

SHABBIRABAD BLOCK B, KARACHI

To See online list of documents required purpose wise pls visit at :

A - NOTE (Please read carefully and complete all requirements)

- A-01** For Online Application by the applicant, Pls submit / upload Online documents within 3 days.
- A-02** Template is available given in this file for Actual & Projected Income statement, Balance Sheet, Personal Expenses & Cash flow,
- A-03** Qardan Hasana cheques for Business purpose will only be issued in the name of Business
- A-04** Minimum One week gap is required for repeat Qarzan hasana application from any institution previously taken
- A-05** Guarantors cheques open dated from each Guarantors from his personal bank account (**3 cheques** for 3 instalments and **4th cheque** for balance amount)
- A-06** Guarantors must be from Yousufi Mohalla

For Qarzan Hasana upto Rs 1,500,000 Two Guarantors, for Qarzan Hasana Exceeding Rs **A-07 1,500,00 and up to 2,500,000 Three** Guarantors and Qarzan Hasana **Exceeding 2,500.000 Four** will be required

- A-08** Rehen packed should be signed by the Applicant. If it is signed by other person then signing person will be required to deposit rehan and collect rehen
- A-09** Please attach any other documents, if necessary, to Substantiate requirement of QH
- A-10** Additional Information if necessary will be requested.
- A-11** For any assistance Please visit Taufeerul Mubarak Office 2nd floor Tanzeem committee office. Contact Shabbir Dahodwala 0300 2182932

B-01 Safai Chithi for Qardan Hasana, generated by Tanzeem from ITS System

- B-02** CNIC copy of Applicant
- B-03** CNIC copy all Guarantors (Nos of Guarantors) []

If Qarzan Hasana Repayment from Salary :

- | | |
|-------------|--|
| B-04 | Current Pay slip of self and other family members (Who will repay QH) |
| B-05 | NTN Certificate & Income Tax returns for last 2 years |
| B-06 | Personal Cash Flow and Personal Expenses, Actual Last 2 years and Projected for next 12 Months |
| B-06 | Personal Bank Statement of last six months.. |

If Qarzan Hasana Repayment from Business :

- B-07** Business Balance Sheet, Income Statement, Cash Flow statement & Personal Expenses of **Actual last 2 Years and Projected for next 12 months** (for Qarzan Hasana amount exceeding Rs 1,000,000 dully signed)
- B-08** NTN Certificate & Income Tax returns for last 2 years
- B-09** Business bank statement of last 6 months

C-01 Business Plan, Feasibility Report, Detailed briefing note of purpose of Qarzan Hasana

- C-02** Partnership Deed with CNIC and ITS Copy of Partners (if applied by Partnership Firm)
- C-03** Purchase Orders (if applicable)
- C-04** Sales Tax returns for last six months (if applicable)

YOUSUFI MOHALLA TAUFEEER-UL-MUBARAK TRUST

SHABBIRABAD BLOCK B, KARACHI

CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH ONLINE APPLICATION FORM

<u>D - For Medical Purpose</u>	YES	NO	N/A	Sub. Date	Upload Date
D-01 Medical Reports					
D-02 Hospitals Bills / Expenses Details / Quotation					
D-03 Doctors Recommendation					

<u>E - For Educational Purpose</u>					
E-01 Past Academic Records					
E-02 Prospectus & Fees and other expenses Details / Fee challan					
E-03 Letter of Acceptance of admission /Offer of admission University / College etc					

<u>F - For New House or Shop (Only for ownership property)</u>					
F-01 Agreement of Sale / Memorandum of Understanding & Property documents					
F-02 Previous owners title documents					
F-03 Photograph of Existing & New Property					
F-04 If Business Property, then also submit document as per Group C above for Business					

<u>G - For Ziyarat Purpose</u>					
G-01 Ziyaarat Quotation / Confirmation from Ziarat Tour operator					
G-02 Previous Record of Ziyarat					
G-03 Miqat Details / Registration (if applicable)					

<u>Z - Additional Documents</u>					
Z-01					
Z-02					
Z-03					

YOUSUFI MOHALLA TAUFEEER-UL-MUBARAK TRUST

Qarzan Hasana Master Check List - For YMTM Office use

Applicant Name	Cell No	Folder No
ITS No	Submission Date	Online Upload Date
1 Duly Online filled Application Form (Download from online & submit with signautres)		
2 Documentary Evidence to Support Qaraz Requirment (As per Sheet No 4 attached)		
3 CRC Report		
4 Online Interview Date		
5 Evaluation Form & Also update online		
6 Pledge Agreement (Download from online after approval and Print on Rs 200 Stamp paper & submit with signautres)		
4 Guarantors Agreements (Download from online after approval and Print on Rs 200 Stamp paper & submit with signautres)		
5 Promssitory Note (Take sample from office after approval and Print on Rs 200 Stamp paper & submit with signautres)		
6 QH Repayment Monthly PDCs List (Download List from online & submit with signautres)		
7 Guarantors Open dated Cheques Gurantor Nos []		
8 QH Repayment Monthly PDCs of 5th every month Nos []		
9 Rehen Certificate & Packet Deposit Certificate No []		
10 Acknowloegement on Rehen Deposit slip & Rehen Register		
11 Applicant acknowledgement on System Generated Payment Voucher & attached Scanned QH Payment cheque		
12 System updation of post approval formalites		
13 Rehan Return Ackownloedgemnt	Date	Signature
	Date	Signature
14 Guarantors PDC Return Achknowledgement No of Cheques []		
	Date	Signature
15 All Documents are complete. Verified by Trustee (Before Interview upto sno 4)		
	Date	Signature
16 All Documents are complete. Verified by Trustee (Before QH Cheque issue)		