

Saadiq Home Finance



# Home SweetHome

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Everything you need,  
all the value you deserve

**Application Form**







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## Primary Business Details (For businesspersons/self employed persons only) (Joint Applicant/Co-Applicant/Co-Customer)

Profession :  Business  Self-employed

Name of Organisation : \_\_\_\_\_

Nature of Business : \_\_\_\_\_

Years in Business : \_\_\_\_\_ Business Establishment Date :   /   /

Office Premise Status :  Own  Rented

Office Address : \_\_\_\_\_

Office Phone No(s).

Type of Business Ownership :  Proprietorship  Partnership  Private Ltd.  Public Ltd.

No. of employees : \_\_\_\_\_ Equity / Share % : \_\_\_\_\_ Main Product : \_\_\_\_\_

Main Client / Buyer : \_\_\_\_\_ Main Supplier : \_\_\_\_\_ Main Banker : \_\_\_\_\_

Business Credit Facility (If applicable) : Facility Type \_\_\_\_\_ Amount (BDT)

Security Against the Credit Facility(ies) : \_\_\_\_\_

Yearly Turnover (BDT) :  1 Year \_\_\_\_\_  2 Year \_\_\_\_\_  3 Year \_\_\_\_\_

Net Profit (BDT) :  1 Year \_\_\_\_\_  2 Year \_\_\_\_\_  3 Year \_\_\_\_\_

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## Secondary Business Details (if applicable) (Primary Applicant)

Profession :  Business  Self-employed

Name of Organisation : \_\_\_\_\_

Nature of Business : \_\_\_\_\_

Years in Business : \_\_\_\_\_ Business Establishment Date :   /   /

Office Premise Status :  Own  Rented

Office Address : \_\_\_\_\_

Office Phone No(s).

Type of Business Ownership :  Proprietorship  Partnership  Private Ltd.  Public Ltd.

No. of Employees : \_\_\_\_\_ Equity / Share % : \_\_\_\_\_ Main Product : \_\_\_\_\_

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## Secondary Business Details (if applicable) (Joint applicant/Co-applicant/Co-Customer)

Profession :  Business  Self-employed

Name of Organisation : \_\_\_\_\_

Nature of Business : \_\_\_\_\_

Years in Business : \_\_\_\_\_ Business Establishment Date :   /   /

Office Premise Status :  Own  Rented

Office Address : \_\_\_\_\_

Office Phone No(s).

Type of Business Ownership :  Proprietorship  Partnership  Private Ltd.  Public Ltd.

No. of Employees : \_\_\_\_\_ Equity / Share % : \_\_\_\_\_ Main Product : \_\_\_\_\_

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## Financial Information (Primary Applicant)

Primary Monthly Income (BDT) :  Salary \_\_\_\_\_  Rent \_\_\_\_\_  Profit \_\_\_\_\_  Others \_\_\_\_\_

Other Income (BDT) :





Manager

..... Branch

**Standard Chartered Bank (the 'Bank')**

Dear Sir,

Account Number / LLID \_\_\_\_\_

I/we have applied for Home Finance (the 'Product') in your branch.

[Please insert (✓) mark on the product(s) above as appropriate]

I/we the undersigned hereby declare, confirm and agree that:

- i) I/we have read and understood the Client/Customer Terms (the 'Terms') of Standard Chartered Bank available on the website <http://bit.ly/saadiqclientterms> and hereby confirm, agree and declare that the same will be binding on me/us. It is my/our responsibility to inform the Bank via email or writing regarding any disagreement on the said Terms within 15 days from the date of this signed Confirmation Form.

\_\_\_\_\_  
Signature of Applicant(s) with date

\_\_\_\_\_  
Signature of Applicant(s) with date

\_\_\_\_\_  
Full Name of Applicant(s)

\_\_\_\_\_  
Full Name of Applicant(s)



**Important notice**

You need to read this document.

It sets out specific terms and conditions on which we agree to provide you with mortgage facilities. You must read it in conjunction with our letter of offer, our Customer Terms and any other documents forming our banking agreement. To the extent of any inconsistency between these terms and our Customer Terms, these terms prevail and if there is any inconsistency between the letter of offer and any other part of our banking agreement, then the terms in the letter of offer prevail.

**Key words**

The meaning of key words printed like this and other words used in our banking agreement is explained in our Customer Terms. Some additional key words which apply to the products referred to in these terms are explained at the end of these terms.

**How to contact us**

To find out information (such as current fees and profit/rent rates or if you need us to explain features or terms) in connection with our products, you should contact us at one of our branches, by using phone banking 16233 from any mobile, +88 09666777111 from any land line or by visiting our website [www.sc.com/bd](http://www.sc.com/bd)

**Part A - Getting started****1 Our home finance facilities**

The home finance facilities we offer are:

- **Saadiq Home Credit;**
- **Saadiq Home Finance;**

You should contact us to discuss which home finance facility suits your personal banking needs. We can also explain the features and terms of our home finance facilities.

**2 Application**

When you decide on the home finance facility that suits you, you need to fill in an application and give us any other documents or information we require to assess the application.

**3 Letter of offer**

If we approve your application, we issue a letter of offer. If you want to accept our letter of offer you need to do so in accordance with the procedures set out in the letter of offer.

**4 Pre-conditions to use**

4.1 Before you can use a home finance facility you must:

- comply with the requirements we specify from time to time and any other pre-conditions we specify in our banking agreement;
- unless otherwise stated in our letter of offer have paid all our costs in connection with the home finance facility. (We may deduct any fees payable from funds drawn down);
- have opened or maintain a nominated account or any other account we specify with us. These accounts must be maintained at all times for the purposes of the home finance facility. For example, if you have a Saadiq MortgageOne facility, we require you to open and maintain a Saadiq MortgageOne account. (We may open an account on your behalf if you have not done so);
- have satisfied our insurance/takaful requirements, the requirements of the insurer and, unless we agree to finance them, paid the premiums/contribution due including, if we require you to have Home Finance insurance/takaful, the premium/contribution amount in accordance with the letter of offer;
- provide us with all securities in the form and substance we require including all documents we consider necessary to ensure the security is effective; and
- provide us with all other documents or information we reasonably require.
- Each item must be in form and substance satisfactory to us, our lawyers and our consultants (including evidence of stamping (if applicable) and if a document is not an original document it must be certified in the manner we require as being a true and copy to date copy of the original).

4.2 We need not provide any funds to you otherwise allow you to use the home finance facility if:

- any of the circumstances in clause 2 (Pre-conditions to use of any product) of the Customer Terms exists; or
- the results of any searches, requisitions or other enquires in connection with you, any security provider or the property are not in form and substance satisfactory to us, our lawyers or consultants.

**5 Your limit**

You may only draw on a home finance facility up to the limit. We may cancel or vary the limit at any time without notice to you.

**6 Conversion**

If you want to convert a home finance facility to another type of home finance facility we offer, please contact us to discuss the available options. If we agree to a conversion it must be on terms satisfactory to us (including payment of fees and costs).

**Part B - Home Finances - General**

This Part B sets out terms which apply to each home facility which must be repaid in full at the end of its term as stated in the letter of offer.

Part C includes additional terms which apply if your home finance facility is linked to more than one other account such as a Saadiq MortgageOne facility or a linking facility.

Part D sets out additional general terms which apply if, for example, you are required to have Home Finance insurance/takaful.

**7 Funding****Purpose**

7.1 You must use the home finance facility only for the purpose set out in the letter of offer or as otherwise approved by us.

**Requesting funds**

7.2 If you want us to provide you with funds, you may do so by a written request in the form we require.

7.3 If the home finance facility is provided to finance construction or renovation each request made during the construction period may need to certify matters relating to the building and attach documents or other information we specify including invoices from the builder.

Your request must be made within a reasonable time (for example, at least 10 banking days) before you require the funds.

**How we provide the funds**

7.4 We pay the funds to you as directed by you or your agent, except to the extent that we require otherwise. For example:

- if the home finance facility is provided in connection with a government housing scheme, we provide funds in accordance with the requirements of the government housing scheme;
- if the home finance facility is provided to finance construction or renovation, we provide the finance in a series of advances as the work progresses against the certifications or invoices we approve. (Also see letter of offer for additional requirements.) We may provide the funds by paying them directly to the builder. If we mistakenly provide funds in excess of those required to pay the builder's invoice, you must immediately repay the excess to us. You must provide us with receipts from the builder within 2 months of the date we provide the funds.

## Availability period

- 7.5 If the letter of offer states an availability period, each request for funds must be made during the availability period. Any unused portion of the limit at the end of the availability period is automatically cancelled.
- 7.6 If the home finance facility is provided to finance construction, you must ensure that the work is completed within the construction or renovation period you and we agree. We are not responsible in any way for ensuring that the construction is completed within the agreed construction or renovation period or in accordance with the builder's invoices.

You must inform us immediately if the construction or renovation is delayed.

## 8 Rent, fees and charges

### Rent - general

- 8.1 You must pay rent on the finance monthly in arrears (or as otherwise set out in our letter of offer) at the rate set out in the letter of offer or at any other rate we determine. Despite the terms of our letter of offer, the rent rate we charge cannot be less than 0.0% per annum at any time.
- 8.2 If we grant you a home finance facility under a government housing scheme, you must pay rent on the home finance facility at the rate determined in accordance with the terms of the government housing scheme.
- 8.3 Unless otherwise stated in our letter of offer, rent accrues on a daily basis and is calculated on the basis of a 360 day year (as determined by reference to usual market practice for the relevant currency).
- 8.4 Rent is payable on the dates set out in the letter of offer or otherwise in our banking agreement or disbursement notice.
- 8.5 Any overdue payment incurs rent at the default rate set out in the letter of offer or otherwise in our banking agreement (see "Rent, fees and costs" in the Customer Terms) together with any applicable late payment fee.
- 8.6 We may vary the rent rate, the basis for calculating the rent rate (including any base financing rate or other reference rate) and the margin without notice to you. However, if we vary the rent rate, we will notify you of the effective date of the revised rent rate.

### Rent – Saadiq MortgageOne

- 8.7 If you have a Saadiq MortgageOne facility, the rent is calculated based on the rent rate of difference between the credit balance of Saadiq MortgageOne Account and Bank share outstanding of Saadiq MortgageOne facilities subject to the applicable maximum offset cap if any. Bank decides the offset caps and fees and client selects the desired offset cap when applying for the facilities. Fees and charges - general
- 8.8 The fees and costs for each home finance facility are set out in the letter of offer or the schedule of charges. They are also available by contacting us at any of our branches, by phone banking or by visiting our website. They may be varied without notice to you.

## 9 Facility term

- 9.1 The term of a home finance facility commences on the date of first drawdown and continues for the period stated in the letter of offer.
- 9.2 The letter of offer may allow the original term of the facility to be extended up to a maximum period. This is to allow the payment amount to be maintained despite any change in the rent rate (see clause 11.5 below).

## 10 Payment

### Rental payment by payments

- 10.1 If the letter of offer states that you must pay the home finance facility in payments, we notify you the amount of the payment and each payment date. Any balance owing for the home finance facility (after payment of all payments) must be paid on the final payment date we notify you.
- 10.2 If you have not fully drawn down the home finance facility (that is, you have not used up all of your limit) by the end of any availability period stated in the letter of offer, we may vary the payment amount, the number of the payments and the term of the home finance facility or cancel the undrawn amount of the limit.
- 10.3 If the home finance facility is provided to finance construction or renovation, you may not be required to pay payments until a date stated in the letter of offer or another date we notify you.

10.4 You must pay the payments even if you do not withdraw all or any of the finance we deposit in the nominated account.

10.5 If we vary the rent rate on the home finance facility, we may vary the payment amount and the number of payments. However, if the letter of offer states that the home finance facility has a term that may be extended, if a rent rate increases, we extend the term of the home finance facility (until it reaches the maximum term stated) rather than varying the payment amount. If the maximum term is reached, we may vary the payment amount.

The right to vary payments is in addition to our other rights to vary as set out in our banking agreement. See, for example, clause 46.18 (Variation of our banking agreement) in the Customer Terms.

### Methods of the rental payment

- 10.6 The rental payment structure for the home finance is stated in the letter of offer.
- 10.7 If the letter of offer states that the graduated payment method applies, each year the payment amount increases by the percentage you and we agree. This increase is applied in addition to any variation in the payment amount as a result of a change in the rent rate. However, we may at any time determine that it is inappropriate to increase the payment amount.
- 10.8 If the reducing balance payment method applies, each year the payment amount decreases by the percentage you and we agree. This decrease is applied in addition to any variation in the payment amount as a result of a change in the rent rate.
- 10.9 If you ask, we may agree to defer a particular monthly payment. If this happens, you must pay the additional rent which accrues on the deferred payment amount on the final payment date we notify you.

### Statements

10.10 We only issue a statement to you each month for the Saadiq MortgageOne facility.

### When you must pay in full

- 10.11 On the last day of the term, to the extent there is any balance owing for the account for the home finance facility, you must pay that balance owing.
- 10.12 Despite any other term of our banking agreement, we may ask you to pay all or part of the balance owing for the account for the home finance facility and all other amounts owing to us in connection with the home finance facility at any time. If we do so, you must immediately pay the amount we demand.
- 10.13 Before we discharge any security, you must pay all fees and costs payable in connection with the final settlement of your home finance facility

## 11 Early payment

11.1 You may pay all or part of the home finance facility if:

- you give us reasonable notice in writing in accordance with the conditions of the Important Information Document (IID) agreed by you after your acceptance of the letter of offer. If we grant you a home finance facility under a government housing scheme, you must give us notice in writing in accordance with the terms of the government housing scheme. Please contact us for further information;
- the early payment amount complies with any minimum or maximum amount we specify
- when you pay early, you also pay all accrued but unpaid rent, fees and costs in connection with the home finance facility (including any early redemption or payment fees as set out in the letter of offer or schedule of charges in connection with the early payment);
- you have a home finance facility under a government housing scheme, you comply with all the requirements of the government authority in connection with your early payment of the home finance facility; and
- you comply with any other requirements stated in the letter of offer. In some cases this may require our consent before you make an early payment.

If you are unable to give us notice of early payment, we may also require you to pay us an amount equal to one month's rent on the home finance facility or any other amount we specify.

### Partial early payment

11.2 If you pay early only part of the finance, we may charge an early redemption or early payment fee. The amount of each payment and the term of the finance may be adjusted.

## 12 Cancellation

In addition to the terms below, our Customer Terms and the letter of offer set out our right to review the terms of your home finance facility and when you and we may end or suspend your use of any product. The Customer Terms also set out what you need to do if that happens (including immediate payment of the balance owing for the account for the home finance facility) and our enforcement rights. See, for example, Parts A and H of the Customer Terms.

12.1 You may cancel a home finance facility by giving us notice in writing. However, we may charge you a cancellation fee (see the letter of offer and the schedule of charges).

## Part C - Linking facilities – Saadiq MortgageOne

This Part C applies to all linking facilities.

A linking facility has features which may apply to linked deposit accounts and/or nominated home finance facilities. These features are intended to allow you to optimise benefits from your banking relationship with us.

### 13 Saadiq MortgageOne rent calculation

If you have a Saadiq MortgageOne facility, we calculate the Saadiq MortgageOne net balance which is the difference between the credit balance of Saadiq MortgageOne account and Bank share outstanding of Saadiq MortgageOne facilities each day subject to applicable Offset Cap%. The monthly rent you must pay on the finance provided under the Saadiq MortgageOne facility is the rent which accrues for the month on the Saadiq MortgageOne net balance. You are entitled to profit on any credit balance in your Saadiq MortgageOne account.

### 14 Linking facilities

A linking facility allows you to select different functions which may apply to linked accounts and/or nominated home finance facilities. These functions are intended to allow you to optimise benefits from your banking relationship with us.

You and each participant should monitor the balance of your linked accounts and nominated home finance facilities to ensure the best overall result.

#### Statements

14.1 We issue a monthly statement to you and each participant for each linked account.

#### Closure, delinkage or cancellation

14.2 Each participant may, without your consent or the consent of the other participants:

- close their own linked account;
- delink their own linked account from the other linked accounts or from the nominated home finance facility;
- cancel the rent offset function for their own linked account.

You may do any of these things in respect of any linked account (whether in your name or another person's name). Each participant authorises you to do so.

We may continue to process any transactions relating to the linked accounts until the relevant accounts have been effectively closed or delinked.

14.3 We may at any time:

- terminate or suspend the linking facility;
- delink any of the linked accounts or any nominated home finance facility.

We credit to an account nominated by you or the relevant participant any accrued rent at the time of closure, delinkage or termination.

#### Extension of Customer Terms to participants

14.4 Each participant acknowledges having received a copy of the Customer Terms and warrants that they are bound by, and give the representations and warranties under, the following clauses in the Customer Terms as if references to "you" includes the participant:

- clause 5 (Instructions);
- clause 7 (Notices and communications);
- clause 31 (Liability for transactions);
- clause 32 (Profit, fees and costs);
- clause 33 (You indemnify us);
- Part G (Information, statements and records);

- Part H (Termination, suspension and enforcement);
- Part I (General).

## 15 Fees and charges

15.1 You and each participant (in the case of a linking facility) authorise us to deduct all fees and costs from the nominated account.

If you or a participant close, delink or cancel a linked account, no amount which has been applied to offset the finance or rent payable under a nominated home finance facility is returned or refunded to the linked account that has been delinked, cancelled or closed.

## Part D - Additional features

This clause is in addition to the "Insurance/Takaful" clause in the Customer Terms.

### 16 Property insurance/Takaful

16.1 You must ensure that the property is insured for the risks we specify. The sum insured:

- for any property must be at least equal to the balance owing for the account [for the home finance facility in connection with which the security is provided]; or
- for property must be equal to the reinstatement value.

16.2 We are not liable to you for any loss you suffer in connection with any lapse of insurance/Takaful cover and you must ensure each insurance/Takaful policy is renewed on time.

16.3 You must notify us in writing before any building work is carried out on the property and maintain a contractors all risks policy.

## Part E - Meaning of words

### 17 Meaning of words

You also need to refer to our Customer Terms which also define key words used in these terms. If a word defined in these terms is also defined in our Customer Terms, the definition in these terms applies for the purposes of a home finance facility.

**default rate** means, for a home finance facility and at a particular time, the rate of rent per annum which applies to amounts owing under the home finance facility as stated in our letter of offer, or as otherwise notified by us to you.

**disbursement notice** means, for a home finance facility, the notice we send you setting out the disbursement and payment schedule. It supplements and is to be read with the letter of offer.

**government housing scheme** means any scheme implemented by a government authority or agency to provide assistance in connection with the purchase of a property.

**limit** means, for a home finance facility, the limit set out in the letter of offer for the home finance facility.

**linked account** means, for a linking facility, each savings account or a current account you and we agree is a linked account for the purposes of the linking facility.

**linking facility** means **Saadiq MortgageOne** facility we agree to enter into with you and each participant.

**finance** means the outstanding principal amount of all drawdowns under a home finance facility.

**home finance facility** means each home finance we make available to you under these terms as stated in our letter of offer.

**Saadiq MortgageOne account** means, for a Saadiq MortgageOne facility, the saving account you open and maintain with us which is linked to your Saadiq MortgageOne facility.

**Saadiq MortgageOne facility** means the finance facility with the name Saadiq MortgageOne which we offer to you as stated in our letter of offer.

**Saadiq MortgageOne net balance** means, for a particular day and a Saadiq MortgageOne facility, the balance owing for the Saadiq MortgageOne facility minus the credit balance (if any) in the Saadiq MortgageOne account.

**normal rent** means, for an account, rent that would (but for any Saadiq MortgageOne facility) normally accrue on the account.

**participant** means each person, in addition to you, specified in your application to be a participant under a linking facility.

**property** means the property the subject of the security for your home finance facility.

**19 Declaration & Signature**

I/We have applied for the Facility detailed in this application. I/We have read, and fully understood the above terms and conditions including the assignment therein mentioned and its application to the facility to be granted to me/us by the Bank. I/We hereby declare that the facility or any part thereof shall not be utilised for purchase of any kind of Govt. securities/sanchayapatras.

I/We have read and fully understood the terms and conditions mentioned in this application form. I/We hereby warrant that all the information furnished by me/us in this application form is true, complete, and accurate in all respects and that I/we have not willfully withheld any material facts and the Bank may rely on such information. If at any time, it proves to the Bank that any of the information provided by me/us in this application is/are untrue, false, incomplete, or inaccurate, the Bank may demand immediate repayment of the facility and I/we shall be under obligation to make such repayment. In addition to the above, the Bank may take appropriate legal action against me/us. I/We acknowledge that the Saadiq Home Finance facility requested by me/us in this application will be made available at the discretion of the Bank.

I/We understand and agree that I/we and my/our successors, jointly and severally, will always remain liable to repay the outstanding, rent and charges arising out of the facility that the Bank may grant to me/us considering this application. I/We understand and acknowledge the Bank is not bound to grant facilities upon submission of this application form. It is sole discretion of the Bank whether it will allow or grant facilities to me/us on the basis of this application form.

Signature  
(Primary Applicant)

Date :

D

D

/

M

M

/

Y

Y

Y

Y

Signature :  
(Co-Applicant)(s)

Date :

D

D

/

M

M

/

Y

Y

Y

Y

Witness Name : \_\_\_\_\_

Address : \_\_\_\_\_

Phone : 

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Signature  
(Co-Applicant)(s)

Date :

D

D

/

M

M

/

Y

Y

Y

Y

Signature  
(Co-Applicant)(s)

Date :

D

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M

M

/

Y

Y

Y

Y

Witness Signature



# Branch/Sub-branch Directory

## Dhaka

### Gulshan Branch

67 Gulshan Avenue

### Gulshan North Branch

Gulshan Centre Point  
House 23 - 26, Road 90,  
Gulshan - 2

### Islamic Banking Centre

Gulshan Centre Point  
House 23 - 26, Road 90,  
Gulshan - 2

### Banani Sub-branch

14 Kemal Ataturk Avenue, Banani

### Bashundhara Sub-branch

Haveily Center (GF), Ka-11/2/A,  
Jagannathpur,  
Bashundhara Road, Dhaka.

### Dhanmondi Road 5 Branch

House 6, Road 5, Dhanmondi R/A

### Satmasjid Road Branch

Level 2, Taj Lily Green, Plot 51  
Satmasjid Road, Dhanmondi  
Dhaka 1205

### Kakrail Sub-branch

Karnaphuli Garden City,  
109 Kakrail Road

### Kawran Bazar Branch

53 Kawran Bazar

### Sonargaon Sub-branch

L101 Pan Pacific Sonargaon Hotel,  
107 Kazi Nazrul Islam Avenue

### InterContinental Sub-branch

InterContinental Dhaka Annex Building,  
1 Minto Road, Ramna

### Motijheel Branch

Alico Building, 18-20 Motijheel C/A

### Chawk Bazar Branch

12 Water Works Road,  
Dalpatty, Chawkbazar

### Mirpur Branch

Plot-1, Road-12, Block-C,  
Section-6, Mirpur, Dhaka-1221

### Uttara Branch

Update Tower, Shahajalal Avenue  
Plot-1, Sector 6, Uttara

### Savar Branch

Dhaka Export Processing Zone,  
Zone Service Complex

### Narayanganj

#### Narayanganj Branch

26 Shaista Khan Road  
(near Narayanganj Club)

### Chattogram

#### Chattogram Main Branch

Sheikh Mujib Road, Agrabad

#### Karnaphuli EPZ Branch

Mohajan Golden Tower, 98/A, Mohajan  
Ghata, Karnaphuli EPZ Gate,  
Patenga Road, Chattogram

#### Nasirabad Branch

1 Shahid Abdul Halim Road  
East Nasirabad

### CEPZ Branch

Zone Service Building  
Chattogram Export Processing Zone  
Free Port Road  
Ward 39, Chattogram City Corporation  
P.S. Bandar, Chattogram

### Bogura

#### Bogura Branch

Shatani House, Sherpur Road

### Khulna

#### Khulna Branch

Jibon Bima Bhaban, KDA Avenue

### Sylhet

#### Sylhet Branch

7 Noya Sharak, Jail Road,  
Ward-16

Call our 24-hour Client Care Centre at 8332272 or 16233 (from mobile) or visit your nearest Standard Chartered branch.