



**Insurance Details (Optional)**
**Life Insurance (Loan Cover Protection Plan)**
 Interested

 Non Interested

**Property Insurance**
 Interested

 Non Interested

**If Interested, would you like the premium and other charges to be funded by Kotak Mahindra Bank**
 Yes

 No

**References (Not related to you)**
**Name:** 
**Tele.:** STD Code 
**Mobile** 
**Name:** 
**Tele.:** STD Code 
**Mobile** 

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.

**For Individual / Sole-proprietor Applicants**

a) Do any of the applicants happen to be directors or relatives of a director of a banking company (including Kotak Mahindra Bank &amp; 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

**For Non-individual Applicants**

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 &amp; 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**

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

**Note :**

- Family Definition : A beneficiary family comprises of Husband, wife and unmarried children.
- Property is located within the 4041 statutory towns as per census 2011
- List of 4041 statutory towns as per census 2011, is available in [www.nhb.org.in](http://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 information given by 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 guidelines of CLSS scheme of Pradhan Mantri Awas Yojana, 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 @ <https://nhb.org.in/>

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

 EWS 

 Middle Income Group I 

 Middle Income Group II

**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 had 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/types 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 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 enquires 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 available 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 may seek /receive information from any source / person to consider this application. I/we further agree that my/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 nor permitted by law. I/We understand that this requirement 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 other product of 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 account shall also be sent by the Bank only to the 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 registered with the Bank.

**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 charges/fees/levies etc. applicable on 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 that the same can be accessed through Customer Corner of the Bank via the Bank's website i.e. [www.kotak.com](http://www.kotak.com) or at the following link: <http://www.kotak.com/bank/common/customer-corner.htm>.

 Individual

 Non-Individual

Name: \_\_\_\_\_

Place: \_\_\_\_\_ Date \_\_\_\_\_

 Primary Borrower

 Individual

 Non-Individual

Name: \_\_\_\_\_

Place: \_\_\_\_\_ Date \_\_\_\_\_

 Co-Borrower 1

 Guarantor 1

 Individual

 Non-Individual

Name: \_\_\_\_\_

Place: \_\_\_\_\_ Date \_\_\_\_\_

 Co-Borrower 2

 Guarantor 2

NOTE: Please ensure that you get the perforated acknowledgement copy duly filed in by our sales representative.





**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 1<sup>st</sup>, 5<sup>th</sup>, 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.

Before commencement of EMI, the Borrower may be liable to pay Pre-EMI Interest (PEMII) if the Bank so communicates at the time of disbursement. 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)	It varies depending upon the type of Loan. It is maximum 2% of the Loan Amount plus GST and any other applicable statutory levies.
2.	Commitment Fee	2% of the undisbursed amounts of the Loan plus GST and any other applicable statutory levies, This would be applicable even if the Loan is foreclosed before Full Disbursement.
3.	Cheque dishonour Charges	Rs.750/- (plus other applicable statutory levies) per instance.
4.	Charges for Copy of any Document	Rs. 500/- (plus other applicable statutory levies) per instance.
5.	Prepayment Charges	NIL (For Home Loan & Term Loan for Individuals at floating rates)
6.	Prepayment Charges (Non-Individual)	<ul style="list-style-type: none"> <li>No Prepayment/Foreclosure is allowed till the lapse of Lock in Period of 6 months after EMI Commencement.</li> <li>After the Lock-in Period, Part Prepayment of minimum Rs.25,000/- and maximum upto 25% of outstanding Loan Amount can be Made without any Prepayment Charges every 6 months. The minimum period between any two prepayment shall be atleast 6 (six) months.</li> <li>For any Part Prepayment in excess of 25%, 4% (plus GST and other applicable taxes) of the excess prepayment Amount shall be charged as Prepayment Charges.</li> <li>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.</li> </ul>
7.	Repayment Mode / Amount swap Charges	Rs. 500/- (plus GST and any other applicable statutory levies) per instance
8.	Substitute interest (penal interest)	2% p.m. compounded monthly on the Amount Due but unpaid from the Date of the Amount falling Due till the Date of actual Payment.
9.	Collection Charges (in case of Default)	30% (plus other applicable statutory levies) of Cheque / instrument Dishonour Charges plus Substitute Interest.
10.	Charges for duplicate NOC / No due certificate	Rs. 500/- (plus other applicable statutory levies) per instance.
11.	Charges for copy of CIBIL Report (to Customer who has availed Loan/ Overdraft from us)	Rs.50/- (plus GST and any other applicable statutory levies) per instance.
12.	Charges for Interest Certificate/ Account Statement	Free once in a Financial Year. Thereafter, Rs. 250/- (plus GST and any other applicable statutory levies) per instance.
13.	Top Up OD	<ul style="list-style-type: none"> <li>Annual Review Charges-Rs 5,000/- plus GST and any other applicable statutory levies.</li> <li>Non Utilisation charges-0.25% of difference between actual average utilization and 25% of the average operating limit during the quarter, subject to a minimum of Rs. 1250 + GST, chargeable on a quarterly basis.</li> </ul>

**Notes:-**

- Other Product-specific Charges shall be informed separately at the time of availing the Loan. (like Franking of HLD / Guarantor Agreement which varies from State to State, Franking / Notarisation of RBI and other Affidavits as applicable, etc.)
- Charges for other Services would be specified as applicable when the Customer applies for those Services. (like Revalidation of Sanction, Change in Property, Reschedulement of Loan, change in EMI Date, Solvency Charges, Request for authenticate documents, etc.).
- For fixed rate loan prepayment charges as per point 6 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.

**Indicative List of Documents**

To process your loan/facility application, we would require documents which are applicable to your business profile from the list given below.

1. Mandatory KYC\* documents for all applicants.
  - Proof of Identity - Voter's ID Card / Aadhaar Card / Passport / Driving License / PAN Card / Signature identification form present banker of Proprietor / Partner / director (if a company) etc.
  - Proof of Residence - Recent Telephone bill / Electricity bill / Property tax receipt / Passport / Voter's ID Card of Proprietor / Partner / Director (if a company) etc.
2. Ownership proof and telephone bills
3. Sanction letters / Repayment tracks for all loans and facilities availed.
4. Title documents in case property is offered as collateral.
5. Industry/sector specific documents with respect to mandatory licenses / registrations / qualification etc.
6. Any other document as may be required.
7. Income documents:-

Salaried Customers	Non - Salaried Customers
<ul style="list-style-type: none"> <li>• Latest 3 months salary slips - form 16.</li> <li>• 6 months bank statements</li> </ul>	<ul style="list-style-type: none"> <li>• For a partnership Firm - Latest partnership deed, PAN of the firm and office address proof.</li> <li>• For a company - Certificate of incorporation, MOA &amp; AOA, PAN, latest shareholding pattern and office address proof.</li> <li>• I.T. returns for last 2 or 3 years (as applicable) with computation of income for both business and individuals i.e. partners/ directors. Audited financial statements for last 2 or 3 years (as applicable) along with all schedules &amp; annexure and Tax Audit Report. In case company, Auditor's Report, Director's Report &amp; Notice of AGM are also required.</li> <li>• Net worth statements of partners / directors.</li> <li>• 12 months bank statements</li> </ul>

\* As per RBI directive, customer shall be required to submit KYC documents of beneficial Owner (BO) i.e. natural person, who on his own or together or through one or more person, exercises control through ownership or who ultimately has a controlling ownership interest (for more details, please refer to RBI circular DBOD. AML.B.C. No. 71/14.01.001/2012-13 dated January 18, 2013)

- In case applicant is a registered entity and an unlisted company on any stock exchange where BO/BOs hold more than 25% shares or capital or profits. in the said company, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.
- When applicant is Partnership / LLP firm where BO/BOs hold more than 15% capital or profits in the firm, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.
- When applicant is Association of Persons (AOP) or Body of Individuals (BOI) where an individual/s hold more than 15% property or capital or profits in the association / BOI, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.

**Customer Service / Infoline / Associates**

Visit us at : [www.kotak.com](http://www.kotak.com)

Call us at: 1860 266 2666 (Local call rates apply) (Monday to Friday 9.00 am to 6.00 pm, Excluding Holidays)

**All correspondence should be addressed to "Kotak Consumer Asset" at:**

**KOTAK MAHINDRA BANK LTD.,**

4th Floor, Zone I, Building No. 21, Infinity Park,  
Off Western Express Highway, Gen A.K. Vaidya Marg,  
Malad (E), Mumbai - 400 097, India.

**Regd. Office:** 27 BKC, C27, G Block, Bandra Kurla Complex, Bandra (E), Mumbai - 400 051.


**Acknowledgment Slip**

Date:

Application Number: \_\_\_\_\_

Received from \_\_\_\_\_ application for a Loan/Facility

of ₹ \_\_\_\_\_ We have received cheque/draft no \_\_\_\_\_ for ₹ \_\_\_\_\_

drawn on \_\_\_\_\_ towards the application fee payable. In case of any queries relating to your application, please contact

\_\_\_\_\_ Your Sales Executive / Relationship Manager at \_\_\_\_\_

For any queries / issues related to services provided by Kotak Mahindra Bank Ltd or its outside service providers, you may please contact us on the phone number/email id provide on back of this sheet.

