

CRM lead ID*: _____

Date*: _____

Personal Details*		
<input type="checkbox"/> Borrower	<input type="checkbox"/> Individual	<input type="checkbox"/> Non - Individual
Name:		
Name of Organization:		
Employment nature:		
Nature of Organization:		
Designation:		
Period in current Employment/ Business:	Years	Months
GSTIN number:		

Co- Borrower/ Guarantor details*		
<input type="checkbox"/> Co - Borrower	<input type="checkbox"/> Guarantor	<input type="checkbox"/> Individual <input type="checkbox"/> Non - Individual
Name:		
Name of Organization:		
Employment nature:		
Nature of Organization:		
Designation:		
Period in current Employment/ Business:	Years	Months
GSTIN number:		

Co- Borrower/ Guarantor details		
<input type="checkbox"/> Co - Borrower	<input type="checkbox"/> Guarantor	<input type="checkbox"/> Individual <input type="checkbox"/> Non - Individual
Name:		
Name of Organization:		
Employment nature:		
Nature of Organization:		
Designation:		
Period in current Employment/ Business:	Years	Months
GSTIN number:		

Type of Loan/ Facility*: _____
Others:

Loan / Facility applied for*
Amount: _____
Tenure (months): _____
Rate of Interest (Fixed, Floating, Fixed + Floating): _____

Purpose of Top – Up: _____
Loan Account number (In case of Top – Up of existing Kotak Mahindra Bank Limited Loan):

Property Details					
Transaction Type :					
Builder Name:					
Project/ Property name:					
Property type: _____					
Property to be purchased in the name of:					
Own Contribution source: Fixed Deposits Shares Mutual funds Property sale others					
Address of the Property:					
City:					
Pin code:					
Cost of Property/ Land + Construction:					
Built - up area (in sq ft/ Sq. mts):					
Carpet area (in sq ft/ Sq. mts):					
Stage construction:					
Usage of property:					

Insurance Details (Optional)		
Please note that Insurance premium amount depends on the home loan amount sanctioned, age, etc. And therefore the loan for the purposes of insurance, shall be communicated to you via a separate sanction letter.		
Life Insurance (Loan cover Protection Plan):	Interested	Not Interested
Property Insurance:	Interested	Not Interested
If interested, would you like premium and other charges to be funded by Kotak Mahindra Bank:	Yes	No

References (Not related to you)	
Name:	
Tel No. :	
Mob No. :	
Name:	
Tel No. :	
Mob No. :	

In Compliance to RBI Circular Ref DBOD no. Dir BC.4/13.03.00/2012-13, clause 2.2.1 on granting loans and advances to relatives of directors and clause 2.2.2 on restrictions on grant of loans and advances to officers and relatives of senior officers of banks	
<i>For Individual/ Sole – Proprietor Applicants</i>	
a) Do any of the applicants happen to be directors or relatives of a director of a banking company (Including Kotak Mahindra Bank & its subsidiaries), as defined in the said circular	Yes No
b) Do any of the applicants happen to be relatives of senior officers of the Bank, as defined in the said circular	Yes No
<i>For Non – Individual Applicants</i>	
a) Do any of the partners / directors in the firm/ company happen to be directors or relatives of a director of a banking company (Including Kotak Mahindra Bank & its subsidiaries), as defined in the said circular	Yes No
b) Do any of the partners / directors in the firm/ company happen to be relatives of senior officers of the Bank, as defined in the said circular	Yes No

Credit linked subsidy scheme – Select the applicable category		
<i>CLSS (Economically Weaker Selection)/ (Lower Income Group) Interest Subsidy of 6.5% for period of 20 years for loan amount upto 6 lacs.</i>	<i>CLSS (Middle Income Group I) Interest Subsidy of 4% for period of 20 years for loan amount upto 9 lacs.</i>	<i>CLSS (Middle Income Group II) Interest Subsidy of 3% for period of 20 years for loan amount upto 12 lacs.</i>
Annual household income is less than Rs. 6 lacs	Annual household income is between Rs. 6 lacs to Rs. 12 lacs	Annual household income is between Rs. 12 lacs to Rs. 18 lacs
None of the family members in the household own a pucca house in any part of India	None of the family members in the household own a pucca house in any part of India	None of the family members in the household own a pucca house in any part of India
House is in the name of female member of the household or in joint name of male and female member of the household	Carpet Area of the property in within 160 sq. mt.	Carpet Area of the property in within 200 sq. mt.

Note:

- Family definition: A beneficiary family comprises of Husband, wife & unmarried children.
- Property is located within 4041 statutory towns as per census 2011
- List of 4041 statutory towns as per census 2011, is available in www.nhb.org.in
- NHB is the final authority to decide the eligibility and disburse the claim. Guidelines given by NHB for CLSS claim to be strictly followed. If at any stage it is found that the customer is false/ not true, all benefits given under the schemes would be withdrawn and legal action as deemed fit, would be taken.
- By signing this form, applicants declare that they have understood the guidance of CLSS scheme of Pradhan Mantri Awas Yojna, and are in strict adherence of the same.
In case any terms of the CLSS guidelines are not fulfilled, the subsidy will be withdrawn and refunded to NHB. Guidelines and all other terms available at <https://nhb.org.in/>

I have understood the above mentioned a eligibility criteria for CLSS and I wish to avail: _____

**MOST IMPORTANT TERMS AND CONDITIONS (MITC)
HOUSING LOAN AND TOP UP**

Personal Insurance:-

Customers can opt for insurance cover on the Life of the Borrower which would cover, depending upon the sum assured, the liability outstanding under the loan account at the time of death of the Policy holder. Availing such insurance cover is optional.

Property Insurance:-

The Bank may require the borrowers to insure at their own cost, the property to be financed by the bank and given as a security of the loan.

Repayment:-

All Loans are to be repaid by way of Equated Monthly Installments (EMI) over tenure of the Loan. The Repayment commences from a Date specified by the Bank at the time of Disbursement. EMI Due Dates would generally be 1st, 5th, or 10th of a Month as may be chosen by the Borrower and accepted by the Bank.

Repayment can be made by way of ECS or Standing Instruction (in case Customer has Banking with Kotak Mahindra Bank Limited) or as the Bank may accept.

This would generally be applicable in the case of part disbursements (Disbursement in Stages like in Under-construction Properties) or in case of Disbursement within the specified period before the first EMI Due Date agreed upon. PEMII is calculated at the prevailing ROI on the Disbursed Amount (or Outstanding Loan Amount, whichever is lower) for the No. of Days remaining till the upcoming Due Date of payment of Installment (EMI, PEMII)

The Loan will be considered as Fully Repaid only when all the Dues are paid and the Outstanding Loan amount becomes Zero.

Schedule of Charges:-

1.	Processing Fee (Non-refundable)	Upto 0.5% plus GST and Statutory dues
2.	Documentation charges(non-refundable)	INR 4000 (at the time of disbursement) plus GST and Statutory dues
3.	Charges for Interest Certificate / Account Statement	Free once in a Financial Year. Thereafter, INR 250/- (plus GST and any other applicable statutory dues) per instance
4.	Switch Fee	Switch to Lower Rate in Floating rate Loans (Housing / Extension / Improvement) : INR 10,000 plus GST and Statutory dues if any (Or) Switch in Benchmark Index and Lowering of Floating Rate Interest: INR 15,000 plus GST and Statutory dues if any
5.	Repayment Mode / Account swap charges	INR 500/- (plus GST and statutory dues) per instance
6.	Charges for Copy of any Document	INR 500/- (plus GST and statutory dues) per instance
7.	Prepayment Charges	NIL; For HL Top up/ commercial loans: Micro & Small Enterprises - NIL; Floating rate Term Loans for Individuals for Personal Purpose - NIL Others : No prepayment / foreclosure is allowed until a Lock-in Period of 6 months after EMI Commencement. Post this lock-in period, part prepayment of minimum INR 25,000 and maximum of up to 25% of outstanding Loan Amount can be made without any prepayment charges every 6 months. The minimum period between any two prepayment shall be at least 6 months. For any Part Prepayment in excess of 25%, 4% (plus GST and statutory dues) of the excess prepayment Amount shall be charged as Prepayment Charges. For Full Prepayment any time after the Lock-in-Period, Prepayment charges shall be 4% (plus GST and other applicable taxes) of the Foreclosure Loan Amount plus Amounts prepaid during the last 12 months.
8.	Commitment Fee (Non-compliance of Sanction Terms)	Home Loan : 2% of the loan amount plus GST and other statutory Dues Home Improvement / Extension : 4% of the undisbursed amount of the loan plus GST and other statutory Dues Home loan Top - Up : 2% of the loan amount plus GST and other statutory Dues
9.	Substitute interest (penal interest)	2% per month compounded monthly
10.	Cheque dishonour Charges	INR 750/- (Inclusive of GST and other applicable statutory dues per instance)
11.	Collection Charges (in case of Default)	30% (plus other applicable statutory dues) of Cheque / Instrument dishonour charges plus substitute interest
12.	Annual Renewal Charges (to Customer who have availed Loan Overdraft from us)	0.25% of the limit (dropped limit after reduction of annual drop) shall be collected on the due date of renewal. Not Applicable for Smart Home Loan OD product.
13.	Non Utilization Charges (in case of Overdraft Facility)	0.25% of the OD non-utilized limit subject to minimum OD Limit utilization threshold of 50% quarterly, subject to minimum of INR 1250 + GST, chargeable on quarterly basis. For E.g. OD Limit : 50,00,000; OD Threshold for Utilization (50%) : 25,00,000; OD Limit Utilized : 10,00,000; Differential : 15,00,000; Charges : INR 3750 plus GST applicable
14.	Overline Rate/ Penal Interest in case of overline accounts (Overdraft of OD)	3% p.m. (plus GST and any other applicable statutory levies) over and above the normal OD Rate. This would be charged on the amount over and above the OD limit.
15.	Charges for Duplicate NOC / No Dues Certificate	INR 500/- (plus GST and statutory dues) per instance

Notes:

- Stamp Duty on Loan Agreement, Overdraft Agreement, Guarantor Agreement, Registration charges, etc. varies from state to state. Stamping/ Notarisation of RBI and other Affidavits as applicable
- Charges for other Services would be specified as applicable when the Customer applies for those services and the same shall be payable by the borrower alone. e.g. Revalidation of Sanction, Change in property, Re-schedulement of Loan, Change in EMI date, Solvency charges, etc.
- For fixed rate loan prepayment charges as per point 7 above will apply.
- Taxes / other statutory levies may be charged if applicable as per Government / RBI directives.
- Kotak Mahindra Bank Ltd (The Bank) the right to alter any charges or fees from time to time or to introduce any new charges or fees, as it may deem appropriate and will be published on the bank's website.
- For Detailed Terms & Conditions please refer to our MITC on bank's website.

Default:-

In case of Default (i.e., if the Amount Due is not paid by the Due Date), the Bank will try to inform the Customer for payment of any Loan Outstanding by Post, FAX, Telephone, E-mail, SMS and / or through Third Parties appointed for Collection purpose to remind, follow-up and collect Dues. Any Third party so appointed, shall adhere to the Indian Banks Association's (IBA) Code of Conduct on Debt Collection.

DECLARATION

I/ We declare that all the particulars and information given in the application form are true, correct and complete and the same shall form the basis of any loan Kotak Mahindra Bank Limited (hereinafter mentioned as “the Bank”) may grant to me/us. I/we have no insolvency proceedings against me/us nor have we ever been adjudicated insolvent and further confirm that I/we have read the brochure and understood the contents. I am/we are aware that the monthly installment comprising of principal and interest will be calculated on the basis of monthly rests. I/We are aware that any change in the options/type of interest and the frequency of rest may be permitted only at the sole discretion of a Bank on such terms as may be decided by the Bank from time to time. I/We understand and agree that in case of rejection of my/our application, documents submitted for the application of processing of my application shall not be returned to me/us. I/We agree that the Bank may take up such reference and make such enquiries in respect of this application, as it may deem necessary. I/We undertake to inform the Bank regarding any change in my/our occupation/employment/constitution and to provide any further information that the Bank may require. The Bank may make any information contained in this form and other documents submitted to the Bank and information pertaining to the loan to any institution or body. The Bank seek/receive information from any source/person to consider this application. I/We further agree that our loan application shall be governed by the rules of the Bank, which may be in force from time to time. I/We agree that the processing fees payable to the Bank or collected upfront, shall not be refunded under any circumstances if my/our application for loan is rejected by the Bank on any ground whatsoever or once the loan has been sanctioned by the Bank, irrespective of whether I/We finally avail the same.

I/We undertake that the facility will be used for the purpose it is granted by the Bank/declared by me/us at the time of availing the facility and not for investment in stock market in any form or any speculative, anti-social or any purpose not permitted by the law. I/We understand that this requirement is in line with the RBI regulation. I/We understand that if it is found by the Bank at a later date that the facility granted to me/us is being used for any other purpose than the purpose for which it was granted, then the Bank will have the right to recall the facility at any time.

I/We am/are aware that any new phone number, mobile number, e-mail id provided by an existing customer while opting for any product of the Bank (eg, credit card, personal loan, etc.) shall be automatically updated in the Bank records in lieu of the phone number, mobile number, e-mail id provided at the time of opening the account or previously registered with the Bank. All further intimations/communications pertaining to the Bank accounts shall be sent by the Bank only on new phone number, mobile number, e-mail id and no intimations/ communications shall be sent to the phone number, mobile number, e-mail id provided at the time of opening the Bank account or previously registering with the Bank. I authorize the Bank its group companies and their agents to exchange or share all the information relating to me and my repayment history with banks, financial institutions, credit bureaus, agencies, statutory bodies, etc. as may be required or as they deem fit.

I/We have read and understood the MITC (Most Important Terms & Conditions) (attached herewith) of the applied loan and confirm having received the MITC sheet which also contains all the applicable charge/ fees/ levies, etc applicable to the said loan/facility.

I/We am/are aware that my/our loan account/facility is governed by various policies of the Bank and other important information which are amended from time to time as per directives from RBI, and the same can be accessed through customer corner of the Bank via the Bank’s website i.e. www.kotak.com or at the following link: <https://www.kotak.com/bank/common/customer-corner.htm>