



Housing Development Finance Corporation Plc.

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Application for Amna facility

Applicant's Details

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1

As it in National ID Card

Applicant's Full Name

Sex:  F  M

Date of Birth: D D / M M / Y Y Y Y

National ID Card Number

Permanent Address: Apartment No., Floor, Name of House, Road, Island, Atoll

Present Address: Apartment No., Floor, Name of House, Road, Island, Atoll (If different from above)

Contact no. / Email: e-mail, Mobile, Residence, Office

Facility Details

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2

Facility Amount Required: (MVR) Amount in words, (MVR) Amount in numbers

Tenure: No. of Co-Applicants, Years

Required Facility:  Purchase of Land & Construction / Purchase of Flat,  Material Purchase,  Extension,  Completion,  New Construction

Address of Property to Develop / Purchase: Apartment No., Floor, Name of House, Road, Island, Atoll

Total BOQ Value / Total Purchase Price: MVR, Area of Land: Sq. ft

Proposed no. of apartments, Proposed no. of floors, Approved no. of floors





Income Details

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3

Name of Employment

Profession/Position

Apartment No. Floor

Name of House/Place

Employed Office Address

Road

Island

Atoll

No. Years/Months in Service

Temporary

Permanent

Income

Salary

Other Employment

Pension (Monthly)

Total Monthly income

Highest Educational Qualification

Awarding Institution

Financial Details

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4

Approved Limit

Name of the Bank/ Institution

Credit Card Details

History of previous and present Facilities and obligations to all institutions

Purpose of Loan

Details of security offered

Remaining Period (year)

Monthly Installment

Facility Amount (MVR)

Name of Bank/ Institution





Details of Owner's Contribution

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Table with 4 columns: Amount, Account Number, Branch, Bank

From Savings

Table with 4 columns: Spent on Land, Pension fund, Cash in Hand, Down payment / Spent on Building

Other Sources Amount (MVR)

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Details of Security Offered for Mortgage

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6

Form fields for Apartment No., Floor, Name of House, Address of Property Offered as Mortgage

Form fields for Road, Island, Atoll, Land Area, Title Registry no.

Form fields for ID Card Number, Name (s), Names of Title Owner(s)

Multiple horizontal input lines for additional details

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Family details

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Form fields for No. of Children, Widowed, Divorced, Single, Married

Form fields for ID Card Number, Date of Birth, Name/s of Children

Multiple horizontal input lines for additional family details

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تقديم طلب للحصول على تسهيلات  
Details of Referees ( Two persons Please Inform the Referees for verification purpose )

2	1	
_____	_____	الاسم Name
_____	_____	العنوان Address
_____	_____	رقم الاتصال Contact Number
_____	_____	الوظيفة Occupation
_____	_____	العلاقة مع المتقدم Relationship Known to Applicant
_____	_____	التوقيع Signature

تعليمات  
Instructions

- الحد الأدنى لعدد المتقدمين للتسهيلات يجب أن يكون اثنين.  
Minimum number of applicants for the facility must be two.
- يجب تقديم نسخة منفصلة من النموذج "نموذج المشترك / نموذج الضامن" مع كل المتقدمين.  
Separate copy of the form "Co-Applicant form / Guarantor form" must be submitted by each applicants.
- يجب تقديم صورة مقاس البطاقة الشخصية (للشخص الرئيسي، المشتركين، والضامن) مع كل مستند مقدم. يجب أن تغطي الصورة جزئياً الصورة المطبوعة.  
Applicants (Main Applicant, Co Applicants, Guarantor) must provide a stamp size photo signed partially overlaps the photo.

تكاليف مرتبطة بالتسهيلات  
Fees linked to the Facility

- رسوم التقديم: مبلغ غير قابل للاسترداد من MVR500 عند التقديم.  
Application fee: Non-refundable amount of MVR500 upon application
- إيداع: 3 دفعات قسطية للتسهيلات، (للمدة من تسهيلات)، (شهرية)  
Deposit: Three months Facility Installment, (for the tenor of the Facility)  
Before claiming the first disbursement, one month deposit shall be paid upfront, and the remaining two months shall be paid before releasing the final disbursement.
- التأمين/التكافل: التأمين على المبنى الذي تم إنشاؤه من خلال HDFC، (حتى تاريخ نضج التسهيلات)  
Insurance/Takaful: The building constructed through HDFC, (until facility maturity date)
- تسجيل الاتفاقية في المحكمة: طابع إيرادات بقيمة MVR 25/-  
Registration of the agreement at the court: Revenue Stamp of MVR 25/-
- رسوم المعالجة والتفتيش: 1% من مبلغ التسهيلات (غير قابلة للاسترداد)  
Accordingly the maximum is set to be MVR 50,000.







Required documents to be submitted with the application

- 1  \* National Identity Card copy
  - 2  \* Marriage Certificate copy (if the Applicant / Co applicant is husband/wife)
  - 3  \* Birth certificate of the children if they are participating in the Facility
  - 4  Income details
  - Letter from employer if the person is employed
  - Income details of the past 12 months, if the applicants are self employed
  - Rent agreement if the source of income are from property rent
  - 5  If doing Business
    - Permit to carry out the business/ business registration copy/ MOA, AOA copy
    - Audited financial statements of the last three years
    - 12 months Income statements if the business is small / copy of GST statements and GST return voucher
  - 6  12 months Bank statement
  - 7  Registration of the property (land/building)
  - 8  If to purchase Land with construction
    - Valuation copy of the land and building
    - Sellers expression of interest to sell, bank Account details, national identity card copy
    - Sale and purchase agreement
    - Copy of the registry of the property to be sold
  - 9  Valuation report of the collateral property, if the collateral offered is not the property to be purchased. Alternate collateral offered should be from the same City/Island.
  - 10  Permission for the construction ( In atolls, if the property to be constructed exceeds one floor)
  - 11  Bill of Quantity (BOQ)
  - 12  Approved Drawings
  - 13  Account statements and Facility agreement copy if the applicants has approved facility from another financial institution.
- \* Require to present original documents along with copies for attestation.

For more information  
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