanding Principal : Prior to commencement of EMIs.
- (ii) 75% of the outstanding Principal : Up to payment of 12 EMIs.
- (iii) 100% of the outstanding Principal : On payment of more than 12 EMIs.

(h) RESTRICTION OF DEATH BENEFIT SCHEME

- (i) On premature death, if any institution or any person shall pay any compensation to the tune more than the outstanding Principal lying with the Federation, the Federation shall not extend this Death Benefit Scheme to the deceased User and / or the Co-User provided that if the compensation shall be the amount below the outstanding Principal, the Federation shall only liquidate the difference amount to bridge the gap of total liquidation of entire outstanding Principal.
- (ii) “Death due to Accident” shall mean the death occurring within 3 (three) calendar months of happening of bodily injury, resulting solely and directly from accident caused by violent, external and visible means independent of any other cause.

Restriction of Benefit of this Scheme shall also be applicable if pre-mature death of the User and / or the Co-User shall be :

- (iii) Caused by intentional self – injury or immorality or whilst the User and/ or Co-User is under the influence of intoxicating liquor or narcotic

OR

- (iv) Taking place as a result of accident whilst the User and / or the Co-user is engaged in aviation or aeronautics in any capacity other than that of a fare-paying or non-paying passenger in any aircraft, which is authorised by the relevant regulations to carry such passengers and flying between established aerodromes, the User / Co-User having at that time no duties on board

OR

- (v) Caused by injuries resulting from riots, civil commotion, rebellion, war (whether war will be declared or not), invasion, hunting, mountaineering, steeple – chasing or racing of any kind

OR

- (vi) Resulting from the User / Co-User committing any breach of law.

Provided that if it will be tangibly proved that the User / Co-User has submitted false or fabricated documents, self-statement / declaration and any other documents necessary for being eligible to enter into the Scheme, NO BENEFIT UNDER THIS SCHEME SHALL BE EXTENDED IN ANY MANNER WHATSOEVER.

- (i) **The Benefit assured under this Scheme shall strictly personal and shall not be assigned, charged or transferable in any way whatsoever.**
- (j) **If the User / Co-User shall fail to repay 4 (four) consecutive EMIs, the Federation shall withdraw the Benefit under this Scheme.**

12. PROPERTY INSURANCE

The property of the User /Co-User under mortgage to the Federation shall be insured to the extent of the Advance released and the premium for entire mortgage period shall be remitted to the Insurance Company through the Federation before 1ST drawal of sanctioned Advance. The User / Co-User shall also by mandatory manner remit premium for renewal, if it shall be necessary.

13. SECURITY AGAINST ADVANCE.

- (a) Advance shall available on Equitable Mortgage / Mortgage of the dwelling unit including land / proportionate share of land as well as the proportionate right and interest of the common spaces, common facilities together with right of egress and ingress to / from the dwelling unit.
- (b) The Title of the Unit House / Flat shall have to free from all encumbrances and must have marketability.
- (c) In case of purchase of Unit House / Flat (being a ready-built one or being constructed) from Developer / Developer-cum-Land Lord/ Vendor/ Statutory Body, a deed of Conveyance shall have to be registered in favour of the User / Co-User and the IGR shall, by a mandatory manner, have to be handed over to the Federation.
- (d) Advance shall be made on equitable mortgage / mortgage only for the area covered by Government Notifications in terms of Section 58(f) of T.P. Act, 1882. The Federation also deserves the absolute right to register the mortgage deed, if necessary, at the cost of the User / Co-User.
- (e) Advance shall also be made on lease-hold land being marketable and free from all encumbrances. Ground Rent at least for 25(twenty-five) years shall have to be paid by the Lessee in advance to the Lessor. If the Lessor disagrees to accept the Ground Rent in advance, the entire amount equivalent to Ground Rent of 25 (twenty-five) years to be kept in any Cooperative Bank / nationalized Bank and the receipt in original shall by a mandatory manner, have to be deposited to the Federation.
- (f) If the Federation feels within a reasonable time that the security originally furnished against Advance borrowed by the User / Co-user has become and / or shall become inadequate, the Federation shall without prejudice and to contrary to any provision, call upon the User / Co-User to furnish additional security to Federation's satisfaction within a specified time, falling which, the Federation shall have the full right to call back entire Advance at once notwithstanding any terms to the contrary.
- (g) The Guarantor(s) shall agree to stand as Guarantor in respect of the Advance borrowed by the User / Co-User. The Guarantor(s) shall deposit an indemnity Bond on non-judicial Stamp Paper(Rs.10) as per Proforma attached indemnifying to repay the Principal, Interest, Additional Interest & Other Charges which may be accrued due to non-payment on the part of User / Co-User.
- (h) The reciprocal guarantee amongst the User / Co-User as also any member of the Family (Family-as defined above) shall not be entertained.

14. PRE-MATURE REPAYMENT TOWARDS PRINCIPAL OUTSTANDING

- (a) The User / Co-User may make repayment towards outstanding Principal either in part or in full prior to completion of mortgage period. The amount remitted towards repayment of outstanding Principal shall be deducted from the outstanding Principal.
- (b) The said repayment shall be accompanied with payment of normal EMI of the particular month.
- (c) The said repayment shall be accompanied with a payment of 2% percent of the total amount payable towards liquidation of outstanding Principal as "Legal & Administrative Cost".
- (d) Only thousand or multiple of thousand shall make the said repayment.
- (e) The said repayment can only be made on prior to liquidation of entire overdue, if there be any.
- (f) **Such repayment towards outstanding Principal either in part or in full shall not be permissible within the period of repayment of 24(twenty-four) EMIs. If any User / Co-User even opts for paying of the outstanding Principal either in part or in full, he / she / they shall have to pay the interest up to 24th EMI along with the said payment as enunciated above.**
- (g) **In case of any pre-mature payment in part towards liquidation of Principal, the User / Co-User shall have to pay Rs. 100.00 (Rupees one hundred) only towards "Re-Scheduling Charges" along with such payment.**

15. CANCELLATION / CALLING BACK OF ADVANCE

- (a) The Federation shall have the power to recover the entire amount of Advance with Interest. Additional Interest etc. in the event of : (i) Advance sanctioned and / or disbursed for a particular scheme and / or for a specific purpose being mis-utilized and / or mis-applied and / or (ii) suppression of material facts in respect of the property and that of the User / Co-User.
- (b) Cancellation / Calling Back of sanctioned Advanced shall be done in the event of non-drawal of the Advance within 3 (three) months of "Date of intimating Sanction" due to the failure on the part of the User / Co-User.
- (c) **The Federation, without assigning any reason whatsoever, shall have the full right and privilege to cancel / call back whole or part of Advance sanctioned as also to withdraw the "Letter intimating Sanction" of Advance in respect of any User / Co-User so as to protect the interest of the Federation.**

16. RATE OF INTEREST

- (a) The effective rate of interest to be charged by the Federation on each and every amount of Advance shall be fixed by the Board of Directors from time to time.
- (b) The effective rate of interest shall be subject to revision and fixation of appropriate rate as would be determined by the Board of Directors shall be binding upon the User / Co-User.
- (c) The effective rate of interest in case of Block Finance as would be determined by the Board of Directors may have a variation in the interest of the Federation and it shall be binding upon the User / Co-User from time to time.

17. ADDITIONAL INTEREST

- (a) If the User / Co-User defaults to pay any dues of any character whatsoever, an ADDITIONAL INTEREST as would be determined by the Board of Directors shall be charged on he defaulted amount and for the entire defaulted period.
- (b) **If the User/ Co-User fails to repay 6 (Six) consecutive EMIs, the Federation shall have the full right to recall the entire amount covering outstanding Principal, Interest, Additional Interest from the User / Co-User and / or to sale and / or to take over the possession of the mortgage property along with the land upon which the dwelling unit is constructed and / or the property with proportionate share of land and proportionate share of common passage / areas including egress and ingress to the property.**

18. RESTRICTIONS ON BORROWING ADVANCE FROM THE FEDERATION

- (a) During continuance of Mortgage Period, **no User / Co-User, by a mandatory manner, shall be permitted to let-out, transfer, assign or otherwise deal with no leave and license basis the mortgaged property or any part thereof without prior and written permission of the Federation.**
- (b) The Federation shall have the full right and authority to reject any application for Nominal Membership and Advance with or without assigning any reason whatsoever.
- (c) The Nominal Membership (User / Co-User) shall not have any right and privilege either to attend the Annual General Meeting of the Federation or to be elected in Board of Directors of the Federation. The Nominal Member shall not also have the right and privilege to having 'DIVIDEND' if the Federation shall declare the same.
- (d) The Federation shall from time to time, impose such other terms and conditions, as the Federation shall deem fit and the same shall be binding on the User / Co – User. The Federation shall also have full right to make Amendments / Inclusions / Exclusions / Alterations etc. to all the provisions as enunciated above and the same shall be binding on the User / Co – User.

**FOLLOWING FEES / PAPERS ARE TO BE DEPOSITED / SUBMITTED ALONG WITH THE
APPLICATION FORM IN RESPECT OF THE INTENDED NOMINAL MEMBER/S**

ANNEXURE – I

1. Admission Fee 1

A non – refundable amount equivalent to 0.5% to the Advance applied for, subject to a minimum of Rs. 1,000.00 towards and Admission Fee of Rs. 10/- (Rupees Ten) only by an A/c. Payee Cheque to The West Bengal State Cooperative Housing Federation Ltd.

2. Copies of the following documents shall have to be annexed along with the Application (Items [a] to [f] to be submitted in duplicate)

- (a) Deed of Title
- (b) Corporation / Municipal Mutation Certificate with latest paid-off Tax Receipt.
- (c) Records of Right (Parcha) or Mutation Certificate from the Office of the Land & Land Reforms, Government of West Bengal and also and authenticated document of the said office through which nature of land may be verified (applicable in case of Town – based Panchayat Area). Please note, submission of Records of Right (Parcha) is an interim documents only and does not bear the title.
- (d) All the previous link deed(s) for ascertaining suitable and proper ownership / marketability of the Title.
- (e) Approved Building Plan showing Site Plan with ingress and egress provisions from the nearest main road / total area of the plinth / super built area / proper marking with total plinth / super built area for extension of existing construction / proper marking with total plinth / super built up area for alteration / modifications / renovations of the existing structure.
- (f) Detailed item-wise estimate of cost of construction from a registered Architect / Civil Engineer for the proposed construction / for extension of existing dwelling structure / for alteration / modification / renovations of the existing dwelling structure.
- (g) Copy of Agreement for Purchase of the Property in question.
- (h) Age Proof Document (Admit Card of Secondary Exam / PAN Card only)
- (i) Authenticated copy of the Age Proof Certificate in respect of the Guarantor (Admit Card or Secondary Exam / PAN Card only).

3. Following Original Documents shall have to annexed along with the Application

- (a) Employer's Certificate in the prescribed form for salary – earners.
- (b) In case of Self – employed / Businessman, Income Tax Assessment Order for the current year along with last two consecutive years / Authenticated copy of payment of Assessed Tax / Authenticated copy of Trade License / Professional Tax Certificated / Authenticated copy PAN Card / GIR Certificate of IT Department / Complete Business Profile or Profile of Self Employment.
- (c) Letter of Authority in the prescribed form by the Salary – Earners.
- (d) Declaration as detailed out in Annexure – III as also properly filled in The Health Declaration Form along with Certificate from Medical Practitioner as per proforma given in Annexure – III.
- (e) Certificate from a registered Medical Practitioner as detailed out in Annexure – IV.
- (f) Guarantor's Salary Certificate showing deductions of all and every nature.

4. Following Documents Authenticated or in Original, as advised, shall be submitted before 1ST / Lump drawal of Advance.

- (a) Compliance all the wanting documents as detailed out in the Letter intimating Sanction.
- (b) Guarantor's Guarantee (as detailed out in Annexure – V) on a non – judicial Stamp Paper of Rs. 10.00.
- (c) Post Dated Cheques covering the entire EMI along with an un – amounted and un – dated account payee cheque made payable to the Federation so as to enable the Federation to constitute legal action in terms of NI Act as also relevant provision of IPC.**
- (d) Acceptance of terms and conditions of sanctioned Advance as detailed out in Annexure – II available in the Federation.

ANNEXURE – II

Date:

The Chief Executive Officer,
The West Bengal State Cooperative Housing Federation Ltd.
P-15, India Exchange Place Extn. Todi Mansion, 3RD Floor,
Kolkata, Pin – 700 073.

Place :

Sub: Acceptance of Quantum of Advance Sanctioned together with terms and conditions as enunciated in the Letter Intimating Sanction of Advance under reference _____ dated _____

Dear Sir,

In inviting a reference to the Letter Intimating Sanction of Advance as quoted above, I / We do hereby accept the Quantum of Advance sanctioned in favour of me / us for the purpose of :

Construction of a dwelling unit / purchase of a ready built flat from the Developer / Land – owner – cum – Developer / Cooperative Housing Society Ltd / Statutory Body / Vendor / extension of existing dwelling unit / alterations / modifications / renovations of the existing dwelling unit or flat including Payment of Stamp Duty and Registration Cost (**Strike out, which is not applicable**).

I / We do hereby also declare that I / We shall abide by all the amendments / inclusions / exclusions / corrections to the terms and conditions as enunciated in the Letter quoted above, if would subsequently made.

I / We do hereby also declare that I / We have carefully gone through the provisions of / **“Disbursement of Advance” (Clause 8) / “Repayment of Advance” (Clause 9) / “Repayment / Penal Clauses” (Clause 10) / “Death Benefit Scheme” (Clause 11) / “Security against Advance” (Clause 13) / “Pre – mature payment towards Principal Outstanding” (Clause 14) / “Cancellation”/ “Calling Back of Advance” (Clause 15) / “Additional Interest” (Clause 17) / “Restrictions on Borrowing Advance from the Federation” (Clause 18)** as described in “CONDITIONS FOR HOUSE BUILDING ADVANCE TO INDIVIDUALS” and I / We do hereby declare that I / We shall abide by all the provisions as also its amendments / inclusions / exclusions / corrections, if would subsequently be done and / or found.

I / We do hereby also declare that I / We shall submit all the wanting documents those have already been intimated by the Federation and / or subsequently be intimated on examination and scrutiny of the submitted documents prior to drawal of 1ST and / or lump disbursement of sanctioned Advance.

I / We also further declare that I / We shall not claim in terms of statue either to remain present in the Annual General Meeting of the Federation or to be elected in the Board of Directors and shall not claim any Dividend, if so declares by the Federation in course of time.

I / We further declare that I / We shall be duty bound to repay the Monthly Interest / Equated Monthly Instalment / Additional Interest on the defaulted amount and on entire defaulted period / Other Charges as levied to the Federation. I / We also further undertake that my legal heirs, nominees and assignees shall also remain responsible to liquidate the Principal / Interest / Additional Interest / Other Charges related to the Advance drawn by me / us.

With thanks,

Yours truly,

(Full Signature of the User)

(Full Signature of the User)

ANNEXURE – III

DECLARATION

I do hereby declare that I am in good health and free from any serious and / or disease. I do hereby further declare that I have not had to undertake any major operation during the last five years and that no proposal of insurance on my Life to any Life Insurance Company either of India or Abroad has ever been adversely treated.

I hereby declare that the statements and answers to “The Health Declaration Form” are true and complete and I do hereby declare that the duly filled in “The Health Declaration Form “ and this Declaration shall form a vital documentary part of my application dated for sanction of Advance.

I hereby solemnly declare that I have read and understood the terms and conditions including provisions of the Death Benefit Scheme of The West Bengal State Cooperative Housing Federation Ltd. to providing benefit in the event of pre – mature death of mine for the sole purpose of liquidating of my Outstanding Principal (part or full as the case may be) to the Federation.

I do hereby declare that I shall abide by the terms and conditions including that of the Restrictions as also the amendments / alterations / inclusions / exclusions, as and when would be done and I am now applying for the being eligible in the Scheme.

I do further solemnly declare that in case of providing any misinformation / suppression of material fact / false / distortion in this Declaration, as also in the statements and answers to the “The Health Declaration Form“, the Federation shall not extend the Death Benefit to me in any manner whatsoever.

Date :

Signature of the USER

Place :

(In case of Co-User, whose income would be considered, please submit a separate Declaration along that of the User. The User / Co-User may also submit the said “Declaration” available in the Federation).

ANNEXURE – IV

PROFORMA FOR CERTIFICATE FROM MEDICAL PRACTITIONER

This is to certify that Sri / Sm. son of / wife of
..... residing at
.....
..... has not been suffering from any serious
illness / diseases at present.

I am to further certify that Sri / Sm.....
has not undertaken any major operation for the last five years.

I am to further certify that Sri / Sm. was operated
on and operation had to undertake due to.....
..... The problem
in particular for which the operation had to be done is now erased.

Date

Signature of the Medical Practitioner.

Place

Registration No.

***Strike out which is not applicable.**

(Please obtain separate certificate for the Co-User, if his / her income requires to be considered for Advance).

**PROFORMA FOR GUARANTOR'S GUARANTEE ON NON – JUDICIAL STAMP PAPER
(NOT LESS THAN RS. 10.00)**

Sri

Sm.

has / have applied for Advance to you for being the Nominal Member of the Federation and you are pleased to sanction Advance not exceeding Rs. (Rupees) for the purpose of only on first mortgage of the dwelling unit on the land / proportionate share of land including proportionate share of common areas together with egress and ingress as also on acceptance / compliance of the terms and conditions contained in the Deed of Mortgage dated _____ executed and / or registered by the above named Nominal Member in your favour. The said Advance will be released by way of instalments/ in a lump only on execution and / or registration of the said Deed of Mortgage.

Upon the treaty for the said Advance if has inter-alia agreed that the purpose as mentioned above shall be done out of the Advance to me made in terms of the said Mortgage but the liability shall be fixed in such a way so that guarantee against the amount shall fully cover the entire amount in Principal, Interest, Additional Interest & other Charges under the said Mortgage.

Now in consideration of availing Advance for the purposes as enunciated above, I do hereby agree as follows :-

1. If and whenever any Monthly Interest and / or Equated Monthly Instalment payable under the said Mortgage shall be in arrear and shall remain unpaid for a period of one month after the same becomes due and payable to the Federation, I shall notwithstanding anything contained in the said mortgage pay the same to the Federation on demand.
2. In no case the amount to be paid by Sri / Sm
.....
..... and to be recovered by the Federation from the undersigned shall not exceed the sum of the Principal together with the Interest, Additional Interest & other charges, if there be any, in terms of the said Mortgage.
3. Extension of any time granted by the Federation to the Nominal Member or default or forbearance in requiring or enforcing payment of dues shall occur on the part of the Federation and / or any amendment / modifications / alterations / inclusions / exclusions of the provisions of the said mortgage shall not in any way prejudice and or affect this guarantee nor release the undersigned from the liability under this guarantee.
4. As between the Federation and myself, I am the Guarantor to Sri / Sm. I shall be deemed and to be treated by the Federation as the Principal Debtor for the sums guaranteed by me and shall be repaid to the Federation nevertheless to the above – mentioned clauses.
5. In the event of my failure as Guarantor to repay the unpaid Principal, Interest, Additional Interest & other charges / Monthly Interest / Equated Monthly Interest of Advance, I do hereby authorise my employer namely,
.....
.....
.....
.....

(Name of the Post of the Drawing & Disbursing Officer together with the name and address of the Employer)

to deduct amount from my salary and other payments payable and being paid to me.

(FULL SIGNATURE OF THE GUARANTOR)

WITNESS

(Name of the User in Block Letters)

(Signature of the User)

(Name of the Co-User in Block Letters)

(Signature of the Co-User)

PARTICULARS OF THE GUARANTOR

1. Name of the Guarantor in Block Letter :
2. Father's / Husband's Name
3. Present & Permanent Address
4. Name & Address of the Employer
5. Name of the Department to which service is attached
6. Annual Income

ANNEXURE – VI

FORMAT

LETTER OF AUTHORITY

(To be submitted by the Service – Holder Applicant before drawal of Advance)

To

(Designation & Address of the Drawing and Disbursing Officer with Name of the Office and its registered address)

Sir,

This is to inform you that I, Sri / Sm. _____ an
employee of your organization designated as _____ under the Department

_____ have applied for House – Building
Advance for Rs. _____ (Rupees _____

_____) to The West Bengal State Cooperative Housing
Federation Ltd. (hereinafter referred to and called as 'the Housfed') for Construction of a dwelling unit /
purchase of a ready built flat from the Developer / Land Owner – cum – Developer / Cooperative Housing Society
Ltd. / Statutory Body / Vendor / purchase of a dwelling unit from from the Developer / Land Owner – cum –
Developer / Cooperative Housing Society Ltd. / Statutory Body / Vendor / extension of existing dwelling unit /
alterations / modifications / renovations of the existing dwelling unit or flat including Payment of Stamp Duty and
Registration Cost (**strike out, which is not applicable**) at _____

_____ details of Address stating Premises

No., Dag No., Khatian No., Mouja, Police Station, Post Office and District) and also towards payment of Stamp Duty & Registration Fee (**strike out if is not applicable**) as **USER (Borrower) / CO – USER (Co – Borrower)**.

Considering my said Application, the Federation has granted Advance not exceeding Rs. _____ (Rupees _____) for the purpose stated above on the usual terms and conditions as laid down by the Federation in its 'Conditions for House Building Advance To Individuals' and also to meet the Stamp Duty & Registration Fee for the said purpose. I have gone through the said terms and conditions and I have been agreed to draw the said sanctioned Advance from the Federation.

I do hereby undertake to repay the said Advance together with interest @ _____% p.a. in _____ Equated Monthly Instalment commencing from _____ to _____ amounting to Rs. _____ (Rupees _____) only payable at the last working day of each and every month together with payment of Monthly Interest as applicable and payable at last working day of each and every month.

I do hereby further undertake to remit Additional Interest at the applicable rate over and above the rate of interest stated above on the defaulted amount as also on the defaulted period.

In case of default towards repayment of the aforesaid Advance, I do hereby authorize you and request you to deduct the amount equivalent to Equated Monthly Instalment and / or Monthly Interest and / or Monthly Instalment and / or amount equivalent to Equated Monthly Instalment along with payment of Additional Interest from my salary, Bonus, Gratuity and / or any other sum or sums payable to me and remit the same to the Federation towards liquidation of the Principal / Interest / Additional Interest / Other Charges related to Advance drawn by me as may be requisitioned by the Federation from time to time. **The said amount of money shall be paid only to the Federation for liquidation of any debt on account of the said Advance drawn for House – Building purpose in respect of the undersigned.**

I do hereby further that the this authority is irrevocable.

Yours faithfully,

(Full Signature of the User)

Place :

Date :

ADDRESS FOR COMMUNICATION

NAME : _____

OFFICIAL DESIGNATION : _____

PRESENT ADDRESS : _____

PERMANENT ADDRESS : _____

ADDRESS FOR THE PROPOSED PROJECT : _____

If joint income would be considered submit a separate but same Letter of Authority by the Co-User.

OFFICE USE ONLY

File No. _____

Name of the applicant/s _____

Computer Code No. _____

Amount Prayed for _____

Amount Paid Rs. _____ in cash / cheque / draft-Vide No. _____

dated _____ drawn on _____

towards Admission & Administrative Fees.

APPLICATION FOR NOMINAL MEMBERSHIP AND ADVANCE

To
The Chief Executive Officer
The West Bengal Cooperative Housing Federation Limited (Housfed)
P-15, India Exchange Place Extension, Todi Mansion, 3 Floor,
Kolkata- 700 073.

Dear Sir,

I, & Sri / Sm.
.....

hereby apply for Nominal Membership for having Advance amounting to Rs.....
(Rupees)

.....) only for

the purpose of:

- i) Constructing Unit House on own land / on purchased land.
- ii) Purchasing a ready-built Flat/Unit House from Vendor / Developer / Land Owner-cum-Developer / Statutory Institution / Cooperative Body.
- iii) Purchasing Flat/Unit House on completion of construction from Developer / Land Owner-cum - Developer / Vendor / Statutory Institution Cooperative Body.
- iv) Liquidate entire outstanding Principal lying against drawal of loan obtained from any other financial institution for Construction or Purchase of Flat / Unit House / Extension of the existing dwelling structure or Renovation / Alterations / Modifications of existing dwelling structure.
- v) Willing to make extension of the existing dwelling structure.
- vi) Making any alterations / renovations / modifications of the existing dwelling structure.
- vii) Having Advance on transfer of Shares & Interest of any Unit House / Flat from the Transferor of any primary cooperative housing society.

(Strike out which is not applicable)

and also Rs..... (Rupees) only towards Stamp
Duty and Registration Cost.

The particulars are furnished below along with papers/documents as enunciated in Annexure-I, II and IV. I/We are also enclosing an account payee Cheque bearing no.

Dated..... amounting to Rs.
(Rupees.....)

.....) only payable to the Federation towards non-refundable
Administrative Fee.

PARTICULARS

1. Full name of the Applicant(s) i) _____

(In Block Letters) ii) _____

2. Father's Name i) _____

Husband's Name ii) _____

3. Residential Address _____

with Phone no. _____

4. Permanent Residential address _____

with Phone no. _____

5. Address for correspondence, if any _____

6. Occupation **Salary Earner / Self-Employed / Business**

(Strike out. which is not applicable)

6a. if a Salary Earner

i) Name of the Employer: **USER** _____
CO/USER _____

ii) Full Registered Address of the Employer
with Phone no. **USER** _____
CO/USER _____

iii) Designation of the Applicant **USER** _____
CO/USER _____

iv) Period of Service as a permanent / regular
Employee **USER** _____
CO/USER _____

v) Name, Address & Phone no. of the
previous Employer, if applicable

6b. If a Self-Employed

i) Nature of Self-occupation **USER** _____
CO/USER _____

ii) Period engaged in self-occupation **USER** _____
CO/USER _____

6c. If a Businessman

i) Business Profile in details with PAN no.
(To be attached separately) **USER** _____
CO/USER _____

7. Particulars of the Land upon which the above-stated purpose will be completed

a) Plot No (s) _____

b) Dag No (s) _____

c) Khatian No (s) _____

d) Mouza _____

e) Holding No. _____

f) Ward No. _____

g) Corporation / Municipality / Panchayet

h) Whether duty mutated by the Corporation/

Municipality _____

i) Nature of Land _____

j) Whether BLRO registration is done _____

k) If not, date of application _____

l) If Panchayet Area, nature of the land _____

m) Whether conversion required _____

n) If so, whether applied for _____

o) If a joint property, whether Deed of Demarcation

has been made and registered _____

p) Police Station _____

q) District _____

r) Area of the Land _____

s) Value of the Land as per Deed _____

7a. If the land upon which the purpose above-

stated will be completed is a purchased land

a) Deed of Conveyance registered on _____

b) Registering Authority _____

c) Name & Address of the Vendor _____

d) Value of the Land as per Deed _____

7b. If the land upon which the purpose above-

stated will be completed is a Lease-hold Land

a) Period of Lease _____

b) Lease Rent to be paid: Monthly / Quarterly/ Half-Yearly/Annually

c) Amount of Lease Rent _____

d) Value of the Land as per Deed of Lease _____

8. Detail of particulars of the Unit House/ Flat / Apartment.

8a. In case of Unit House to be constructed

a) Premises No. _____

b) Plinth Area _____ Carpet Area _____

c) Boundary

South _____

Butted and bounded by North _____
East _____
West _____

i). The Unit House is being constructed by the : _____
Contractor (Name of the Contractor) (Name of the Contractor)

The Unit House is being constructed by

Labour Contract : YES / NO

ii) Building Plan Sanctioned by : _____
(Name of the Sanctioning Authority) Bearing No. _____ dated _____
Sanction Plan Valid up to _____

iii). Details of construction to be undertaken : Bed Room _____ Toilet _____
Kitchen _____ Verandah _____
Living Room _____ Drawing Room _____
Open space, if any in Sft./Sq.M. _____

iv) Total area to be constructed (in Sft./Sq.M) : _____

v) Total cost of construction (excluding Land cost) : Rs. _____ (Rupees _____)

vi) Rate per Sft./I Sq. M. (Cost of Construction) : Rs. _____ per S.ft. / Sq. M

vii) Total cost of the Dwelling Unit

(Cost of Construction & Land Value as per Deed) : Rs. _____

Own contribution, which has already expensed

Whether construction has already been started

Expected period of completion

8 b. Purchasing Unit House / Flat from the Developer /

Land owner-cum-Developer / Vendor

(Either Ready- Built OR completed on construction):

i) Details of the Dwelling Unit : Premises No. _____
(Area in SW Sq. M.) : Plinth Area _____ Super built area _____
: Kitchen _____ Verandah _____ Toilet _____
: Open space, if any, _____

: Butted and bounded by

South _____
North _____
East _____
West _____

ii) Building Plan Sanctioned by : _____
(Name of the Sanctioning Authority) Bearing No. _____ dated _____
Sanction Plan Valid up to _____

- iii) Total cost of construction (excluding Land cost) : Rs. _____ (Rupees _____)
- iv) Rate per Sft./l Sq. M. (Cost of Construction) : Rs. _____ per S.ft. / Sq. M
- v) Total cost of the Dwelling Unit
(Cost of Construction & Land Value as per Deed /): Rs. _____
as per Deed of Agreement)
- vi) Name/ Address / Phone No. of the Developer / Land Owner-cum-Developer
: _____

- vii) Name of the Architect for the Project : _____
- viii) Name of the Company to which the Developer /
Land Owner-cum-Developer is attached : Private Limited Company / Partnership / Limited
Company / Private Ownership / NONE.
- ix) Whether the Company is registered or Not : YES: Regn. No. _____
- x) Whether the Flat in question falls under the
Developer's Share / Land Owner's Share : Developer's Share / Land Owner's Share
- xi) Name / Address / Phone No. of the Vendor : _____

- xii) In case of Ready Built Unit House / Flat, the
Vendor is in possession for a period of : Below 5 yrs./5-8 yrs. / 9-12 yrs./12 yrs./ More than 15 Yrs.
- xiii) Whether Deed of Agreement has been duly
executed : YES: Date of execution No. _____
- xiv) Own Contribution already expensed : Rs. _____ under Receipt No. _____
Dated _____ Rs. _____ under
Receipt No. _____ dated _____
- xv) Percentage of Own Contribution against
Total Cost : _____ %
- xvi) Whether construction has already been
started : YES / NO.
- xvii) Expected period of completion : _____

8 c. Purchasing Unit House/Flat from the Statutory Body / Cooperative Housing Society

(Either Ready- Built OR completed on construction OR by way of transfer of Shares & Interest)

- i) Details of the Dwelling Unit : Premises No. _____
(Area in SW Sq. M.) : Plinth Area. _____ Super built area _____
: Kitchen _____ Verandah _____ Toilet _____
: Open space, if any, _____
: Butted and bounded by
South _____
North _____
East _____
West _____

- ii) Building Plan Sanctioned by _____
(Name of the Sanctioning Authority) Bearing No. _____ dated _____
Sanction Plan Valid up to _____
- iii) Total cost of construction (excluding Land cost) : Rs. _____ (Rupees _____)
- iv) Rate per Sft./I Sq. M. (Cost of Construction) : Rs. _____ per S.ft. / Sq. M
- v) Total cost of the Dwelling Unit (Cost of Construction & Land Value as per Deed /) :
as per Deed of Agreement) : Rs. _____
- vi) Name of the Statutory Body / Coop. Housing Society : _____
- vii) Address : _____
- viii) Date of allotment of the Unit House/ Flat : _____
- ix) If Allotment has been done through Agreement : Date of Execution of the Agreement _____
- x) Own Contribution already expensed : Rs. _____ under Receipt No. _____
Dated _____ Rs. _____ under Receipt
No. _____ Dated _____
- xi) Percentage of Own Contribution against Total Cost: _____ %
- xii) In case of Coop. Housing Society, whether
Membership is approved by the authority or not : YES: Memo No. _____ Dated _____
: Applied For
- xiii) In case of Transfer of Shares & Interest
Name of the Transferor : _____
- xiv) Address & Phone No. of the Transferor : _____
- xv) Transfer of Shares & Interest is approved in the
Meeting of the BOD of the Cooperative Society : Meeting dated _____ Agenda No. _____
- xvi) Whether Membership of the Transferee is approved : YES / NO
: APPLIED FOR

8 d. In case of Extension / Modification / Alteration / Renovation of Unit House/ Flat (Area in Sft/Sq. M.)

- : Premises No. _____
- : Existing Structure / Unit House.
: _____ storied
- : Existing Area (In S.ft/Sq.M) _____
- : Plinth Area _____ Covered Area _____
- If Extension is Undertaken** : _____ storied to be done
- : Plinth Area _____ Covered Area _____
- : to be done consisting of _____ Bed Room /
: _____ Kitchen / _____ Toilet / _____ Living Room/
: _____ Verandha.

- i) Proposed Extension is approved by the
Appropriate Authority : YES / NO.
: Sanction No. _____ dated _____
: Sanction valid up to _____
- ii) The Extension is being constructed by the
Contractor : _____
(Name of the Contractor)
- The Extension is being constructed by
Labour Contract : YES / NO
- iii) Whether any loan has been raised from any other Institution, if so, name of the Institution
: _____
- iv) If yes, Detail of particulars : Total Loan Received _____
: Total Principal outstanding on date _____
: Mode of Payment / Amount _____
: Security submitted for loan _____
: _____
- v) Total Estimated cost for Extension : Rs. _____
- vi) Proportionate Own Contribution already expended : Rs. _____
: Percentage against total estimate _____

In case of Renovation / Alteration / Modification of the Unit House / Flat

- : Premises No. _____
- i) Proposed Area for Renovation/Alteration/Modification : Flat No. _____ Floor _____
- ii) Whether Renovation / Alteration/Modification
requires approval of Sanction : YES / NO
If yes, Name of the Sanctioning Authority : _____
- iii) **Total Estimated Cost** : Rs. _____

8e. If liquidation of outstanding Principal lying with other financial institution is sought for

- i). Name of the Financial Institution : _____
- ii). Address with Phone No. along with the Name of the
Contact Person of the Financial Institution : _____
: _____
- iii). Loan has been drawn for the purpose of : Construction of Unit House/ Flat / Purchase of Unit
House / Flat / Extension / Renovation of existing dwelling unit
(Strike out which is not applicable)
- iv). Amount of Loan drawn from the Financial
Institution : Rs . _____
- v). Period of repayment fixed : _____
- vi). Amount of Principal lying outstanding on the : _____
date of Application

(Fill up the relevant portion for having the Advance as applicable in 8a to 8c)

**8f. In case of applying Advance for
payment of Stamp Duty / Registration cost.**

- i) Value of the Property as per Deed : _____
- ii) Value of the Property ascertained by the Registering
Authority : : Rs. _____
- iii) Name of the Corporation / Municipality under which
the said Property would be registered : _____
- iv) The Authority certifying the Value of the
Property for ascertaining Stamp Duty : _____
- v) Total amount of Stamp Duty required to be paid : _____
- vi) Percentage of Registration Cost to be paid : _____
- vii) Amount of Registration Cost : _____

9. Particulars in regard to Nominee

- i) Name of the Nominee(s) of the Property : _____
- ii) Permanent Address with Phone Number : _____

- iii) Relationship with the User/ Co-User : _____
- iv) Whether the User / Co-User has declared the
person(s) as the Nominee(s) under statute : YES / NO
- v) If YES, state details of particulars : _____

I / We do hereby declare that:

All the particulars and information stated in the Application Form made by me/ us as well as in other Papers/ Documents submitted by me/ us are true, correct and complete, which shall form the basis of the Deed of Mortgage against Sanction of Advance for the purpose mentioned above.

There is no insolvency proceedings against me/ us nor I / We have ever been adjudicated insolvent.

I/We further do hereby declare that I/We have read the Conditions For House-Building Advance To Individuals' and have understood all the provisions as well as the contents of the said Conditions'.

I/we am/are aware of the procedure of making repayment of such Advance as well the method of imposing Additional Interest in case of default in repayment of Advance.

I/we agree that the Federation may take up such references and make any enquiry in respect of me/us as it may deem necessary.

I/we undertake to inform the Federation all the changes against particulars/ information submitted at the time of seeking Advance and to provide all further particulars/ information as may deem necessary by the Federation.

I/we further agree that this Advance shall be governed by the "Conditions For House Building Advance To Individuals" of the Federation as also the terms and conditions, may in force from time to time.

I/we declare that the intending User & Co-User is/are permanent resident of West Bengal.

I / We do hereby accept that sanction or rejection of application of Advance and or calling back of sanctioned Advance is the sole discretion of the Federation even after submission of requisite papers / documents as well as fees.

I / we further declare that I / we shall not claim any amount deposited towards Admission Fee / Administrative Fee / Processing Fee if the application for Advance is rejected and / or disbursement of sanctioned Advance is not made in any manner whatsoever.

Date:

(Signature of the User)

Place:

(Signature of the Co-User)

DECLARATION:

PURCHASE/ CONSTRUCTION / EXTENSION / ALTERATIONS & MODIFICATIONS OF UNIT HOUSE / FLAT / APARTMENT OF A REGISTERED COOPERATIVE HOUSING SOCIETY:

I/we hereby declare that I/we am/are not Member of any other Cooperative Housing Society Ltd.

I/we hereby declare that I/we have deposited the requisite Membership Fee and Share Money to the Cooperative Housing Society Ltd. My / our Sl. No. in the Membership Register of the Society is as follows:

Sl.no. _____

I/we hereby declare that my/ our cooperative housing society has followed the procedure as per provision contained under Sub-Rule (2), (3) & (4) of Rules 133 of the W.B.C.S. Rules, 1987 in regard to engagement of Architect / Contractors / Valuers.

I/we undertake that my/our cooperative housing society has followed the procedure of Election of the Directors as well as Office-bearers as per provision contained under Section-27 of the W.B.C.S. Act, 1983.

(Signature of the User)

(Signature of the Co-User)

STATEMENT OF PARTICULARS AFFIRMED BY THE COOPERATIVE HOUSING SOCIETY LTD.

I hereby declare that the aforesaid particulars, which have been furnished by he/she/they in the Application For Nominal Membership and Advance are true and correct.

Name of the Secretary of the Cooperative Housing Society : _____

Full Signature of the Secretary with date : _____

Name of the Cooperative Housing Society : _____

Full Address : _____

Registration No. with Date : _____ Date _____

(Affix Common Seal of the Society)

GUARANTOR'S PARTICULARS

Particulars of the Guarantor in respect of the Application of

Sri _____

Sm. _____

For Advance of Rs. _____ (Rupees _____

_____) only for Construction of a Dwelling Unit / Purchase of a ready built flat from the Developer / Land Owner cum-Developer! Cooperative Housing Society Ltd / Statutory Body / Vendor / purchase of a flat under construction from the Developer / Land Owner-cum-Developer/ Cooperative Housing Society Ltd/ Statutory Body / Vendor / purchase of a dwelling unit from the Developer / Land Owner-cum-Developer / Cooperative Housing Society Ltd/ Statutory Body / Vendor / extension of existing dwelling unit/

alterations / modifications / renovations of the existing dwelling unit or flat including Payment of Stamp Duty and Registration Cost (Strike out, which is not applicable).

1. Name of the Guarantor (In Block Letters) :
2. (a) Relationship with the Applicant(s) :
(b) In case of Relative, relationship with the User / Co-User :
3. Date of Birth and Age : Date of Birth _____
: Age _____
4. Telephone No. : Office _____
: Residence _____
5. Present Address :
6. Permanent Address :
7. (a) Employer's Name & Address
(Guarantor's Employer) :
- (b) Official Post / Official Status of the Guarantor
in the place of employment :
- (c) Name and Official Post of the
Drawing & Disbursing Officer of the Guarantor : Name
Official Post
8. Monthly / Yearly Income : Monthly Income
(To be supported by original documents) : Yearly Income
9. Particulars of Immovable Property owned :
10. Has the Guarantor raised any Housing Loan or intends
to take such loan from any institutions? : YES / NO
If 'YES', please give particulars thereof :
11. Particulars of Loan / Borrowings on long term basis :
(5 years and above)
12. Has the Guarantor stood or agreed to stand as
Guarantor for any other Borrower? : YES NO
If, 'YES', please give all the particulars including
Amount for which guarantee stands :

I hereby declare that the above information / particulars are true and correct to my knowledge and belief.

Place:

Date:

(Signature of the Guarantor)

Name of the applicant (s) _____

Note : The Route Map will help the Technical App riser/Official to locate your property.
Please furnish the details and draw the sketch properly to avoid delay. .

Property Address : _____

Builders Details : _____ Contact Person : _____
(In case of Flat) : _____
_____ Telephone : _____

Mode of travelling : (Bus / Train & Route) _____
Alighting Stop : _____ Travelling Time from Alighting stop
to property: _____

Nearest Prominent Place / Mode : Walk/Rickshaw / Auto
Building etc. _____ Rickshaw / Taxi

ROUTE MAP SHOWING LOCATION OF THE PROPERTY

I/We hereby declare that Route Map submitted is correct to the best of my/our knowledge.

Address:

Date:

Signature of Applicant(s)

EMPLOYER'S CERTIFICATE

(Do not write in abbreviated term)

Forming part of the application, for grant of Advance from the West Bengal State Cooperative Housing Federation Ltd. Name of Employee, Shri/Smt.: _____ Salary Roll No. _____

Father's/Husband's Name : _____

Name and Address of the Employer: _____

_____ Shri/Smt. _____

employed with us. The details of his/her services and emoluments are as under for the month of:

- I. (i) Date of joining service I. (i) _____
(ii) Whether confirmed or not (ii) _____
(iii) Designation (iii) _____
(iv) Time scale of pay, if any (iv) _____
(v) Present salary per month (v) Pay Rs. _____

Allowance Rs. _____

House Rent Rs. _____

Other items, if any,

Rs. _____ to be specified _____

TOTAL Rs. _____

(vi) Other monetary benefits, if any. (vi) Rs. _____

such as bonus, commission etc.

(vii) Details of deductions from the monthly salary

Gross Income Rs. _____

P. F. Rs. _____

Income-tax Rs. _____

Housing Loan Rs. _____

Society Loan Rs. _____

P. F. Loan Rs. _____

Insurance Premium Rs. _____

Other Items, if any, Rs. _____

TOTAL Rs. _____

II. Net Income

TOTAL Rs _____

III. Date of Retirement III. _____

IV. Date of birth as per the service records. IV. _____

We hereby certify that the above particulars are true and correct according to our records and to the best of our knowledge and belief.

For and on behalf of
(Name of the Employer)

Place. _____

Signature of the Officer signing on behalf of the employer along with
the designation and the seal and full address of employer

Date _____

FOR NOMINAL MEMBER(S) ANNEXURE – II
PERSONAL AND EMPLOYMENT DETAILS OF THE USER/S :

	MEMBER	JOINT-MEMBER
NAME	Surname First Name Middle Name	Surname First Name Middle Name
CURRENT RESIDENTIAL ADDRESS		
PHONE NO.		Relationship with applicant
DATE OF BIRTH	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Age Yrs.	Age : Yrs.
SEX	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female
MARITAL STATUS	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other
NUMBER OF DEPENDENTS	_____ Children _____ Others	_____ Children _____ Others
OCCUPATION	<input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed	<input type="checkbox"/> Employed <input type="checkbox"/> Self-Employed
DESIGNATION		
MONTHLY INCOME	Rs.	Rs.
EMPLOYER / BUSINESS		
NAME & ADDRESS (PLEASE MENTION THE ADDRESS OF THE OFFICE YOU ARE BASED AT)		
	Pin Code :	Pin Code :
	Ext. Fax.	Ext. Fax.
OFFICE PHONE NO.		
NO. OF YEARS IN PRESENT OCCUPATION / PROFESSION	Yrs. Retirement Age Yrs.	Yrs. Retirement Age Yrs.
DEPARTMENT	Employee No.	Employee No.

AMOUNT OF ADVANCE REQUESTED

Amount Rs. _____ Towards construction / purchase and Rs. _____ towards Stamp Duty & Registration Fee Term : _____ Yrs.	<p style="text-align: center;">Type of Loan</p> <input type="checkbox"/> Home New Construction <input type="checkbox"/> Home Extension <input type="checkbox"/> Stamp Duty & Registration Fee <input type="checkbox"/> Home Purchase <input type="checkbox"/> Liquidation of other Institution's Loans
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DETAILS IN RESPECT OF ADVANCE

Estimate of Requirement of funds		AFFIX RECENT PHOTOGRAPH OF MEMBER WITH SIGNATURE TOUCHING THE PAPER	
1. Total Purchase Price			
Construction cost	Rs. _____		
2. Land cost	Rs. _____		
3. Stamp Duty & Registration Fee	Rs. _____		
Total requirement of funds			
A. (Sum of 1 to 3) Total	Rs. _____		

PERSONAL AND EMPLOYMENT DETAILS

LOANS TAKEN

Please indicate below all loans taken / proposed from employer, Provident Fund etc., and all instalment(s) payable per month including interest against each loan.

Source of Loan	Outstanding Amount Payable (Rs.)	Monthly Instalment (Rs.)	Term Months
Applicant:			
Employer	_____	_____	_____
Bank	_____	_____	_____
Credit Society	_____	_____	_____
Provident Fund	_____	_____	_____
Others	_____	_____	_____
Co – applicant			
Applicant: _____			
Employer	_____	_____	_____
Bank	_____	_____	_____
Credit Society	_____	_____	_____
Provident Fund	_____	_____	_____
Others	_____	_____	_____

DETAILS OF PROPERTY (TO BE PURCHASED / CONSTRUCTED / EXTENDED)

PLEASE COMPLETE AS APPLICABLE

Address:	Area of Land	:	Sq.ft.
Mention of dwelling unit no., street, city and pin code. If not selected, mention intended selection: _____ _____ _____	Built-up area	:	Sq.ft.
	Cost of Land	:	Rs.
	Cost of construction/purchase /Extension	:	Rs.
	Stage of construction / extension :		
	Yes	No	
Is this dwelling unit booked through Cooperative Housing Society?	D	D	Will you be the Sole Owner of the dwelling unit?
Is this dwelling unit booked through Developer ?	D	D	Is the legal title to the dwelling unit is clear ?
			Will Housing Federation be able to obtain first mortgage of the dwelling unit ?
			D
			D