

Mobile No. _____
E-Mail Id. _____
Official Address _____

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Size
Photograph

**APPLICATION FORM FOR GRANT OF HOUSE BUILDING
LOAN FROM NGIF**

1. Name _____ Rank _____ No. _____
2. Date of Birth _____ Date of Commission/Enrollment _____ Type of Commission _____
3. Date of Retirement/Release _____
4. Marital Status _____
5. Father's Name _____
6. Permanent Home Address

7. Correspondence Address

8. Basic Pay, Grade Pay & MSP _____
9. Total Emoluments _____
(Attach latest copy of statement of entitlement)
10. Bank Details
(a) Name of the beneficiary _____
(b) A/C No. _____ (c) IFS Code _____
(d) Bank Address _____
11. PAN No. _____
12. Particular of Housing Loan, if availed (Even if sanctioned in principle, the amount of loan and amount repayable every month should be indicated)
 - (a) **Govt. House Building Advance**
 - (i) Loan Amount _____
 - (ii) Amount Drawn _____
 - (iii) Rate at which being repaid/to be repaid _____
 - (b) **Whether applied for/intend to avail Govt. HBA** _____
 - (c) **Other Sources**
 - (i) Name of Institution & Address

 - (ii) Loan Amount _____
 - (iii) Rate at which being repaid/to be repaid per month _____
13. Amount available in DSOP/AFPP Funds _____
(Attach documentary proof)

Particulars relating to Loan

14. Give the following information, if the loan is needed for
Construction of a new house :

A. Details of the Plot :

Location with Address	Rural/Urban	Is it clearly demarcated & Developed	Approximate area in Sq mtrs	(a) Cost (b) Amount actually paid	Unexpired prtion of lease if not free hold

B. Estimate for construction and loan amount :

Floor wise area to be constructed	Estimated cost	(a) Amount already spent (b) Amount of loan required	Max.No. of installments (EMIs) for repayment desired

15. If loan is required for purchasing an under construction or ready built house/flat directly from
AFNHB/State Govt/Builder/Society or through Resale

Location with address	Plinth area	When constructed/ expected date of completion	Price settled/estimated cost	The Agency from whom to be purchased	Amount (a)already paid (b)to be paid	Amount of loan required	Max. No. of installments (EMIs) for repayment desired

16. Give the following information, if the loan is needed for
Addition/alteration/modification /Enhancement for house owned by the member :-

Location of house with address	When constructed	Construction with RCC /Cement/Brick	(a) Approx Area (b) Reason for loan	Estimate Cost	Amount of loan required	Max. No. of installments (EMIs) for repayment desired

Note : In case of enhancement or seeking loan under Addition/Alteration the member will be governed by the latest interest applicable in NGIF on additional amount as well as outstanding amount.

17. Maximum monthly amount as EMI which can be repaid towards liquidation of loan by the member is : Rs. _____ **Minimum loan amount required Rs.** _____ /-

18. State the plan for meeting the cost of house (Savings/DSOP/Loan etc.)

(a) _____

(b) _____

(c) _____

Declaration

1. I solemnly declare that the information furnished by me in reply to the various items indicated above is true to the best of my knowledge and belief.

2. I have read the rules regulating the grant of housing loan for the NGIF for construction/purchase of house/flat etc. and agree to abide by the terms and conditions stipulated therein from time to time.

3. The full cost of the house/flat has not already paid by me.

4. I shall ensure that the house/flat is insured against fire, flood, lighting, earthquake and rioting till the loan and interest are outstanding as per rules of NGIF.

5. I give my consent for attachment of my DCRG/NGIF Survival Benefits for obtaining HBL from NGIF, in case the quantum of loan works out less than the amount applied and for keeping EMI within my repayment capacity.

6. I hereby certify that a fresh certificate will be rendered as and when a change in the particulars of Next-of-Kin takes place.

7. I hereby give my consent that in case I seek enhancement of loan under any clause then the latest prevailing interest rate on the additional amount as well as the outstanding amount will be levied on me.

Ship/Establishment

Date:

(Signature of the applicant)

To be completed by the CO/Head of the Department

I have scrutinized the application of the applicant and have satisfied myself of the correctness of facts etc. stated therein. My recommendations are as follows:-

The loan amount as applied for may be granted to the officer/sailor, as his/her repaying capacity to liquidate the loan together with interest could/could not be relied upon.

Ship/Estb:

(Signature and Designation)

For Office use in NGIF

Date

Amount applied for :

Amount sanctioned :

Installments :

Managing Committee Approval :

Paid vide :

(On Non-Judicial stamp paper of minimum value stamp paper as available in state where purchased)

**FORM OF AGREEMENT TO BE EXECUTED AT THE TIME OF
DRAWING LOAN BY A MEMBER FOR CONSTRUCTING
A HOUSE/PURCHASE OF A READY-BUILT HOUSE.**

AN AGREEMENT MADE THIS day of Two thousand and.....hundred and.....between..... son of..... at present serving as.....(hereinafter called 'the Borrower', which expression shall unless excluded by or repugnant to the subject or context include his heirs, executors, administrators and legal representatives, of the one part and the Naval Group Insurance Fund(hereinafter called 'the NGIF' which expression shall unless excluded by or repugnant to the subject or context include his successors in office and assigns) of the other part. Whereas the BORROWER desires to *construct house/* purchase a ready-built house at..... described in the schedule here to agreed and Whereas the Borrower has under the provision of the Rules framed by the NGIF to regulate the grant of loan to members for building etc., of houses (hereinafter referred to as the "said rules", which expression shall, where the context so admit, include any amendment thereof or addition for the time being in force) applied to the NGIF for a loan of Rs for construction of a house/ *purchase a ready built house as aforesaid and the NGIF has sanctioned an advance of Rs..... to the Borrower, vide NGIF letter No..... dated..... a copy of which is annexed to these presents for the purpose aforesaid on the terms and conditions set forth there in Now it is hereby agreed by and between the parties hereto as follows:

(1) In consideration of the sum of Rupees (insert amount of the first installment) to be paid by the NGIF ~after the execution of this agreement and the sum of Rupees (insert balance amount to be paid) to be paid by the NGIF to the Borrower as provided in the said rules, the Borrower hereby agrees with NGIF.

(a) to repay to the NGIF the said amount of Rupees '.....(Insert full amount sanctioned) with interest calculated in accordance with the said rules for the time being in force by (number to be filled monthly installments of Rupees from his pay commencing from the month of nineteen hundred and (or from the month following the completion of the house, whichever is earlier) and the Borrower hereby authorities the NGIF /NAVPAY to make such deduction from his monthly pay, leave salary and subsistence allowance bills.

*(b) (i) Within three months from the date of the receipt of the aforesaid advance of Rs.....(Rupees.....) to expend the - aforesaid amount in the purc4ase of the said ready-built house failing which the borrower shall refund forth-with of the NGIF the entire amount of loan received by him together with interest thereon unless an extension of times is granted by the NGIF.

*(ii) to complete construction of the said house within eighteen months of strictly in accordance with the plan and specifications approved by the Government and on the basis of which the amount of loan is to be computed and sanctioned finally or within such extended period as may be laid down by the NGIF.

(2) To execute a document mortgaging (equitable mortgage) the said house/land along with the house to be built thereon to the NGIF as security for the amount loaned to the Borrower under these presents as also for the interest payable for the said amount.

(3) *If the house is not purchased and mortgaged (equitable mortgage) within three months of the drawl of the advance or within further time as the NGIF may allow in this behalf/* If the borrower fails to complete the construction of the said house as herein before agreed, or if the borrower becomes insolvent or quits the service of the Government or dies, the entire amount of advance together with interest accruing thereon shall immediately become due and payable to the NGIF.

(4) The NGIF shall be entitled to recover the balance of the said loan with interest remaining unpaid at the time of his retirement or death preceding retirement from the whole or any specified part of the gratuity/ amounts that may become payable from NGIF or other post retirement benefits directly or through NPO.

(5) I hereby undertake that consequent to grant of loan at any point in future, if the flat is not completed/handed over to me, due to failure on part of the builder or any other reason , I would be held responsible for losses arising thereof and will not hold NGIF responsible for any issue.

(6) Any Enhancement of Loan amount as per my request in writing due to any reason and if such request is accepted by NGIF in writing, then I would abide to clear my outstanding loan along with prevailing rate of interest to NGIF.

SCHEDULE ABOVE REFERRED TO

In witness whereof the borrower has hereunto set his hand and Shri.....for and on behalf of the NGIF has hereunto set his hand.

Signed by the borrower
(Signature of the Borrower)

In the presence of --.....
1st witness.....
Address :
.....
Occupation.....
2nd Witness
Address.....

.....
Occupation :
Signed by Shriand on behalf of NGIF
In the presence of :)
1st Witness :
Address -
Occupation
2nd Witness :
Address :
Occupation

*Strike off whichever is not applicable

(On Plain Paper)

Letter of Authorization to IHQ/MOD(N)/NGIF for recovery of Loan

1. I Personal No. _____ Rank _____ Name _____ hereby authorize NGIF/NAVPAY, in the event of my becoming non-effective in Indian Navy that for any reason, Retirement or Invalidment to pay Naval Group Insurance Fund on behalf , an amount equivalent to the Housing Loan outstanding in my loan account and as intimated by NGIF/NAVPAY out of my DSOP/AFPP Fund account, Encashment of leave DCRG/Terminal Benefits balance as and when such DSOP/AFPP Fund account or IRLA is finalized or adjust against Survival Benefits, as applicable.

2. In the event of my pre-mature retirement from Service, I will refund the outstanding HBL to NGIF directly before my pre-mature retirement.

3. I hereby certify that a fresh certificate will be rendered as and when a change in the particulars of Next-of-Kin takes place.

Signature: _____

Name: _____

Rank: _____ P.No. _____

Unit : _____ Date _____

Witness 1 _____

Name : _____

Rank : _____ P.No. _____

Address : _____

Witness 1 _____

Name : _____

Rank : _____ P.No. _____

Address : _____



I have no objection to what is Stated by my _____ (relation) Sig of wife/NOK

Name _____

Relation _____

Age _____

NOK's Occupation _____

Date _____

Countersigned

Commanding Officer/Officer in-Charge

NOK
Pass Port
size
photograph

Form No.: HBL/NGIF/4

AFFIDAVIT
(on Plain Paper)

Affidavit of _____ wife/son/daughter of
_____ resident of _____ aforesaid
solemnly affirm and say as follows:

1. I/We have no objection to assigning of interest in the insurance cover and survival benefits by my wife/husband/ father _____ as a member of Naval Group Insurance Fund to Naval Group Insurance Fund, New Delhi for obtaining a loan towards the construction of the house/purchase of a ready built house at _____.

2. We fully understand and accept that in the payment of Insurance money/survival benefits from Naval Group Insurance Fund the assignee, Naval Group Insurance Fund, New Delhi will have priority over me/us.

3. My/Our date/dates of birth is/are _____ & _____ respectively
(Strike off whichever is not applicable)

Place: _____ Signature (1) _____
Date _____ (2) _____
(Deponents)

I/We/Mr/Miss/Mrs _____ wife/son/daughter of _____
_____ Indian Navy, aforesaid solemnly affirm and say that the fact mentioned in paras (1) to (3) above are correct to the best of my/our knowledge and nothing is false therein and nothing material has been concealed therefrom,

Place: _____ Signature (1) _____
Date _____ (2) _____
(Deponents)

Witness 1. _____
(Name & Address) 2. _____

Countersigned

Commanding Officer/Officer in-Charge

Note: In case of minor children, the Ist witness could be father as the natural and legal guardian. The second witness could be maternal/paternal grand parents or the children's mother's sister/brother as a safeguard.

PRE-RECEIPT

1. Received from the Secretary, Naval Group Insurance Fund Naval Headquarters, New Delhi a sum of Rs _____ (Rupees _____ only) on account of 1/I1/I11* installment of House Building Loan.

2. I hereby authorize the Secretary NGIF to pay the above mentioned amount to builder/AFNHB(Scheme)/Self _____ by (date,) _____ under intimation to me.

3. I also authorize LO i/c, NPO, Mumbai to recover the loan and the interest thereon through my IPA.

Signature: _____
 (To be signed over one Rupee Revenue Stamp)

Name : _____
 Rank : _____
 P.No. : _____

(Mandatory Information of Applicant)

Bank Name Address: _____

Bank A/C No.: _____
Bank IFS Code: _____

Countersigned

C0/Head of Department.

*Delete whichever is not applicable.

Note: Following Documents should reach this office positively at least 30 days prior to date of payment of each installment:-

Self Construction Cases : Pre-receipt with original bills of the previous payment made alongwith construction stage status.

Builder Cases : Pre-receipt with demand letter issued by the builder indicating information like stage of construction amount to be released, DD made in favour of and payable at .

AFNHB/Housing Board : Pre-receipt with copy of installment call letter from AFNHB/Housing Board.

(Specimen for Government Pleader's/Sub-Registrar/Tehsildar)

CERTIFICATE

It is certified after investigation from the records of the Sub-Registrar _____ and the relevant revenue and court records for last 13 years from _____ to _____ and from the information gathered from the sworn declaration made by _____ and _____ that the Plot No. _____ measuring _____ sq. yds. at _____ limits of _____ is the absolute property of Shri. _____ son of Shri. _____ and not a joint family property. The said property is free from encumbrances and attachments and Shri _____ has a clear and marketable title to the property.

Place: Office Seal Government Pleader/

Date: Revenue authority

UNDERTAKING
(If Unmarried)

I _____ P.No. _____ have applied for NGIF housing loan for a purchase of a flat at _____ from _____.

I hereby certify that a fresh letter of Authorization form No.3 and Affidavit Form No. 5 will be rendered as and when a change in the particulars of next-of-kin takes place.

Additional information required:-

Whether member has any ancestral house in his name

Details of Family members who will reside in newly purchased/constructed house

Likely date of Marriage

Signature : _____

Name : _____

Rank : _____

P.No. : _____

Dated: _____

Countersigned

C0/Head of Department.

**Draft of letter to be written to the CNS (NHQ/DPA) by the loanee.
(To be Submitted with the application)
Obtaining housing loan from Naval Group Insurance Fund by Creating Second Charge in
their favour by 'Equitable Mortgage'**

Rank, Name & Number

Ship/Establishment _____

Date: _____

The Chief of Naval Staff(DPA)
Naval Headquarters
New Delhi

Sir

I have been sanctioned Govt. HBA amounting to Rs. _____ by _____ vide NHQ Letter No. _____ dated _____ I would execute the Mortgage in favour on the President of India and deposit the deeds of title of the property and Mortgage deed with the NHQ (DPA) as per terms of the HBA Rules.

Naval Group Insurance Fund whom I have approached for an additional housing loan by creation of second charge In terms of the Govt letter No. AFIHA/03135(P)INHQ/ 9291D (N-II) dated 26 May 88 and the Rules framed by the NGIF, have consented to advance loan amounting to Rs _____ (Rupees _____ only).

I hereby convey my consent to agree and undertake to abide by the following conditions in this regard:-

- (i) The said documents of title shall be transferred to Naval Group Insurance Fund by the Mortgage on behalf of this Mortgagor and that shall be held and retained by the said financial institution only as a second Mortgage subject and subordinate to the rights of the President of India as first Mortgagee;
- (ii) Naval Group Insurance Fund shall not at any time or for any reason part with such title deeds without written consent of the Mortgage first, had and obtained and on such conditions as may be imposed by the said Mortgagee at its discretion.
- (iii) After at any time, the said financial institution ceases to be second Mortgagee of the said premises, the said financial institution shall be obliged to return the said title deeds to the first Mortgagee only, on behalf of this Mortgagor whether or not any demand in this behalf is made by that Mortgagee.
- (iv) The said financial institution shall produce or cause to be produced the said title deeds as and when required by the first Mortgagee for any reason whatsoever regardless of whether the said proposed second Mortgaged due to be in existence or otherwise discharged on the understanding that as soon as the purpose is served the same shall be returned by the Mortgagee to the financial institution to be dispensed subject to these conditions.
- (v) Nothing in these provision shall be construed to create any financial or other obligations or liabilities in the first Mortgagee, vis-a-vis, the said financial institution or shall in any manner after, abridge or abrogate the rights of the said Mortgagee, who shall always be and continue to be the paramount Mortgage.

I now request you to please grant me permission to raise loan on said second charge in favour of NGIF and to transmit the deed of title to NGIF on my behalf under intimation to me, so as to enable them to release the loan of (Rupees _____) to me by creation of any 'Equitable Mortgage' in this manner.

Yours faithfully,

Signature _____

Complete address: (Office) _____
(Residence) _____

Place:

Date :

The Secretary
 Naval Group Insurance Fund
 Room No. 124, 'A' Wing
 Sena Bhawan, Integrated Headquarters
 Ministry of Defence (Navy)
 New Delhi-110011

Draft NO OBJECTION CERTIFICATE
to be obtained from the Builder on its letterhead

Dear Sirs,

Permission to mortgage flat No. _____ on the floor on the building proposed to be named as/ named as _____ situated at _____.

This is to confirm that we have sold flat No. _____ admeasuring _____ sq. ft. (carpet/built up area) on the _____ floor of the building proposed to be named as/ known as _____ situated at _____ under construction/ constructed by us to Mr./Mrs./Ms. _____ for a total consideration of Rs. _____ (Rupees _____) under an Agreement for Sale dated _____.

We confirm that we have obtained necessary permissions/approvals/sanctions for construction of the said building from all the concerned competent authorities and the construction of the building as well as of the flat are in accordance with the approved plans. We have not made any sub divisions in the flat after the plans have been approved by the Municipal Corporation. The flat is meant for residential purposes as per the sanctioned plan.

We assure you that the said flat as well as the said building and the land appurtenant thereto are not subject to any encumbrances, charge or liability of any kind whatsoever and the entire property is free and marketable. We have a clear, legal and marketable title to the said property and every part thereof.

We are aware that the said Mr./Mrs./Ms. _____ has approached **Naval Group Insurance Fund** for a loan for purchasing/acquiring the said flat and that you have agreed to sanction/grant the loan to Mr./Mrs./Ms. _____ to purchase/acquire the above flat and Mr./Mrs./Ms. _____ has agreed to mortgage the said flat in your favour as security for the said loan. We hereby confirm that we have "No Objection" to Mr./Mrs./Ms. _____ mortgaging the said flat to you/ in favour of your security trustee by way of security for repayment of the said loan.

AND Notwithstanding anything to the contrary contained in the said Agreement for Sale we hereby agree to note your charge in our books in respect of the said flat and Mr./Mrs./Ms. _____ will not be permitted to cancel transfer, assign sell off or in any other

way/ manner deal with the said flat prejudicial to the interest of **Naval Group Insurance Fund** with the prior written consent of **Naval Group Insurance Fund**. We undertake that as soon as the registration formalities are completed, we would inform **Naval Group Insurance Fund**.

We also confirm on record that we have/ have not availed any type of loan for (Construction/Purchase of land) loan towards this project_____. If mortgage to any **bank/Financial Institution** then following details are as follows :-

- i) Loan Amount
- ii) Name of the bank
- iii) Bank account number
- iv) Bank IFS Code

We also undertake to inform and give prior notice to the co-operative housing society as and when formed, about the flat being so mortgaged.

Yours faithfully

For_____ (Builders)

(Signature)

Place:

Date :

The Secretary
Naval Group Insurance Fund
Room No. 124, 'A' Wing
Sena Bhawan, Integrated Headquarters
Ministry of Defence (Navy)
New Delhi-110011

Draft NO OBJECTION CERTIFICATE
to be obtained from the Society on its letterhead

Dear Sirs,

Re: Flat/Plot No. _____ of Mr./Mrs./Ms. _____ in the building called of the _____ Housing Society Ltd. Situated at _____.

This is to confirm that the above society is registered under No. _____ dated _____. The Sale Deed/ Lease Deed dated _____ in respect of the land bearing Plot No. _____ has been executed in favour of the society under Registration No. _____ dated _____ and as such the society is the owner of the said plot of land and the building thereon.

The society has allotted/transferred/agreed to transfer the above flat/plot to Mr./Mrs./Ms. _____. We confirm that Mr./Mrs./Ms. _____ is a bonafide member of the society.

We undertake to submit the deed documents to **Naval Group Insurance** if not already done, once it is registered in favour of this allottee and received from the concerned authorities.

We Hereby assure you that the said flat/plot, as well as the said building and the land appurtenant thereto are not subject to any encumbrance, charge or liability of any kind whatsoever and that the entire property is free and marketable.

We Further confirm that we have a clear, legal and marketable title to the said property and every part thereof, and that all taxes and dues in respect thereof have been paid upto date.

We confirm that there are no restrictive/negative covenants in the Byelaws/Rules of the above mentioned society concerning the transfer of shares/members interest in the society and other related matters.

We, hereby confirm and agree that we have "No Objection" to **Naval Group Insurance** giving a loan to the said allottee/transferee/proposed transferee and his/her/their mortgaging the said flat/plot to you by way of security for the loan.

We also inform you that the share certificate/s have been issued/transferred to the said allottee/transferee.

We confirm you that we undertake to comply with the provisions of the Apartment Ownership Act and the Rules therein as applicable to the society.

We also confirm on record that we have/ have not availed any type of loan for (Construction/Purchase of land) loan towards this project_____. If mortgage to any **bank/Financial Institution** then following details are as follows :-

- i) Loan Amount
- ii) Name of the bank
- iii) Bank account number
- v) Bank IFS Code

We have noted the aforesaid lien on the property. We undertake that as soon as the registration formalities are completed, we will inform **Naval Group Insurance Fund**.

Yours faithfully,

Authorized Signatory
(Secretary/Chairman/President)

The Secretary
 Naval Group Insurance Fund
 Room No. 124, 'A' Wing
 Sena Bhawan, Integrated Headquarters
 Ministry of Defence(Navy)
 New Delhi-110011

NO OBJECTION CERTIFICATE (ADDITION & ALTERATION)

Dear Sir,

1. As required by _____, we are furnishing the following information:-

- | | | | |
|-----|------------------------------|---|--------------|
| (a) | Name of the Applicant | : | _____ |
| (b) | Loan Sanctioned | : | Rs. _____ |
| (c) | Loan Disbursed | : | Rs. _____ |
| (d) | Tenure of the loan | : | _____ months |
| (e) | Loan outstanding as on _____ | : | Rs. _____ |
| (f) | Property Finance | : | _____ |
| | | : | _____ |
| (g) | EMI | : | _____ |

3. We have the following property documents in our custody as security for the loan:-

- (a)
- (b)
- (c)
- (d)

4. _____(Name of Financial Institution/Bank) has no objection to create 2nd charge on the property (equitable mortgage) in favour of NGIF and they undertake to pass on the title deed and other documents to the NGIF on liquidation of loan sanctioned by them without reconvening to the member, in original.

Yours faithfully