# MONEYBOXX

# BUSINESS LOAN - SECURED PRODUCT

Rajasthan

# State wise property papers for login - Rajasthan



State	Major Documents	Remark
Rajathan	<ul> <li>PATTA can be issued by -</li> <li>Gram Panchayat - FH PATTA basis possession</li> <li>Nagar Palika / Parishad - State Grant (&gt; 50 Years stay) &amp; 69A (&lt;50 Years stay)-99</li> <li>Years lease</li> <li>UIT Patta - Agriculuture properties which are acquired and allocated</li> <li>Housing board Patta</li> <li>Unregistered Patta</li> <li>If Alloted PATTA is not registered then case be done under QML</li> <li>Sale Deed</li> <li>Transfer Deed</li> </ul>	Any one of the property Documents
	Gift Deed	Gift Deed in Agriculture land required 13years chain document (Sawant Jamabandi & if any deed excuted between 13 years). And Register mortgage should be mandatory in Agriculture gift deed.



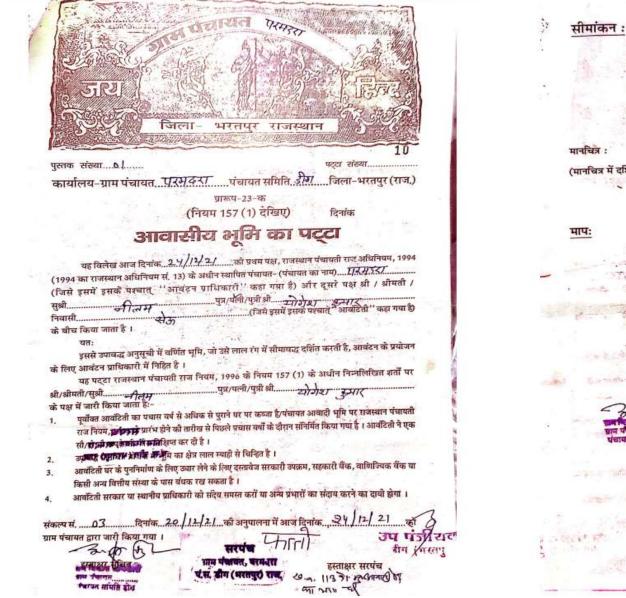


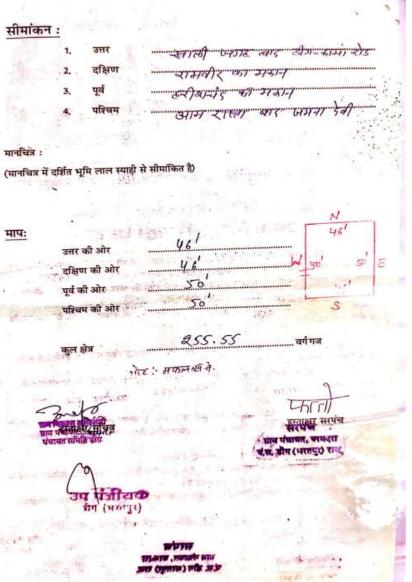
#### **KHATAUNI**

*Khatauni* (Record of Rights) is a register of persons cultivating or otherwise occupying land. Whenever there is any change in the possession of the land whether by succession or transfer or otherwise, the change is recorded in the *khatauni* by way of "**mutation proceedings**" within 3 months of such succession or transfer. The word *khatauni* does not find mention anywhere in the U.P. Land Revenue Act but the annual register mentioned in Section 33 of the LRA is none other than the *khatauni*, which contains 13 columns and the name of the tenure-holder, father's name and residence alongwith duration of occupancy, amount of revenue or rent etc., which are not present in any other record or paper. Thus, once a transfer has been affected through a duly registered document at the office of the Registrar or Sub-Registrar, mutation proceedings are then started at the *Tehsil* or the Municipal Corporation/Nagar Palika to reflect the change in possession.

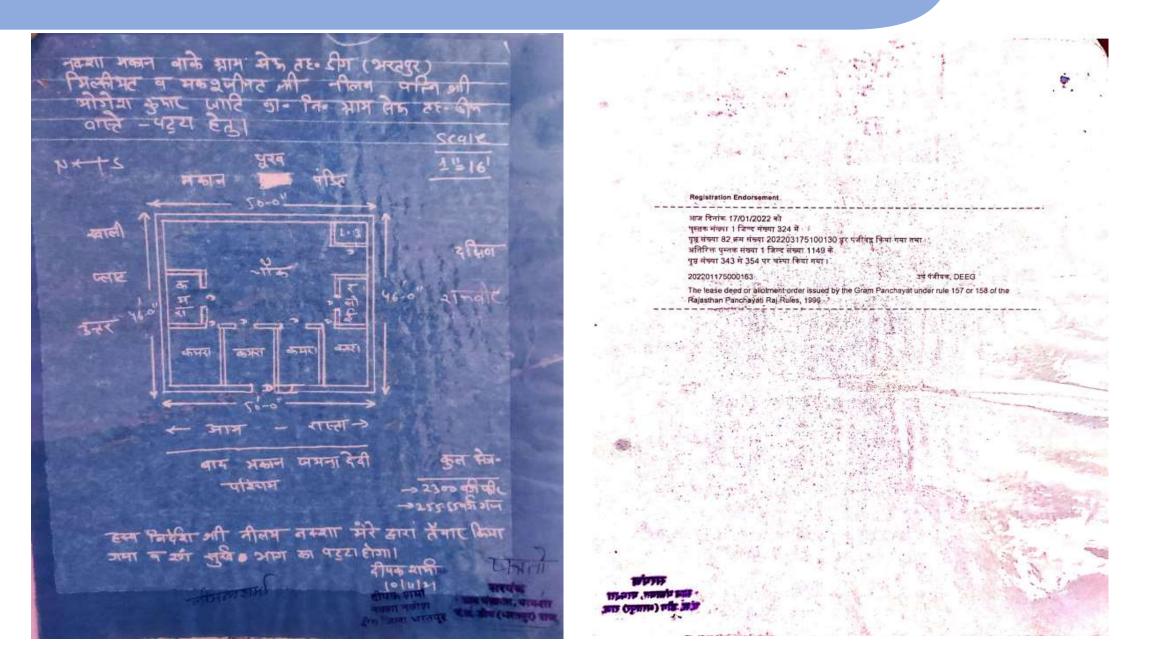


# **Rajasthan – Gram Panchayat Registered Patta**





### **Rajasthan – Gram Panchayat Registered Patta cont.**





# **Rajasthan – Gram Panchayat Registered Patta cont.**

Presentation Endorsement आज दिनांच 17 माह 01 मन् 2022 को 02:22 FM बजे बी/बीमती/मुधी NEELAM पुष/पुत्री/पक्षि थी YOGESH KUMAR उप्र 39 वर्ष, जाति 0-BRAHAMAN, व्यवसाय Housewife तिवासी House No.:0, Colony: SEU, Area: seu, City: DEEG, Pin code: 321203, District: BHARATPUR, State: RAJASTHAN ने मेरे सम्मग्ध दल्तावेज पंजीयन हेत् प्रस्तुत किया । CY MO IN ARTIST STATEM 202201175000163 The lease deed or allotment order issued by the Gram Panchayat under rule 157 or 158 of the Rajasthan Panchayati Raj Rules, 1996 Fees Receipt Endorsoment रसीद में, 202202175000163 दिनांक 17-01-2022 पंजीवन शुल्क ह प्रतिलिपि शुल्क र দুয়াকৰ প্ৰদন হ अन्य शुल्क ह बनी न्दाम्य शुम्क ह 100 बनी सरवार्व शत्क र इत बोग 202201175000163 उप पंजी DEEG The lease deed or allotment order issued by the Gram Panchayat under rule 157 or 158 of the Rajasthan Panchayati Raj Rules, 1998



### Rajasthan – Gram Panchayat Registered Patta cont.

#### MONEYBOXX

#### Under 54 Endorsement

धारा 54 के तहत प्रमाण-पत्र प्रमाणित किया जाता है कि इस लेख पत्र की मालियत रू 424210 मानते हुए इस पर देय कमी मुद्रांक राशि रू 100 पर कमी पंजीवन शुल्क रू 300, सरपार्ज राशि 30 कुल रू 430 रसीद संख्या 202202175000163 दिनांक 17-01-2022 में जमा किये नवे हैं। अतः दस्तावेज को रू 100 के मुद्रांकी पर निष्पादित माना जाता है।

#### 202201175000163

The lease deed or allotment order issued by the Gram Panchayat under rule 157 or 158 of the Rajasthan Panchayati Raj Rules, 1998

#### **Registration Endorsement**

आज दिनांक 17/01/2022 को

पुस्तक संगल्पा 1 जिल्द मंख्या 324 में पृष्ठ संख्या 82 क्रम संख्या 202203175100130 पर पंजीवद्व किया गया तथा अधिरिक्त पुस्तक संख्या 1 जिल्द संख्या 1149 के पृष्ठ संख्या 343 से 354 पर चस्पा किया गया।

#### 202201175000163

The lease deed or allotment order issued by the Gram Panchayat under rule 197 or 158 of the Rajasthan Panchayati Raj Rules, 1996

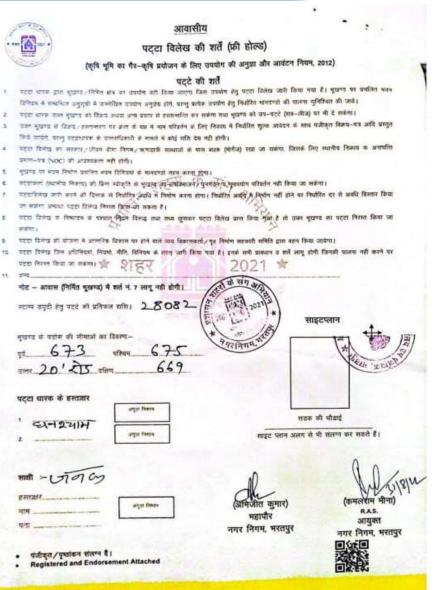
GEEG

उप पंजीयक,



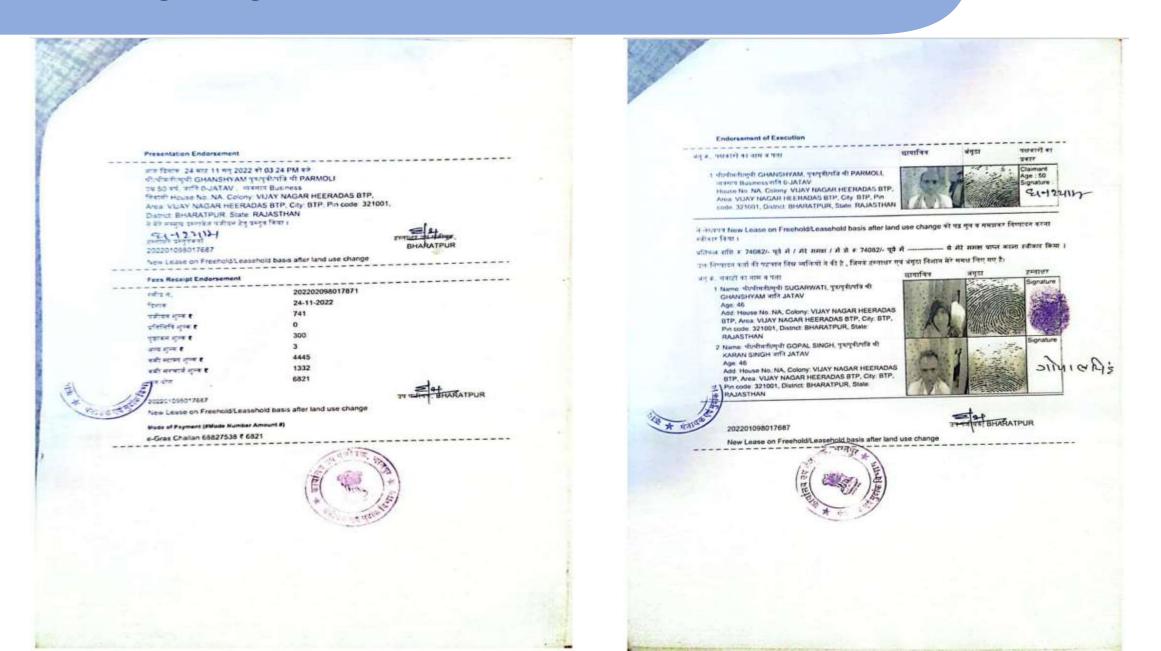
#### Rajasthan – Nagar Nigam Patta





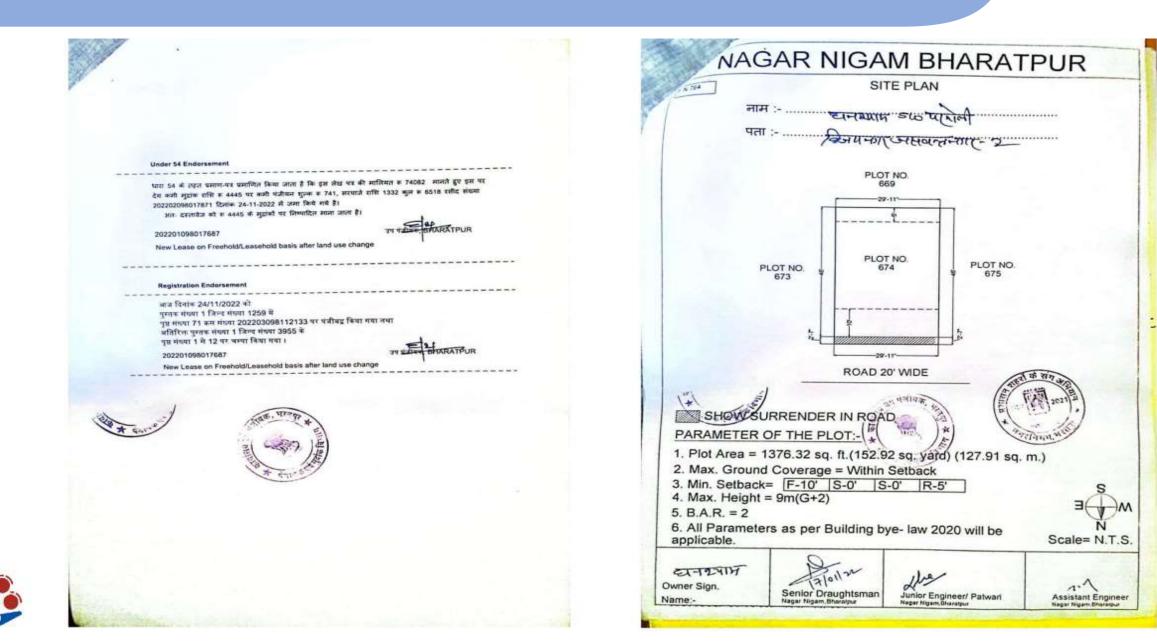
#### Rajasthan – Nagar Nigam Patta cont.





#### Rajasthan – Nagar Nigam Patta cont.



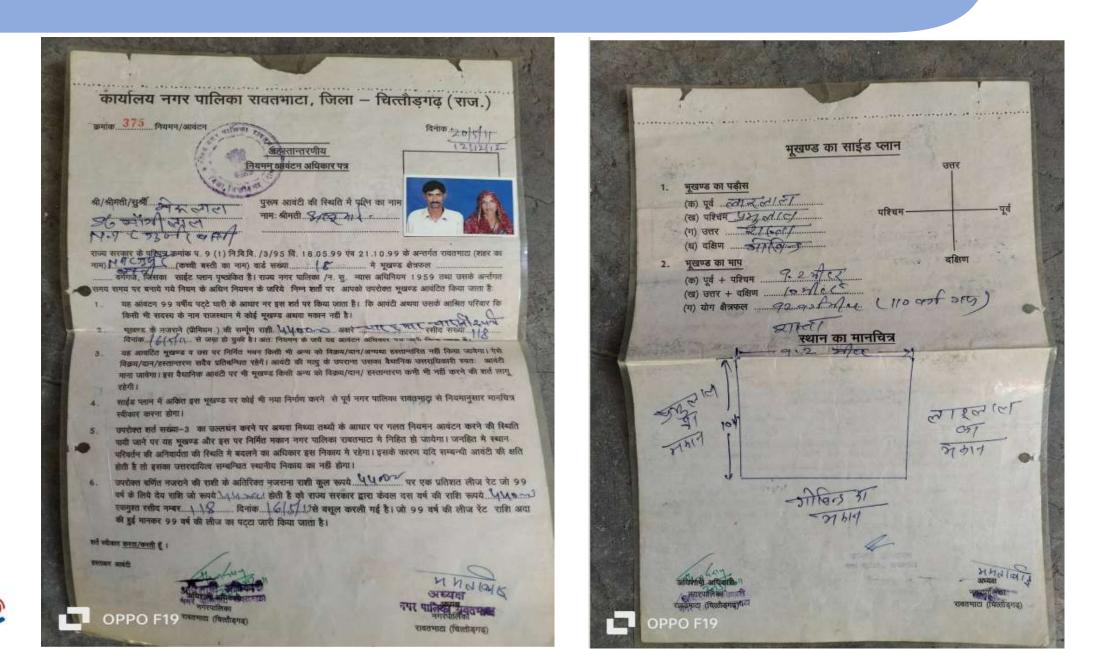


# Rajasthan – Nagar Nigam Patta cont.



		<b>`</b> `
Registration Endorsement		
जान दिनांक 24/11/2022 को		
पुस्तक संधवा 1 जिल्द संधवा 1259 में		
पुष्ठ मध्या 71 क्रम संख्या 202203098112133 । अतिरिक्त पुस्तक संख्या 1 जिन्द संख्या 3955 के	र पंजीवद्व किया गया तथा	
पृष्ठ मंखया १ मे १२ पर अभ्या किया मया।	1	
202201098017687	TY TIME SHAR	ATPUR
New Lease on Freehold/Leasehold basis aft	or land use change	
		131 500 100
		THI PA
		C Ball 'S

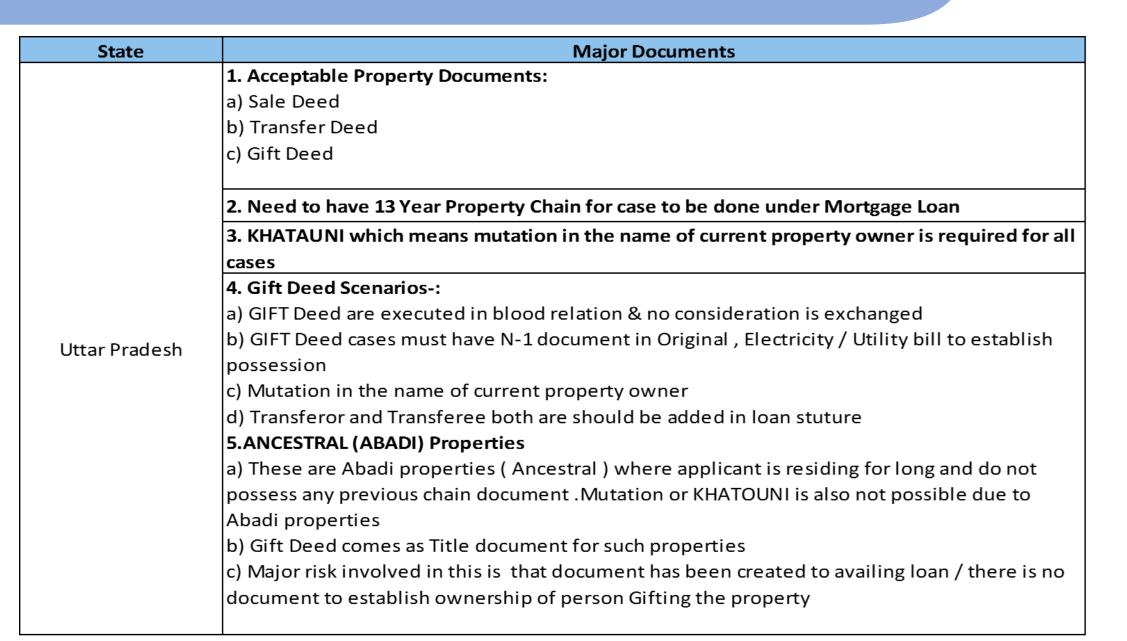
#### **Rajasthan – Unregistered Patta**



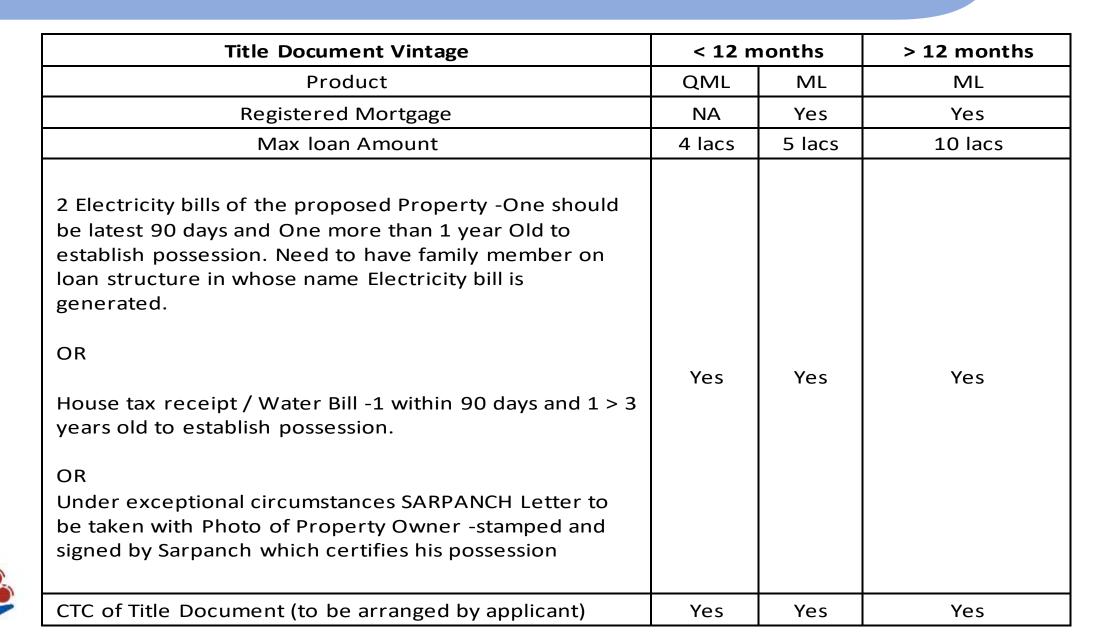
# BUSINESS LOAN - SECURED PRODUCT



## **State wise property papers for login – Uttar Pradesh**

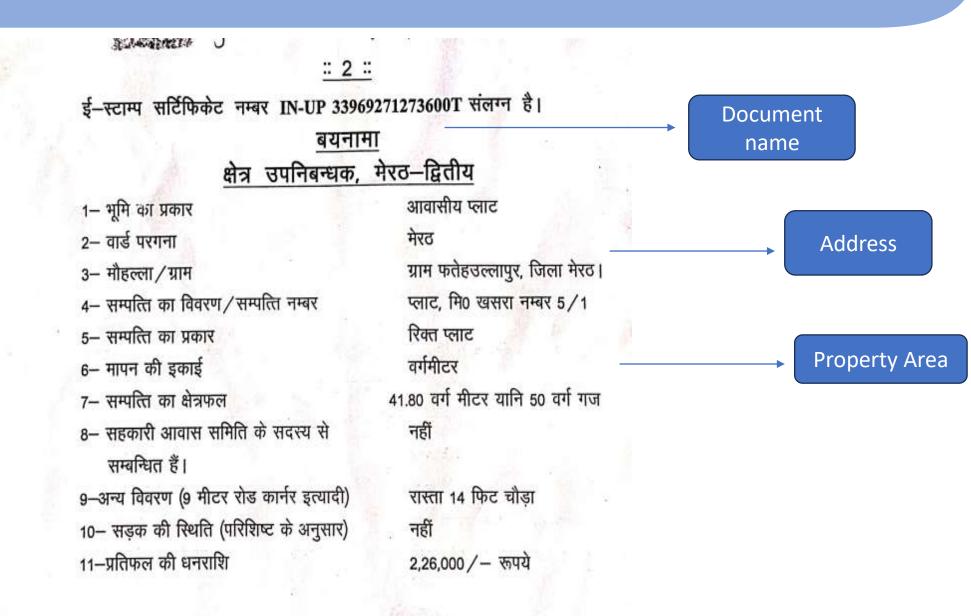


## **State wise property papers for login – Uttar Pradesh cont.**

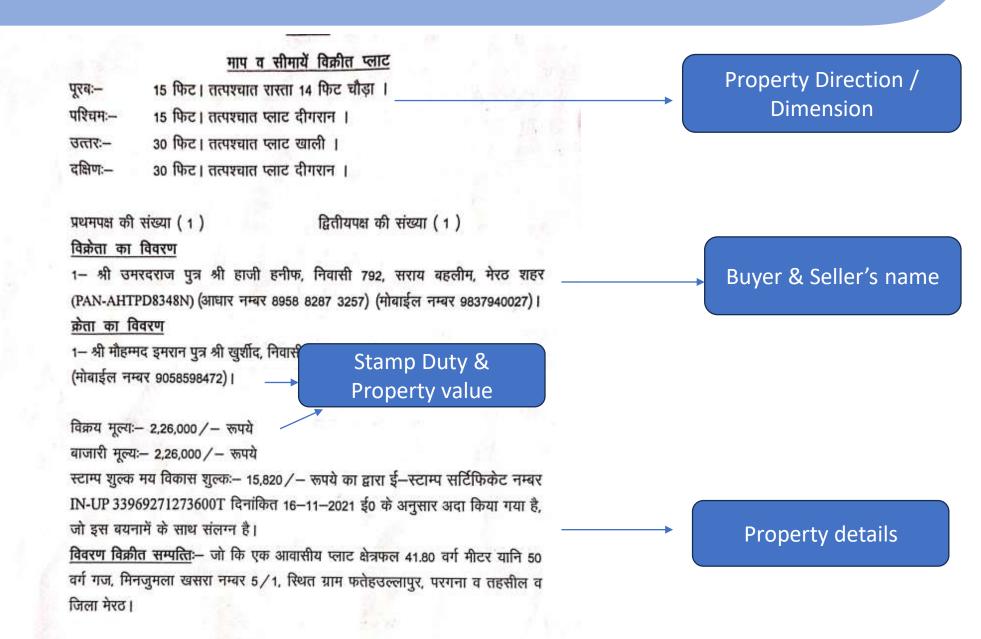


### **Uttar Pradesh – Sale Deed**



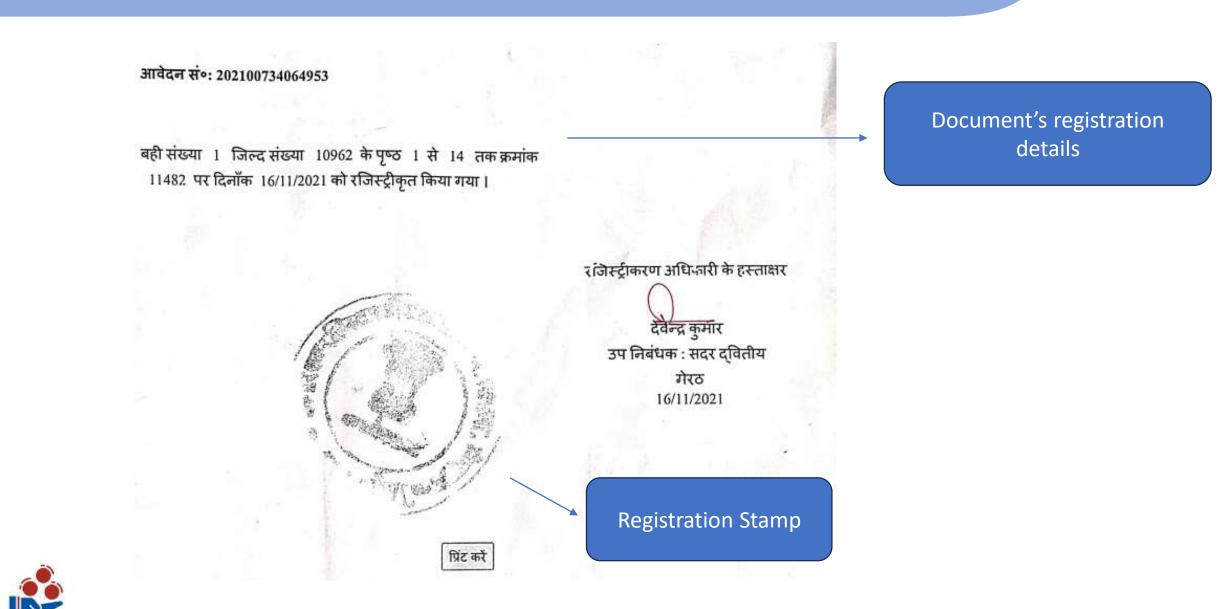


#### **Uttar Pradesh – Sale Deed Cont..**



# **Uttar Pradesh – Sale Deed Cont..**



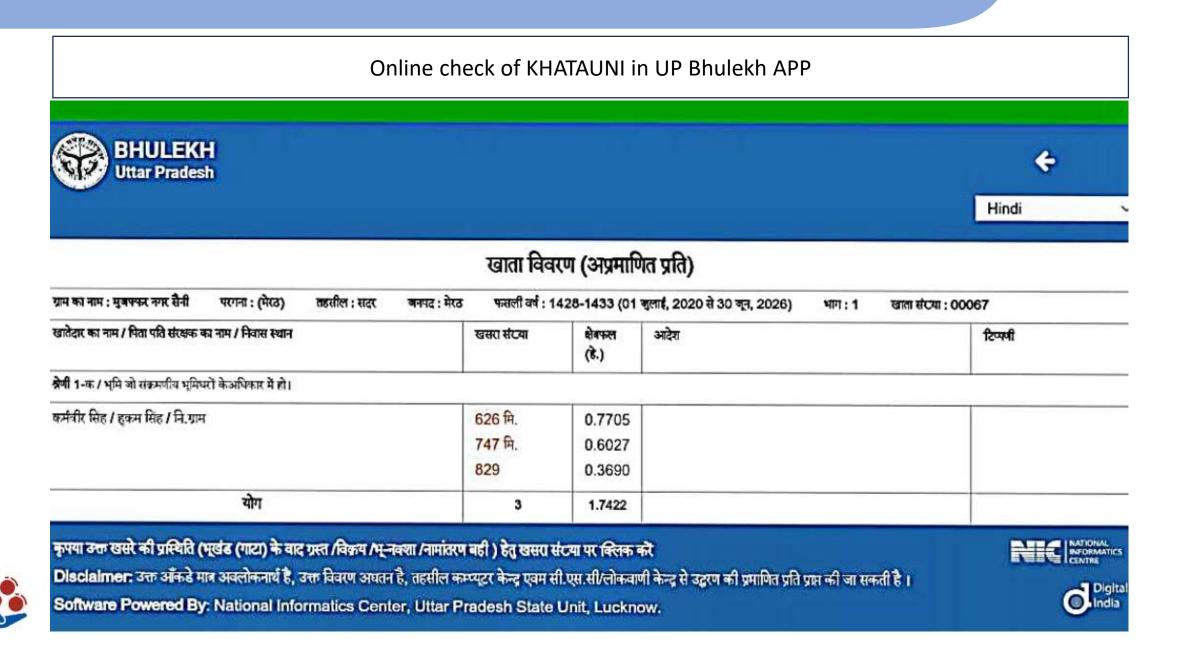


# **Uttar Pradesh-Sample KHATAUNI**

					उद्धरण	खतौनी		ਰ	रद्धरण क्रमांक <b>:</b> 21903	7202304758
गम क्रमां	<b>季:21903</b> 7	ग्राम का नाम : मेरठ(मेरठ)	तहसील : सदर ज	रनपद : मेर	ठ फर	सली वर्ष : 1429-1434 (01 जुलाई,	, 2021 से 30	जून, 2027)	भाग : 1	
केणी : 1-व	म् भूमि जो संग	क्रमणीय भूमिधरों केअधिकार में ह	हो ।						10	
खातेदार व	का विवरण		खातेदारी प्रारम्भ होने	का विवरण		भूमि का विवरण		खातेदार का	अंश	
(1) खतौनी खाता संख्या	जाति कोड अथवा पैन न	ति-संरक्षक-प्रवंधक का नाम / / आधार नं0 (अन्तिम चार अंक) i0 (6-9 स्थान के अंक) / पता / अवयस्क हेतु)	(3) न्यायालय का नाम / कम्प्यूटरीकृत वाद संख् अथवा आदेश संख्या / का दिनांक / जोत का	आदेश	(4) चर्ष	(5)खसरा संख्या (यूनीक कोड)	(6) गाटे का कुल क्षेत्रफल (हे.)	(7) हिस्से में	(8) क्षेत्रफल में (हे.)	(9) खातेदार द्वारा देय भू-राजस्व
01714	सतवीर सिंह कालिज मेरत	/ मीरसिंह / सिविल लाईन मेरठ ठ			1368	3230(2190373230000012)	0.3890			0.00
ल गाटे-	। एक कुत क्षे	त्रफल- शून्य दशमलव तीन आठ नौ	शून्य (हेक्टेयर) कुल भ	भू-राजस्व <b>-</b> व	। शून्य दशमल	व शून्य शून्य रुपये				
नामान्त (10) न्यायाल आदेश र	रण / खातेदार । य का नाम / क नंख्या / आदेश	की श्रेणी परिवर्तन का विवरण म्प्यूटरीकृत वाद संख्या अथवा का दिनांक / नामान्तरण का ताक्षर नाम / डिजिटल हस्ताक्षर	खारिज किया गया न (11) नाम / पिता-पति- संरक्षक-प्रवंधक का नाम / जाति कोड / आधार नं0 (अन्तिम चार अंक) अथवा पैन नं0 (6-9 स्थान के अंक) / पता / जन्मतिथि (अवयस्क हेतु)	ाम (12) गाटे का खसरा नम्वर / यूनीक कोड	(13) क्षेत्रफल (हे.)	दर्ज किया गया नाम (14) नाम / पिता-पति-संरक्षक- प्रबंधक का नाम / जाति कोड / आधार नं० (अन्तिम चार अंक) अथवा पैन नं० (6-9 स्थान के अंक) / पता / जन्मतिथि (अवयस्क हेतु)	(15) गाटे का	खसरा नम्बर / य	रूनीक कोड	(16) क्षेत्रफल (है.)
(17)भारि	। के सम्बन्ध में	विचाराधीन राजस्व वाद/वादों की	कम्प्यूटरीकृत संख्या :	1				(	RE (RET)	
andre	क होने की स्थि	रति (संस्था अथवा वैंक का नाम/के	डि/वंधक का दिनांक/धन	राशि) :					*	

# **Uttar Pradesh – Bhulekh**





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**BIHAR** 





State	Major Documents						
	Nature of Property	Property should be Free	hold or Leasehold				
	Property Type	Owned-Self Occupied -Residential , Commercial or Industrial. On exceptional basis we will look for Vacant or Let out proeprties with lower LTV					
		Sale Deed	Other documents-				
	Acceptable Title Documents	Gift Deed	LPC (Land Posession Certificate) , LRR (land revenue record) &				
		Transfer Deed	Jamabandi (Mutation)				
		Will Deed	Registered will ,previous chain documents, latest HTR or Electricity bill & Death Certificate				
Bihar		Partition Deed	Latest tax paid or Electricity bill				
	Registered Mortgage Scenario	All cases where Sale deed is created out of Ancestral property Properties which are Gifted or transferred via Patta ,Allotment letter,Khata ,7/12 Extrac extract, Vacant land taken as collateral / imperfect documents If State govt has a law which State all Properties to be done with RM As suggested by empanelled lawyer					
	Title document is coming is Legal chain not clear or short chain In in Property valuation we may go for Quasi mortgage loan						

**BIHAR** 

Ö

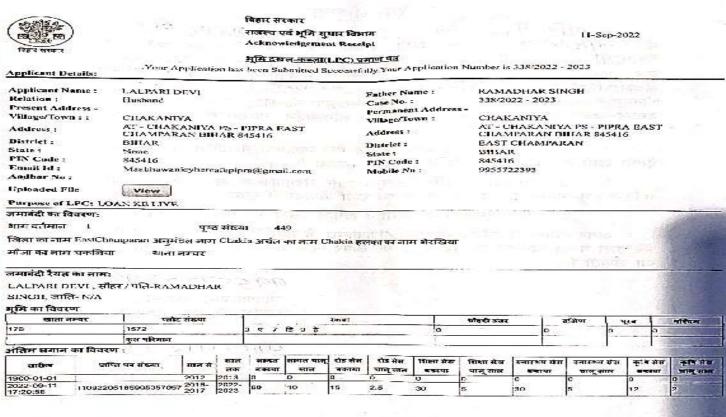


	Fully constructed property (pucca structure)-Residential or Commercial			
Acceptable Collateral	Independent house			
	Flat			
	Bungalow			
	Row / compound house			
	Office building			
	Shop			
	Self Occupied Godown- only land value is taken			
	Industrial property- Only land value is taken			
	Funding on vacant land or Agriculture land to be capped at Max 2 lacs			
Legal & Technical	Legal & Technical will be done by empanelled lawyer			
Non Encumbrance Certificate	Is not taken for loan amount up to 10 lacs			
Legal Search	Online search is submitted by empanelled lawyer			
	Cases where property area is mismatch between Title document and LPC / LRR we can proceed			
Area mismatch between Title doc and LPC or LRR	basis correction receipt			
	However , need to capture as PDD for revised LPC or LRR or both			
	Legal & Technical Non Encumbrance Certificate Legal Search Area mismatch between Title			

# **Bihar – Sample of LPC**

LPC- Land Possession Certificate. LPC is a land document, and this document shows – how much land is in your name, or how much of your share is registered with the government.

#### **Online Mutation**



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यह एक कम्प्युटर अनित प्रति यह पुपत केत्व प्रार्थ की जानकारी के लिए है इसका अपबोग किसी भीज्यायलय में साध्य के रूप में स्टी किया जा सकरा है किस भी प्रकार की अश्हियों के लिए सम्बद्धनियत अंचलाधिकारी से संपर्द्ध करे

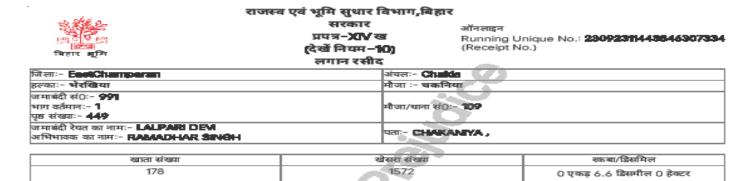


# **Bihar – Sample of LRR**

LRR(Land Revenue Receipt) – Land revenue means any amount of money payable to the government instead of owning a piece of land by the owner. It is a form of tax paid to the government.

LRR is issued by SRO

Property Owner can apply LPC & Mutation after LRR is generated



सालाना मांग(बकाया और वर्तमान) चालू वितीय वर्ष का							
वितीय वर्ष	सालाना व	१र बक्ते	या वर्तम	गन सू	द कुल	अभियुक्तिबकाया का वर्ष क तक]	
जमाबंदी लगान	10.00	0.00	10.00	0.00	10.00	2023-2024 से 2023-2024	4
सेस(लगान का 50 प्रतिशत स्वास्थ्य सेस, 50 प्रतिशत शिक्षा सेस, 25 प्रतिशत रोड सेस एवं 20 प्रतिशत कृषि सेस)	14.50	0.00	14.50	0.00	20.00	2023-2024 से 2023-2024	4
कुल	24.50	0.00	24.50	0.00	30.00	2023-2024 से 2023-2024	4
		P	वसूली				
्या वितीय वर्ष	1	काया के विरुद्ध वसूली	वर्तमान मांग के विरुद्ध कुल वसूली	कुल वसूली	ो अवशेष राशि (	बकाया का वर्ष कब से कब तक)	अभियुक्ति
ल गान		00	10.00	10.00	2023-2024	से 2023-2024	
सेस लगान का 50 प्रतिशत स्वास्थ्य सेस, 50 प्र शिक्षा सेस, 25 प्रतिशत रोड सेस एवं 20 प्रतिश सेस]		00	14.50	20.00		से 2023-2024	
কুল	0.	00	24.50	30.00	2023-2024	से 2023-2024	

कुल बकाया-30.00 वसूल की गयी राशि शब्दों में**- Thirty Rupses** 

নিথি- 23-09-2028

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यह एक कम्पयुट र जनित प्रति है। किसी भी प्रकार की अशुद्धियों के लिए सम्बन्धित अंचलाधिकारी से संपर्क करें।



# **Bihar – Sample of Jamabandi**

**Jamabandi** – Jamabandi or record of rights (ROR) is a document prepared by the revenue estate of the states. This record includes information about land ownership, area of land, ownership share, rights related to land and other updates related to land. (Jamabandi is issued by Circle Officer)

After Sale Deed Registration, Jamabandi is updated in SRO, and buyer can pay Property Tax after Jamabandi

**Mutation**- Only After Mutation, Current Property Owner can get all the legally rights, and after mutation no one can object or challenge for ownership.

When the Property is Sold, by Mutating the property new owner can acquire all the legal Rights of the property.

Mutation and LPC both are Mandatory Documents for legal clearance, but as per current situation in Bihar (CO Officers has been transferred due to Mutation and LPC process is delayed) we can give deferral Deviation approval for 30 to 45 Days



#### **Direction/Dimension Mismatch** -

If Property is not identified, and directions and dimensions mismatched At least 2 boundaries of property should be matched for doing case with **Patwari Trace Map** or **Gram Panchayat NOC signed by Sarpanch and Sachiv of the village** or **Indemnity bond on 100 Rs. Stamp duty (Notarised)** for boundaries mismatch.

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Mouka Patwari Report/ Patwari Trace Map – In some cases valuer can ask for Mauka Patwari Report/Patwari Trace Map.

#### How to check directions?

Directions are being checked from property document & same should be verified during visit property documents provided gave to us for ML likes East, West, North & south direction should be verified after visited collateral from property document.

#### Population Density / In Development %

Minimum 10% or Advisable 30%

#### Property in community area

Community area property will be processed based on customer's overall profile and 12 MOB clean repayment.

#### Landlocked property

We can do only QML in landlock property with Indemnity bond of both owners (collateral owner and landlord right holder).

LTV & loan amount would be lower side.

#### Concern of Washrooms/Kitchen-

If SORP property So, Washroom/Kitchen is required in the house. But if there is not availability of the Washroom/Kitchen CCO will be discussed with applicant and add remarks in CAM as per branch recommendations and valuation concern remarks.

<u>Approach Road Concern</u>- if approach road is 3 feet, 4 feet etc. and less than required so based on valuation concern CCO will be discussed with applicant and add remarks in CAM as per branch recommendations and valuation concern remarks, we will appraise accordingly.

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#### LTV Offered

Loan amount	LTV%
Up to 4 lacs	Max 70% LTV and No Deviation
> 4 lacs	Max 50% LTV and 10% Deviation With deviation Max 60%



<u>**River/Drainage/Pond Concern</u>**- We need to take deviation as per the BM/BCM/CH Recommendation provided in the system and due to low marketability, we will appraise accordingly.</u>

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<u>Area Concern</u>- In MFL we are considering minimum area provided in the valuation report and provided value will be considered for LTV calculations.

"If any other concern, other than above concerns branch team will provide recommendations and if case is ok for approval then will discuss at CCO Level for final approval at CRO Level."

Types of property funded in MFL-

- SORP Self Occupied Residential Property.
- SOCP Self Occupied Commercial Property.
- Mixed Used Self Occupied Property. (SOCP+SORP)
- Properties other than Self Occupied will be appraised on lower LTV

\*We are funding on SORP (Self Occupied Residential Property where he lives with his family) & on SOCP (Self Occupied Commercial Property where he has owned business not more than 30 Kms from the house).





#### Incorrect entries in Gram Panchayat Formats-

Mostly GP format provided by the branch team to the empanelled lawyer consist of many wrong data inputs like wrong age of the property owner, Khasra no/Patwari Halka no/Plot/House/ward no /Incorrect district and Tehsil details/Missing signature of Sarpanch and Sachiv etc.

#### Provide incomplete documents to the Vendors-

As observed in many cases incomplete documents/incorrect documents provided to the vendor which need to be update the Legal.

#### **Direction/Property Area Concern-**

As observed in many cases property papers revised after the Legal and valuation initiation which leads to the incorrect legal at CCO Level.

#### **Incomplete Flow of Title in Legal-**

If there is any concern in the flow of title than Legal report needs to be update at CCO Level.



# Charge creation docs by BDO & Secured docs checking @ CCO

Gaps in RM deed, Registered EQM, MODT, Lien Marking, Registered Deeds & other Sanction Conditions/Subjective Conditions.

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#### Sanction Conditions-

- BDO needs to check credit conditions in CAM if all credit conditions are fulfilled then he/she moves towards the create charge creation.
- Post receiving of registration documents (RM/EM) and Registered Deeds (Co-ownership, Gift Deeds) then, BDO need to send all verification documents at CCO Level.
- Post approval from CCO for go-ahead for sanction conditions then BDO needs to upload all documents in the system for the final DB process.

While sending case to CCO for document verification Subject line should be as below format-

Branch/Customer Name/Lead ID/Lan Number /Loan amount



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Major Errors in the document Verification-

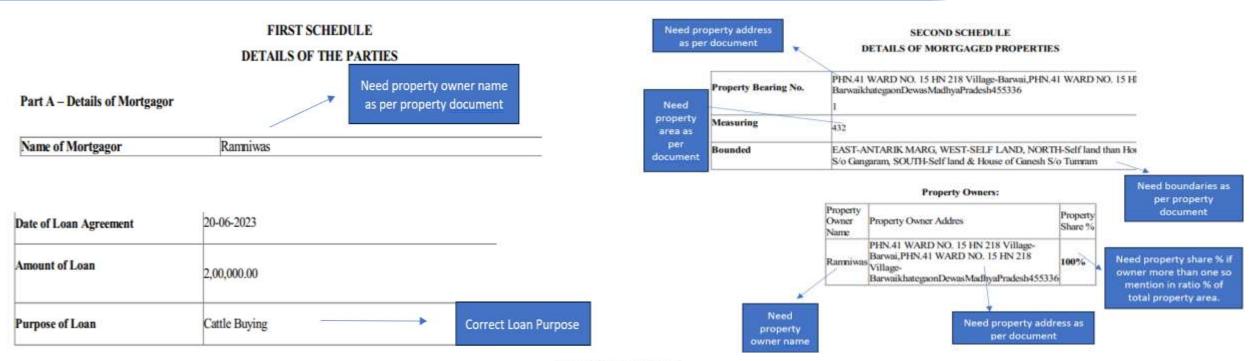
- Property Owner Name/All property owners' name.
- Property Address
- Property Area & Property boundaries
- Sanction Loan Amount/Tenor/ROI
- Affidavit or Indemnity in case of Concern in Property does not collect by BDO.
- Additional property documents post sanction not collected by BDO.

Above information should be match from Property document properly.



# All Cloud System – MODT Format





THIRD SCHEDULE

#### LIST OF DEEDS/DOCUMENTS RELATING TO THE MORTGAGED PROPERTIES

nent Name		Date	Details Of Document(s)
PRAMAN PATRA	14	27/05/2023	
TI PATRA,NAKS IANTRAN PRAM	Contraction of the second s	27/05/2023	
AMANTRAN PRA	MAN PATRA	27/05/2023	5
TAX RECEIPT		27/05/2023	

P	lease fill property documents
	details as per the Sanction
co	ndition/ No Gaps in this Table.



# **Documents required in Balance Transfer**



Documents for a Balance Transfer Loan					
Documents for a Balance Transfer Loan	Mandatory	Uploaded by			
LOD from another Bank	Yes	BCO			
Latest outstanding balance letter from existing financial institution on their letter head	Yes	BCO			
Photocopy of the property documents (including Own Contribution Proof)	Yes	BCO			
6 Months bank statement of account from which EMI is being paid to	Yes	BCO			
Payment Receipt for loan closed and NOC	Yes	BDO			

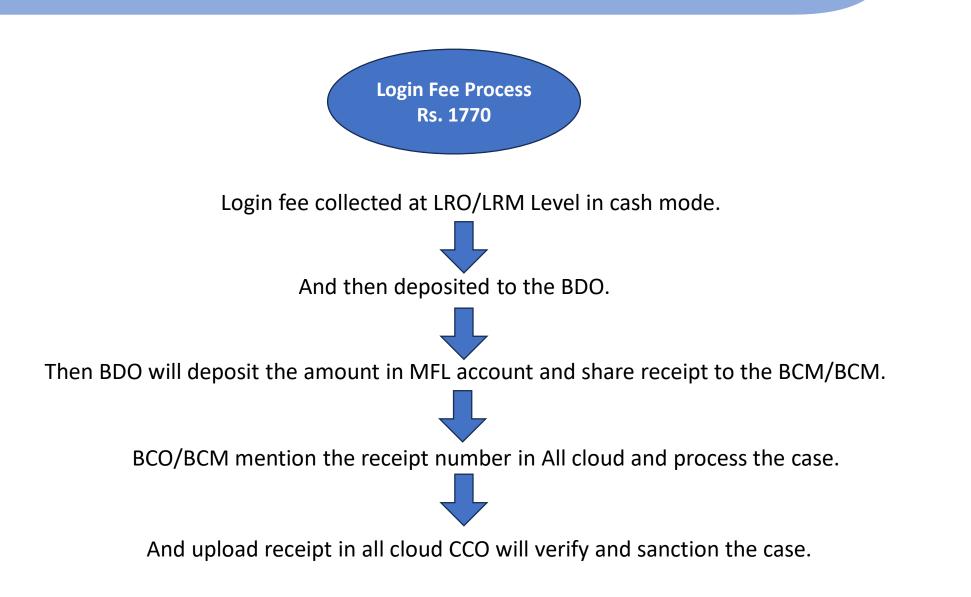


- Legal and technical will be initiated.
- If concern in Legal and technical then branch can move cases to CCO level with the mitigate/recommendation, why we are process in QML.
- Loan amount will be equivalent to unsecured exposure/10-20% amount can be increase based on the overall charges in secured product.
- Decisioning on product- QML or ML depends upon legal chain clearance or any concern in technical or legal.
- Un Registered PATTA cases will be processed under QML with max loan amount of 300K
- All QML more than 300k required Mayur Sir approval then only we can process at CCO Level.
- No RM/EM/Lien Marking required to process in QML.

"Currently we are only processing cases in CG State and other states where some issues with the Legal and Valuation concern."











# THANK YOU

