

Date *

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* Indicates mandatory field

NOTE: Please fill-in and attach the signed checklist with the Car Loan Application Form. Mark ✓ where checklist item is required and applicable, and mark ✗ where checklist item is not required and not applicable.

Branch Code and Name *

CSO/RM Name*

Car Loan Applicant Name*

CHECKLIST FOR CAR LOAN APPLICATION – SALARIED INDIVIDUAL

(A) Car Loan Application Form

- | | |
|---|--|
| <input type="checkbox"/> Application Form is filled completely and the blank sections are crossed | <input type="checkbox"/> Customer signature and date on all pages is same |
| <input type="checkbox"/> Any omission and/or overwriting are signed by the applicant | <input type="checkbox"/> Application Form is reviewed/signed/stamped by Business Head |
| <input type="checkbox"/> Application Form is complete and no page is missing | <input type="checkbox"/> Car Loan Details are filled (Net Car Value, Down Payment, Rate, Loan Amount etc) |
| <input type="checkbox"/> Income/Salary mentioned on form is same as Customer Eligibility Sheet | <input type="checkbox"/> All documents are attached as given in points (B) and (C) below |
| <input type="checkbox"/> Central Bank Bad Cheque Monitoring Report (<i>Even if blank</i>)
(<i>Applicant has Less than 2 cheque(s) bounced in the last 3 months</i>) | <input type="checkbox"/> Copy of Central Bank Credit Report
(<i>Attach the report even if the report is blank</i>) |
| <input type="checkbox"/> Applicant's given Contact Info is verified by CSO/RM | <input type="checkbox"/> Applicant's References Contact Info is verified by CSO/RM |
| <input type="checkbox"/> AOF Certificate (<i>For existing HBL Account Holders only</i>) | <input type="checkbox"/> Account Opening Form obtained (<i>For new to HBL Applicants only</i>) |
| <input type="checkbox"/> Applicant has HBL Account and is <input type="checkbox"/> Singly / <input type="checkbox"/> Jointly Operated
(<i>For existing HBL Accountholders only</i>) | <input type="checkbox"/> If Joint Account, then Joint Accountholder's signed is obtained
(<i>The sign is required in Joint Accountholder Declaration section</i>) |
| <input type="checkbox"/> Signature Verified Stamp & Sign on relevant pages in the form
(<i>For existing HBL Accountholders only</i>)
[DO NOT VERIFY THE SIGNATURES USING RED PEN] | <input type="checkbox"/> Signature Admitted Stamp & Sign on relevant pages in the form
(<i>For new to HBL Applicants only</i>)
[DO NOT ADMIT THE SIGNATURES USING RED PEN] |
| <input type="checkbox"/> Third-Party Registration (if required) is filled and documents are attached | <input type="checkbox"/> World Check Report is attached |

(B) Documents to be attached with the Application Form and submitted to Risk Department for approval – For Salaried Applicants

- | | |
|---|---|
| <input type="checkbox"/> Copy of the first page and signature page of valid passport (<i>For Expatriate only</i>)
[Original Seen stamped and signed by CSO/RM] | <input type="checkbox"/> Customer Eligibility Calculation Form completed & attached
[Signed and Stamped by CSO/RM] |
| <input type="checkbox"/> Copy of valid residence visa (<i>For Expatriates only</i>)
[Original Seen stamped and signed by CSO/RM] | <input type="checkbox"/> Customer Eligibility Calculation and Loan Details are based on net value of the car, excluding insurance and accessories etc |
| <input type="checkbox"/> Copy of valid Emirates ID
[Original Seen stamped and signed by CSO/RM] | <input type="checkbox"/> Copy of valid Driving License
[Original Seen stamped and signed by CSO/RM] |
| <input type="checkbox"/> Original Salary Letter / Certificate from Employer
[If it is a copy then Original Seen stamped and signed by CSO/RM] | <input type="checkbox"/> Last 3 Months Bank Statement of Salary Account
[If it is a copy then Original Seen stamped and signed by CSO/RM] |

(C) Documents to be attached with the Application Form and submitted to Risk Department for approval – Vehicle Documentation

- | | |
|--|---|
| <input type="checkbox"/> Original Quotation is on net value, excluding accessories/insurance etc.
(<i>For used car, the Chasis No. and Engine No. is must. For new car, it is preferred.</i>)
(<i>Quotation should mention Applicant's Name on it and addressed to HBL</i>)
[If it is a copy then Original Seen stamped and signed by CSO/RM] | <input type="checkbox"/> Original Evaluation Certificate (<i>for used car</i>)
[Evaluation should be from a third-party car dealer and not from the seller individual / seller car dealer] |
| <input type="checkbox"/> Car Vehicle Registration copy (<i>for used car</i>) | <input type="checkbox"/> Original Sale Agreement (Buyer & Seller) (<i>for used car</i>)
[If it is a copy then Original Seen stamped and signed by CSO/RM] |

	Name	Signature and Stamp	Date
Filled by CSO/RM	<input type="text"/>	<input type="text"/>	<input type="text"/>
Verified by Business Head / Unit Head	<input type="text"/>	<input type="text"/>	<input type="text"/>