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Andhra Bank
Housing Loans Section
Head office,Hyderabad

Application for substitution of security under
staff housing loans.

Place:
Date:

| | | |
|---|---|---|
| Name of the employee | : | |
| Staff Code No. | : | |
| Cadre | : | |
| Branch/Office/Dept | : | |
| Region/Zone/HD | : | |
| Housing Loan A/C No. | : | |
| Limit sanctioned | : | Rs. |
| Brief description of existing security | : | |
| Particulars of other loans which are granted on pari-passu or second charge on the security, if availed | : | <p>a) Additional housing loan of Rs. _____ availed from Andhra Bank.</p> <p>b) Additional housing loan of Rs. _____ availed from _____ on pari-passu charge on the security.</p> <p>c) Additional housing loan of Rs. _____ availed under Home Loan Account scheme at _____ branch on _____ charge on the security.</p> |

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d) Educational loan of
Rs. _____
availed by _____
my son/daughter at _____
against second charge on the
security.

e) Any other loan: _____
(For which charge on the
property is extended.)

Reasons for the proposal
to substitute the existing
security.

Whether the employee
proposes to sell the
existing security? If
so at what price?

Yes / No.

Sale price : Rs. _____

Particulars of the
security offered for
substitution of the
existing security.

Nature of property :
Plot No.
Survey No.,
Flat No.
Door No.
Extent.
Value.
Location.

(Enclose all relevant
papers for scrutiny
as in the case of
submission of application
for sanction of housing
loan.)

I declare that the information provided above is true and
correct in all respects.

I request you to permit me to sell the existing security
held by the bank for my housing loan account. I will abide
by all the terms and conditions of the scheme of
substitution of Security for staff housing loans.

Signature of the employee

Recommendations of the branch/officer manager:

Date:

Manager/Chief Manager/Chief Officer.

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Letter from the coobligant

From:

Place:

Date:

To

The General Manager
Andhra Bank
Staff Welfare Department
Housing Loans Section
Head Office
Hyderabad.

Dear sir,

Re: Consent for change of terms and conditions for
the housing loan of _____
staff code. _____ Cadre _____
Housing Loan account No. _____.

I _____ S/O, D/O, W/O _____
stood as coobligant for the housing loan of the above named
employee.

I know the said employee has submitted a proposal to the
bank for substitution of the existing security for said
housing loan.

I hereby give my consent for substitution of existing
security for the said housing loan in any manner agreeable
between the bank and the said employee.

I hereby declare that I will continue to be the coobligant
for the said housing loan whether the existing security is
substituted or not.

Signature of the coobligant.

Staff Code No.

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ANDHRA BANK
(A Govt. of India Undertaking)
Head Office: Hyderabad

From:

To:

The General Manager,
Andhra Bank,
Vigilance Dept.,
Head Office,
HYDERABAD.

Dear Sir,

Reg Staff Mr/Mrs:

Code No:

Designation:

Branch:

For issuance of no-objection certificate for release of
title deeds pledged to the bank for housing loan.

Please inform us whether any pending vigilance cases against the
employee and/or investigation is under progress against him/her.
We give below the particulars of the employee.

1. Name of the employee :
2. Staff Code Number :
3. Designation :
4. Branch/Region/Zone :
5. Housing Loan sanction
particulars like amount,
sanction letter No. Dt. etc. :
6. Present outstanding balance :
7. Source of funds to clear off
loan :
8. In case of sale, name and
address of the prospective
buyer :
9. Whether the buyer of the
property is related to the
employee. If so, please
mention his relationship :
10. Whether the purchaser of the
property is having any previous
dealings with the bank? :

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Postings of the employee for the last 5 years:-

| S.No. | Branch/Office | Designation | From | To | Remarks |
|-------|---------------|-------------|------|----|---------|
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |

Signature of the
employee

Branch/Office Manager

Remarks of Housing Loan
Section, Zonal Office

Remarks of Personnel
Dept, Zonal Office

Sec. No: 3761

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