

**DISBURSEMENT LETTER**



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## ACKNOWLEDGEMENT SLIP/DECLARATION

The Borrower(s) hereby certifies, acknowledges, confirms and declares that he/she/they have duly received copies of the Sanction Letter, MITC, GTC and he/she/they have been explained the contents thereof in the language which he/she/they fully understand and he/she/they have understood the meaning of all the provisions/contents of the said documents and all the other related documents including the Disbursement Letter forming part of the Loan Documents and hereby accepts the terms and conditions contained therein.

Accepted, Signed and Delivered by the Borrower(s)

1) Borrower-1

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Legal Status:

(Individual/Body Corporate/Sole Proprietorship/Partnership/HUF/Trust)

2) Borrower-2

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Legal Status:

(Individual/Body Corporate/Sole Proprietorship/Partnership/HUF/Trust)

3) Borrower-3

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Legal Status:

(Individual/Body Corporate/Sole Proprietorship/Partnership/HUF/Trust)

4) Borrower-4

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Legal Status:

(Individual/Body Corporate/Sole Proprietorship/Partnership/HUF/Trust)

5) Borrower-5

Name : \_\_\_\_\_ Signature : \_\_\_\_\_

Legal Status:

(Individual/Body Corporate/Sole Proprietorship/Partnership/HUF/Trust)

[Please affix rubber stamp, if applicable]

Common-seal clause (if applicable)

THE COMMON SEAL of the \_\_\_\_\_ Ltd., above mentioned Borrower has been hereunto affixed pursuant to the Resolution of its Board of Directors passed in that behalf on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_ in the presence of \_\_\_\_\_, \_\_\_\_\_



## DEMAND PROMISSORY NOTE





## LETTER OF CONTINUITY





## POWER OF ATTORNEY

THIS POWER OF ATTORNEY is executed on the date and place as mentioned in Schedule II

By

“Executant” means one or more individual(s), a sole proprietary firm, Hindu undivided family, a partnership firm, a limited company, limited liability partnership, trust, society etc. whose name(s) and Address(s) is/are stated in the Schedule I executing this Power of Attorney as the Executant.

In favour of PNB Housing Finance Limited, a company incorporated under the provisions of the Companies Act, 1956 and having its registered office at 9th Floor, Antriksh Bhawan, 22 Kasturba Gandhi Marg, New Delhi - 110001 (hereinafter referred as “PNBHFL”).

The term Executant shall, unless repugnant to the context hereof, include his/her/their heirs, successors, administrators and permitted assigns.

All capitalized terms used but not defined herein, shall have the same meaning as assigned to them in the General Terms & Conditions (“GTC”)\*.

All the provisions pertaining to interpretation mentioned in Clause 1.2 of the GTC shall mutatis mutandis be applicable to this Power of Attorney.

### WHEREAS:

- A. The Borrower(s) has accepted and agrees to abide by the terms and conditions as set out in the Loan Documents and in particular the GTC, Sanction Letter as mentioned in the Schedule II and Disbursement Letter as mentioned in the Schedule II with PNBHFL which also maintains a branch office at the address as mentioned in the Schedule II, for obtaining a loan of amount as mentioned in the Schedule II for the purchase of/construction of/development of and/or against Property, more specifically described in the said Loan Documents and briefly described for reference in the Schedule III annexed hereto (hereinafter referred to as the “Property”).
- B. In terms of the aforesaid Loan Documents, the Executant has agreed and undertaken inter alia, to create/execute mortgage of the said Property in a form acceptable to PNBHFL as Security for the Loan.
- C. Further, in terms of the aforesaid Loan Documents and in consideration of the Loan being granted to the Borrower(s), the Executant hereby agrees and undertakes inter alia, to execute an irrevocable power of attorney in favour of PNBHFL, to carry out all formalities/procedures/necessities in order to fulfill the obligations of the Borrower(s) with regard to the creation of the aforesaid Security and the matters connected therewith.

NOW KNOW YE ALL AND THESE PRESENTS WITNESS that I/We, the Executant, do hereby irrevocably nominate, constitute and appoint, from the date hereof, PNBHFL, acting through any of its officers, employees or agents, (hereinafter called the “Attorney”) to be my/our true and lawful attorney for me/us in my/our name and on my/our behalf and at my/our cost and risk, to do, execute and perform, at its sole discretion, all or any of the following instruments, acts, deeds, matters and things, in relation to the aforesaid Loan Documents, that is to say:

1. To receive payments of Disbursements from PNBHFL of the Loan Amount or any part thereof that has been/may be sanctioned to the Borrower(s) pursuant to the Loan Documents, on behalf of the Borrower(s), and in terms of the policies and rules of PNBHFL applicable to the grant of such Loan.

\_\_\_\_\_  
X Signature of the Executant  
(Property Owners)



2. To take all such actions and/or steps as may be considered necessary or desirable by PNBHFL for the completion of the purchase of the Property by me/us.
3. To sign, execute such deeds, agreements, instruments, documents, undertakings, bonds, transfer forms, applications, indentures, receipts etc. or any other application, paper or letter by which all the rights, title and interest in the said Property is sold/transferred/conveyed/leased/sub-leased by the seller of such Property, in favour of and in my/our name.
4. To take possession of and appear in person and to represent me/us and on my/our behalf, before any Person, authority, forum, office, regulator, commission, association, society, sub-registrar office, office of the sub-registrar of assurances, land records office, revenue department office, or any other Government Authority etc. and in particular and without prejudice to the generality of the foregoing, if necessary to sign sale deeds and other connected documents, in respect of the sale, transfer, conveyance, lease, sub-lease etc. of the aforesaid Property, and to present and lodge for registration and admit the execution of all indentures, deeds and conveyances and other assurances and admit the receipts of consideration, and to do all other acts, deeds and things in relation thereto which may be necessary to complete the sale, transfer, conveyance, lease and/or sub-lease of the said Property.
5. To appear before the registrar or sub-registrar of assurances or any other office(s) or any appropriate authority(s) for adjudication and/or, to present and lodge for stamping of all deeds, conveyances and other assurances indentures in respect of the sale, transfer, conveyance, lease, sub-lease etc. of the aforesaid Property.
6. To represent me/us in any court, forum or before any authority, including Income-tax Departments for any consent, permission, intimation, etc., and to sign, execute, file, present, deliver and/or receive all claims proceedings, applications, affidavits, returns, documents, undertakings, no-objection certificate/letter (NOC) etc. in relation to the aforesaid Property.
7. To receive and take delivery of all the necessary documents or copies thereof related to the title of the Property from the seller upon completion of construction of the Property.
8. To receive and take delivery of the registered sale deeds, conveyance deeds, transfer deeds, lease deeds and/or sub-lease deeds, and any other document of title of the Property from the seller and after registration from the Registrar.
9. To deliver to, and deposit with, PNBHFL such deed(s) of the Property, and/or documents of title executed in my/our favour and each and every other document of title to the said Property, with intent to create Security on the Property comprised therein for the payment of the Outstanding Amount and other charges and for the due fulfillment of my/our obligations under the said Loan Documents.
10. To execute deed of mortgage of the Property purchased/to be purchased in any form acceptable to PNBHFL at my/our cost and get the same registered.
11. To execute, sign and deliver all such acknowledgements or writings including but not limited to any deed of hypothecation and/or undertaking, as may be required by PNBHFL, any debts, Receivables etc. due from the seller to the Executant for the purpose of creation of the aforesaid Security.
12. To apply for permission of competent authority and/or Government Authority for creating mortgage, to follow up the said application and file affidavit or to make statements for the said purpose and also to file any other application for obtaining certificates, permission no-objection, no-dues certificate, and authorizations from any competent authority and/or Government Authority required for the creation of the Security.
13. To receive from the seller all debts due or which may become due to the Executant in the event of withdrawal by the Executant from the housing scheme, cancellation of flat/house on account of any default on the part of Borrower(s) or in case one or more of the Borrower(s) dies or for any reason whatsoever the sale transaction does not go through and to give receipt thereof to the seller.

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X Signature of the Executant  
(Property Owners)



14. To file suit or institute any proceedings, if required, in any forum, court, tribunal, authority etc., against the seller for recovery of any amount/interest/money/debts due or which may become due from the seller to the Executant.
15. To get the Property mutated in the name of PNBHFL on the occurrence of Event of Default under the GTC including executing appropriate documents with the relevant authority and/or appear before the sub-registrar of assurances or any other competent authority.
16. To appoint or engage any broker or agent, in accordance with PNBHFL policies, for affecting any aforesaid activities in relation to the Property.
17. To do all such acts, deeds and things as may be necessary for due and effectual execution of the power hereby conferred by me/us on PNBHFL, my/our said Attorney.
18. AND I/We do hereby agree and undertake to ratify and confirm whatever my/our Attorney may lawfully do or cause to be done by virtue of these presents.
19. This Power of Attorney shall be governed by the laws of India and all legal actions and proceedings relating thereto shall be subject to the exclusive jurisdiction of the courts in Delhi or any other competent court having jurisdiction which shall be decided by PNBHFL at its sole discretion. This shall not however limit the rights of PNBHFL to take proceedings in any other court of competent jurisdiction.
20. AND I/We hereby further grant unto PNBHFL the full power and authority to substitute and appoint in its place on such terms as it shall think fit one or more attorney(s) to exercise for PNBHFL as its attorney any or all of powers and authorities hereby conferred in respect of the subject matter hereof, to revoke any such appointments and to substitute or appoint any other or others in place of such substituted attorney/s as PNBHFL shall from time to time think fit.
21. AND I/We do hereby declare that all and every agreement, receipt, document, deed, matter and thing, which shall be executed by PNBHFL or any of its attorney or any of its officer(s) nominated as aforesaid in that behalf, or made, executed or done for the aforesaid purpose by virtue of these presents, shall be as good, valid and effectual to all intents and purposes whatsoever as if the same had been made executed or done by me/us in my/our own name and person.
22. AND I/We do hereby ratify and confirm and agree to ratify and confirm all that PNBHFL or any of its attorneys or any of its officer(s) nominated as aforesaid in that behalf, shall do or cause to be done in or concerning the subject matter hereof by virtue of these presents.
23. AND I/We do hereby declare that the Power of Attorney herein is coupled with interest in consideration of the receipt of the sanction/Disbursement of the Loan Amount, and has been given for other sufficient and adequate considerations, and that this Power of Attorney shall be irrevocable till all the Outstanding Amount has been paid in full by the Borrower(s). PNBHFL shall be entitled to exercise all or any of the powers hereby conferred at any time and to do this intent it shall not be determined by the death, insolvency, bankruptcy, insanity of any or all of us.

\*General Terms & Conditions ("GTC") are registered with the office of Sub-Registrar VII at Delhi/New Delhi, on December 09, 2016 having Registration Number 979 in Book no 4, Vol. No. 1614 on Page Number 57 to 103 and also at the office of Sub-Registrar at Karnal, Haryana on December 04, 2014 as Document Number 9326 under Book I, Vol. No. 534 at Page Number 82.

IN WITNESS WHEREOF the Executant has hereunto set and subscribed his/her/their respective hands unto this Power of Attorney on the day and year and at the place mentioned hereinabove.

\_\_\_\_\_  
X Signature of the Executant  
(Property Owners)

By the within named Mr./Ms./M/s. in the presence of witnesses as mentioned in Schedule II













## DISBURSEMENT REQUEST FORM

To: PNB Housing Finance Limited

Name of the Applicant(s): \_\_\_\_\_

Loan Account Number: \_\_\_\_\_

Amount to be disbursed (in figures): \_\_\_\_\_

Amount to be disbursed (in words): \_\_\_\_\_

Intended Date for Disbursement (DD/MM/YYYY): \_\_\_\_\_

Details of Disbursement Mode						
S N	Cheque/ Demand Draft/ RTGS	In favour of (Payee)	Payable at	Bank	Savings/ Current A/c No.	Amount (INR)
1						
2						
3						
<b>Total</b>						

Declaration: The Applicant and the Co-applicants declare that the aforesaid disbursement is being made strictly on their instruction and at their instance in favour of the payee. They have exercised due care and caution and conducted the requisite due diligence in relation to the title of the property selected / purchased and / or mortgaged. They represent that all the requisite compliances and approvals have been obtained. PNB Housing does not directly or indirectly recommend or take responsibility for the title of the property, the stage/ progress of construction, delay in delivery or abandonment of the project in which the property is being purchased. The Applicants and the Co-applicants shall hold harmless and indemnify PNB Housing against any loss, damage, cost and claims caused to it as a result of acting on this declaration.

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Details	Name	Signature
1 <sup>st</sup> Applicant		
Co-applicant No.1		
Co-applicant No.2		
Co-applicant No.3		

### Information o Borrowers:

- 1) Disbursement Cheque/ DD for Disbursement is to be collected on the day of intended disbursement date.
- 2) Interest on Loan will commence from the date of handover of the Disbursement Cheque or on the date of Electronic Fund Transfer / RTGS / Bankers Cheque (as the case may be).
- 3) A Copy of Disbursement Request Form is handed over to the Borrower(s).

----- (For Office Use Only - Please t tear off this portio fore handing over the Customer Copy) -----

### Sourcing Details

DMA Name: \_\_\_\_\_

DMA Code: \_\_\_\_\_

DST/RO Name: \_\_\_\_\_

DST Employee ID: \_\_\_\_\_

Connector Name: \_\_\_\_\_

Connector Code: \_\_\_\_\_

Sales Manager Name: \_\_\_\_\_

Sales Manager Employee ID \_\_\_\_\_

Team Leader Name: \_\_\_\_\_

Team Leader's Vendor ID: \_\_\_\_\_

In case of Direct Walk-in, Name of Branch Staff: \_\_\_\_\_

Intended Date for Disbursement: \_\_\_\_\_



Office Copy

### Cheque Submission Form

To

PNB Housing Finance Ltd.,

Sub: Submission of EMI PDCs/PEMII PDCs

S.N	Cheque Number		Dated		A/C Type (Savings / Current)	Bank & Branch	Amount	Purpose (EMI/PEMII)
	From	To	From	To				

Thanking You

Yours faithfully,

Name

Signature

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_



Customer Copy

### Cheque Submission Form

To  
PNB Housing Finance Ltd.,

Sub: Submission of EMI PDCs/PEMII PDCs

S.N	Cheque Number		Dated		A/C Type (Savings / Current)	Bank & Branch	Amount	Purpose (EMI/PEMII)
	From	To	From	To				

Thanking You

Yours faithfully,

Name

Signature

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

=====





## RECEIPT

Received from PNB Housing Finance Limited the sum of Rs. \_\_\_\_\_ /-  
(Rupees \_\_\_\_\_ Only)  
vide cheque/ draft/pay order no. \_\_\_\_\_ dated \_\_\_\_\_  
favouring \_\_\_\_\_ drawn on \_\_\_\_\_  
\_\_\_\_\_ being \_\_\_\_\_  
instalment/ lump sum payment of the Loan for purchase of property/ construction of property and/or  
loan against property for total Loan Amount of Rs. \_\_\_\_\_ /- (Rupees \_\_\_\_\_  
\_\_\_\_\_ only) sanctioned by PNB Housing  
Finance Limited, Branch Office \_\_\_\_\_  
in favour of \_\_\_\_\_ as per terms of the Loan Documents.

Revenue  
Stamp Duly  
Signed by  
Borrower(s)  
across it

X Signature of the Borrower(s)/designated representative with name and stamp, in case of other than individual borrower

Dated : \_\_\_\_\_

Place : \_\_\_\_\_

