

Mandatory Documents
UBL Ameen Address Housing Finance

To,
The Regional Sales Head,
United Bank Limited

Subject: Declaration of Signature Flow

This is to certify that I, _____ s/o, d/o, w/o _____

CNIC No _____ have signed the following UBL Ameen Diminishing Musharakah based Ameen Address documents i.e.

1. Application Form
2. Calculation Sheet
3. Legal Documents
4. Key Fact Sheet
5. Direct Debit Authority Form
6. SBP Declaration Form

As my signature flow may mismatch from CNIC by signing the above mentioned Documents, following are the specimen of my current signatures & should be accepted:

1. Signature _____

2. Signature _____

3. Signature _____

Your's faithfully,

Customer Name: _____

SIGNATURE FLOW VALIDATED BY UBL PERMANENT STAFF (Sign, Stamp & Employee #)

Employee # _____

Name _____

Sign & Stamp _____

To,
The Manager,
United Bank Limited (Islamic Banking),
Karachi.

AUTO DEBIT AUTHORITY

I _____ holding CNIC # _____ hereby given irrevocable standing instructions to United Bank Ltd., to debit my account No. _____ branch code _____ for recovering monthly payments every month that is payable to United Bank Ltd (UBL Ameen Islamic Banking) which includes unit price amount, rental amount, Charity and other charges as mentioned in monthly payment schedule of **UBL Ameen Address Housing Finance**, addressed to me or as mentioned in the schedule of charges.

Any amount so debited from my below account as aforesaid shall neither be questioned nor challenged by me and the Bank shall not be liable for such debits on any ground whatsoever.

To enable the Bank to carry out my above irrevocable standing instruction, I hereby undertake to keep the account in funds or provide funds in case of need as and when demand.

By depositing / making the amount available in my account, I hereby offer to purchase the Musharakah Unit's in terms of undertaking to purchase Musharakah unit(s) in corresponding to payment schedule.

By collecting / deducting the amount, the bank hereby accepts your offer.

Yours Truly,

Signature: _____

Dated: _____

Name: _____

CNIC #: _____

RSH CALL MEMO

1. Basic Information

Product:			
Customer Name:			
Branch Manager:			
District Manager:			
City:		Application ID:	
Desired Financing Amt:		Desired Tenor (months):	

2. Customer Profile and Assets / Investments

Accommodation Ownership:			
Living in this house since:		Living in this city since:	
No. of Earning Members		Marital Status	
No. of Children:		No. Of Other Dependents:	
Where do your children study?			
Spouse's Occupation: (what and where?)			
Club Membership:			
Properties Owned: (size, location etc.)			
Vehicles Owned: (make & model)			
Deposit Accounts:			
Other Assets or Investments			

3. Education

Graduate Degree:			
Post Graduate Education:			
Other Relevant Information: (other qualification etc)			

4. Employment Details

Name of Company:		Duration of Business:	
Designation:		Total Length Of Employment:	
Grade/ Level:		Employment Status:	
Gross Salary:			
Net (Take Home) Salary:			



Other Relevant Information:	
5. Employment	
Compensation: (salary, bonus, option)	
Previous work experience:	
Reason for leaving previous employer:	
Other Relevant Information:	
6. End Use of Home Equity	
End Use:	
Vendor/Dealer/ Education Institution:	
Contact Person & Contact	
Documentary Proof Available	
7. Financing Related	
When & how would you like the financing to be disbursed?	
<ul style="list-style-type: none"> • Check understanding with respect to: • Approval process • Application fees (non-refundable) • Profit rate • Step-up payment plans 	
8. RM Remarks & Recommendations	
Market Segment:	
Character:	
Capacity / Cash Flows:	
General:	

Regional Sales Head:

Date:

LETTER OF UNDERSTANDING – UBL AMEEN ADDRESS

Dear Sir,

This is to confirm that I / we (the “Customer”) fully understand all the features of UBL Ameen Address Housing Finance and the necessity of observance and compliance of following minimum facility features before approval of my / our request along with the detailed ones which are to be duly signed by me/us on receipt;

- I. I / We understand that the basic mechanism of UBL Ameen Address Housing Finance (the “Facility”) is that, UBL Ameen Islamic Banking (“UBL Ameen”) and its Customer will participate in the joint ownership of an asset / property. The share of the UBL Ameen will be further divided into a number of units and the Customer shall undertake to purchase the units / shares of UBL Ameen periodically. UBL Ameen will issue a unit sale receipt (debit advice) when Customer purchases the said unit(s), thus increasing Customer’s share, in the property, until all the units of the UBL Ameen are purchased by the Customer; making him/her the sole owner of the asset. Simultaneously, UBL Ameen will rent out its share (units) in the Musharakah property to the Customer in consideration of which the Customer shall pay an agreed rental amount to the UBL Ameen against usufruct of UBL Ameen share. This structure of Diminishing Musharakah (“DM”) is based on Shirkat-ul-Milk standard approved by the State Bank of Pakistan (the “State Bank”).
- II. I / We understand that the Facility is only available to Pakistani nationals and I / We do hereby declare that I am / we are Pakistani national(s) and undertake to maintain this status, in addition to dual nationality (if any) at least until full and final settlement of the Facility, availed from UBL Ameen, to their satisfaction. If at any given point in time during the tenure of the Facility, I am / we are required by the law of the host country (foreign government) to surrender my / our Pakistani nationality, I / we shall immediately inform UBL Ameen in writing and arrange full settlement of the Facility within the time allotted to me/us by UBL Ameen.
- III. I / We understand that, I / we can purchase Musharakah units within the agreed tenure. There is No restriction on early purchase of Musharakah units except for construction on owned plot.
- IV. In the event of Early purchase of Musharakah Units / full settlement, unit price will be revised with 8% in the first year, 5% in the second year and 3% in the third year onwards.
- V. Satisfactory verification of my / our personal information / data provided to UBL Ameen in the application and other documents provided in this regard. Any change to my/our personal information and/or data shall be immediately communicated to UBL Ameen in writing.
- VI. That I/we understand that the Facility is extended with the condition that I/we shall maintain a clean lending record and ensure that any CIB report(s) availed from the State Bank and/or Data Check report(s) reflect the same.
- VII. I/We understand that the Facility is subject to the UBL Ameen carrying out a satisfactory valuation(s) of the said property.

- VIII. Legal opinion(s) on the title of the documents of the property, from the UBL approved lawyer(s) to the affect that a valid and subsisting charge can be created on the property in question and completion of all mortgage formalities as per lawyer's advice.
- IX. I / We have provided correct and accurate information to UBL Ameen on the application form and all the accompanying formats as well as information required specifically under SBP Prudential Regulations including, but not restricted to, detail of all consumer loans / facilities like credit cards, personal loans, auto finance, existing mortgage finance, etc. being availed by me / us or any of my / our dependents. I / We further undertake to provide the requisite documentary proofs in support of my / our disclosure to UBL Ameen's full satisfaction. If willful misstatement or intentional mistake is subsequently detected by UBL Ameen in my / our disclosure, UBL Ameen shall have full right and discretion to recall the facility before disbursement or after disbursement in line of the documents executed at the time of disbursement.
- X. The processing charges are payable with the application and are non-refundable. Further, all documentation charges and legal expenses with reference to Facility documentation to be borne by the Customer with the right of reimbursement (on demand) to the extent of the Customer's share.
- XI. That all terms and conditions existing for the Facility are subject to change with mutual consent, with respect to any / or all of the clauses included in the monthly payment agreement executed or to be executed between UBL Ameen and myself / us consequent to approval of my / our application and the facility offer letter offered to me/us in this respect and duly accepted by me / us in the event of change in State Bank and/or government regulations.
- XII. I / We confirm that I / we have reasonable resources to afford and inject sufficient equity into this transaction and in this regard undertake to submit copy of the agreement to sell of actual purchase price before disbursement of the Facility. I / We also understand that debt to equity ratio of financing will be approved on lesser of the evaluated price through UBL approved valuation(s) and the actual sale / purchase price as reflected in the agreement to sell.
- XIII. I / We undertake to advise UBL Ameen instantly of all or any event which will have an adverse effect on either my/our regular inflow of income or on the property being mortgaged.
- XIV. I / We understand that my / our application for the Facility does not bind UBL Ameen in any way and would never hold UBL Ameen or any of its officers liable for any failed deal and the loss suffered thereof.
- XV. For Purchase Cases – I / We will not insist, at any time, on making the payment under financing in the name of a person(s) other than the actual seller of the property.
- XVI. For Construction cases – a bill of quantity (BOQ) as per the Bank's approved format shall be provided by me / us, the same shall be prepared and signed by a registered architect / engineer / contractor and will be approved / granted subject to verification by UBL Ameen approved valuator. In case of lower estimate of verified construction cost, UBL Ameen can reduce the amount of the Facility in proportion.
- XVII. I / We understand that I / we can avail this Facility jointly only with my spouse, parents, siblings, children (or if otherwise approved by UBL Ameen) and in this regard subject property would be registered only in my / our names and I / We would not insist on adding any other person to the title of the property during the tenor of the Facility.



XVIII. Execution by me / us of UBL Ameen all standard charges and security documents including but not limited to Musharakah Finance Agreement and Memorandum of Deposit of Title Deeds.

I / We hereby confirm that I / We have read discussed with relationship officer and understood all the above stipulations and am / are agreed to be bound by them.

Name: _____

Signature: _____

Date: _____

CNIC No: _____

(Co-Applicant)

Name: _____

Signature: _____

Date: _____

CNIC No: _____

WITNESS (By Respective Relationship Officer).

Name: _____

Signature: _____