

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

**(“NBFC/ B-13.02480”)**

**HOUSING LOAN POLICY**

## SUMMARY OF POLICY

Particular	Details
Policy Name	Housing Loan Policy
Version	V3
Latest Approval/Review Date	20th May, 2025
Review Cycle	Annually
Approver	Board of Directors of Chartered Finance & Leasing Ltd

<b>Version History</b>				
<b>VERSION NO.</b>	<b>APPROVAL</b>	<b>VERSION DESCRIPTION</b>	<b>REGULATORY REFERENCE</b>	<b>REMARKS</b>
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
III	Board Meeting dated 07 <sup>th</sup> April, 2026	2026	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

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

### 4. Loan Terms & Conditions

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

<b>Repayment</b>	As per the terms of agreement/Sanction Letter	As per the terms of agreement/Sanction Letter
<b>Prepayment/Foreclosure</b>	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

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