

Illegal Drafts – BT Product.

Drafts Nos.	Document	Stage at which the document is collected	Instructions
Draft 1	Declaration-cum Undertaking by Borrowers inter alia for List of Documents held by HFC / Bank.	Pre sanction (Rs. 100/-stamp paper)	The Undertaking is to be given by all Borrowers and should be executed on stamp paper of the requisite value
Draft 2	Letter of Authority from the Borrower	Pre – Disbursal	The letter is to be issued by the Borrower in favour of our empanelled lawyer.
Draft 3	Irrevocable Power of Attorney	Pre – Disbursal Rs.500/- stamp paper	The Borrower gives a POA to our empanelled lawyer, the same is to be executed on stamp paper of the requisite value and should be duly notarised from the Notary public.
Draft 4	Borrower's letter to the Builder/Society/Development Authority	Pre – Disbursal	All borrowers are required to sign this letter.

Request Letter

Date:

To,
ICICI Bank Limited
[•]

Subject: Request for shifting of loan facilities to ICICI Bank Limited ("ICICI Bank")

Dear Sir,

I/ We _____, residing at _____
hereby raise this request to ICICI Bank to takeover my/our existing facility(ies) *(as specified below)* with _____

Name of the facility	A/c no	Amount sanctioned	Amount utilized on _____

I/We hereby confirm that the above are the only loans taken by me/us against _____ ("Property") and that the documents (originals/ true copies) pertaining to the said Property *(as listed in Annexure hereto)*, is in my possession and in the possession of _____.

With respect to above request, I/We further undertake(s) and confirm(s) to ICICI Bank that -

a. apart from the aforesaid charge(s), there are no other charge/ mortgage/ encumbrance exists on the said Property in favour of any other person/institution and that I/We shall not create any *pari passu* charge / mortgage/ second charge / mortgage, charge or encumbrance on the financed Property in favour of any person whosoever;

b. within a period of twenty days from the date hereof or such extended time as may be agree to by ICICI Bank, I / We shall comply with all the following in relation to creation of effective security in relation to the Property financed, in favour of ICICI Bank or its security trustee;

c. I/We shall procure and furnish to ICICI Bank or its security trustee all documents including "no dues" letter and "mortgage release" letter and other papers in original along with photocopies as may be required by ICICI Bank or its security trustee as listed in the Annexure hereto in connection with release of existing mortgages and charges created by me / us in favour of _____ / _____ under the terms of earlier loan agreement(s) entered into between me/us and _____ / _____.

d. I/We hereby agree and confirm that I/we shall provide all assistance as may be required by ICICI Bank or such other security trustee nominated by ICICI Bank for procurement of any documents/ information relating to the earlier loan agreements / said Property;

e. I/We hereby agree to keep ICICI Bank indemnified at all times against any claims, losses, charges and expenses incurred or paid by ICICI Bank against all demands, actions, suits and proceedings made, filed, instituted against ICICI Bank in connection with or relating to ICICI Bank by reason of having granted the said loan facility due to any discrepancy in security(ies) documents.

g. I am/We are aware that ICICI Bank will be relying on aforesaid undertakings for the purpose of processing the facility requested by me/us vide this letter.

Yours faithfully,

Encl: List of Document- Annexure

ANNEXURE

LIST OF DOCUMENTS (Please mention originals and/or photocopies)

Letter of Authority from the Borrower

Date:

To,

Subject: Repayment of outstanding loan/financial assistance.

Reference.: Loan account number:
Details of the Property:

Dear Sir/Madam,

I / We have availed the aforesaid loan facility from you and as a security created charge by way of mortgaging the immovable property as stated above.

I/We propose to prepay the outstanding amount of Rs _____/- (Rupees _____ only) under the aforesaid loan and foreclose the loan hereby.

I/We herewith enclose cheque no. _____ dated _____ drawn on _____ in full discharge of the aforesaid loan.

I/We also enclose herewith a power of attorney from me/us in favour of Shri _____, authorising Shri _____ to hand over the said cheque to you and to collect the documents listed below on my/ our behalf from you, and hereby irrevocably authorise you to release and hand over the documents listed below, to my/our authorised representative Shri _____ whose signature is attested by me/us below on receipt of the amount, and to issue a receipt for the amount received to Shri _____.

1. No Dues Letter.
2. Mortgage Release Letter.
3. Receipt for cheque.
4. All other documents/ papers submitted by me to you in relation to the aforesaid loan in original / photocopies.

Yours truly,

Borrower
Name
Address

Shri _____
(Authorised Representative)

We confirm to release the documents to the representative on receipt of the outstanding amount.

Authorised Signatory of the Bank

Annexure:

(Should be on stamp paper of the requisite value and duly notarised from the Notary public.)

IRREVOCABLE POWER OF ATTORNEY

TO ALL TO WHOM PRESENT SHALL COME I _____, residing at _____,
_____.
SEND GREETINGS

WHEREAS I am/we are desirous of executing in favour of Shri _____, a power of attorney authorising Shri _____ to collect all documents pertaining to Loan A/c No. _____/ _____ with _____/ _____ from _____-/ _____ and submit the aforesaid documents as instructed by me/ us to the persons as specified by me/ us, which I/we hereby do in the manner hereinafter appearing.

NOT KNOW YE ALL AND THESE PRESENTS WITNESS that I/we for myself/ourselves and my/our heirs, executor, administrators, legal representatives and/or successors do hereby irrevocably nominate, constitute and appoint Shri _____ acting through any of its officers as 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 all or any of the following acts, deeds, matters and things that is to say:

1. To handover the cheque presented on my/our behalf to _____ for payment towards full prepayment/ foreclosure of the loan taken by me/ us from _____/ _____, and accepts receipt for the said cheque from _____/ _____.
2. To collect and receive all the documents submitted by me/us to _____ in relation to the said loan and for that purpose give effectual discharge.
3. To submit the documents so collected to the person(s) as instructed by me/us.

AND GENERALLY to do, perform and execute all acts, deeds, matters and things relating to or connecting or touching these presents as fully and effectually as if I/We were personally present and had done, performed or executed the same myself/ourselves.

And I/we hereby agree to ratify and confirm all and whatsoever Shri _____ may do or cause to be done in the premises in pursuance of these presents.

IN WITNESS WHEREOF I/we have hereunto set and subscribed my/our respective hands at _____, on this day of _____, _____.

SIGNED AND DELIVERED BY

(To be signed by all borrower/s)

IN THE PRESENCE OF

IN THE PRESENCE OF

Borrower's letter to the Builder/Society/Development Authority

Date:

(Builder / Society / Development Board)

(Address)

Dear Mr. _____,

Re: NOC in respect of _____.
(hereinafter referred to as the said premises)

This has reference to your NOC no. _____ dated _____ in favour of _____ for recording the intention to create charge in your books of _____ on the said premises in relation to the housing loan for purchase of the said premises availed by _____ myself/ourselves from _____.

I/We wish to inform you that I/we have availed of a loan from ICICI Bank Limited ("ICICI Bank") for refinancing the loan outstanding to _____.

All amounts outstanding to _____ under the loan I/we had earlier taken from them have been cleared by ICICI Bank, in consideration of which _____ have relinquished charge on the said premises. The relevant "No Dues" letter and "Charge Release" letter from _____ will be forwarded to you along with this letter.

I/We therefore request you that in relation to the said premises issue a fresh NOC/register/record ICICI Bank / its security trustees's intention to claim a charge on the said premises.

In absence of a reply to this letter with specific objections to the same within seven days of your receipt of this letter, I / We will assume your consent to recording of ICICI Bank or its security trustee's intended charge on the said premises in their favour.

Yours faithfully,

Borrower(s)
(All Borrower/s to sign this letter)