

# HOME BUILD LOAN

## APPLICATION FORM

FOR BANK USE ONLY

Customer No:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

Loan Reference No:

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

### IMPORTANT INFORMATION

#### Qualifying age

You must not be over 60 years of age at the time of application and the requested loan must be repaid and fully adjusted before you reach the age of 65. If you are unable to meet this criteria, please submit your application in joint capacity with another party.

#### Own Contribution

A minimum of 25% of the project value must be invested as own contribution. If it is already invested, source of investment and documents for proof of investment must be provided. If own contribution is yet to be invested, evidence must be provided.

#### Repayment Period

Maximum repayment period for the Home Build Loan is 15 years (180 months). Repayment period will be fixed based on your repayment capacity.

#### Repayment Capacity

Your total monthly net income must be sufficient to cover the proposed repayment amount. Please note that all income must be verified through documents and account operation for it to be considered in assessing the repayment capacity.

#### Mortgage

Security normally accepted by Bank includes house, property, and vessels. Vessels will only be considered under exceptional circumstances at the discretion of the Bank. The property being financed will be taken as security and value of the property or vessel offered must be sufficient to cover 100% of the requested loan amount.

Mortgage should be insured.

#### Necessary Permits

You should have the necessary permits from concerned authorities for construction of the building.

Signature:.....

## SECTION 1 – YOUR DETAILS

(If more than one applicant, please fill and submit a copy of section 1 – 6 for each applicant)

Full Name  
(as in ID Card)

ID Card No.

Permanent Address:

Present Address:

Contact No.

Occupation

Place of Work

Length of Service

Education Qualifications  
(Please tick relevant)

Primary     
  Secondary     
  Degree     
  High school / Diploma  
 Masters     
  Professional     
  Others (Please Specify) .....

Marital Status

Single     
  Married     
  Widowed     
  Divorced

### Details of Spouse(s)

| Full Name | ID Card No. | Contact No. | Occupation | Salary/Income |
|-----------|-------------|-------------|------------|---------------|
|           |             |             |            |               |
|           |             |             |            |               |
|           |             |             |            |               |
|           |             |             |            |               |

Number of Children (From all Marriages)   Aged below 18 years   Aged above 18 years

Number of joining borrowers   Relationship of joining borrowers

## SECTION 2 – BANKING DETAILS

| Bank/Branch | Account Number       | Currency                     |                              |
|-------------|----------------------|------------------------------|------------------------------|
| .....       | <input type="text"/> | <input type="checkbox"/> MVR | <input type="checkbox"/> USD |
| .....       | <input type="text"/> | <input type="checkbox"/> MVR | <input type="checkbox"/> USD |
| .....       | <input type="text"/> | <input type="checkbox"/> MVR | <input type="checkbox"/> USD |
| .....       | <input type="text"/> | <input type="checkbox"/> MVR | <input type="checkbox"/> USD |

Signature:.....

## SECTION 3 – INCOME & EXPENDITURE DETAILS

| Average Monthly Income  |        |      |   |
|---|--------|------|---|
| Details   | Amount | Bank | Account Number through which income is routed |
| Salary  |        |      | <input type="text"/>                          |
| Fixed Allowances  |        |      | <input type="text"/>                          |
| Rental Income   |        |      | <input type="text"/>                          |
| Net income from Business  |        |      | <input type="text"/>                          |
| Others (Please specify)<br>.....  |        |      | <input type="text"/><br><input type="text"/>  |
| <b>Total Income</b>   |        |      |   |
| Average Monthly Expenditure (please specify breakdown of major sources) |        |      |   |
| Details   | Amount |      |   |
| Rent  |        |      |   |
| Food  |        |      |   |
| Utilities & Other Bills   |        |      |   |
| School Expenses   |        |      |   |
| Existing loan repayments  |        |      |   |
| Other credit facility repayments  |        |      |   |
| Others (Please specify)<br>.....  |        |      |   |
| <b>Total Expenses</b>   |        |      |   |
| <b>Monthly Net Income</b>   |        |      |   |

## SECTION 4 – YOUR ASSETS

|  |  |   |  |  |
|--|--|---|--|--|
| <b>Tick the relevant boxes</b>   | <input type="checkbox"/> Fixed Deposit <input type="checkbox"/> Provident Fund <input type="checkbox"/> Shares <input type="checkbox"/> Pension Fund |   |  |  |
| <b>Movable</b><br>(Please write the quantity of each type of asset you own in the boxes) | <input type="text"/> <input type="text"/> Motor Cycle  | <input type="text"/> <input type="text"/> Car | <input type="text"/> <input type="text"/> Vessel         | <input type="text"/> <input type="text"/> Others (please specify)<br>..... |
| <b>Is your asset insured?</b>  | <input type="checkbox"/> No <input type="checkbox"/> Yes, Please list all insured asset(s)<br>.....  |   |  |  |
| <b>If asset(s) are used for commercial purposes</b> (Please specify)                     | <input type="text"/> <input type="text"/> No. of asset(s)    Annual Income .....   |   |  |  |
| <b>Immovable</b>   | Property name  | Country                                       | Is your property mortgaged?                              | Is your property insured?  |
|  | .....  | .....   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                   |
|  | .....  | .....   | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No                   |

Signature:.....

**SECTION 5 – LIABILITY/CREDIT FACILITY DETAILS**

|  |                      |                      |                      |
|--|----------------------|----------------------|----------------------|
| Existing loans and borrowing from third parties  | Lender's name        |                      | Amount borrowed      |
|  | <input type="text"/> |                      | <input type="text"/> |
|  | Security             | Purpose              | Amount outstanding   |
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | Lender's name        |                      | Amount borrowed      |
|  | <input type="text"/> |                      | <input type="text"/> |
|  | Security             | Purpose              | Amount outstanding   |
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | Lender's name        |                      | Amount borrowed      |
| <input type="text"/>   |                      | <input type="text"/> |                      |
| Security   |                      | Purpose              | Amount outstanding   |
| <input type="text"/>   |                      | <input type="text"/> | <input type="text"/> |
| Other credit facilities from third parties (Credit schemes, letters of credit, Overdraft etc.) | Name of Institute    |                      | Amount borrowed      |
|  | <input type="text"/> |                      | <input type="text"/> |
|  | Security             | Type of facility     | Amount outstanding   |
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | Name of Institute    |                      | Amount borrowed      |
|  | <input type="text"/> |                      | <input type="text"/> |
|  | Security             | Type of facility     | Amount outstanding   |
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | Name of Institute    |                      | Amount borrowed      |
| <input type="text"/>   |                      | <input type="text"/> |                      |
| Security   |                      | Type of facility     | Amount outstanding   |
| <input type="text"/>   |                      | <input type="text"/> | <input type="text"/> |

|  |   |  |  |
|--|---|--|--|
| Credit cards<br>from third<br>parties  | Name of Institute<br><input type="text"/> | Expiry Date<br><input type="text"/>      |  |
|  | Card Type<br><input type="text"/>         | Card Limit<br><input type="text"/>       | Amount outstanding<br><input type="text"/> |
|  | Name of Institute<br><input type="text"/> | Expiry Date<br><input type="text"/>      |  |
|  | Card Type<br><input type="text"/>         | Card Limit<br><input type="text"/>       | Amount outstanding<br><input type="text"/> |
| Corporate<br>/ Personal<br>guarantees<br>provided for<br>credit facilities<br>in the names of<br>other persons /<br>entities | Borrower's Name<br><input type="text"/>   | ID Card No.<br><input type="text"/>      |  |
|  | Lender's Name<br><input type="text"/>     | Guarantee Amount<br><input type="text"/> |  |
|  | Type of facility<br><input type="text"/>  |  |  |
|  | Borrower's Name<br><input type="text"/>   | ID Card No.<br><input type="text"/>      |  |
|  | Lender's Name<br><input type="text"/>     | Guarantee Amount<br><input type="text"/> |  |
|  | Type of facility<br><input type="text"/>  |  |  |

|   |                      |                      |                      |
|---|----------------------|----------------------|----------------------|
| Collateral / Securities provided for credit facilities in the names of other persons / entities | Borrower's Name      |                      | ID Card No.          |
|   | <input type="text"/> |                      | <input type="text"/> |
|   | Lender's Name        |                      | Amount Outstanding   |
|   | <input type="text"/> |                      | <input type="text"/> |
|   | Type of facility     | Collateral provided  |                      |
|   | <input type="text"/> | <input type="text"/> |                      |
|   | Borrower's Name      |                      | ID Card No.          |
|   | <input type="text"/> |                      | <input type="text"/> |
| Lender's Name   |                      | Amount Outstanding   |                      |
| <input type="text"/>  |                      | <input type="text"/> |                      |
| Type of facility  |                      | Collateral provided  |                      |
| <input type="text"/>  |                      | <input type="text"/> |                      |

| SECTION 6 – DETAILS OF RELATED BUSINESSES                               |                     |                 |                  |
|---|---------------------|-----------------|------------------|
| Any company in which you hold shares or serve on the Board of Directors |                     |                 |                  |
| Name of entity  | Registration Number | Registered Date | % of Shares held |
|   |                     |                 |                  |
|   |                     |                 |                  |
|   |                     |                 |                  |
|   |                     |                 |                  |

| SECTION 7 – DETAILS OF THE PROJECT TO BE FINANCED |  |             |             |                         |                      |                         |                      |
|---|--|-------------|-------------|-------------------------|----------------------|-------------------------|----------------------|
| Name of property being financed                   |  |             |             |                         |                      |                         |                      |
| Owner(s)  | <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Name</td> <td style="width: 50%; text-align: center;">ID Card No.</td> </tr> <tr> <td>1. <input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>2. <input type="text"/></td> <td><input type="text"/></td> </tr> </table>   | Name        | ID Card No. | 1. <input type="text"/> | <input type="text"/> | 2. <input type="text"/> | <input type="text"/> |
|   | Name   | ID Card No. |             |                         |                      |                         |                      |
| 1. <input type="text"/>                           | <input type="text"/>   |             |             |                         |                      |                         |                      |
| 2. <input type="text"/>                           | <input type="text"/>   |             |             |                         |                      |                         |                      |
| Purpose   | <input type="checkbox"/> Construction of new property <input type="checkbox"/> Extension of existing property<br><input type="checkbox"/> Renovation of existing property<br><input type="checkbox"/> Refinance facility availed from.....                      Current loan outstanding: .....<br><input type="checkbox"/> To increase my existing construction loan<br><input type="checkbox"/> Meet cost escalations <input type="checkbox"/> Complete next phase<br><input type="checkbox"/> Other (specify) .....<br>Loan amount previously taken..... Additional funds required..... |             |             |                         |                      |                         |                      |

Signature:.....

|               |   |   |
|---------------|---|---|
| Other Details | Expected date of completion <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | Size of land (sq.ft) .....              |
|               | Date of commencement <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>        | Size of construction area (sq.ft) ..... |
|               | If the project has already commenced, percentage completed .....  |   |
|               | Details of work to be completed from requested financing .....  |   |

| Utilization of the property |                       |                |                 |
|-----------------------------|-----------------------|----------------|-----------------|
| Floor                       | Description of layout | Current Rental | Proposed Rental |
| Ground                      |                       |                |                 |
| 1                           |                       |                |                 |
| 2                           |                       |                |                 |
| 3                           |                       |                |                 |
| 4                           |                       |                |                 |
| 5                           |                       |                |                 |
| 6                           |                       |                |                 |
| 7                           |                       |                |                 |
| 8                           |                       |                |                 |
| 9                           |                       |                |                 |
| 10                          |                       |                |                 |

Construction undertaken by  Self  Contractor  Sub-Contractor  Long-term lessee

## SECTION 8 – LOAN REQUIREMENT

|                         |                              |
|-------------------------|------------------------------|
| Currency                | <input type="checkbox"/> MVR |
| Total project cost      |                              |
| Equity already invested |                              |
| Equity yet to invest    |                              |
| Total loan amount       |                              |

Bank will provide financing up to 75% of the total project cost. Any amount exceeding 75% but not already invested from own sources will be considered as equity yet to be invested.

Source of equity already invested  Own funds  Third party borrowings, please provide details in SECTION 5

Others, please specify .....

**Proposed terms of repayment**

Repayment period (preferred total period including grace)        Years        Months

Grace period (months) .....   (Monthly interest or payment approximately equal to the monthly interest will be payable)

---

**Monthly installment (after grace period):**

Preferred amount      Maximum amount  
 .....      .....

Repayment period and installment will be fixed according to the Bank's calculated schedule and may be different from your preferred period and amount.

**Insurance Premium Option**

Annual Premium       Deduct premium for full tenor

Debit insurance premium from account       Insurance premium will be debited from account,  
 or  
 Include insurance premium in loan account

Preferred Language for Loan documents

Dhivehi       English

Note: Loan documents will be issued based on the preferred language selected.

**Instructions for disbursement, loan payment and recovery fee**

Account to which loan funds to be deposited     

Account to which loan repayment to be deducted     

Account to deduct insurance premium, all fees & charges     

**SECTION 9 – COLLATERAL / SECURITY DETAILS**

**To be filled for house/commercial property** (if more than one property, please fill and submit a copy of this part for each property)

|                  |  |   |   |
|------------------|--|---|---|
| Name of property |  |   |   |
| Registration No. |  | Registered at/<br>institution             |   |
| Location         |  | Total land area<br>(sq.ft)                |   |
| Year built       |  | Built-up area<br>(sq.ft)                  |   |
| Type of land     | <input type="checkbox"/> Private   | <input type="checkbox"/> Government       | <input type="checkbox"/> Private/Government <input type="checkbox"/> Commercial |
| Type of property | <input type="checkbox"/> Building  | <input type="checkbox"/> Flat / Apartment | <input type="checkbox"/> Land   |
| Usage            | <input type="checkbox"/> Own residence <input type="checkbox"/> Leased, specify monthly income .....<br><input type="checkbox"/> Other (specify) ..... |   |   |

Signature:.....



|   |  |                       |  |
|---|--|-----------------------|--|
| Declared Value*   |  |                       |  |
| <b>To be filled for vessels</b> (if more than one vessel, please fill and submit a copy of this part for each vessel) |  |                       |  |
| Name of Vessel  |  |                       |  |
| Type of Vessel  |  | Year Built            |  |
| Hull Type   |  | Last over hauled date |  |
| Registration No.  |  | Tonnage               |  |
| Usage   | <input type="checkbox"/> Personal<br><input type="checkbox"/> Commercial (specify monthly income)<br>..... | Length                |  |
| Declared Value*   |  |                       |  |
| <b>Any other collateral</b> (specify details):  |  |                       |  |
| *Please note that collateral cover over the loan amount requested will be calculated based on project cost.           |  |                       |  |

|   |                                   |                              |                      |
|---|-----------------------------------|------------------------------|----------------------|
| <b>Owner(s) details</b><br>(If owners exceed the number provided below, please attach an additional copy of this part & fill this part) | Owner's name                      | ID Number                    |                      |
|   | <input type="text"/>              | <input type="text"/>         |                      |
|   | Present Address                   | Age                          | No. of Dependents    |
|   | <input type="text"/>              | <input type="text"/>         | <input type="text"/> |
|   | Current address(es) of dependents | Assets owned                 |                      |
|   | <input type="text"/>              | <input type="text"/>         |                      |
|   | Relationship to applicant(s)      | <input type="text"/>         |                      |
|   |                                   |                              |                      |
|   | Owner's name                      | ID Number                    |                      |
|   | <input type="text"/>              | <input type="text"/>         |                      |
|   | Present Address                   | Age                          | No. of Dependents    |
|   | <input type="text"/>              | <input type="text"/>         | <input type="text"/> |
|   | Current address(es) of dependents | Assets owned                 |                      |
|   | <input type="text"/>              | <input type="text"/>         |                      |
|   |                                   | Relationship to applicant(s) |                      |
|   |                                   | <input type="text"/>         |                      |

Signature:.....

|   |   |   |  |  |  |  |  |  |  |  |  |  |
|---|---|---|--|--|--|--|--|--|--|--|--|--|
|   | <p>Owner's name</p> <input style="width: 95%;" type="text"/>                                    | <p>ID Number</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |
|   |   |   |  |  |  |  |  |  |  |  |  |  |
| <p>Present Address</p> <input style="width: 95%;" type="text"/>   | <p>Age</p> <input style="width: 30px;" type="text"/>  | <p>No. of Dependents</p> <input style="width: 150px;" type="text"/>   |  |  |  |  |  |  |  |  |  |  |
|   | <p>Current address(es) of dependents</p> <input style="width: 95%; height: 50px;" type="text"/> | <p>Assets owned</p> <input style="width: 95%;" type="text"/>  |  |  |  |  |  |  |  |  |  |  |
|   |   | <p>Relationship to applicant(s)</p> <input style="width: 95%;" type="text"/>  |  |  |  |  |  |  |  |  |  |  |
|   | <p>Owner's name</p> <input style="width: 95%;" type="text"/>                                    | <p>ID Number</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |
|   |   |   |  |  |  |  |  |  |  |  |  |  |
| <p>Present Address</p> <input style="width: 95%;" type="text"/>   | <p>Age</p> <input style="width: 30px;" type="text"/>  | <p>No. of Dependents</p> <input style="width: 150px;" type="text"/>   |  |  |  |  |  |  |  |  |  |  |
|   | <p>Current address(es) of dependents</p> <input style="width: 95%; height: 50px;" type="text"/> | <p>Assets owned</p> <input style="width: 95%;" type="text"/>  |  |  |  |  |  |  |  |  |  |  |
|   |   | <p>Relationship to applicant(s)</p> <input style="width: 95%;" type="text"/>  |  |  |  |  |  |  |  |  |  |  |
| <p><b>Details of existing mortgage:</b></p> <p>Is the property offered already mortgaged to an existing facility?</p> <p><input type="checkbox"/> Yes (fill these details)</p> <p><input type="checkbox"/> No</p> | <p>Borrower's name</p> <input style="width: 95%;" type="text"/>                                 | <p>ID Number</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |
|   |   |   |  |  |  |  |  |  |  |  |  |  |
|   | <p>Lender's name</p> <input style="width: 95%;" type="text"/>                                   | <p>Amount outstanding</p> <input style="width: 95%;" type="text"/>  |  |  |  |  |  |  |  |  |  |  |
| <p>Type of facility</p> <input style="width: 95%; height: 30px;" type="text"/>  |   |   |  |  |  |  |  |  |  |  |  |  |
|   | <p>Borrower's name</p> <input style="width: 95%;" type="text"/>                                 | <p>ID Number</p> <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table> |  |  |  |  |  |  |  |  |  |  |
|   |   |   |  |  |  |  |  |  |  |  |  |  |
|   | <p>Lender's name</p> <input style="width: 95%;" type="text"/>                                   | <p>Amount outstanding</p> <input style="width: 95%;" type="text"/>  |  |  |  |  |  |  |  |  |  |  |
|   | <p>Type of facility</p> <input style="width: 95%; height: 30px;" type="text"/>                  |   |  |  |  |  |  |  |  |  |  |  |

# DECLARATION

This declaration is made to Bank of Maldives Plc.

1. I/We confirm that all information provided in this application (and supporting documents) is true and correct, and that no relevant information has been withheld.
2. I/We understand that the processing of this application will take a certain period of time and is subject to the lending criteria and standard approval process of the Bank.
3. I/We will not make attempts to influence the decision of the Bank by canvassing any members of the Management and Approval Authorities.
4. I/We further understand that relevant charges and fees will apply as per the Bank's prevailing Schedule of Charges and amendments thereto, and that it is my responsibility to clarify such applicable charges.
5. I/We acknowledge that the Bank may continuously rely on information contained in the application, and I am obligated to amend and/or supplement the information provided in this application if any of the material facts that I have represented herein should change prior to closing of the Loan.
6. I/We further understand that Bank reserves the right to reject this application (or if after approval, to cancel the facility and call back the entire outstanding amount with accrued interest) if this application or my actions are in contradiction to the above.

|   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|
| D | D | M | M | Y | Y | Y | Y |
|---|---|---|---|---|---|---|---|

Date

Name

ID Card No.

Signature

|    |       |   |  |  |  |  |  |  |  |  |       |
|----|-------|---|--|--|--|--|--|--|--|--|-------|
| 1. | ..... | <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> |  |  |  |  |  |  |  |  | ..... |
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|    |       |   |  |  |  |  |  |  |  |  |       |
| 3. | ..... | <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> |  |  |  |  |  |  |  |  | ..... |
|    |       |   |  |  |  |  |  |  |  |  |       |
| 4. | ..... | <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> |  |  |  |  |  |  |  |  | ..... |
|    |       |   |  |  |  |  |  |  |  |  |       |
| 5. | ..... | <table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table> |  |  |  |  |  |  |  |  | ..... |
|    |       |   |  |  |  |  |  |  |  |  |       |

- This Checklist is an integral part of Home Build Loan.
- Applicant shall fill all sections of this Checklist.
- Additional documents may be required for the application upon request from the Bank.
- This checklist is for reference only and the requirements stated may change from time to time. Should there be any inconsistencies between this documents and the Bank’s internal policy and procedures, the latter shall prevail

## LIST OF DOCUMENTS TO BE PROVIDED WITH APPLICATION

| Document Type                               | Document Name | Tick if submitted  |                          |
|---|---------------|--|--------------------------|
| <b>SECTION A – IDENTIFICATION DOCUMENTS</b> |               |  |                          |
| <b>INDIVIDUALS</b>                          | Original      | Completed “Information form for personal banking customers (Submit if there is change in information already declared to bank or if this form was not submitted within last 12 months)   | <input type="checkbox"/> |
|   | Copy          | Supporting documents for income declared (please fill section B)   | <input type="checkbox"/> |
| <b>SECTION B – INCOME DECLARATION</b>       |               |  |                          |
| <b>SALARY</b>                               | Copy          | Letter of employment or letter of appointment on employer’s letter head; letter should cover: company registration number, date of appointment, period of employment and designation, monthly income – gross & net income received, account number to which salary is deposited, office stamp, employer signature and date.<br><br><b>Note: Employment letter will not be required if salary is routed through BML payroll service</b> | <input type="checkbox"/> |
| <b>RENTAL INCOME</b>                        | Copy          | House / Land Registry (original to be presented for validation of copy)  | <input type="checkbox"/> |
|   |               | Valid Rental Agreement(s) (original to be presented for validation of copy)  | <input type="checkbox"/> |
|   |               | If rent is from subleased property: Head lease agreements with the owner and house registry  | <input type="checkbox"/> |
|   |               | If rent is from a property jointly owned, to ensure that the rental income is declared as income of the Borrower, no objection letter from other joint owner(s) shall be submitted.  | <input type="checkbox"/> |
|   |               | Tax Related Documents (please fill Section D)  | <input type="checkbox"/> |
| <b>BUSINESS INCOME</b>                      | Copy          | Profile Sheet verification code  | <input type="checkbox"/> |
|   |               | Partnership Deed / Agreement (for partnerships only)   | <input type="checkbox"/> |
|   |               | Memorandum of Association including any amendments thereto   | <input type="checkbox"/> |
|   |               | Articles of Association including any amendments thereto   | <input type="checkbox"/> |
|   |               | Cashflow statements for the past 12 months   | <input type="checkbox"/> |
|   |               | Tax Related Documents (Please fill section D)  | <input type="checkbox"/> |
|   |               | Financial statements for the past 2 years (Please fill section C)  | <input type="checkbox"/> |

Signature:.....

|  |      |  |                          |
|--|------|--|--------------------------|
| <b>VESSEL INCOME</b>   | Copy | Vessel Registration Certificate  | <input type="checkbox"/> |
|  |      | Cashflow statements for the past 12 months   | <input type="checkbox"/> |
|  |      | Tax Related Documents (Please fill section D)  | <input type="checkbox"/> |
|  |      | Financial statements for the past 2 years (Please fill section C)  | <input type="checkbox"/> |
| <b>OTHER INCOME</b>  | Copy | Relevant documents for the verification of income  | <input type="checkbox"/> |
| <b>SECTION C – FINANCIAL STATEMENTS</b>  |      |  |                          |
| <b>FINANCIAL STATEMENTS</b>  | Copy | Financials for the Past 2 Financial Years (Audited financials is required for applications with total exposure of MVR 1 Million or equivalent amount in USD & prepares Audit for Tax compliance (Audited by MIRA approved auditor) | <input type="checkbox"/> |
|  |      | Management Accounts of Current Year  | <input type="checkbox"/> |
|  |      | Cashflow statement for the past 12 months  | <input type="checkbox"/> |
|  |      | Projected cashflow statement for Loan tenure (for Retailer’s loan & Working capital finance)   | <input type="checkbox"/> |
|  |      | Projected cashflow statement for minimum 05 years  | <input type="checkbox"/> |
| <b>SECTION D – TAX DOCUMENTS</b>   |      |  |                          |
| (All applicants shall submit the following tax documents if all or any of the declared income is subject to disclosure for tax compliance) |      |  |                          |
| <b>TAX DOCUMENTS</b>   | Copy | Income Tax registration Certificate  | <input type="checkbox"/> |
|  |      | GST / TGST registration Certificate  | <input type="checkbox"/> |
|  |      | Income tax return statements for past 1 year   | <input type="checkbox"/> |
|  |      | Income tax payment Vouchers for past 1 year  | <input type="checkbox"/> |
|  |      | GST / TGST returns for past 12 months  | <input type="checkbox"/> |
|  |      | GST / TGST payment Vouchers for past 12 months   | <input type="checkbox"/> |
|  |      | Agreement with MIRA regarding the repayment of tax (if applicable)   | <input type="checkbox"/> |
|  |      | Payment slips from MIRA in cases where payment plans/ agreements are made with MIRA  | <input type="checkbox"/> |
|  |      | Up to date Tax Clearance Report  | <input type="checkbox"/> |

Signature:.....

**SECTION F – MORTGAGE**

|                 |          |  |                          |
|-----------------|----------|--|--------------------------|
| <b>PROPERTY</b> | Copy     | Valid ID card of owner(s)  | <input type="checkbox"/> |
|                 |          | Registration (Original to be presented for validation of copy)   | <input type="checkbox"/> |
|                 | Original | If property is a sub-plot, letter of personal guarantee from remaining sub-plot owners must be submitted | <input type="checkbox"/> |
|                 |          | No objection letter from owner   | <input type="checkbox"/> |
|                 |          | Completed Insurance application form (If not already insured)  | <input type="checkbox"/> |

Note: Profile Sheet verification is a 16-digit unique code provided by the Economic ministry to access the business portal to verify the Business Information/ documents.

**FOR BANK USE ONLY**

|  | Staff ID | Staff Signature | Business Unit | Date |
|--|----------|-----------------|---------------|------|
| Form & Supporting documents received by: |          |                 |               |      |
| Information Verified by                  |          |                 |               |      |
| Information input to system by           |          |                 |               |      |

Signature: .....

