

Customer Copy

## IMPORTANT INFORMATION DOCUMENT

**Dear Customer,**

Thank you for applying for Saadiq Business Finance (the 'facility') of Standard Chartered Bank. To ensure that there is clarity regarding the bank's offer, we request you to go through the declaration given below, and sign your acceptance on the same. Kindly retain your copy of this declaration for future reference.

**Declaration**

I/We herewith enclose my application for ..... of Standard Chartered Bank, and hereby confirm that I/we have been clearly explained on the points as mentioned below.

### IMPORTANT!

Monetary transactions of any sort through cash or cheques between customer and Bank officials or third party sales representatives are strictly prohibited. Bank will not be liable for such transactions under any circumstances.

**1. Product Applied for :**

I/We have applied for ..... of BDT ..... only.

Please tick any one of the following. You can apply for only one Saadiq Business Finance, in this application form.

Business Installment Finance (BIF)       Finance Against Property (FAP)

**2. Application Processing and Finance Disbursement:**

Application processing time i.e. Finance decision (approval/decline/defer) of different Saadiq Business Finance products are denoted in the following table. I/We have noted that time required for application processing is indicative and shall be measured after the date of submission of all relevant finance documents including availability of CIB report from Bangladesh Bank as per Bank criteria. The indicative time required for disbursement is subject to submission of all required documents, pledging of all required security and satisfactory CIB report.

| In working days        | BIF | FAP |
|------------------------|-----|-----|
| Application Processing | 7   | 7   |
| Facility Disbursement  | 1   | 2   |

**3. Facility Application Fee:** No fee is required to apply for Saadiq Business Finance.

**4. Facility Features:** The facility features of ..... has been explained to me/us as follows,

|   |   |
|---|---|
| <b>Profit Rate</b>  | ..... % per annum (Reducing Balance Method)   |
| <b>Tenor for Term Facilities only</b>                           | ..... months  |
| <b>Against Cash Security*</b><br>(Please tick [✓] only one)     | <input type="checkbox"/> 100% Cash security against the facility amount<br><input type="checkbox"/> 30% Cash security against the facility amount<br><input type="checkbox"/> 15% Cash security against the facility amount<br><input type="checkbox"/> 10% Cash security against the facility amount<br><input type="checkbox"/> Zero Cash security against the facility amount<br><input type="checkbox"/> Not Applicable |
| <b>Against Property Security*</b><br>(Please tick [✓] only one) | <input type="checkbox"/> Residential Property<br><input type="checkbox"/> Commercial Property<br><input type="checkbox"/> Commercial + Residential Property<br><input type="checkbox"/> Not Applicable  |

\* Security must be in form and substance acceptable to the Bank.

**5. Facility related Fees and Charges:**

**5.1 Processing Fee** - No processing fee will be charged for the facility amount.

**5.2 Valuation fee and Legal Fee [for Saadiq Finance Against Property]** - I/We will be required to pay in CASH (to be deposited in appropriate account at Bank) a non refundable valuation fee of BDT 5,000 only and a legal fee of BDT 7,000 only per property, regardless of the approval, deferral or decline of the facility application. Bank representative will guide me/us regarding the process of payment of fees at the Bank's branches. In case I/we change the proposed property for mortgage after the bank processes the initial valuation and legal checking of the property, I/we will have to bear additional fee of subsequent valuation and legal checking as per carded fees mentioned above. The legal and valuation fees already paid for any property that may undergo legal and valuation process as per my/our instruction, but eventually not mortgaged against the facility provided by the bank, shall not be refunded.

**5.3 Any other Incidental Cost [for Saadiq Finance Against Property]** - Any other Incidental Cost [for example, Mortgage Creation Cost etc] pertaining to the mortgage registration process will have to be borne by me/us at actual. If bank incurs any such Incidental Cost on due course of processing the facility, I/we hereby authorize the bank to debit my/our account for equal amount [at actual].

**5.4 Early Settlement Charge** - Early Settlement is subject to Shariah guidelines and the bank may choose to charge 2% to any settlement amount in its sole discretion however customer's obligation to pay the Murabaha price (in case of BIF) will remain before any such settlement.

**5.5 CIB charge** - CIB charge of BDT 100 only shall be charged for each facility processing.

**5.6 VAT & Stamp Charges** - All charges and fees are subject to VAT to be paid by the customer in accordance with the laws of Bangladesh. Stamp charge will be at actual, to be paid by the customer.

**6. Late Payment Charge:**

**For BIF** - Late Payment Fee is BDT 3,000 only. **For FAP** - Late Payment Fee is BDT 4,500 only. Applicable late payment fee will be clearly mentioned in respective Banking Arrangement letter. However, the bank will have right to waive the late payment fee at its sole discretion.

7. **Post Dated Cheque (PDC):** Subject to the approval of this facility to avail Saadiq Business Advance, if PDCs are provided for the EMI payment (if and as applicable), all these PDCs must be crossed at the time of hand over to the bank or its authorized representative.

8. **General Insurance:**

The property held as security against this facility must be insured against risk of fire, earthquake and flood (in addition against cyclone for Chittagong only) by any enlisted insurance company approved by the bank. The insurance cannot be less than the finance amount, and the name of the Bank must be included as loss payee in the insurance policy. I/we must pay the insurance premium regularly at my/our own responsibility. As required by the bank the property must be insured throughout the term of the facility.

9. **CIB Undertaking:**

If facility is approved, prior to disbursement one (01) copies of undated and duly signed CIB Undertaking requires to be submitted. Bank is authorized to fill out the undertakings and submit the same to obtain Bureau report from Bangladesh Bank as and when the Bank deems it necessary

10. **Other Terms & Conditions:**

I/We hereby agree to the following terms and conditions -

- a. Any information declared by me/us may be, but is not obliged to be verified by the bank.
- b. The bank has the right to retain all information and documents provided by me with this facility application.
- c. The bank will obtain my/our CIB report and retain it for future reference.
- d. The facility amount and disbursement is at the sole discretion of Standard Chartered Bank and no commitment has been given regarding the same to me/us. In addition, no prior commitment was made to me/us on concession or discount from standard charges.
- e. The bank will issue pay order in favour of the vendor and deliver it to the customer in case of asset financing. Account will be credited in all others cases.
- f. The first EMI payment will be due within 30 days from the date of disbursement of the facility.
- g. I/We hereby authorize the bank to use and disclose detailed information relating to the Saadiq Business Finance application, my/our relationship with the bank to any credit rating agency, bank, financial institution, leasing company, any regulatory authority having with jurisdiction over the bank; having any person required by a court of competent jurisdiction; any agent, contractor or third party service providers of the bank, any potential assignee of the bank, any company within the Standard Chartered Group, and any other person under a duty of confidentiality to the bank. Such disclosures will be made for purposes as the bank may in its sole discretion require and without any reference to me/us.

11. **Transferebility Clause for BIF/FAP:**

The Bank shall be entitled at any time without the consent of the customer to assign or transfer the whole or any part of its rights or obligations under the finance. The customer undertakes to sign such further document as may be requested by the bank from time to time to give effect to such assignment or transfer.

12. **Following list of documents are required for Finance Against Property:**

The following property related documents are required to complete legal vetting of your property. Please attach the below documents with this Saadiq Business Finance application form. After reviewing your submitted property related documents we will inform you of the status or any further requirement. Also please note that incomplete documents will cause delay in processing of your facility.

**12.1 For Private/Freehold Land**

1. Ownership Deed (photocopy)
2. Baya Deed for at least 25 years, if any (photocopy)
3. Development Agreement/Joint Venture Agreement with the land owner/developer .
4. Power of Attorney (if any)
5. Recent Survey Report (i.e. Mutation Parcha duly attested)
6. CS, SA, RS Parcha (PS, BS, RS Parcha only applicable for Chittagong)
7. Mutation Parcha with Mutation Proposal Sheet
8. Duplicate Carbon Receipt (DCR) with Mutation Order Sheet
9. Up to date Municipality Tax Receipt
10. Up to date Land Tax Receipt
11. Non Encumbrance Certificate (NEC)
12. Approved Plan/Layout Plan and Approval Letter by RAJUK CDA/Concerned Authority
13. Any other documents as advised by the bank's lawyer

**12.2 For Government/Leasehold land**

1. Lease Deed/Ownership Deed (photocopy)
2. Baya Deed for at least 25 years, if any (photocopy)
3. Development Agreement/Joint Venture Agreement with the land owner/Developer
4. Power of Attorney (if any)
5. Power of Attorney Acceptance Letter from lessor of the property
6. Mutation (any one)
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13. **PODR:**

Positive Odd Day Rent (PODR) occurs when the finance booking date and first instalment dates are more than a month apart. This can also occur in the case of a due date change where, on account of a due date change, the difference between the last repayment date and next repayment date is more than a month. PODR will not be realized from your account.

14. **NODR:**

Negative Odd Day Rent (NODR) occurs where the gap between finance booking date and first instalment date or gap between last instalment date and next instalment date (in the case of a due date change) is less than a month. You hereby consent to realize NODR from your account.

**Customer's Acceptance Bank Use Only**

|   |   |
|---|---|
| 1. _____<br>Customer's Signature and Seal<br>Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | 2. _____<br>Customer's Signature and Seal<br>Date <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |
|---|---|

**Bank Use Only**

|   |
|---|
| Bank Representative Name _____<br>Signature and Date _____<br>Designation _____ |
|---|

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**Customer's Acceptance Bank Use Only**

1. \_\_\_\_\_ 2. \_\_\_\_\_  
 Customer's Signature and Seal Customer's Signature and Seal  
 Date     Date

**Bank Use Only**

Bank Representative Name \_\_\_\_\_  
 Signature and Date \_\_\_\_\_  
 Designation \_\_\_\_\_