

✓

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>

352/77

d) Educational loan of  
Rs. \_\_\_\_\_  
availed by \_\_\_\_\_  
my son/daughter at \_\_\_\_\_  
against second charge with VPP  
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 managers:

Date:

Manager/Chief Manager/Chief Officer.

352/78

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.

352/79

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  
dealings with the bank? :

352/80

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

352/81