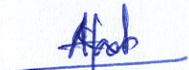
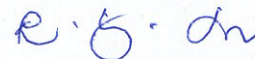


REQUEST TO PREPARE AND EXECUTE MORTGAGE BONDS OVER IMMOVABLE / MOVABLE PROPERTIES

1. With a view to standardizing the transmission of Information and Documents to the Legal Officials for the captioned purpose in respect of duly approved credit facilities we are introducing a Format that should be placed in the file submitted to them, duly completed. This process is to reduce the delays experienced in the security documentation process relating to facilities secured by Mortgage over Immovable / Movable properties.
2. The use of the format will be operative with immediate effect.
3. The files submitted up to the date of this circular to Legal Officials are exempted from the requirements herein. . However, if there had been any deviations from the requirements in the format, Branch Managers should rectify same in consultation with the respective Legal Officer handling the file without any delay.
4. For any clarifications please consult either the Head of Legal or Senior Manager Legal at Head office .


Senior Manager Legal


CEO/ Executive Director

REQUEST TO PREPARE AND EXECUTE MORTGAGE BOND OVER IMMOVABLE / MOVABLE PROPERTY

| | |
|--|----------------|
| From Branch Manager | Name of Branch |
| Through Deputy General Manager (Credit) | |
| To Head of Legal / Manager Legal / Legal Officer (Head office/ Galle / Matara) | Date |

Please arrange to prepare and execute a Movable/Immovable Mortgage Bond as summarized below

| | |
|--|------|
| Type of Borrower / Individual/ Joint/ Corporate/Partnership/ Society/ | |
| Full name of borrower | |
| NIC./ Business Reg. No. | |
| Address (Duly Verified) | |
| Owner of the Property | |
| Rate of Interest | |
| Type of Facility | Loan |
| Approved Amount of Facility | |
| Value of Mortgage Bond | |
| Forced Sale Value of Property & date of Valuation | |
| Facility Approved by | |
| Brief Description of Property State Plan No and Lot No.. | |

Notes

1. Forward SUPPORTING DOCUMENTS in compliance with the requirements in Credit Policy and Procedures Manual- Version III - Part II Paragraph 20 (Pages 37 to 38)
2. Submit the TITLE REPORT which should be prepared in compliance with the requirements in Credit Policy and Procedures Manual- Version III - Part II Paragraph 19 (Page 37)
3. Submit Form I, Form 14, Form 20, Form 13 Certificate of Incorporation,, Articles of Association and Extracts of Board Resolutions in respect of Limited Liability companies.
4. Submit Certified copies of NICs of Borrowers as appropriate

Comply with the requirements herein and avoid documentation delays

Branch Manager

Deputy General Manager (Credit)