Process for Handover of original property papers.

[In case of death of property owner(s)]

In the unfortunate scenario of death of a mortgaged property owner, and the property owner has died without executing any Will bequeathing the property in favour of any person, the legal heir(s) of the deceased shall become the property owner(s) as per their respective laws of succession. In order to enable deceased property owner's legal heir(s) to know the process of collecting the original property documents post the due repayment and closure of Loan(s) availed against the security of the said property/ies mortgaged in favour of Bajaj Housing Finance Limited ("Company"), the procedure prescribed below needs to be followed by the legal heirs along with the documents which are required to be submitted for collection of original property documents:

The following procedure is to be strictly followed while submitting the claim for release of property documents by the Company:

1. The persons who are legal heir(s) have to submit legal heir/surviving member certificate/family tree of the deceased property owner issued by the competent authority to the Company at bhflwecare@bajajhousing.co.in or at the Company's branch.

2. All legal heir(s) must jointly visit the nearest BHFL branch to collect the papers. In the event any legal heirs would not be visiting BHFL branch to collect the property documents, such persons shall issue a Power of Attorney or Letter of Authority in format prescribed herein below in favour of any of the other legal heir(s) visiting the Company's branch to collect the original property papers.

   Annex 1 - Power of Attorney ('POA') for Collection of Documents

   Annex 2 - Letter of Authority ('LOA')

   The LOA/POA must be duly filled in with all details, and the POA notarized and adequately stamped as per respective state law.

3. At the time of collecting the Property Papers from the branch, the Legal heir(s) shall also submit an Affidavit in the prescribed formats herein below:

   Annex 3: Affidavit format

   The affidavit must be duly filled in with all details, notarized and adequately stamped as per respective state law.

4. Property Documents will be handed over, post collection of the below documents:
   a. Notarised Affidavit in the format provided in Annex-3 herein below
   b. Death certificate of deceased property owner
   c. Self-attested KYC document(s) of all Legal heir(s)

d. legal heir/surviving member certificate/family tree of the deceased property owner issued by the competent authority.
e. Notarised POA/LOA of the legal heir(s) who are not coming to collect the Property Document(s) (if applicable) in the formats provided in Annex-2 or Annex-3 as applicable.

Annex 1 –

POWER OF ATTORNEY FOR COLLECTION OF DOCUMENTS

THIS POWER OF ATTORNEY granted at _____ this _____ day of _____ 20__ by

Mr. _____aged _____, son / of Mr._____ residing at _____ (hereinafter referred to as the "**Grantor**") which expression shall, unless it be repugnant to the subject or context thereof, include his/their successors, heirs, legal representatives and administrators).

in favour of

Mr. / Ms., _____, aged _____, son / wife / daughter of Mr._____ residing at _____ (hereinafter referred to as the "**Attorney**").

WHEREAS:

1. Bajaj Housing Finance Limited ("**BHFL**") has, granted a loan of Rs. _____/- (Rupees _____ only) (the "**Facility**") to *inter alia* _____ ('**the Deceased Borrower'**) against the security by way of mortgage over the property located at _____ _____ ("**Property**").

2. The Grantor along with the other legal heir(s), if any, of the Deceased Borrower intend to foreclose the said Facility by paying all the outstanding dues to BHFL.

3. The Grantor states that he will not be able to personally visit the branch/office of Bajaj Housing Finance Limited ("BHFL') to collect the documents pertaining to the Property from BHFL post the closure of the Facility and intends to nominate, constitute and appoint the Attorney, whose signature and KYC details are set out hereinbelow, as his/her true and lawful attorney for the purpose of collection of the documents pertaining to the Property from BHFL post the closure of the Facility for and on behalf of the Grantor.

4. The Grantor has requested BHFL to accept such power of attorney in favour of the Attorney for the purpose stated above, to which BHFL has agreed.

5. The Grantor confirms that he/she shall not raise any issues in the future with respect to the handing over of the documents pertaining to the Property to the Attorney and that the Grantor will not institute any suit/litigation against BHFL for the same.

6. The Grantor now proposes to execute power of attorney, being these presents, in favour of the Attorney for the aforesaid purpose.

NOW THEREFORE the Grantor doth hereby irrevocably nominate, constitute and appoint the Attorney to be the true and lawful Attorney of the Grantor in the name and for and on behalf of the Grantor, to do, execute and perform or cause to be done, executed and performed all the following acts, deeds and things or any of them, for and in the name of the Grantor:

1. To collect the documents pertaining to the Property from BHFL post the full and final closure of the Facility upon the payment of all the outstanding dues to BHFL.

2. To do or cause to be done all such other acts, deeds, matters and things as may be necessary or proper for the effectual closure of the Facility and collection of the documents pertaining to the Property.

AND GENERALLY to do or cause to be done all other acts, deeds, matter or thing which BHFL may deem necessary or expedient for the purpose of or in relation to these presents.

AND the Grantor doth hereby ratify and confirm and agree to ratify and confirm all that the Attorney shall do or cause to be done lawfully in or concerning the premises by virtue of these presents.

AND the Grantor doth hereby declare that this Power of Attorney shall be irrevocable till all the outstanding dues in respect of the Facility are fully repaid to BHFL.

Specimen signature and KYC details of the Attorney is appended below:

_____

(Signature)

IN WITNESS WHEREOF the Grantor has executed this Power of Attorney on the day, month and year hereinabove written in the manner hereinabove mentioned.

SIGNED AND DELIVERED by the within named Borrower, Mr. / Ms. _____

BEFORE ME:

(NOTARY)

Annex 2 –

LETTER OF AUTHORITY

Date:

To,

The Manager,

Bajaj Housing Finance Limited,

_____ Branch.

Subject: Letter of Authority to Release the original Property Papers.

Reference: BHFL Loan Account No_____

Property Address:
_____
_____

Dear Sir,

This is in reference to the abovementioned loan account which has been closed. I/we, _____ __, am/are the legal heir(s) of _____ ('**the Deceased Borrower'**) and unable to personally visit the branch/office of Bajaj Housing Finance Limited ("BHFL") to collect the documents related to the aforementioned Property. Hence, I/we authorize _____ _____ ("LOA Holder") to collect the original property papers on my/our behalf. His / Her specimen signature and KYC details are given below.

We hereby declare and confirm the release of the property documents to the LOA Holder shall constitute a valid discharge for BHFL and that BHFL shall not be responsible for any issues arising out of the handover of documents pertaining to the aforementioned Property to LOA Holder and shall not raise any dispute regarding the same in future.

Thanking you.

Names and Signatures and KYC details of All Owner(s) Giving Authority to Collect the Documents

Signature and KYC details of Person Collecting the Documents

Annex 3 –

AFFIDAVIT CUM UNDERTAKING

_____, son/daughter/wife of _____, aged about ___ years, currently residing at _____
_____, son / daughter / wife of _____, aged about ___ years, currently residing at _____

I/We, the aforementioned Deponents, do solemnly affirm and declare that:

1. _____ ("**Borrower**"), has availed a financial facility of Rs. _____/- from Bajaj Housing Finance Limited ("**BHFL**") vide Loan Account Number _____ against the security by way of mortgage over the property located at _____
_____
_____ ("**Property**") which has since been closed.

2. The Borrower has passed away, leaving behind the following legal heirs:

Sl. No.	Name	Relation with the Deceased	Age

3. The Borrower has died intestate and had not executed any Will during his lifetime.

4. I am/We are collecting the documents related to the Property from BHFL by virtue of being a legal heir of the Borrower and having been duly authorised by other legal heir(s) and on behalf of the minor(s), if any, as their guardian.

5. I/We have received the following documents related to the Property from BHFL on _____:

   a.
   b.
   c.
   d.
   e.

6. The aforementioned facts are true and neither I/we nor any other legal heir of the Borrower will not dispute them in the future.

SOLEMNLY AFFIRMED AT _____ ON THIS _____ DAY OF _____, 20___

SIGNATURE OF DEPONENT(S)

NOTARY