

## **Refinance Assistance to Scheduled Banks for their lending for Housing, 2003**

### **1. Introduction**

The objective of the scheme is to provide refinance assistance to Scheduled Primary Urban Co-operative Banks (UCBs) in respect of the direct already advanced by them for purchase/construction/ repairs & upgradation of housing unit. It may be noted that the rules and policies mentioned in this brochure apply only to refinance to be released henceforth under this scheme and not to refinance already availed by UCBs earlier under any old refinance schemes.

### **2. Eligibility Criteria**

Scheduled Primary Urban Co-operative Banks (UCBs) fulfilling the following criteria will be eligible to draw refinance from NHB :

- (a) The Net Non-Performing Assets as percentage of the Net Advances should not exceed 5% for the entire portfolio of the Bank.
- (b) The Capital Adequacy Ratio should be as per the norms prescribed by Reserve Bank of India.
- (c) The Bank should be profit making for the last two years.

### **3. Eligible loans**

Direct Housing loans upto Rs. 40 lakhs disbursed by the UCB to individuals would be eligible for refinance from NHB. All housing loans covered/to be covered under refinance should be Standard Assets as per RBI guidelines

### **4. Rate of Interest**

**4.1** Financial assistance under the scheme will be provided either at **fixed** or **floating** rates of interest. The UCB would have the option to choose either floating or fixed interest rate depending on their requirement. The interest rate charged to the UCB shall be as prevailing on the date of disbursement and will depend on the slab of housing loan and repayment period opted by the UCB. The rate of interest is subject to periodic revision by NHB and this will be informed from time to time.

#### **4.2** *Conversion of fixed rate loans to floating rate and vice-versa*

In case the UCB wants to convert the outstanding loans from fixed rate structure to floating or vice versa, the following rules will apply :

- There will be a levy of 0.50% of the loan outstanding on conversion from fixed to floating rate of interest. The applicable interest rate will be the then prevailing floating rate of interest for the term equivalent to the residual repayment period of that loan, as applicable.
- UCBs opting to convert loans from floating to fixed rate of interest will have to pay levy as stipulated in respect of prepayment. The applicable interest rate will be the then prevailing fixed rate of interest for the term equivalent to the residual repayment period of that loan.
- Conversions will be done only on July 1 and January 1 of each year. Requests for such conversions should reach NHB one month before the due date of effective conversion.

#### **4.3 Revision in interest rate on fixed rate loans**

In case of refinance outstanding at fixed rates of interest, NHB will have the option to revise the rates on outstanding loans on completion of 3 years. The revised rate will be effective from the quarter immediately following the quarter in which 3 years get completed. The applicable interest rate will be the then prevailing fixed rate of interest for the term equivalent to the original repayment period of that loan. In the case of upward revision, the UCB will have the option to either continue with the outstanding balance on the revised rates or to prepay the same without any prepayment levy. However, in the case of downward revision, if the UCB so desires, they would be allowed to prepay the amount only on payments of applicable prepayment levy.

#### **5. Term of Refinance**

The refinance will be repayable within a period not exceeding 10 years. The UCB will have the option to choose the repayment period as per their requirement. Repayment of principal and payment of interest will be on quarterly basis. Repayment of principal will start after one clear calendar quarter from the date of release while payment of interest will start from the immediate quarter.

#### **6. Prepayment**

The UCB, after availing of refinance from NHB, may repay the whole or any part of the amount earlier than the due date by giving two months' notice to NHB of its intention to effect such repayment before the due date. NHB will levy a prepayment charge as mentioned below, on such prepayments:

	<b>Prepayment levy</b>	
<b>Residual Maturity</b>	<b>Fixed Interest Rate</b>	<b>Floating Interest Rate</b>
Less than 5 years	0.5% of amount to be prepaid	0.5% of amount to be prepaid
5 years and above	1% of amount to be prepaid	0.5% of amount to be prepaid

The prepayment levy payable by UCBs to NHB would be independent of the fact as to whether prepayment levy is being charged by UCBs from their borrowers. The UCB will be required to furnish the particular refinance account numbers against which prepayment is being made. In the absence of such details the prepaid amount will be credited to the refinance released earliest and outstanding on 'first in first out' basis. In case of part-prepayment, the size of instalment as originally fixed at the time of release will not be altered. Consequently, the last instalment will be reduced and wherever necessary the period of repayment would get reduced.

#### **7. Security**

**7.1 Security to be obtained from individual borrowers:** Primary Urban Co-operative Banks are required to follow security and margin in respect of their Direct Housing Finance as approved by their board in conformity with the RBI guidelines in this regard issued from time to time.

Kindly note that the credit risk of the primary loan will be fully taken by the UCB and the refinance sought from NHB is repayable irrespective of the primary loan account remaining regular or otherwise.”

**7.2 Comfort for Refinance** : Primary Urban Co-operative Banks availing refinance are required execute a one time Memorandum of Agreement and Letter of Authority authorizing NHB to debit its current account maintained with RBI in case of default.

## **8 PROCEDURE**

### **8.1 Application for Refinance Limit**

The refinance operations of NHB are centralised at New Delhi. Refinance in a particular year is released on the basis of the limit sanctioned to the UCB for the year [July to June]. A UCB desirous of availing refinance will submit to NHB an application for sanction of refinance limit in the form **NHB-ROD[UCB]-01** along with its housing loans disbursements in the form **NHB-ROD[UCB]-02** indicating the disbursement of housing loans during the previous year and outstanding housing loan together with the following information:

- a) Balance sheet and profit & loss account (Annual Report) for the last three years.
- b) Classification of housing loans as on 31<sup>st</sup> March of the last audited year in the form **NHB-ROD[UCB]-03**.

### **8.2 Legal documentation**

On receipt of the sanction letter from NHB, UCBs will furnish to NHB a resolution duly passed by its Board of Directors or any other committee appointed for the purpose duly authorising officials to execute documents etc., in favour of NHB in the form **NHB-ROD[UCB]-04A** (for banks which are taking refinance for the first time) OR **NHB-ROD[UCB]-04B** (for banks which have taken refinance earlier). The Board Resolution along with specimen signature of authorised officials can also be furnished to NHB earlier than receipt of sanction letter. The UCB will also be required to enter into a **one-time Memorandum of Agreement** for the purpose at the any Office of NHB.

The UCBs that have earlier taken refinance from NHB and have already executed the Memorandum of Agreement are not required to execute the same again.

The UCB will also give an irrevocable authority to NHB in the form **NHB-ROD[UCB]-05**, for debit of its current account with the Reserve Bank of India for the purpose of recovery of principal/interest/any other charges arising out of the refinance transactions, duly confirmed by the Deposits Account Department of RBI, in case of default. The SBs will be required to sign the authority letter together with the execution of Memorandum of Agreement. Pending completion of formalities at RBI, the SB will be required to give an undertaking to furnish the above authority letter, duly confirmed by RBI, to NHB within three months.

The UCBs that have earlier taken refinance from NHB and have already submitted the Letter of Authority are not required to furnish the same again.

### **83 Submission of refinance application for drawing funds**

After completion of all formalities as indicated above, the UCB will submit an application to draw refinance in the form **NHB-ROD[UCB]-06** to NHB at its New Delhi office. An official authorised for the purpose should sign the refinance applications submitted by UCBs. The minimum size of a refinance application shall be Rs. 1 crore or the refinance limit whichever is lower. The UCB will be required to indicate the option of repayment period and fixed/floating rate of interest in the application. Separate applications will need to be submitted for loans amounts having different repayment period and fixed/floating rate.

### **84 Mode of release**

The refinance released will be routed through any branch of the Bank at Mumbai OR through their account with RBI. The mode of release has to be intimated to NHB in the refinance application **NHB-ROD[UCB]-06**

### **85 Mode of Repayment**

- a) All repayments of principal and payments of interest / additional interest should be made at the Mumbai office of NHB, at 3<sup>rd</sup> floor, Bombay Life Building, 45, Veer Nariman Road, Fort, Mumbai 400 023.
- b) Repayment of **principal** shall be made by the UCB to NHB as follows:
  - i) In cases where UCBs opt for quarterly repayment, the amount of refinance availed shall be repaid to NHB within a period not exceeding 10 years by way of 40 equal quarterly instalments or less, as may be specified by NHB.
  - ii) The due date for repayments of quarterly instalments shall be the first day of each calendar quarter (i.e. January 1, April 1, July 1 and October 1 each year).
  - iii) Repayment of principal shall commence after a gap of one clear calendar quarter following the disbursement of refinance and as may be specified by NHB. *For example, if refinance is disbursed on October 4, 2002 the first instalment of principal will fall due for repayment on April 1, 2003, i.e. after a gap of calendar quarter January to March, 2003.*
- c) Payment of **interest** by the UCB to NHB shall be made as follows:
  - i) Interest to be paid to NHB on refinance, will be calculated on daily product basis and charged at quarterly rests.
  - ii) For calculation of interest, a 'year' will be taken as 365 days, irrespective of whether the year is a leap year or a normal year.
  - iii) Payment of interest shall commence from the first day of the calendar quarter immediately succeeding the date of disbursement of refinance. *For example, if refinance is disbursed on October 4, 2002 the interest on the refinance will first fall due for payment on January 1, 2003.*
  - iv) The interest on the refinance will begin to accrue in favour of NHB from the date of cheque(s)/authorisations.
- d) If the due date for repayment of principal / payment of interest is a holiday for the Mumbai office of NHB, and the credit in respect of the amounts due is received by NHB within the **first three working days** of the quarter in which the payment is due, additional interest would not be charged. However, the UCB will pay interest on the amount due, at the applicable rates of interest for the additional days upto the day of payment to the Mumbai office of NHB. It may please be noted in this regard, that the Mumbai office of the NHB observes holidays as declared for the State of Maharashtra in

terms of the Negotiable Instruments Act, 1949. It may be noted, further, that NHB observes a five-day week and that, accordingly, its offices remain closed on Saturdays and Sundays. If the repayment of instalment and payment of interest is made before the due date, credit will be given only on the due date.

- e) For any **delay beyond the first three working days** for the Mumbai office of NHB, the UCB will pay additional interest on the amount in default for the total period of delay, at the rate of **two per cent per annum above** the applicable rate.

The UCB shall make payments to NHB promptly on due dates, irrespective of whether or not the amount is actually recovered by it from its primary borrowers.

## **9. Other Terms and Conditions**

**i) Loans eligible for refinance by NHB:** All housing loans covered/to be covered under refinance should be Standard Assets as per RBI guidelines.

**ii) Earmarking of loans for NHB refinance:** The SB will be required to earmark a pool of loans to fully cover the outstanding refinance at any point of time. NHB may verify records maintained in respect of these loans.

**iii) Periodical Returns** NHB may call for information or returns on periodic intervals from the UCBs availing of refinance from NHB. The UCBs should be prompt and regular in submission of statutory returns.

**iv) Inspection:** The books of account, registers, and all other relevant records of the UCB can be inspected by or on behalf of NHB.

**v) Inspection / Audit Compliance** Action on any findings of inspection/audit should be taken promptly.

**vi) Appraisal and Follow-up of Housing Loans** The UCBs should have proper systems and procedures for appraisal and follow-up of housing loans, as also qualified staff for the purpose.

**vii) Post-disbursal Discipline** There should be proper pre and post-disbursement supervision and follow-up of housing loans to ensure end-use of funds as also timely and regular repayment of the loans.

**viii) Maintenance of Recovery Performance** Continuance of refinance facility from NHB will be subject to maintenance of satisfactory performance by the UCB and compliance of conditions stipulated by RBI/NHB from time to time.

**ix) Refinance Assistance at Discretion of NHB:** Refinance assistance in terms of this scheme shall be available at the sole discretion of NHB and cannot be claimed as a matter of right.

**x) Recall of Refinance:** NHB reserves the right to recall the refinance in the event of diversion of the relative funds for purposes other than housing or for suppression of any material information by the eligible lending institution or the happening of any such event, which may, in the opinion of NHB, endanger the repayment of financial assistance.

**xi) NHB's Right to Modify the Scheme** NHB may, at its sole discretion, modify the Scheme either in respect of all eligible lending institutions or in respect of any one or group of eligible lending institutions.

#### **10. Periodic return to NHB**

<b>Sr No.</b>	<b>Form No.</b>	<b>Nature of Statement</b>	<b>Periodicity</b>	<b>Due Date</b>
1.	ROD-UCB-AR-01	Annual information	31 <sup>st</sup> March	To be submitted by 31 <sup>st</sup> August
2.	ROD-UCB-AR-02	Annual auditor's certificate	31 <sup>st</sup> March	To be submitted by 31 <sup>st</sup> August
3.	ROD-UCB-AR-03	Statement of flagged loans	31 <sup>st</sup> March	To be submitted by 31 <sup>st</sup> August
4.	ROD-UCB-AR-04	Annual statistical information	31 <sup>st</sup> March	To be submitted by 31 <sup>st</sup> August

Returns in Sr. No. 1 and 2 are to be furnished by all Scheduled Primary Urban Co-operative Bank (UCBs) having outstanding refinance. However return in Sr. No. 4 (ROD-UCB-AR-04) on Annual statistical information is to be submitted only by UCBs who have availed refinance during the financial year of the return.

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**LIST OF ANNEXURE**

	<b>Statement No.</b>	<b>Name/Nature of statement</b>
<b><u>Application for sanction of refinance limit</u></b>		
1	NHB-ROD[UCB]-01	Application for sanction of refinance limit
2	NHB-ROD[UCB]-02	Statement on disbursement of housing loan
3	NHB-ROD[UCB]-03	Statement on classification of Housing Loans
<b><u>Legal Documentation</u></b>		
4	NHB-ROD[UCB]-04A	Draft Format of Board Resolution (for banks taking refinance for first time)
5	NHB-ROD[UCB]-04B	Draft Format of Board Resolution (for banks which are <u>not</u> taking refinance for first time)
6	NHB-ROD[UCB]-05	Format of letter of authority
<b><u>Application for drawal of refinance</u></b>		
7	NHB-ROD[UCB]-06	Application for drawal of refinance
<b><u>Periodic Returns to NHB (Annual)</u></b>		
8	ROD-UCB-AR-01	Annual information
9	ROD-UCB-AR-02	Annual auditor's certificate
10	ROD-UCB-AR-03	Statement of flagged loans
11	ROD-UCB-AR-04	Annual statistical information

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Ref. No.

Date:

The General Manager,  
Refinance Operations Department,  
National Housing Bank  
Core 5A, 4<sup>th</sup> floor, India Habitat Centre  
Lodi Road, New Delhi - 110003

Dear Sirs,

**Request for financial assistance under NHB's scheme for providing Refinance Assistance to Scheduled Banks**

We ..... (bank) hereby apply for financial assistance to the extent of Rs. .... in respect of finance provided / to be provided by us to our constituents for housing under the captioned scheme. We hereby confirm that our bank has sanctioned and disbursed / will sanction and disburse loans to the extent of Rs..... under the said scheme.

2. We are enclosing a certified copy of the necessary authority\* to borrow the said financial assistance as envisaged in the Scheme.

Yours faithfully,

For and on behalf of ..... (name of Bank)

(Authorised Signatory)

*\* Authority in the form of Resolution passed by the Board of Directors of the Bank in the form prescribed by NHB.*

**Statement of disbursement of housing loans**

***Housing loan outstanding as on 31<sup>st</sup> March of the previous year:***

	Amount disbursed during the previous year *	Outstanding at the end of the year
<b><u>Direct Housing Finance</u></b> Individuals		
<b><u>Indirect Housing Finance**</u></b> To HFCs		
<b>Total</b>		

Notes

\* Only principal amount to be included here

\*\* Indirect housing finance provided by banks by way of investment in bonds of NHB and HUDCO should not be included here

*Classification of Housing Loans*

[Rs./Lakh]

Housing loans**	YEARS*					
	As on 31 <sup>st</sup> March of .....		As on 31 <sup>st</sup> March of .....		As on 31 <sup>st</sup> March of .....	
	Amt	% to total housing loan	Amt	% to total housing loan	Amt	% to total housing loan
Standard Housing loans						
Sub-standard Housing loans						
Doubtful Housing loans						
Loss Housing loans						
Total Housing loans		100		100		100

\* Information in respect of last three consecutive financial years is to be provided.

\*\* Information to be furnished above should be in respect of entire housing loan portfolio and not only those refinanced by NHB.

**DRAFT FORMAT OF RESOLUTION TO BE PASSED BY THE BOARD OF THE  
BORROWING SCHEDULED BANK FOR EXECUTION OF AGREEMENT  
(applicable to banks which have not taken refinance earlier)**

Resolved;

1. That the ..... (name of bank) do borrow from the National Housing Bank (hereinafter referred to as "the Housing Bank") under its refinance scheme applicable to Scheduled Banks by way of refinance for the purpose of promoting housing in the country on the terms and conditions set out in the draft Memorandum of Agreement forwarded by the Housing Bank with its letter No. .... dated ....., a copy whereof duly authenticated by the Chairman has been circulated to the Members of the Board.
2. That the draft Memorandum of Agreement forwarded by the Housing Bank with its letter no. .... dated ..... be and is hereby approved and Shri..... and Shri ..... (name and designation) be and is hereby authorised to execute the Memorandum of Agreement under their signature duly witnessed.
3. That Shri ....., director / official and Shri ..... director / official be and are hereby authorised severally to borrow an amount up to Rs..... with or without security from the Housing Bank by way of refinance for the aforesaid purposes from time to time upon the terms and conditions set out in the said Memorandum of Agreement with such modifications as might have been agreed to on behalf of the Bank and accept and convey acceptance on behalf of the Bank to the Housing Bank to the letters of sanction that may be issued by the Housing Bank from time to time in connection with the said borrowings.
4. That the following officials of the Bank
  - (i) .....
  - (ii) .....
  - (iii) .....

be and are hereby authorised severally to execute on behalf of the Bank and in favour of the Housing Bank such other deeds and documents, promissory notes, declarations and other writings whatsoever as the Housing Bank may require from time to time in connection with the aforesaid borrowings by way of refinance and generally to do or cause to be done such other acts, deeds and things as may be required by the Housing Bank in connection with the said borrowings.

**DRAFT FORMAT OF RESOLUTION TO BE PASSED BY THE BOARD OF THE  
BORROWING SCHEDULED BANK (which has taken refinance earlier)**

Resolved that the \_\_\_\_\_\*do borrow from the National Housing Bank [hereinafter referred to as "the Housing Bank"] by way of refinance or otherwise for the purpose of housing loans extended / to be extended by it, from time to time, a sum of Rs.....

2. RESOLVED FURTHER THAT the power to borrow from the Housing Bank for the aforesaid purpose be and is hereby delegated to the following officers severally, namely:

I. \_\_\_\_\_[Name & Designation]

II. \_\_\_\_\_[Name & Designation]

III. \_\_\_\_\_[Name & Designation]

3. RESOLVED FURTHER THAT the aforesaid Officers be and are hereby authorised severally to convey acceptance of the terms and conditions of the said borrowings from NHB on behalf of the Bank and to execute in favour of the Housing Bank, promissory notes, agreements, declarations and such other documents including statements and returns as may be required by the Housing Bank in connection with the said borrowings and generally to do or cause to be done such other acts, deeds and things as may be required by the Housing Bank in connection with the said borrowings.

\* Name of the bank

LETTER OF AUTHORITY TO BE EXECUTED BY A SCHEDULED BANK TO THE  
RESERVE BANK OF INDIA FOR DEBITING THEIR CURRENT ACCOUNT

Place :

Date :

The Manager,  
Reserve Bank of India

\_\_\_\_\_

Dear Sir,

Our Current A/c No./ Nos. \_\_\_\_\_ with the Reserve Bank of India at  
\_\_\_\_\_.

The National Housing Bank (hereinafter referred to as the Housing Bank) has agreed to provide financial assistance under the provisions of the National Housing Bank Act, 1987 and the accommodation sanctioned by them will be effective from ..... The relevant Clauses of the General Agreement executed in this regard stipulate, inter alia, that the Housing Bank shall be authorised by us to require you to debit our above Current Account/s with you in the event of default committed by us in the repayment of the principal instalments of any loan or loans drawn by us under the refinance / financial assistance sanctioned to us as also in the payment of interest due thereon, on the due dates, with such sums representing the principal amount or interest due thereon as may be in default by us and remit the same to the Housing Bank in such manner as they may require by debit to our Current Account/s maintained with you (the extracts of Clauses 8 and 11 are enclosed).

2. Accordingly, we hereby authorise and request you that as and when a written requisition is received by you from the Housing Bank and notwithstanding any dispute that may exist or arise between us and the Housing Bank, you may without reference to us, debit our Current Account/s with such sums as may be specified by the Housing Bank in its written request and pay the same to the Housing Bank in such manner as they desire.

3. We agree to the fact that the Housing Bank has approached you in writing for debiting our Current Account/s with you shall be a conclusive proof that default has arisen in respect of payment of dues by us to the Housing Bank and it shall not be necessary for us to admit to the fact of such default by means of a separate advice to the Housing Bank.

4. This letter of authority shall not be revoked by us except with the prior concurrence of the Housing Bank and you may act upon this authority until such time this authority is revoked.

5. Please acknowledge receipt of this letter and also return the duplicate copy thereof duly confirmed by you to the Housing Bank at New Delhi.

Yours faithfully

For and on behalf of the \_\_\_\_\_  
Authorised official \_\_\_\_\_

Confirmation of the Reserve Bank of India on the duplicate copy of the letter of authority.

Returned to the National Housing Bank, New Delhi.

The Reserve Bank of India hereby agrees to comply with the requisitions as may be issued by the National Housing Bank, from time to time, in terms of the above letter of authority

For Reserve Bank of India

Authorised official

Place:

Date:

[Official Seal]

FORMAT OF APPLICATION FOR DRAWING REFINANCE

Refinance Operations Department,  
National Housing Bank,  
Core 5A, India Habitat Centre,  
Lodi Road, New Delhi-110 003.

Sir,

**Refinance Assistance to Scheduled Primary (Urban) Co-operative Banks  
for their lending for Housing**

<b>Year</b>	<b>2005-06 (July - June)</b>
<b>Index no. of claim *</b>	(LT - 05-06) - ____

1.	Loan size for which refinance is being claimed [tick (v) any one option]													
	(a) Loans upto Rs.15 lakhs* given in rural areas and eligible for refinance under Golden Jubilee Rural Housing Refinance Scheme, 1997 (GJRHRS) <i>(*applicable in respect of loans disbursed on or after 18-11-2004. For loans disbursed before 18-11-2004, earlier ceiling of Rs.10 lakhs shall apply).</i>	<input type="checkbox"/>												
	(b) Loans upto Rs.40 lakhs, other than (a)	<input type="checkbox"/>												
2.	Name of Scheduled Bank													
3.	Limit Sanctioned for the Year													
4.	Limit Utilized													
5.	Limit Available													
6.	Scheme (Regular / GJRHRS)													
7.	Present Claim:													
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Particular</th> <th>No. of Loan Accounts</th> <th>Amount (in lakhs)</th> </tr> </thead> <tbody> <tr> <td>a)</td> <td>Individual Housing Loans outstanding in the books of the bank as on _____</td> <td></td> <td></td> </tr> <tr> <td>b)</td> <td>Refinance Claimed under the present claim*</td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Particular	No. of Loan Accounts	Amount (in lakhs)	a)	Individual Housing Loans outstanding in the books of the bank as on _____			b)	Refinance Claimed under the present claim*			
Sr. No.	Particular	No. of Loan Accounts	Amount (in lakhs)											
a)	Individual Housing Loans outstanding in the books of the bank as on _____													
b)	Refinance Claimed under the present claim*													
	* Refinance will not be claimed for outstanding loans against which funds has already been sought from NHB or any other institution													
8.	Interest Type Opted (Fixed / Floating)													
9.	Duration of Refinance (1 to 10) years <i>(Note: Principal will be repaid equated quarterly instalments and interest will be paid every quarter )</i>													

10. We undertake that :

- All housing loan details pertaining to the above claim is available at the HO.
- All information/statements as may be required by NHB from time to time shall be submitted promptly.

- c) The housing loans granted to the constituents purpose for which the loans have been granted
- d) No refinance/finance has been taken against the institution and these loan accounts would be free from dependency of refinance.
- e) The housing loans covered under NHB refinance scheme as defined under RBI guidelines.
- f) The loan disbursed in rural areas for which the refinance is under Golden Jubilee Rural Housing Refinance Scheme and the location of the dwelling unit is as covered by the scheme.
- g) The refinance sought is in respect of housing loans as per the general policy and principles laid down and approved from time to time, by NHB.
- h) We will properly identify all loans for which refinance is sought from NHB and maintain a list of all such loans. The loan accounts will be kept readily available with the refinance flag against NHB's refinance will never be taken from NHB as long as they are in the books of the institution. List of such book debts would be maintained. Further, the branches will be having the list of such debts for easy identification during inspection.

11. We undertake to repay the refinance as per the repayment schedule furnished by NHB.
12. The refinance amount may please be paid in to our current account No. \_\_\_\_\_ maintained with \_\_\_\_\_ [Name of the Bank/Branch/ Place],

Yours faithfully,

Place :

Date :

Authorised Signatory

**Note**

1. Numerical serial no. of the present claim is to be entered. It may be noted that index no. of claim will be a running series starting from 1 to be reset at the beginning of every year (July to June). e.g. If three other claims under the regular scheme have already been sent to NHB during the year 2005-06 (July to June) and the present claim is the fourth claim of the year, the Index no. of claim should be entered as (LT - 05-06) - 4. Claims made under the Regular and GJRHS schemes will carry the same running series.
2. Separate applications are required for refinance under Golden Jubilee Rural Housing Refinance Scheme and for other loans.
3. Separate applications are required for refinance in respect of direct loans and indirect loans.
4. Similarly, separate applications are required for refinance on floating and fixed rate of interest and for different repayment period.
5. The repayment period opted by Banks in respect of refinance for indirect loans should not be more than the weighted average unexpired maturity of such loans.
6. Rural area is the area comprised in any village including the area comprised in any town, the population of which does not exceed 50,000 as per the 1991 census.

**Periodic return to NHB**

<b>Sr No.</b>	<b>Form No.</b>	<b>Nature of Statement</b>	<b>Periodicity</b>	<b>Due Date</b>
1.	ROD-UCB-AR-01	Annual information	31 <sup>st</sup> March	To be submitted by 31 <sup>st</sup> August
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3.	ROD-UCB-AR-03	Statement of flagged loans	31 <sup>st</sup> March	To be submitted by 31 <sup>st</sup> August
4.	ROD-UCB-AR-04	Annual statistical information	31 <sup>st</sup> March	To be submitted by 31 <sup>st</sup> August

**NHB-ROD-UCB-AR-01**To be submitted  
by 31<sup>st</sup> AugustAnnual Information to be furnished as on 31<sup>st</sup> March, -----I. Annual Report as on 31<sup>st</sup> March,.....II. Movement of Gross NPA of all loans during the year ended 31<sup>st</sup> March,.....  
(Rs. crore)

Opening balance of Gross NPA as on 1 <sup>st</sup> April .....	
Add : Additions NPA during the year	
Less : NPA collected/ recovered during the year	
Closing Balance of Gross NPA as on 31 <sup>st</sup> March ...	

III. Asset quality of all loans as on 31<sup>st</sup> March,.....

(Rs. crore)

Asset Classification	Outstanding Balance	Provisions (if any)	Outstanding balance net of provisions
Standard			
Sub-Standard			
Doubtful			
Loss			
Total			

IV. Information Regarding Individual Housing Loans

(Rs. crore)

	Direct individual Housing Loans
Individual Housing Loans Sanctioned during the year ended 31 <sup>st</sup> March,.....	
Individual Housing Loans Disbursed during the year ended 31 <sup>st</sup> March,.....	
Individual Housing Loans Outstanding as on 31 <sup>st</sup> March,.....	

V. Asset quality of individual housing loans as on 31<sup>st</sup> March,.....

(Rs. crore)

Asset Classification	No. of Accounts	Outstanding Balance
Standard		
Sub-Standard		
Doubtful		
Loss		
Total		

VI. Asset quality of individual housing loans flagged to NHB as on 31st March,.....  
(Rs. crore)

Asset Classification	No. of Accounts	Outstanding Balance
Standard		
Sub-Standard		
Doubtful		
Loss		
<b>Total</b>		

VII. Position of Age-wise Overdue Debtors in respect of Individual Housing Loans as on 31st March,.....

Aggregate individual housing loans outstanding (principal only)			(Amounts in Rs. crore)
Age - wise debtors (EMI overdue) (1)	No. of Accounts (2)	Aggregate of principal ** outstanding in overdue accounts (3)	As a percentage of Total housing loans outstanding (principal only) (4)
1@- 3 months			
3-6 months			
6 - 12 months			
12 - 24 months			
> 24 months			
<b>Total</b>			

*\*\* The principal outstanding in the overdue accounts will have to be depicted [ @ EMI due on 1-3-2004 will be considered 1 month EMI overdue if not paid by 1-4-2004 and so on and therefore total principal outstanding in the overdue account (not outstanding EMI) has to be depicted in column (4) ]*

For ..... (Name of Bank)

Authorized official

Place :

[Official Seal]

Date :

Annual Auditor's Certificate to be furnished as on 31<sup>st</sup> March, -----

**Name of Bank :** .....

We hereby certify that :

- (i) ..... (Name of Bank) has availed refinance assistance from National Housing Bank and the outstanding of which as on 31<sup>st</sup> March .... was Rs....
- (ii) The loan accounts for which refinance has been taken from National Housing Bank can be distinctly identified from the records of the bank.
- (iii) ..... (Name of Bank) has earmarked adequate amount of loans to fully cover the above outstanding refinance from National Housing Bank.
- (iv) The loan accounts for which refinance has been claimed under Golden Jubilee Rural Housing Refinance Scheme (GJRHRS) conform to the locational criteria prescribed under the scheme.

For ..... (Name of Bank)

Authorized official

Place :

[Official Seal]

Date :

For ..... (Statutory Auditor)

Partner

Place :

[Official Seal]

Date :

**NHB-ROD-UCB-AR-03**

Statement of Flagged Loans as on 31st March every year  
**(To be submitted in soft copy in MS Excel on a CD)**

To be submitted  
by 31st August

**Table I**

No.	Refinance Loan A/c no.	File No./ Code	Branch	Name Address & of Constituent	Address of Property	Date of Mortgage/ Pledge	Outstanding Loan as on 31 March .....

To be submitted  
by 31<sup>st</sup> August

**NHB-ROD-UCB-AR-04**

**Statistical Return only on loans against which refinance has been availed from NHB during the financial year ended 31<sup>st</sup> March 200..**

I. Statement showing income details of beneficiaries of housing loans in respect of which refinance availed during the year ended 31<sup>st</sup> March 200.. from NHB.

Monthly Income of Beneficiary Household

	Particulars	Number	Amount Rs.
1	Less than or equal to Rs.5500/- p.m.		
2	Between Rs.5501/- p.m. to Rs.8109/- p.m.		
3	Above Rs.8109/- p.m.		
	Total		

Note : Amount furnished should tally with total amount of refinance claimed during the year ended March 31, 200..

**II. Statement showing state-wise disbursement of housing loans in respect of which refinance availed during the year ended 31<sup>st</sup> March 200.. from NHB.**

(Rs. lakhs)

No.	Name of the State/UT	Scheduled Castes		Scheduled Tribes		OBC		Other Categories		Total	
		No.	Amount Rs.	No.	Amount Rs.	No.	Amount Rs.	No.	Amount Rs.	No.	Amount Rs.
1											
2											
3											
4											
5											
	Total										

Note : Amount furnished should tally with total amount of refinance claimed during the year ended March 31, 200..

**III. Statement showing the disbursement of housing loans for which availed during the year ..... from NHB**

Loan Size		No. of units	Amount
[A] Up to Rs.2,00,000/-	1. Rural		
	2. Urban		
[B] Rs.2,00,001 to Rs.5,00,000/-	3. Rural		
	4. Urban		
[C] Rs.5,00,001 to Rs.10,00,000/-	5. Rural		
	6. Urban		
[D] Rs.10,00,001/- to Rs.25,00,000/-	7. Rural		
	8. Urban		
[E] Rs.25,00,001/- to Rs.1,00,00,000/-	9. Rural		
	10. Urban		
<b>Total</b>			

Notes :

- 'Rural Area' is the area comprised in any village including the area comprised in any town, the population of which does not exceed 50,000 as per 1991 census.
  - 'Urban' means all areas other than 'Rural'
  - Amount furnished should tally with total amount of refinance claimed during the year ended March 31, 200..
  - Return pertains only on loans against which refinance has been availed from NHB during the financial year ended 31st March 200.. If no refinance has been availed during the financial year a nil return may be submitted.
- Certified that the data furnished in the statement is true and correct.

Place :

Date :

Authorised Signatory



