









Regd. Office: 9th Floor, Antriksh Bhawan, 22, Kasturba Gandhi Marg, New Delhi - 110 001. Website: www.pnbhousing.com. Toll Free: 1800 120 8800 CIN: L65922DL1988PLC033856

## **Loan Application Form**

#### Instructions:

1. Please write all the information in BLOCK LETTERS. 2. Please do not overwrite nor use correction fluid. If required, please cancel and rewrite with due authentication. 3. Tick the box wherever applicable. 4. All details must be filled in, please write NA if not applicable. 5. Please add another application form if there is more than one co-applicant for the loan. 6. Please ensure that all the documents are self-attested by you. 7. Please take photocopies of all the documents that are submitted to PNB Housing Finance Ltd. for your personal record.

### LOAN DOCUMENTS CHECKLIST

Customer Type	**Officially Valid Document (OVD) For Identity and Address Proof	Income Document	Common Document
Where Applicant Co-Applicant is an Individual Salaried Employees	Passport Priving license Proof of possession of Aadhaar Number ((Redact first eight no of Aadhaar) Voter's Identity Card issued by the Election Commission of India Job card issued by NREGA duly signed by an officer of the State Government Letter issued by the National Population Register containing details of the name and address	Last 6 months' bank statements (Salary Account) Certificate & Proof of business along with Business profile Last 3 years' income tax returns with Profit/loss Account (Duly certified by chartered Accountant) Last 12 months' bank statements (Self & Business)	Educational Qualification Proof (Latest Degree)     Pan Card of Applicant/Co-Applicant
Whether Applicant/ Co- Applicant is a Sole Proprietor	For KYC of Proprietor, please refer OVD Section above	Last 3 years' income Tax returns with all Annexure (Duly authenticated of tax authority)     Certificate & Proof of business along with Business profile	Proof of registered office of company (GST Certificate, Electricity Bill, telephone bill) Certificate & Proof of business existence along with business Profile
Whether Applicant/ Co- Applicant is a Company	Certificate of Incorporation     Memorandum of Association and Articles & Association     Pan card of Company     List of Shareholders along with share holding pattern on company letter head     For KYC of Director/Authorised Personnel, please refer OVD Section above	Last 3 years' income tax returns with Profit/loss Account (Duly certified by chartered Accountant)     A resolution from the board of directors and power of attorney granted to its managers, officers or employees to transact on its behalf	Last 12 months' bank statements  Last 3 years' income tax returns with Profit/loss Account (Duly certified by chartered Accountant)  Last 12 months' bank statements
Whether Applicant/ Co- Applicant is a Limited Liability Partnership ~ LLP	Certificate of Incorporation     LIP Agreement     For KYC of limited Partner/ Authorised Personnel, please refer OVD Section above	A resolution from the partners of LLP and power of attorney granted to its managers, officers or employees to transact on its behalf	Pan card of Company     Proof of business existence along with business Profile
Whether Applicant/ Co- Applicant is a Partnership Firm	Registration certificate     Partnership Deed with all Amendment     For KYC of Partner/ Authorised Personnel, please refer OVD Section above	A resolution from the partners and power of attorney granted to its partner to transact on its behalf	
Whether Applicant/ Co- Applicant is a Society/Trust	Registration Certificate, Bye laws- Society     Trust Deed in Case of Trust     Proof of registered office of society/ Trust (Latest electricity bill or any other certificate from statutory authority)     For KYC of Trustee/ Authorised Personnel, please refer OVD Section above	Last 12 months bank statements     A resolution passed by all members/board of Trustee and power of attorney granted to its member/ Trustees, officers to transact on its behalf	Pan card of society/Trust/HUF     Last 3 years income tax returns with Profit/loss Account (Duly certified by chartered Accountant)
Whether Applicant/ Co- Applicant is a HUF	HUF Deed     Proof of registered office of HUF     Latest electricity bill or any other certificate from statutory authority )     Certificate & Proof of business existence along with business Profile     Photos of Karta, Co –Parcener     For KYC of karta/ Co Parcener, please refer OVD Section above	Last 12 months' bank statements     A resolution passed by HUF or power of attorney granted to its Karta to transact on its behalf	

All documents have to be Self- attested
 Photocopy of Title Documents of the Property,
 Approved Plan Dual Filled Application from with across signature on photograph

• Process Fee Cheque in favour of "PNB Housing Finance Ltd" (We do not accept any cash) • \*\*For Director/Authorised Personnel/Beneficiary Owner/Proprietor/Partner/Trustee/Karta KYC, please refer OVD Document

#### FAQ's

#### What is the process of applying for a Home Loan?

Step 1: Submit your loan application along with required set of documents. Step 2: Your application would be assessed on the basis of various eligibility and funding norms. Step 3: A property valuation and title check may be carried out by the company/representative to determine the property value and legal clearance of the property to arrive at the loan amount. Step 4: Basis the internal and regulatory guidelines, PNB Housing may approve or reject the loan application. Step 5: Submission of the original property documents takes place along with signing of agreements, handing over of registered property papers and submission of Post Dated Cheques/ECS. Step 6: Upon finding all the documents in order, PNB Housing will disburse the loan amount basis the progress of construction to the developer/contractor. The EMI/Pre-EMI will commence after the disbursement.

#### Am I eligible for a Home Loan?

You are eligible for a loan if you are a Salaried, Self Employed Professional or a Businessman. Your loan eligibility will be determined by PNB Housing on the basis of factors such as income, age, qualifications, number of dependents, co-applicant's income, assets, liabilities, stability and continuity of occupation, savings and prior credit history. Further, the loan eligibility will also be dependent on the value of property selected by you.

- 3. What percentage of property value can be funded?
- We can fund upto 90% of the property value in case of Home Loan and upto 60% in case of Loan Against Property. However, PNB Housing funding norms may change from time to time.
- 4. What is EMI and pre-EMI?

Your loan is repaid through Equated Monthly Instalments, which include principal and interest component. EMI repayment starts from the subsequent month of full loan disbursement, while pre-EMI is the simple interest, payable every month till the time loan is fully disbursed.

5. In case of change of Floating Rate of Interest, will my EMI or Tenure change?

Keeping the borrower's interest in consideration, EMI is kept unchanged till a point. In exceptional situations, the EMI is changed to support the principal repayment within a time frame.

- 6. What security do I need to provide?
  - The prime security for the loan is by way of deposit of title deeds and/or such other collateral security as may be necessary. The title of the property should be clear, marketable and free from any encumbrances.
- Can I prepay my Home Loan? Are there any charges applicable?

Yes, an individual borrower can prepay their loan without any prepayment charges any time during the loan tenure if the same is under Floating Rate scheme. For loan under other schemes, prepayment charges may be applicable, please refer to the schedule of charges under "Fair Practice Code" section on our website, www.pnbhousing.com.

- 8. What will be the fee and other charges to a loan account?
  - A processing fee is applicable for both housing & non-housing loan. Prepayment Charges: No Prepayment charges shall be payable for partial or full prepayment in the floating rate housing loan. For all other loans, prepayment charges will be applicable on partial or full prepayment if the loan was taken for business purpose. For complete fee details, please refer to Schedule of Charges available on our website www.pnbhousing.com or please contact our nearest office.
- 9. What will be Rate of Interest to a loan account?

Interest will be applicable on the basis of customer profiling and on the basis of type of loan. Gradation of interest will be on the basis of factors such as Credit Bureau score, income, etc. For more details, please refer to our website www.pnbhousing.com or please contact our nearest office.

- 10. How do I get my Income Tax Certificate?
  - You can download the Income Tax Certificate anytime by loggin on to 'Customer Portal' through our website www.pnbhousing.com. However, we also send Income Tax Statement to all our customers at the end of each financial year.
- 11. Can I view my loan account details online?

Yes, you can view your loan account details online by loggin on to https://customerservice.pnbhousing.com/myportal/ and register yourself in order to enjoy hassle free, online post disbursement loan services.

12. Does the property need to be insured?

Customer should ensure that the property is insured against uncertainties like earthquake, fire or any damage and destruction due to natural and man-made calamities, during the tenure of the loan.

Fair Practice Code is available for reference in all our branches and also on our website: www.pnbhousing.com

Acknowledgement  We acknowledge the receipt of loan application form. We will get back to you either in writing, email, letter or via telephone with the status of your Loan applied with us within 15 working days.  This is subject to furnishing of all the necessary documents as mentioned in this Application Form or as communicated to you by PNBHFL during the loan appraisal process.					
Further we confirm having received the upfront processing fee cheque of $ extstyle  e$		favouring 'PNB Housing Finance Ltd.'			
via Cheque/Draft no	drawn on				
Please note we do not accept processing fee in cash					
Sales Representative Name	Phone				
Service Branch	Email				
Sales Representative's Signature	Sales Representative Employee ID				



Servicing Branch

# **Loan Application Form**

Sourcing Branch \_\_\_\_\_

Applicant

Please paste
passport size
photograph here
with signature
across

Co-Applicant
Please paste
passport size
photograph here
with signature
across

1.	Personal Details	Applicant	Co-Applicant				
1.1	Name (Full)	(Prefix) (First Name) (Middle Name) (Last Name)	(Prefix) (First Name) (Middle Name) (Last Name)				
1.2	C-KYC Number						
1.3	Father's/Husband's Name						
1.4	Mother's Maiden Name						
1.5	Date of Birth	DD MM YY	DD MM YY				
1.6	Communication Address						
		City State Pin	City State Pin				
		Block/Taluka	Block/Taluka				
		Self Owned Family Rented Company Lease Other	Relation with Applicant				
	Address Type	Rural Semi-Urban Urban Metro	Rural Semi-Urban Urban Metro				
1.7	Permanent Residence						
		City State Pin	City State Pin				
		Block/Taluka	Block/Taluka				
		Self Owned Family Rented Company Lease Other	Self Owned Family Rented Company Lease Other				
	Address Type	Rural Semi-Urban Urban Metro	Rural Semi-Urban Urban Metro				
1.8	Phone with STD Code						
1.9	Mobile No.						
1.10	Email ID (Personal)						
1.11	Gender	Male Female Others	Male Female Others				
1.12	Marital Status	Single Married Widow Other	Single Married Widow Other				
1.13	No. of Dependants	Children Other	Children Other				
1.14	Category	General OBC-NCL* OBC* SC* ST*	General OBC-NCL OBC SC ST				
1.15	Any Disabilities	Yes No	Yes No				

1.	Personal Details	Applicant	Co-Applicant					
1.16	Whether Manual Scavenger	Yes No	Yes No					
1.17	Religion	Hindu Muslim Sikh Christian	Hindu Muslim Sikh Christian					
		Buddhist Jain Zoroastrian Other	Buddhist Jain Zoroastrian Other					
1.18	PAN/Form 60	Form 60	Form 60					
1.19	Aadhaar Card No.	XXXXXXX	X X X X X X X X X X X X X X X X X X X					
1.20	LEI No. (For non-individual borrowers only)							
1.21	Qualification							
1.22	Residential Status	Resident Non-Resident	Resident Non-Resident					
2.	Employment <b>Details</b>	Applicant	Co-Applicant					
2.1	Occupation	Salaried Self Employed Business Professional Homemaker Non-Salaried Others	Salaried Self Employed Business Professional Homemaker Non-Salaried Others					
2.2	Distinct Occupation	If Salaried: Government Employee Private Sector Employee Public Sector Employee	If Salaried: Government Employee Private Sector Employee  Public Sector Employee					
		If Self-Employed: Freelancer Contractor	If Self-Employed: Freelancer Contractor					
		If Business: Small Business Medium Business Large Business	If Business: Small Business Medium Business Large Business					
		If Professional: Doctor Lawyer Engineer Architect Finance professional Teacher/Professor Artist Management Consultant Other Professionals	If Professional:  Doctor Lawyer Engineer Architect Finance professional Teacher/Professor Artist Management Consultant Other Professionals					
		If Homemaker: Homemaker	If Homemaker: Homemaker					
		If Non-Salaried: Farmer Transport Driver Street Vendors Fisherman Daily Wage Worker Artisan	If Non-Salaried: Farmer Transport Driver Street Vendors Fisherman Daily Wage Worker Artisan					
2.3	Whether Ex-Servicemen	Yes No	Yes No					
2.4	Designation							
2.5	Employment No.							
2.6	Name Address of Employer/ Business Concern	Pin	Pin					
2.7	Office Phone with STD Code							
	Extn. No.							
2.8	Official Email Id							
2.9	Total Years in Present Occupation		Years					
2.10	Total Work Experience	Years	Years					
2.11	Retirement Age	Years	Years					
2.12	Total Monthly Income	₹	₹					
	Other Income	₹	₹					
	Total	₹	₹					
2.13	Monthly Expenses	₹	₹					

	Co-Applicant					
2.14 Household Annual Income ₹						
2.15   I can pay Monthly EMI upto   ₹	₹					
3. Loan Details						
Amount Requested ₹	Loan PeriodYears					
Type of Home Loan: Floating Fixed (Years) 2 3	Other Please specify					
Purpose of Loan: House/Plot Purchase Business Purpose Working Capital Medical Expenses Marriage Expenses Repay Existing Loans						
Children Education Buy Car/Other White Goods Personal Use Construct a Commercial Property Construct a Housing Property						
Loan Status: Primary Origination Balance Transfer Pool Buyout	Co-Lending Others					
If Yes, Outstanding Loan Amount ₹ Name of Financial Instit	tution Running Since					
In case of Lease Rental Discounting, please provide						
Address of property given on Lease						
Name of Lessee(s)						
Details of Lease : Area Rent per sq. ft	Gross/Net Rent (₹)					
Preferred Date 1) Loan Sanction D D M M Y Y Y Y 2) Loan Disbursement D	D M M Y Y Y Y					
Requirement of Funds (Not applicable for LAP)	Sources of Funds (Not applicable for LAP)					
Total Purchase Price ₹	Loan required from PNBHFL ₹					
Construction Cost ₹	Amount already spent ₹					
Construction Cost ₹	Amount already spent ₹  Saving from Bank/Investment ₹					
Other Cost ₹	Saving from Bank/Investment ₹					
Other Cost ₹ Total ₹	Saving from Bank/Investment ₹					
Other Cost ₹  Total ₹  If NRI, please provide Power of Attorney details	Saving from Bank/Investment ₹  Total ₹					
Other Cost ₹  Total ₹  If NRI, please provide Power of Attorney details  POA Name	Saving from Bank/Investment ₹  Total ₹  Landline No.					
Other Cost ₹  Total ₹  If NRI, please provide Power of Attorney details  POA Name	Saving from Bank/Investment ₹  Total ₹  Landline No  Mobile No					
Other Cost ₹  Total ₹  If NRI, please provide Power of Attorney details  POA Name	Saving from Bank/Investment ₹  Total ₹  Landline No  Mobile No  Email					
Other Cost ₹  Total ₹  If NRI, please provide Power of Attorney details  POA Name  Address  If, (please select) Company Partnership Firm LLP Society	Saving from Bank/Investment ₹  Total ₹  Landline No.  Mobile No.  Email  Relation with POA					

4. Financial Informatio	n										
Saving/Investment					Loan <b>Taken</b>						
Particulars	Applicant		Co-Applican	t	Source of Loan	Purpo Loan	ose of	0/S Amount	EM	II	Balance Term (Months)
Saving in Bank					Applicant Bank I						
Immovable Property					Bank II Employer						
Other Assets (specify)					Other Co-Applicant Bank I Bank II			_	- -		
1.								_	_ _		
2.									- -		
3.					Employer Other						
<b>5.</b> GST Details	5. GST Details Co-Applicant Co-Applicant										
GST Identification Number											
To be considered for Invoice Gene (Tick any 1 box)	eration										
6. Bank Account Details	S										
Name of Account Holder	A/c Typ	90		Bank Name			Branch Nam	16		A/c No.	
						_					
					•						
7. Details of Property (	Offered as S	Security)								T	
Address				Status of Property			Ту	pe of Property		Type of Trans	action
				Ready			Fla	at		Direct Allotm	ent
				Proposed			In	dependent unit		Resale	
				Under Construction	1		He	ouse			
City Pin Code				Freehold	Leasehold		O1	ther/Land			
7.1 Estimated Market Value											
Rural		U	rban								
7.2. Details of Property (Offered i.	l as Security) w	ill be in the name o	f		ii						
7.3 Has/Have the applicant(s) If yes, please provide detail								Yes			No
7.4 Have you taken the loan be								Yes			No
7.5 No. of dwelling units owne	d by the borro	wer (excluding curre	ent property)								

<b>8. Reference:</b> (Name & Address of two references not related to you)		
1. Name	2. Name	
Relation	Relation	
Address	Address	
Landline Mobile	Landline Mobile	
Email	Email	
9. Preferred Address for Communication		
Present Residential Address	Permanent Address	
Office Address	Property Address (to be Financed)	
How did you come to know about PNB Housing?		
Existing Customer of PNB Housing	riend/Relative	Builder
Service Associate	dvertisement	Other
If other, please specify  DECLARATION:  I/We apply for sanction of loan duly secured by the mortgage of the immovable property or such other securities as may be required by PNB Housing I/We deckare and confirm: 1. That all the particulars and information given in the application form are true, correct and complete and updated in all application has been withheld/concealed; 3. That no insolvency or bankruptcy proceedings have been initiated against me/us nor have I/we ever be other serious misconduct which shall adversely affect my/our ability to repay the loan; 5. I/We have never been a defaulter with PNB Housing or an Housing shall have the sole discretion to cancel the sanction at any stage and recall the loan if already disbursed, in such an event, the processing fee to inform PNB Housing regarding any change in respect of the above information submitted including change in address, income and telephone ne Finance Scheme and hereby agree to be bound by the said terms and conditions or by the revised additional terms and conditions which may at any category of customers their risk profile and product type on such reset date and reset frequency as decided by PNBHFL; 12. I/We authorize PNB Housing considers necessary; 13. I/We shall indemnify PNB Housing considers necessary; 13. I/We shall indemnify PNB Housing considers necessary; 15. I/We shall indemnify PNB Housing in the properties of the products and services offered by such other person (s); 16. I/We further agree to receive companies will send, from time to time on my/our mobile no./emails/letters etc as mentioned in this Application Form; 17. I/We confirm that laws in such information/communication to me/us; 18. I/We further agree to comply with KY norms of RBI and submit all relevant KYC data and information person whose name appears on the defaulters list of the RBI and/or is also a director on the board of any other company/trust/society/governing bod and agrees to remove any person from its board of directors/board of trustees/governing body whose	Finance Limited ("PNBHFL").  It respects, I/We have read & understood the said contents which have also been explained to us/me in veen adjudicated insolvent, 4. That there has never been an award or an adverse judgement or decree in yother financial institution; 6. That if any discrepancy is found or observed from the information given shall be liable to be forfeited; 7. PNB Housing shall be under no obligation to refund the registration/jupfro umbers etc.; 9. To pay processing charges as applicable and charged by PNB Housing; 10. Having read at time hereinafter be made while the loan availed by me/us is still outstanding; 11.1/we agree that PNBHF ing or its agent/service provider to carry out CIBIL/other bureau enquiries/reports, share customer data, ag against any loss or damage (which PNB Housing may suffer) as a result of any action / claim raised born at its sole discretion; 15. I/We permit PNB Housing to contact me/us with respect to the products and so SNS alerts/whatsapp/emails/letters etc related to my/our application status and account activities as relation to the unsolicited communications referred in 'National Do Not Call Registry' as laid down by 'Tele as may be requisitioned by PNBHFL from time to time; 19. I/We have not appointed/shall not appoint on y which has been in default to PNBHFL from time to time; 19. I/We have not appointed/shall not appoint on y which has been in default to PNBHFL or identified as a wilful defaulter by any bank or financial institution or craft/physicale -Aadhaar / masked addard / offline electronic Aadhaar xml as issued by UIDAI (Adaba ar submitted to PNBHFL herewith shall not be used for any purpose other than mentioned above, or as perefore, I am providing the following document as proof of my citizenship; 25. Borrower understand that tiake into account these factors and conduct of an account as well; 26. I hereby consent to receiving infor	court case involving breach of contract, tax malfeasance of above and the documents produced in support thereof, PN int/processing/any other fee in any event; 8.1/We undertak du understood the terms and conditions relating to Housin reserves the right to charge different PNBRRR based on th make references and carry out any other third party vendor, such institutions or any third party for making reference ervices being offered by PNB Housing or by any other perso well as product use messages that PNBHF1 and/or its grou com Regulatory Authority of India' will not be applicable for purboard of directors/board of trustees/governing body an nas per the parameters determined by RBI from time to tim isbursed and no other purpose; 21.1/We shall create securit ar), to PNBHFL for the purpose of establishing my identity rrequirements of law; 24.1 confirm that I am not a US perso the lender has adopted risk based pricing, which is arrived b mation from Central KYC Registry through SMS/email on m
Applicant's Signature Date : Place :		Co-Applicant's Signatur Date : Place :
For Office Use Only  Sourced by (Tick Cocomplicable)  DOT  Direct		
Sourced by (Tick 🗸 as applicable) DSA DST Direct Channel Name Channel Code	L HLA Connector Name	Connector Code
DMA/Connector GST State TL Code TL Code	CM Name	CM Codo
TL Name TL Code Login Fee ₹ Bank Name	SM Name Cheque No.	SM Code Date
Lead source Contact Centre Other	File No.	

