

## INFORMATION BOOKLET

### Refinance Assistance to Housing Finance Companies for their Lending for Housing, 2003

#### 1. Introduction

The objective of the scheme is to provide refinance assistance to Housing Finance Companies (HFCs) in respect of their direct lending to individuals for purchase / construction / repairs & upgradation of housing units. In addition, refinance assistance is provided towards exposure of HFCs to the micro finance sector. The financial assistance can be drawn by the HFCs in respect of loans already advanced by them as also towards their prospective disbursements. It may be noted that the rules and policies mentioned in this booklet apply only to refinance released under this scheme and not to refinance availed by HFCs earlier under any old refinance schemes which are governed by the respective rules and policies.

#### 2. Eligibility Criteria

HFCs fulfilling the following criteria will be eligible to draw refinance from NHB :

- (i) The HFC should be registered with NHB to carry out housing finance activity in the country.
- (ii) The HFC should provide long-term finance for construction / purchase / repair/ upgradation of dwelling units by home-seekers.
- (iii) The HFC should invest at least 75% of capital employed by way of long term finance for housing.

Explanation : For the above, "capital employed" means and includes :

- (a) paid up capital of the company and its free reserves less intangibles;
  - (b) long term borrowings;
  - (c) deposits with maturity period of five years and above collected from the public and others, excluding the amount required to be kept or maintained in specified asset as stipulated in section 29B of The National Housing Bank Act, 1987.
- (iv) The HFC should have Net Owned Fund (NOF) of not less than Rs. 10 crore. NOF will carry the same meaning as defined in Housing Finance Companies (NHB) Directions, 2001.
  - (v) The HFC should comply with the provisions of the National Housing Bank Act, 1987 and Housing Finance Companies (NHB) Directions, 2001, as amended from time to time.

- (vi) The Net Non Performing Assets (NNPA) of the HFC should not be more than 2.50% of the Net Advances. NPA shall carry the same meaning as defined in Housing Finance Companies (NHB) Directions, 2001. NNPA means 'NPA less provision'. Net Advances shall mean 'Advances less provision'. 'Advances' shall, apart from housing loans, include mortgage loans, lease transactions, hire purchase assets, bills of exchange, inter-corporate deposits and unquoted debentures.
- (vii) The HFC should have completed at least 3 years of operations (i.e. the HFC should be able to furnish 3 years' audited financial statements).

However, the above requirement of furnishing 3 years' audited financial statements can be waived in the following cases :

- (a) New rural HFCs
- (b) Newly established HFCs, subject to the conditions mentioned below (all other terms and conditions except those mentioned below as applicable to housing finance companies availing refinance from NHB continue to be applicable in case of these new HFCs also) :
- o The HFC has been set up by a reputed business group, and is able to furnish either a corporate guarantee or a Letter of Comfort from the parent organization, and
  - o The HFC has individual housing finance portfolio (either purchased from the market, or transferred from other group companies) of not less than Rs.100 crore
- OR**
- At least 50% of the outstanding individual housing loan portfolio of the HFC is in the affordable housing segment (housing loans qualifying for classification as priority sector advances - currently Rs.20 lakhs).
- (c) Newly established HFCs, subject to the conditions mentioned below (all other terms and conditions except those mentioned below as applicable to housing finance companies availing refinance from NHB continue to be applicable in case of these new HFCs also) :
- o At least 50% of the housing loan portfolio of the HFC should be comprised of loans upto Rs.5 lakhs, and
  - o The Company's lending policy should have a clear focus on the informal sector and low income and affordable housing.

- (viii) The HFC will have to attain the minimum stipulated rating to be eligible for financial assistance from NHB. For this purpose, NHB has developed an internal credit rating model to determine the eligibility for financial assistance for the HFCs.

### **3. Rate of Interest**

**3.1** The interest on refinance will be compounded monthly and payable quarterly.

**3.2** Financial assistance under the scheme will be provided either at **fixed** or **floating** rates of interest. The HFC would have the option to choose either floating or fixed interest rate depending on requirement. The interest rate charged to the HFC will be as prevailing on the date of disbursement and will depend on the internal credit rating assigned to it by NHB, and repayment period sought under refinance. The rate of interest is subject to periodic revision by NHB and this will be informed from time to time.

### **3.3 Conversion of Fixed Rate Loans to Floating Rate Loans and vice versa**

In the event an HFC 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.
- HFCs opting to convert loans from floating to fixed rate of interest will have to pay levy as that stipulated in respect of prepayment of floating rate refinance. 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 January 1, April 1, July 1 and October 1 of each year. Requests for such conversions should reach NHB one month before the due date for effective conversion.

### **3.4 Revision in Interest Rate on Fixed Rate Loans**

In case of refinance extended at fixed rates of interest, NHB will have the option to revise the rates on outstanding loans on completion of every 3 years (or such shorter periods as may be agreed to between NHB and the HFC at the time of release of refinance). The revised rate will be effective from the quarter immediately following the quarter in which 3 years (or such shorter period as agreed) 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 HFC 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 case of downward revision, if the HFC desires to prepay, the prepayment would be allowed only on payment of applicable prepayment levy.

#### 4. Extent of refinance

Refinance from NHB will be available to the extent of 100 per cent of housing loans sanctioned and disbursed by the HFCs for acquisition / construction of new housing units and for upgradation / major repairs, in accordance with the provisions of the Scheme.

#### 5. Term of refinance

The refinance will be repayable within a period of not less than 1 year and not exceeding 15 years. The HFCs will have the option to choose the repayment period as per their requirements.

#### 6. Repayment of Refinance

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. The due dates of payment of interest and principal will be informed to HFCs in the repayment schedule after each release of refinance.

#### 7. Prepayment

The HFC, 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 :

Residual Maturity	Prepayment levy	
	Fixed Interest Rate	Floating Interest Rate
Less than 5 years	1.0% of amount to be prepaid	1.0% of amount to be prepaid
5 years and above	1.5% of amount to be prepaid	1.0% of amount to be prepaid

The prepayment levy payable by the HFC to NHB would be independent of whether or not prepayment levy is being charged by the HFC from its borrowers. The HFC will be required to furnish full details about the refinance account 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. 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.

## **8. Security**

### **8.1 Security to be Obtained from Individual Beneficiaries**

- (i) The HFC should generally obtain mortgage of property as security for the loan advanced by them. Where it is not feasible, the HFC may accept at its discretion, security of adequate value in the form of life insurance policies, promissory notes, shares and debentures, or such other security, as it may deem appropriate to fully secure the loan, with the charge properly created in its favour.
- (ii) The loan agreement to be entered into between the HFC and its borrowers shall have a provision to the effect that the borrowers shall have no objection to the HFC creating a charge, mortgage or other interest in that security in favour of NHB.
- (iii) The credit risk of the primary loan will be fully borne by the HFC and the refinance sought from NHB would be repayable irrespective of the primary loan account remaining regular or otherwise.

### **8.2 Security for refinance**

- (i) Refinance from NHB may generally be secured by charge on the book debts of the HFC. Additional security such as charge on immovable properties / movable properties, guarantee of promoter, etc. may be stipulated at NHB's discretion. The security will be determined on case to case basis. The eligible lending institutions shall furnish to NHB / execute in favour of NHB such documents / undertakings etc. in such form and content as may be prescribed by NHB from time to time.
- (ii) If at any time NHB is of the opinion that the security provided by the HFC has become inadequate to cover the outstanding refinance, it may advise the HFC to provide and furnish, to the satisfaction of NHB, such additional security as may be acceptable to NHB to cover such deficiency.

## **9. Procedure**

### **9.1 Application for Refinance Limit**

The refinance operations of NHB are centralized at New Delhi. Refinance in a particular year is released on the basis of the limit sanctioned to the HFC for the year [July to June]. An HFC desirous of availing refinance will submit to NHB its annual projections for sanction of refinance limit in the prescribed credit review format **NHB-ROD[HFC]-01** together with any other information as may be required by NHB from time to time, indicating the expected disbursement of housing loans for the ensuing year i.e. April-March. The annual credit review format duly completed should reach NHB on or before the month of February, every year, e.g. completed format for the year 2011-12

should be submitted on or before February 28, 2011. NHB, on the basis of business projections and all other issues relevant to credit exposure, will fix the refinance limits.

An HFC applying for refinance for the first time will be required to submit, in addition to the above, the following information :

- (a) A brief write-up on the promoters
- (b) Annual report containing Balance Sheet and Profit & Loss Account for the previous three years
- (c) Housing loans sanctioned and disbursed during the previous three years.

## **9.2 Legal Documentation**

On receipt of the sanction letter from NHB, the HFC shall furnish to NHB a resolution, in the prescribed form, duly passed by its Board of Directors. It will also be required to enter into agreement and execute such documents as may be required by NHB for the purpose at its Office. After completion of all formalities, the HFC can start drawing funds from NHB.

## **9.3 Submission of Refinance Application**

The HFC desirous of availing refinance shall submit an application in the form **NHB-ROD[HFC]-LT-02** to NHB at its New Delhi office. An official authorized for the purpose should sign the refinance applications submitted by the HFC. In this regard, the HFC would be required to furnish, for the period from July to June every year, a list of person(s) authorized by the Board of Directors / Chief Executive to sign the forms / statements / letters along with their specimen signatures for NHB's records. If there is any change in the list of authorized signatories during the year, the same shall also be informed to NHB. The amount of refinance released during one month will generally be restricted by NHB based on rating obtained by the HFC and the refinance limit sanctioned to it. The HFC 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 loan amounts having different repayment period and fixed / floating rate options. In other words, each application will indicate only one option for repayment period and one option for either fixed or floating rate of interest.

## **9.4 Mode of release**

The refinance released will be routed through the current account maintained by the HFC in any NEFT enabled bank branch through RTGS. The mode of release and necessary details of the current account along with bank branch details will have to be intimated to NHB in the refinance application **NHB-ROD [HFC]-LT-02**.

## 9.5 Mode of Repayment

- (a) All payments are to be made under advice to NHB, Delhi by way of RTGS favouring National Housing Bank in its account no. 00600350008114 maintained with HDFC Bank Limited, Nanik Motwani Marg Branch, Mumbai, having IFSC Code HDFC 0000060.
- (b) Repayment of **principal** shall be made by the HFC to NHB as follows :
- (i) The amount of refinance availed shall be repaid to NHB in a period not exceeding 15 years by way of 60 equal quarterly instalments or less, as may be specified by NHB.
  - (ii) The due date for the repayments 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 April 4, 2011 the first instalment of principal will fall due for repayment on October 1, 2011, i.e. after a gap of calendar quarter July to September, 2011.*
- (c) Payment of **interest** by the HFC 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 monthly 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 April 4, 2011 the interest on the refinance will first fall due for payment on July 1, 2011.*
  - (iv) The interest on the refinance will begin to accrue in favour of NHB from the date of cheque(s) / authorizations.
- (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 HFC 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 HFC 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.
- (f) The HFC shall make payments to NHB promptly on due dates, irrespective of whether or not the amount is actually recovered by it from the borrowers.

#### 10. Periodic Returns to NHB

An HFC availing refinance from NHB will be required to furnish various statements / information to NHB on periodic basis. The HFCs should be prompt and regular in submission of these returns. The statements to be furnished to NHB are as under :

Frequency	Name of Return	Time Period for Submission
Quarterly	ROD-HFC-QR-01	Within one month of the end of the quarter
Half Yearly	ROD-HFC-HY-01	within six weeks of the end of the half year
	ROD-HFC-HY-02(a) [Adverse Balance Certificate as on 31 <sup>st</sup> March]	On or before 30 <sup>th</sup> September of that year
	ROD-HFC-HY-02(b) [Adverse Balance Certificate as on 30 <sup>th</sup> September]	On or before 31 <sup>st</sup> March of next year
	ROD-HFC-HY-03 [Statement of Flagged Loans]	To be submitted along with the Adverse Balance certificate
Annual	ROD-HFC-AN-01	Within two months of the end of the year
	ROD-HFC-AN-02 [Statistical information]	Within three months of the end of the year
	ROD-HFC-BR-01 [Annual confirmation by HFCs where refinance is on negative lien basis]	Within 15 days of the end of the year

## 11. Other Terms and Conditions

### 11.1 Prospective Loans

The scheme provides the facility of availing refinance in respect of prospective loans, subject to the condition that such amounts drawn for prospective loans would be fully backed by individual housing loans within a period of three months from the date of release. On availing refinance for prospective loans, the HFC will be required to furnish a certificate of utilization within three months from the date of release of the prospective loan. A penalty on unutilized portion of refinance availed for prospective disbursements @ 2% above the applicable interest rate of refinance for the entire period of use would be levied in case the HFC fails to fully utilize the refinance amount within the given time period.

The said certificate is required to be submitted in format **NHB-ROD(HFC)-PL-03** within 14 days of the end of the three month period from the date of release of refinance for prospective loans, confirming that the amount drawn has been fully utilized for advancing individual housing loans, furnishing the number of loan accounts and specifying whether it is under regular refinance scheme or Golden Jubilee Rural Housing Refinance Scheme (GJRHRS) or Rural Housing Fund (RHF) and also attesting that such loans have been duly flagged against NHB's refinance.

### 11.2 Adverse Balance

HFCs availing refinance from NHB shall furnish a certificate as at 31<sup>st</sup> March and 30<sup>th</sup> September every year, duly countersigned by their Statutory Auditors, confirming that the refinance outstanding from NHB does not exceed the total outstanding housing loans, in respect of which refinance has been obtained. In the eventuality of the outstanding refinance due by HFC to NHB exceeding the **aggregate of all outstanding housing loans in respect of which refinance has been availed** by the HFC i.e. adverse balance, the HFC would be required to repay refinance to NHB to the extent of adverse balance. This will be based on the above certificate, in the format **ROD-HFC-HY-02(a)** (for 31<sup>st</sup> March) / **ROD-HFC-HY-02(b)** (for 30<sup>th</sup> September). In case of adverse balance, the HFCs are also required to place the above certificate to their Board of Directors before forwarding the same to NHB.

On receipt of the above certificate, NHB will advise the HFC about the amount of refinance to be repaid. The HFC will be required to pay the amount within one month of the date of such advice. Credit will be given for such payments on the date of credit of the amount to NHB's Bank Account. The HFC will be required to furnish a list of refinance releases (i.e. loan accounts relating to each drawal of refinance) in which the adverse balance has arisen, along with the aggregate of outstanding housing loan in respect of each refinance loan account. The amount repaid to NHB will be adjusted accordingly.

In this context, HFCs may note the following :

- (a) Loan accounts pre-closed due to shifting from fixed interest rate structure to variable rate of interest or for any other reasons and opening a new loan account of the same borrower and with the same housing unit financed as a primary security shall continue to be covered under the flagged housing loans against NHB's refinance, and will not be reckoned for computation of adverse balance.
- (b) Book debts flagged / covered for the purpose of collateral security / additional margin requirements will not be counted for computing the sum aggregate of all outstanding housing loans in respect of which refinance has been availed as on 31<sup>st</sup> March / 30<sup>th</sup> September, i.e. additional margin stipulated over and above the security of book debts created out of refinance will not be reckoned for the computation of adverse balance. This additional margin will be for the purpose of collateral security and has to be maintained on the outstanding refinance.
- (c) Loan accounts for which refinance has been taken from NHB should be distinctly identifiable from the records of the HFC and the list of all such accounts should be available with the HFC and continue to be maintained in the records.
- (d) In the case of adverse balance arising due to pre-closure of loans in normal operations of lending and accelerated repayments, the same would get automatically included while computing the adverse balance and may be repaid following the required procedure and on the advice of NHB. Such repayments due to adverse balance shall not attract any levy.
- (e) Funds released towards prospective loans not earlier than 3 months to the half yearly statement will not be included under NHB outstanding while computing the adverse balance in view of the lag time involved in generating housing loans.

### **11.3 Borrowings from Institutions other than NHB**

In case the HFC borrows funds from banks / financial institutions other than NHB, it shall inform NHB about the same giving particulars about the security offered for such borrowings and follow guidelines issued by NHB in circular no. NHB/ROD/HFC/LRS/15/2005 dated February 4, 2005 this regard.

In case of borrowings by way of floatation of bonds / debentures whether unsecured or secured, listed or privately placed, HFC shall apply for a No Objection Certificate (NOC). The following documents are required to be submitted with the application for the NOC :

- (a) Copies of the memorandum / notes placed before the Board of Directors seeking approval for the bond / debenture issue and the resolution passed thereof.

- (b) Certified copy of the prospectus of the bond / debenture issue. In case the prospectus is not finalised, draft prospectus may be sent. However, the HFC shall submit the final prospectus to NHB at the earliest.

#### **11.4 Loans Eligible for Refinance from NHB**

All housing loans covered under the scheme should be Standard Assets as per the Housing Finance Companies (NHB) Directions, 2001 and should be unencumbered while HFCs claim refinance from NHB and during the entire term of refinance.

#### **11.5 Flagging of Loans Refinanced by NHB**

The HFCs will be required to properly identify all loans for which financial assistance is obtained from NHB and maintain a list of all such loans. All information pertaining to such accounts shall be kept up-to-date. Individual housing loans once flagged against NHB's refinance can never be changed without prior sanction of NHB as long as they are in the books of HFC and they should be distinctly identifiable. A list of such book debts would be required to be submitted to NHB on demand.

#### **11.6 Inspection**

The books of account, registers, and all other relevant records of the HFCs can be inspected by or on behalf of NHB.

#### **11.7 Inspection / Audit Compliance**

The HFCs shall take prompt action on any findings of inspection / audit and inform the same to NHB.

#### **11.8 Appraisal and Follow-up of Housing Loans**

The HFCs should have proper systems and procedures for appraisal and follow-up of housing loans, as also expert, qualified staff for the purpose and adequate arrangements for training them.

#### **11.9 NHB's Guidelines**

Finance provided by the eligible lending institution for housing and covered under the Scheme should conform to Guidelines and Directions issued by NHB from time to time.

#### **11.10 Post Disbursal Discipline**

There should be proper post disbursement supervision and follow up of housing loans to ensure proper end use of funds as also timely and regular repayment of the loans.

### **11.11 Maintenance of Recovery Performance**

Continuance of refinance facility from NHB will be subject to maintenance of satisfactory recovery performance by the eligible HFCs from the beneficiaries under various categories i.e. individuals, builders, CFIs etc. and conditions stipulated by NHB from time to time.

### **11.12 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.

### **11.13 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.

### **11.14 NHB's Right to Modify the Scheme**

NHB may, at its sole discretion, alter / modify the scheme either in respect of all eligible lending institutions or in respect of any one or group of eligible lending institutions as regards the procedure, terms and conditions, norms used while giving eligibility criteria and such other related issues.



**FORMAT OF REQUEST FOR DRAWING REFINANCE  
(Direct Loans for individual housing loans)**

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

Sir,

**Refinance Assistance to Housing Finance Companies (HFCs) for their lending for Housing**

<b>Year</b>	<b>20 -20 (July - June)</b>
<b>Index no. of request *</b>	(LT - 10-11) - ____

1. Loan size for which refinance is being requested [tick (√) 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)

(b) Loans upto Rs.15 lakhs given in rural areas as also to weaker sections and eligible for refinance under Rural Housing Fund(RHF) \*\*

\*\* - Details of loans under RHF as per Appendix

(c)Loans, other than (a & b)

2. Name of Housing Finance Company

3. Limit Sanctioned for the Year

4. Limit Utilized

5. Limit Available

6. Scheme (/RHF/ GJRHRS /Regular)

7. Urban/Rural

8. Existing/Prospective

9. **I. Refinance against individual housing loans**

Sr. No.	Particular	No. of Loan Accounts	Amount (in lakhs)
a)	Individual Housing Loans outstanding in the books of the HFC as on _____		
b)	Refinance Requested under the present request *		

\* Refinance will not be requested for outstanding loans against which funds has already been sought from NHB or any other institution. To write NA in case refinance is being requested for prospective housing loans.

**II. Loan Size wise Break of Individual housing Loans under the present request**

Individual Loan Size	No. of units	Amount (in Rs. lakhs)
[A] Upto Rs.2 lakhs		
[B] Rs.2 lakhs to Rs.5 lakhs		
[C] Rs.5 lakhs to Rs.15 lakhs		

[D] Rs.15 lakhs to Rs.20 lakhs		
[E] Rs.20 lakhs to Rs.50 lakhs		
[F] Rs.50 lakhs and above		

10. Interest Type Opted (Fixed / Floating)

11. Repayment Option

- Principal will be repaid in ..... years in equated quarterly instalments and interest will be compounded monthly and paid every quarter.

12. We undertake that :

- a) In case of refinance sought for disbursing prospective housing loans, all amounts drawn by us will be backed by individual housing loans within a period of three months from the date of release by NHB.
- b) 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 have been utilized by them for the purpose for which the loans have been granted.
- d) No refinance/finance has been taken against these loans from NHB or any other institution and these loan accounts would remain unencumbered during the pendency of refinance.
- e) The refinance sought is in respect of housing loans granted as per the eligibility criteria prescribed under the captioned scheme and the proposal conforms to the general policy and principles laid down and communicated to us from time to time, by NHB.
- f) The housing loans covered under NHB refinance are classified as Standard Assets as defined under HFC (NHB) Directions, 2001 and has not been financed/refinanced by any bank/institution.
- g) The loan disbursed in rural areas for which refinance is being sought under the Golden Jubilee Rural Housing Refinance Scheme has been properly classified and the location of the dwelling unit is as covered by the 1991 census.
- h) The loan disbursed in rural areas as well as to weaker section for which refinance is being sought under the Rural Housing Fund has been properly classified and the location of the dwelling unit is as covered by the 1991 census.
- i) We will properly identify all loans for which financial assistance is obtained from NHB and maintain a list of all such loans. All information pertaining to such accounts will be kept readily available with us. Individual housing loans once flagged against NHB's refinance will be changed only with prior approval of NHB and they need to be in the books of HFCS and distinctly identifiable. We undertake to provide a list of such book debts to NHB on demand. Further, the branches will be having the list of NHB refinanced loans at their end for easy identification during inspection.

13. We undertake to repay the refinance as per the repayment schedule furnished by NHB.

14. The refinance amount may please be credited in to account no. \_\_\_\_\_ having IFSC Code \_\_\_\_\_ maintained with \_\_\_\_\_ [Name of the Bank/Branch/ Place].

Yours faithfully,

Place :

Date :

Authorized Signatory

**Note**

1. Numerical serial no. of the present request is to be entered. It may be noted that index no. of request 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 request under the regular scheme have already been sent to NHB during the year 2005-06 (July to June) and the present request is the fourth request of the year, the Index no. of request should be entered as (LT - 05-06) - 4. Requests made under the RHF, Regular and GJRHRS schemes will carry the same running series.
2. Separate applications are required for refinance under Rural Housing Fund, Golden Jubilee Rural Housing Refinance Scheme and for other loans.
3. Refinance assistance under RHF will be granted for 3 years to 7 years.
4. Similarly, separate applications are required for refinance on floating and fixed rate of interest and for different repayment period.
5. 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.(RBI/NABARD Definition)
6. Weaker section as defined by RBI under priority sector lending.

**Statement of Disbursement of Housing Loans  
under Rural Housing Fund**

I. Statement showing state-wise list of housing loans in respect of which refinance is claimed

(Rs. Crore)

No.	Name of the State/UT	Marginal farmers		Women		BPL/marginally above poverty line		Scheduled casts/tribes		Minority community	
		No.	Amount Rs.	No.	Amount Rs.	No.	Amount Rs.	No.	Amount Rs.	No.	Amount Rs.
1											
2											
3											
4											
5											

II. Position of Age-wise Overdue Debtors in respect of the claimed loans

Aggregate individual housing loans outstanding (principal only) [A]			
(Amounts in Rs. crore)			
Age - wise debtors (EMI overdue) (1)	No. of Accounts (2)	Aggregate of principal ** outstanding in overdue accounts (3)	Column (3) as a % of A
< one month			
1-2 months			
2-3 months			
<b>Total</b>			

*\*\*aggregate of principal outstanding in the overdue accounts against each time slab has to be given (and not the total of outstanding EMI)*

Authorized Signatory

**FORMAT OF UTILISATION CERTIFICATE IN RESPECT OF  
REFINANCE FOR PROSPECTIVE LENDING**

Refinance Operations Department,  
National Housing Bank,  
Core 5A, India Habitat Centre,  
Lodi Road  
New Delhi - 110003

Sir,

**Refinance Assistance for Housing Finance Companies - 2003**

..... (Name of HFC) has been sanctioned refinance limit of Rs..... for the year 20... (July to June) out of which an amount of Rs..... has already been availed by us.

We had claimed the following refinance for prospective loans :

<b>Date of Release</b>	<b>Amount released under prospective loans (Rs.)</b>	<b>Scheme Under which refinance claimed (Regular / GJRHRS / RHF)</b>

At the time of release, we had undertaken that all refinance drawn by us under the said claim will be backed by individual housing loans within a period of three months from the date of release by NHB.

We now confirm and certify that the above amount of Rs. .... has been fully utilized for advancing individual housing loans, as per the details furnished below :

<b>Scheme Under which refinance claimed (Regular / GJRHRS / RHF)</b>	<b>Amount (Rs.)</b>	<b>No. of individual loan accounts</b>

These housing loans have been duly flagged for NHB refinance and can be identified from our records. The details of these loans will be included in the statement of book debts which will be submitted to NHB as on 30<sup>th</sup> September and 31<sup>st</sup> March every year as per the format NHB-ROD[HFC]-06.

Yours faithfully,

Authorized Signatory

Place :

Date :

**Note :** This certificate must be sent to NHB within 14 days of the end of three month period from the date of release of refinance for prospective loans.