

**MOST IMPORTANT DOCUMENT**  
**SAADIQ HOME FINANCE**

**Bank Copy**

Dear Sir/Madam,

Thank you for applying to avail "Saadiq Home Finance" facility from Standard Chartered Bank. We request you to read the following Terms & Conditions minutely since they form an integral part of our facility offer. Please feel free to ask for any clarification/elaboration to bank staff or sales agent on any point described hereafter.

Conditions Category	Standard Procedure
<b>Application Procedure</b>	You will have to apply to Bank for this facility in standard Application Form, which has to be supported by required documents on you income source(s) (documents of income-generating asset(s) where necessary) and identity. You can ask bank staff or sales agent to provide you with the list of such documents.
<b>Disbursement Method</b>	Your finance facility will be disbursed within shortest possible time from completion of all required documentation/processes as enunciated in Indicative offer, which is subject to your acceptance by signing off. Finance facility disbursement will be preceded by issuance of Letter of offer/Confirmed Sanction Letter by bank, which will entail necessary terms & conditions of the facility. In case of finance facility for new home/apartment purchase, bank will issue Pay Order in favour of Developer or perform Account Transfer to its account. However, for existing home/apartment renovation/extension, fund can be disbursed to your account. Disbursement of the approved finance facility can be carried out in any of the following methods. Please tick (✓) to indicate your choice. <input type="checkbox"/> Full draw-down: Entire finance facility amount will be disbursed <input type="checkbox"/> Partial draw-down: Finance facility amount will be disbursed in 4 installments (maximum) each installment comprising of BDT 10 lacs minimum
<b>Annual Rent Rates</b>	Rent rate applicable for the facility will be variable. The rent rate is to be reviewed on a 6-month basis in accordance with the average rate of 182 day government Treasury-Bill rates. The rent rate has been explained to me which is computed on monthly basis (360 days) <input type="checkbox"/> Rent rate .....% p.a.
<b>Processing Documentation &amp; Other fees</b>	The processing fee for this Saadiq Home Finance facility is 1.5% of finance amount + 15% VAT on processing fee. The processing fee will be collected from you in two steps: 1. At the time of application/approval 2. At the time of disbursement If you apply for this facility after selecting a property: You are required to pay a non-refundable valuation and legal fee of BDT6500 + 15% VAT on the fee to a prescribed "Saadiq Home Finance Valuation and Legal fees" account through account transfer or cheque deposit before we conduct valuation of your property. Our branch/sales representative will guide you regarding when and how to deposit this "Saadiq Home Finance valuation and Legal fee". The remaining processing fee, i.e. (1.5% of finance facility amount less BDT 6500) + 15% VAT on processing fee will be deducted from your account at the time of facility disbursement. If you apply for this finance facility without having selected any property: You are required to pay a non-refundable application fee of BDT 6500 + 15% VAT on application fee to a prescribed "Saadiq Home Finance application fee account" through account transfer or cheque deposit, at the time of application for this finance facility. Our branch/sales representative will guide you regarding when and how to deposit this application fee. The remaining processing fee, i.e. (1.5% of finance facility amount less BDT 6500) + 15% VAT on processing fee will be deducted from you account at the time of finance facility disbursement. Registration cost and any other incidental pertaining to the registration of the financed property will have to be borne by you at actual. If you change your selected property after we conduct the primary valuation and legal checking of you property, you will have to bear the cost of any subsequent property valuation and legal checking at actual. <b>Note: Standard Chartered Bank reserves the right to decline or cancel your Saadiq Home Finance Facility application at any point in time without assigning any reason.</b>
<b>Payment Method</b>	Payment of the finance facility can be done in any of the following method as chosen by you. Please tick (✓) to indicate your choice. <input type="checkbox"/> Equal Monthly Instalments (EMI): Each EMI will consist of part of finance amount disbursed & accrued monthly rent amount therein. <input type="checkbox"/> Advance Rent Only: Only rent amount accrued on the disbursed facility amount will have to be paid to the bank as Advanced Rent till handover of the financed property (apartment/home) by Developer to you. After handover developer to purchase banks share and the accrued monthly rent will have to be paid in EMI method. The Bank will pay back the total advanced rent amount if the developer fails to handover the property. To be noted that you can avail such Advanced Rent Only option for a period not exceeding 18 months depending on developer category.
<b>Late Payment Fee for Delayed Instalment/Contractual Payments</b>	Late payment fee of BDT 1150/= will be charged for every late payment to compensate Bank for its actual direct costs and expenses incurred as a result of late payment secondly, the remaining amount of the late payment charges received by the Bank shall be paid to charity.
<b>Early Settlement Profit</b>	The Bank would charge profits at the following rates in case of any early purchase of the Bank's share: - 2% of outstanding amount plus 15% VAT - No early settlement is allowed before payment of at least 12 EMI
<b>Partial Pre-payment Profit</b>	The Bank would charge profits at the following rates in case of any partial purchase of the Bank's share: - 2% of partial adjustment amount plus 15% VAT - No partial pre-payment is allowed before payment of at least 12 EMI - Partial pre-payment is allowed once in every 12 months - Partial pre-payment amount has to be at least 30% of the outstanding amount
<b>Takaful (Insurance)</b>	Comprehensive insurance of the property (against fire, earthquake and/or flood and cyclone) to be completed from Bank's approved insurance companies. The premium for comprehensive insurance for your property for the 1st year can be financed along with your Home Finance facility. In subsequent years, you are to renew the insurance in due time and provide a photocopy of the renewed insurance in due time and provide a photocopy of the renewed insurance certificate and money receipt to the bank. Unless otherwise agreed with the bank in writing, you will have to duly insure the security from the risks of fire, earthquake, and/or flood and cyclone (if applicable) from any of the Bank's approved insurance companies. The premium for the 1st year can be financed along with your Home Finance facility. For the successive years of the remaining home finance facility tenor, you will have to renew the insurance of the security on annual basis before expiry of the then existing insurance policy with any of the Bank's approved insurance companies for an amount not less than the facility amount and noted the Bank's interest in the insurance policy. In each of the successive years you will have to submit a copy of the renewed insurance certificate and money receipt to the bank within the expiry date of the then existing insurance policy. If you fail to renew the insurance in due time and do not submit the said copies to the Bank before expiry of the insurance, the Bank will have the authority to insure the security on your behalf and will debit the required fund from your account.
<b>Others Issues</b>	<ul style="list-style-type: none"> <li>Registered Mortgage of property will have to be performed at your account (where applicable)</li> <li>Application for the Saadiq Home Finance will have to be re-assessed if the facility is not availed within 30 days from issuance of Conditional Approval Letter (CL). Necessary Processing Fees will also be paid in such case.</li> <li>Bank reserves all rights to approve or decline a finance application. No prior commitment can be made on the finance amount or on concessions/discounts from standard tariffs. Bank shall enjoy the privilege to change any underlying terms or conditions of the finance with due notice</li> </ul>

**IMPORTANT NOTICE**

Monetary transaction between customers and bank officials or third party sales representative is strictly prohibited. Bank will not be liable for such transactions under any circumstances. All required processing fees and charges are to be deposited by you in your transactional account held with bank before disbursement.

I am applying for this Saadiq Home Finance as part of a value pack/a standalone product. The features and the conditions of the value packs have been clearly explained to me. I understand that I am eligible for certain discounts on profit rate, if this Saadiq Home Finance is disbursed as part of value pack, opting out from one or more products of the value pack will result in cancellation of the discount.

I/We hereby confirm that I/We have read & understood the above terms & conditions & hereby give my /our consent.

..... First Applicant's Signature & Date	..... Joint Applicant's Signature & Date
..... Signature of DSE/PMO/Bank Staff	..... Name, Designation, Telephone Number
	..... DSR# (if applicable)

## List of property related required documents

Dear Customer,

The following property relation documents are required to complete the legal vetting of you property. Please forward the following documents or whatever you have collected from you developer/seller to us. After reviewing your submitted property related documents, we will inform you the status of any further requirement.

### For private/freehold land:

1. Ownership deed (photocopy)
2. Baia Deed, at least last 25 years, if any (photocopy). If necessary, Bank may required deeds and documents more than 25 years old
3. Development agreement / Joint venture agreement with the land owner / developer
4. Power of Attorney (if any)
5. Recent survey report (i.e. Math Parcha, duly attested)
6. CS, SA, RS Parcha, (PS, BD, 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. Such other documents as required by the Bank's lawyer

### For Government/ Leasehold land:

1. Lease Deed / ownership Deed (photocopy)
2. Baia Deed, at least last 25 years, if any (photocopy). If necessary, Bank may require deeds and documents more than 25 years old
3. Development agreement / joint venture Agreement with the land owner / developer
4. Power of Attorney (if any)
5. Power of Attorney acceptance from letter from concerned Government Authority
6. Mutation (any one) depending on the lessor of the property
  - a) Mutation letter from RAJUK or CDA
  - b) Mutation letter from National Housing Authority (NHA)
  - c) Mutation letter from Ministry of Workds
7. Duplicate carbon receipt (DCR) with mutation order sheet
8. Up to date municipality tax receipt
9. Up to date land tax receipt
10. Non-encumbrance certificate (NEC)
11. Approved Plan / Layout plan and Approval letter by RAJUK / CDA concerned authority
12. Such other documents as required by the Bank's lawyer

**Note:** Incomplete documentation may cause delay in processing of you Saadiq Home Finance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

**MOST IMPORTANT DOCUMENT**  
**SAADIQ HOME FINANCE**

**Customer Copy**

Dear Sir/Madam,

Thank you for applying to avail "Saadiq Home Finance" facility from Standard Chartered Bank. We request you to read the following Terms & Conditions minutely since they form an integral part of our facility offer. Please feel free to ask for any clarification/elaboration to bank staff or sales agent on any point described hereafter.

Conditions Category	Standard Procedure
<b>Application Procedure</b>	You will have to apply to Bank for this facility in standard Application Form, which has to be supported by required documents on you income source(s) (documents of income-generating asset(s) where necessary) and identity. You can ask bank staff or sales agent to provide you with the list of such documents.
<b>Disbursement Method</b>	Your finance facility will be disbursed within shortest possible time from completion of all required documentation/processes as enunciated in Indicative offer, which is subject to your acceptance by signing off. Finance facility disbursement will be preceded by issuance of Letter of offer/Confirmed Sanction Letter by bank, which will entail necessary terms & conditions of the facility. In case of finance facility for new home/apartment purchase, bank will issue Pay Order in favour of Developer or perform Account Transfer to its account. However, for existing home/apartment renovation/extension, fund can be disbursed to your account. Disbursement of the approved finance facility can be carried out in any of the following methods. Please tick (✓) to indicate your choice. <input type="checkbox"/> Full draw-down: Entire finance facility amount will be disbursed <input type="checkbox"/> Partial draw-down: Finance facility amount will be disbursed in 4 installments (maximum) each installment comprising of BDT 10 lacs minimum
<b>Annual Rent Rates</b>	Rent rate applicable for the facility will be variable. The rent rate is to be reviewed on a 6-month basis in accordance with the average rate of 182 day government Treasury-Bill rates. The rent rate has been explained to me which is computed on monthly basis (360 days) <input type="checkbox"/> Rent rate .....% p.a.
<b>Processing Documentation &amp; Other fees</b>	The processing fee for this Saadiq Home Finance facility is 1.5% of finance amount + 15% VAT on processing fee. The processing fee will be collected from you in two steps: 1. At the time of application/approval 2. At the time of disbursement If you apply for this facility after selecting a property: You are required to pay a non-refundable valuation and legal fee of BDT6500 + 15% VAT on the fee to a prescribed "Saadiq Home Finance Valuation and Legal fees" account through account transfer or cheque deposit before we conduct valuation of your property. Our branch/sales representative will guide you regarding when and how to deposit this "Saadiq Home Finance valuation and Legal fee". The remaining processing fee, i.e. (1.5% of finance facility amount less BDT 6500) + 15% VAT on processing fee will be deducted from your account at the time of facility disbursement. If you apply for this finance facility without having selected any property: You are required to pay a non-refundable application fee of BDT 6500 + 15% VAT on application fee to a prescribed "Saadiq Home Finance application fee account" through account transfer or cheque deposit, at the time of application for this finance facility. Our branch/sales representative will guide you regarding when and how to deposit this application fee. The remaining processing fee, i.e. (1.5% of finance facility amount less BDT 6500) + 15% VAT on processing fee will be deducted from you account at the time of finance facility disbursement. Registration cost and any other incidental pertaining to the registration of the financed property will have to be borne by you at actual. If you change your selected property after we conduct the primary valuation and legal checking of you property, you will have to bear the cost of any subsequent property valuation and legal checking at actual. <b>Note: Standard Chartered Bank reserves the right to decline or cancel your Saadiq Home Finance Facility application at any point in time without assigning any reason.</b>
<b>Payment Method</b>	Payment of the finance facility can be done in any of the following method as chosen by you. Please tick (✓) to indicate your choice. <input type="checkbox"/> Equal Monthly Instalments (EMI): Each EMI will consist of part of finance amount disbursed & accrued monthly rent amount therein. <input type="checkbox"/> Advance Rent Only: Only rent amount accrued on the disbursed facility amount will have to be paid to the bank as Advanced Rent till handover of the financed property (apartment/home) by Developer to you. After handover developer to purchase banks share and the accrued monthly rent will have to be paid in EMI method. The Bank will pay back the total advanced rent amount if the developer fails to handover the property. To be noted that you can avail such Advanced Rent Only option for a period not exceeding 18 months depending on developer category.
<b>Late Payment Fee for Delayed Instalment/Contractual Payments</b>	Late payment fee of BDT 1150/= will be charged for every late payment to compensate Bank for its actual direct costs and expenses incurred as a result of late payment secondly, the remaining amount of the late payment charges received by the Bank shall be paid to charity.
<b>Early Settlement Profit</b>	The Bank would charge profits at the following rates in case of any early purchase of the Bank's share: - 2% of outstanding amount plus 15% VAT - No early settlement is allowed before payment of at least 12 EMI
<b>Partial Pre-payment Profit</b>	The Bank would charge profits at the following rates in case of any partial purchase of the Bank's share: - 2% of partial adjustment amount plus 15% VAT - No partial pre-payment is allowed before payment of at least 12 EMI - Partial pre-payment is allowed once in every 12 months - Partial pre-payment amount has to be at least 30% of the outstanding amount
<b>Takaful (Insurance)</b>	Comprehensive insurance of the property (against fire, earthquake and/or flood and cyclone) to be completed from Bank's approved insurance companies. The premium for comprehensive insurance for your property for the 1st year can be financed along with your Home Finance facility. In subsequent years, you are to renew the insurance in due time and provide a photocopy of the renewed insurance in due time and provide a photocopy of the renewed insurance certificate and money receipt to the bank. Unless otherwise agreed with the bank in writing, you will have to duly insure the security from the risks of fire, earthquake, and/or flood and cyclone (if applicable) from any of the Bank's approved insurance companies. The premium for the 1st year can be financed along with your Home Finance facility. For the successive years of the remaining home finance facility tenor, you will have to renew the insurance of the security on annual basis before expiry of the then existing insurance policy with any of the Bank's approved insurance companies for an amount not less than the facility amount and noted the Bank's interest in the insurance policy. In each of the successive years you will have to submit a copy of the renewed insurance certificate and money receipt to the bank within the expiry date of the then existing insurance policy. If you fail to renew the insurance in due time and do not submit the said copies to the Bank before expiry of the insurance, the Bank will have the authority to insure the security on your behalf and will debit the required fund from your account.
<b>Others Issues</b>	<ul style="list-style-type: none"> <li>Registered Mortgage of property will have to be performed at your account (where applicable)</li> <li>Application for the Saadiq Home Finance will have to be re-assessed if the facility is not availed within 30 days from issuance of Conditional Approval Letter (CL). Necessary Processing Fees will also be paid in such case.</li> <li>Bank reserves all rights to approve or decline a finance application. No prior commitment can be made on the finance amount or on concessions/discounts from standard tariffs. Bank shall enjoy the privilege to change any underlying terms or conditions of the finance with due notice</li> </ul>

**IMPORTANT NOTICE**

Monetary transaction between customers and bank officials or third party sales representative is strictly prohibited. Bank will not be liable for such transactions under any circumstances. All required processing fees and charges are to be deposited by you in your transactional account held with bank before disbursement.

I am applying for this Saadiq Home Finance as part of a value pack/a standalone product. The features and the conditions of the value packs have been clearly explained to me. I understand that I am eligible for certain discounts on profit rate, if this Saadiq Home Finance is disbursed as part of value pack, opting out from one or more products of the value pack will result in cancellation of the discount.

I/We hereby confirm that I/We have read & understood the above terms & conditions & hereby give my /our consent.

..... First Applicant's Signature & Date	..... Joint Applicant's Signature & Date
..... Signature of DSE/PMO/Bank Staff	..... Name, Designation, Telephone Number
	..... DSR# (if applicable)

## List of property related required documents

Dear Customer,

The following property relation documents are required to complete the legal vetting of you property. Please forward the following documents or whatever you have collected from you developer/seller to us. After reviewing your submitted property related documents, we will inform you the status of any further requirement.

### For private/freehold land:

1. Ownership deed (photocopy)
2. Baia Deed, at least last 25 years, if any (photocopy). If necessary, Bank may required deeds and documents more than 25 years old
3. Development agreement / Joint venture agreement with the land owner / developer
4. Power of Attorney (if any)
5. Recent survey report (i.e. Math Parcha, duly attested)
6. CS, SA, RS Parcha, (PS, BD, 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. Such other documents as required by the Bank's lawyer

### For Government/ Leasehold land:

1. Lease Deed / ownership Deed (photocopy)
2. Baia Deed, at least last 25 years, if any (photocopy). If necessary, Bank may require deeds and documents more than 25 years old
3. Development agreement / joint venture Agreement with the land owner / developer
4. Power of Attorney (if any)
5. Power of Attorney acceptance from letter from concerned Government Authority
6. Mutation (any one) depending on the lessor of the property
  - a) Mutation letter from RAJUK or CDA
  - b) Mutation letter from National Housing Authority (NHA)
  - c) Mutation letter from Ministry of Workds
7. Duplicate carbon receipt (DCR) with mutation order sheet
8. Up to date municipality tax receipt
9. Up to date land tax receipt
10. Non-encumbrance certificate (NEC)
11. Approved Plan / Layout plan and Approval letter by RAJUK / CDA concerned authority
12. Such other documents as required by the Bank's lawyer

**Note:** Incomplete documentation may cause delay in processing of you Saadiq Home Finance

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature