

**CHARTERED FINANCE & LEASING
LTD. (CFL)**

(“NBFC/ B-13.02480”)

SUMMARY OF POLICY

Particular	Details
Policy Name	Housing Loan Policy
Version	V2
Latest Approval/Review Date	20th May, 2025
Review Cycle	Annually
Approver	Board of Directors of Chartered Finance & Leasing Ltd

VERSION HISTORY

VERSION NO.	APPROVAL	VERSION DESCRIPTION	REGULATORY REFERENCE	REMARKS
I	Board Meeting dated 30th March, 2016	2016	RBI Regulation	Policy adopted by the Board
II	Board Meeting dated 20th May, 2025	2025	RBI Regulation	Review by the Board

Housing Loan Policy

1. Objective

To outline the eligibility, terms, documentation, risk assessment, and control measures for sanctioning and disbursing housing loans, ensuring financial prudence, regulatory compliance, and customer satisfaction.

2. Scope

This policy applies to:

- Employees/customers seeking housing loans for purchase, construction, or renovation.
- All branches/credit departments involved in loan processing, sanctioning, monitoring, and recovery.

3. Eligibility Criteria

Criteria	Condition	Remarks
Age	21–60 years at loan maturity	Proof of age required
Employment/Income	Minimum 2 years continuous service/income	Salary slips/ITR required
CIBIL/Score	Minimum 700	Credit bureau report mandatory
Co-applicant	Spouse/close relative allowed	Joint liability applicable
Residency	Resident Indians / NRIs (separate norms)	As per RBI guidelines

4. Loan Terms & Conditions

Parameter	Standard Norms	Remarks
Loan Amount	Based on repayment capacity	Max 80–85% of property value (LTV)
Tenure	Up to 20 years	Depends on age & retirement age
Interest Rate	7% to 12%	Concession for women/first-time buyers
Processing Fee	0.5% – 1% of loan amount	Non-refundable
Security	Equitable mortgage of property	As per the terms of agreement/Sanction Letter

Repayment	As per the terms of agreement/Sanction Letter	As per the terms of agreement/Sanction Letter
Prepayment/Foreclosure	Allowed with/without penalty (as per RBI)	No charges for floating rate loans

5. Documentation Requirements

Applicant KYC:

- PAN Card, Aadhaar, Passport/Driving License
- Address Proof

Income Proof:

- Salaried: Salary slips (last 3 months), Form 16, Bank Statement (last 6 months)
- Self-Employed: ITR (3 years), Business financials, GST returns

Property Documents:

- Sale agreement, Allotment letter, NOC from builder/society, Encumbrance certificate, Approved building plan
- Co-applicant documents (if applicable)
- Property insurance papers

6. Risk Control Measures

Risk Type	Control Measure
Credit Risk	CIBIL check, income assessment, repayment capacity analysis
Market Risk	Interest reset clause, floating rate linkage to MCLR/RBI
Operational Risk	Centralized documentation verification, dual-approval system
Legal Risk	Independent legal scrutiny of property documents
Liquidity Risk	Periodic stress testing, monitoring of LTV ratios

7. Monitoring & Review

- Annual review of repayment performance.
- Pre-closure/foreclosure tracking.

- Early Warning Signals (EWS) such as salary delay, cheque bounce, or overdue EMI to be monitored.
- Reporting to Credit Bureau on monthly basis.

8. Review & Policy Revision

- This policy will be reviewed annually or as required by regulatory changes.
- Any deviation must be approved by the Board or designated committee.