

Broker Empanelment Form



Ghar Ki Baat

Affix
latest passport
size photograph
& sign across
photograph

Full Name of the Applicant (as appearing in supporting identification document)

Mr/Mrs/Miss/M/s

Status

☐ Individual ☐ Partnership Firm ☐ Pvt. Ltd. Co. ☐ Public Ltd. Co.
☐ Hindu Undivided Family ☐ Proprietor ☐ Others (Specify)

Date of Birth

Date of Incorporation

Partnership Deed

(In case of Companies and Firms)

PAN

Registration No

(In case of Companies and Firms)

Are you registered for GST: ☐ Yes ☐ No (If yes, then please fill Annexure 'C' of this form mandatorily)

Present Address of Applicant for all communications (attach proof of Address)

Company Name

Flat No./Bldg Name

City

State

Tel. (R)

Tel. (O)

E-mail

Mobile

PIN Code

Country

Fax

Ext. No

Permanent Address of Applicant: ☐ (Please tick in case permanent address is the same as present)

Company Name

Flat No./Bldg Name

City

State

Tel. (R)

Tel. (O)

E-mail

Mobile

PIN Code

Country

Fax

Ext. No

Bank Account Details:

Account Holder's Name

☐ Savings

☐ Current

Account No.

Bank Name

Branch

IFSC

MICR

Other Details (In case of Individuals)**Occupation**

☐ Service ☐ Retired
☐ Business
☐ Professional
☐ Housewife
☐ Others (please specify)

Marital Status

☐ Single
☐ Married

Others (please specify)

Education

☐ SSC/HSC ☐ Graduate
☐ Post-Graduate
☐ Professional

In Case of Partnership Firm/Company

No. of years In existing business _____

No. of employees In your office: _____

No. of sub-agents employed by your office: _____

No. of partners in the firm: _____

Name of partners/managing partners (1) _____

(2) _____

Name of the person who will co-ordinate with PNB Housing: _____

REFERENCES1) Name
AddressTel. (R)
Tel. (O)
E-mail
MobileFax
Ext. No2) Name
AddressTel. (R)
Tel. (O)
E-mail
MobileFax
Ext. No

Please submit the valid document as Proof of Identity and Proof of Address as per the Annexure B.

DECLARATION

I/We hereby declare that above information is true and to the best of my/our knowledge and belief. I/We hereby authorize you to credit the brokerage/incentive payable to me in the above mentioned bank account. I/We also accept the terms and conditions mentioned in Annexure A.

Place _____

Signature of Applicant

Date _____

FOR OFFICE USE ONLYBroker Category (Please √): Retail Broker ☐ Corporate Broker ☐

Relationship Manager's name _____ Branch name _____

Relationship Manager's Signature _____ Branch Business Head's Signature _____

Annexure A

- The Broker shall cover all deposit schemes of PNB Housing Finance Limited (PNBHFL) as are in force or may be introduced from time to time and wherein deposits are required to be collected through Brokers/Agents unless expressly excluded by the PNBHFL by Circular or otherwise (The 'Broker' and 'PNBHFL' shall collectively be referred to as 'the Parties' and individually as 'the Party').
- The Broker is not authorized to receive money or cash on behalf of PNBHFL and issue any receipt.
- The Broker shall carry out all the instructions and directions issued by PNBHFL of persons duly authorized by PNBHFL from time to time and promptly correspond with PNBHFL in all matters referred to the Broker.
- The Broker shall not do any act which infringes/violates the provisions of section 58A or any other provisions of the Companies Act, 1956, the Housing Finance Companies (NHB) Direction 2010, as amended from time to time, and other applicable laws and rules.
- The Broker is not related to any staff member of PNBHFL as contemplated under the provisions of Sec 6 of the Companies Act, 1956.
- PNBHFL shall be entitled to revise or reduce the rate/rates of commission at its discretion from time to time.
- The Broker will not be entitled to any payment or any claim other than commission from above said work done by the broker permissible under law. No cost, charges, expenses or loss suffered by the Broker in connection with and in course of brokership shall be paid by PNBHFL.
- The payment of commission shall be done on a monthly basis and subject to the submission of proper invoice. The payment of the commission by PNBHFL to the Broker shall be subject to deduction of applicable taxes under the Income Tax Act, 1961 or other applicable laws.
- The Broker shall give its name and the broker code number in the space provided in the application form. No claim for commission will be entertained by PNBHFL unless the application is made in the prescribed application form bearing the name and code.
- No Brokerage/Commission shall be payable to the Broker on deposits received directly by the PNBHFL for which the Broker has not acted as Broker.
- All information provided by PNBHFL to Broker in connection with this arrangement shall be of a strictly private and confidential nature and shall be treated as confidential by the Broker.
- The Broker shall indemnify and keep PNBHFL harmless against and in respect of any loss, claim cost, charges, expenses, damages whether direct or indirect whatsoever which the PNBHFL may have to incur or called upon to pay on account of negligence, misrepresentation, fraud, misconduct, misdeeds or any unauthorized act, deed or things done, committed or omitted by the Broker and/or employees in the course of the brokership. The broker further agrees to indemnify and keep harmless PNBHFL for claims and demands made and actions and proceedings taken against PNBHFL for causing any loss to the depositor on account of the broker holding the application for deposit, maturity payment, Form 15G/H etc. for inordinate period.
- The broker hereby agrees that in case of premature withdrawal of any deposit, PNBHFL will be recovering the brokerage paid out at the time of deposit booking on pro rata basis. In such cases, brokerage paid for the shortfall period (period for which the deposit did not run) shall be recovered from the next payout payable in the subsequent cycle.
- The Broker hereby agrees and consents that PNBHFL can vary, add, amend and modify the Terms and Conditions at its sole discretion.
- PNBHFL shall deal with the Broker on principle to principle basis; nothing contained herein shall be construed as to create deemed to create any association, partnership or joint venture or employer-employee relationship or principal-agent relationship in any manner whatsoever between the Parties.
- The Parties shall be governed by India Laws and the court of Delhi shall have exclusive jurisdiction in respect of matters and disputes arising from this document.

Signature of the Applicant

Annexure B
Document to be submitted
(*Pan Card is mandatory)

Individual

☐ Copy of PAN Card

☐ Cancelled cheque

☐ Address proof:

- Latest electricity/ telephone/ gas bill (Not more than 3 months old)
- Copy of Passport (with validity of 6 months)
- Copy of Voter ID Card
- Copy of Driving Licence (with validity of 6 months)

Trust / Society / Club

☐ Copy of Resolution

☐ Copy of Trust Deed

☐ Copy of Power of Attorney granted to operate

☐ Copy of Operation Instructions

☐ Copy of PAN Card of Trust

☐ Address proof:

- Utility Bills (Not later than 3 months old) (Telephone Bill - Landline or Phone/Electricity Bill/ Gas Booking Bill)
 - Letter from any recognised public authority
- ☐ Copy of Goods & Services Tax Registration certificate

Public / Private Limited Companies

☐ Copy of Memorandum & Articles of Association

☐ Certificate of Incorporation

☐ List of Directors and Office Bearers

☐ Operational Mandate & Specimen Signature

☐ Copy of Pan Card of Company

☐ Address proof:

- Utility Bills (Not later than 3 months old) (Telephone Bill - Landline or Phone/Electricity Bill/ Gas Booking Bill)
 - Letter from any recognised public authority
- ☐ Copy of Goods & Services Tax Registration certificate

Partnership Firms

☐ Declaration of Partnership by Partners

☐ Name & Addresses of Partner

☐ Operational Mandate & Specimen Signature

☐ Pan Card Copy of Partners/Partnership

☐ Address proof:

- Utility Bills (Not later than 3 months old) (Telephone Bill - Landline or Phone/Electricity Bill/ Gas Booking Bill)
 - Letter from any recognised public authority
- ☐ Copy of Goods & Services Tax Registration certificate

Proprietor

☐ Name Address & Photograph of Proprietor

☐ Pan Card Copy of Proprietor

☐ Proprietorship declaration form

☐ Address proof:

- Utility Bills (Not later than 3 months old) (Telephone Bill - Landline or Phone/Electricity Bill/ Gas Booking Bill)
 - Letter from any recognised public authority
- ☐ Copy of Goods & Services Tax Registration certificate

Annexure C (GST Registration Details)

Please Note:

- a) It is mandatory to provide a copy of GST Registration (wherever applicable).
- b) Digitally signed invoices are mandatory for pay-out processing of GST Registered Business Partners.

Details Required

- a) Do you have a digital signature? - Yes / No.
b) Please enter the GST details in the format below.

[illegible]