

# NATIONAL HOUSING BANK

New Delhi, the 10th June, 2010

## The Housing Finance Companies (NHB) Directions, 2010

### Notification No. NHB.HFC.DIR.1/CMD/2010

Whereas the National Housing Bank had issued Housing Finance Companies (NHB) Directions, 2001 in respect of matters relating to acceptance of deposits by housing finance companies, prudential norms for income recognition, accounting standards, asset classification, provision for bad and doubtful assets, capital adequacy and concentration of credit/ investments to be observed by the housing finance companies and matters to be included in the Auditors Report by the auditors of such housing finance companies and matters ancillary and incidental thereto and amended the said Directions from time to time.

2. And whereas it is considered desirable to issue consolidated Directions incorporating the amendments made from time to time.

3. Now therefore, the National Housing Bank having considered it necessary in the public interest and being satisfied that for the purpose of enabling the National Housing Bank to regulate the housing finance system of the country to its advantage, it is necessary to give the Directions mentioned below, hereby in exercise of the powers conferred, by sections 30, 30A, 31 and 33 of the National Housing Bank Act, 1987 ( 53 of 1987) and of all the powers enabling it in this behalf, and in supercession of the aforementioned directions gives the Directions hereinafter specified.

### CHAPTER I - PRELIMINARY

#### Short title, commencement and applicability of the Directions

1. (1) These Directions shall be known as the Housing Finance Companies (NHB) Directions, 2010. They shall come into force from the date of publication in the Official Gazette and any reference in these Directions to the date of commencement thereof shall be deemed to be a reference to that date.

(2) Unless otherwise directed by the National Housing Bank, these Directions except the Directions contained in Chapter IV shall be applicable to every housing finance company registered under section 29A of the National Housing Bank Act, 1987 (53 of 1987). Directions contained in Chapter IV shall be applicable to every auditor of a housing finance company.

#### Definitions

2. (1) In these Directions, unless the context otherwise requires,

(a) "banking company" means a banking company as defined in Section 5(c) of the Banking Regulation Act, 1949 (10 of 1949);

(b) "breakup value" means the equity capital and reserves as reduced by intangible assets and revaluation reserves, divided by the number of equity shares of the investee company;

(c) "carrying cost" means book value of the assets and interest accrued thereon but not received;

(d) "company" means a company as defined in Section 45 I (aa) of the Reserve Bank of India Act, 1934 (2 of 1934) but does not include a company which is being wound up under any law for the time being in force;

(e) "control" shall have the same meaning as is assigned to it under clause (c) of sub-regulation (1) of regulation 2 of Securities and Exchange Board of India (Substantial Acquisition of Shares and Takeovers) Regulations, 1997.

(f) "current investment" means an investment which is by its nature readily realisable and is intended to be held for not more than one year from the date on which such investment is made;

(g) "deposit" shall have the same meaning as assigned to it in Section 45 I (bb) of the Reserve Bank of India Act, 1934 (2 of 1934);

(h) "depositor" means any person who has made a deposit with the housing finance company or a heir, legal representative, administrator or assignee of the depositor;

(i) "doubtful asset" means a term loan, or a leased asset, or a hire purchase asset, or any other

asset, which remains a substandard asset for a period exceeding two years;

Provided that with effect from March 31, 2005, "doubtful asset" shall mean a term loan, or a leased asset, or a hire purchase asset, or any other asset, which remains a sub-standard asset for a period exceeding twelve months;

(j) "earning value" means the value of an equity share computed by the average of profits after tax as reduced by the preference dividend and adjusted for extra ordinary and non recurring items, for the immediately preceding three years and further divided by the number of equity shares of the investee company and capitalised at the following rate:-

- (i) in case of predominantly manufacturing company, eight percent;
- (ii) in case of predominantly trading company, ten percent; and
- (iii) in case of any other company, including a Housing Finance Company, twelve percent;

Note: If an investee company is a loss making company, the earning value will be taken as zero;

(k) "fair value" means the mean of the earning value and the breakup value;

(l) "free reserves" shall include the balance in the share premium account, capital and debenture redemption reserves and any other reserve shown or published in the balance sheet of the company and created through an allocation of profits, not being (1) a reserve created for repayment of any future liability or for depreciation in assets or for bad debt or (2) a reserve created by revaluation of the assets of the company;

(m) "housing finance company" means a company incorporated under the Companies Act, 1956 (1 of 1956) which primarily transacts or has as one of its principal objects, the transacting of the business of providing finance for housing, whether directly or indirectly;

(n) "hybrid debt" means capital instrument which possesses certain characteristics of equity as well as of debt;

(o) "Innovative perpetual debt" means hybrid debt issued in accordance with the terms and conditions stipulated in the Circular issued by National Housing Bank in this regard.

(p) "lending public financial institution" means -

- (i) a public financial institution specified in or under section 4A of the Companies Act, 1956 (1 of 1956); or
- (ii) a State Financial Corporation or a State Industrial Investment Corporation; or
- (iii) a scheduled commercial bank; or
- (iv) the General Insurance Corporation of India established in pursuance of the provisions of section 9 of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972); or
- (v) any other Institution which the National Housing Bank may, by notification, specify in this behalf;

(q) "long term investment" means an investment other than a current investment;

(r) "loss asset" means -

- (i) an asset which has been identified as loss asset by the housing finance company or its internal or external auditor or by the National Housing Bank, to the extent it is not written off by the housing finance company; and
- (ii) an asset which is adversely affected by a potential threat of non recoverability due to any one of the following, namely:-
  - (a) non-availability of security, either primary or collateral, in case of secured loans and advances;
  - (b) erosion in value of security, either primary or collateral, is established;
  - (c) insurance claim, if any, has been denied or settled in part;
  - (d) fraudulent act or omission on the part of the borrower;
  - (e) the debt becoming time barred under Limitation Act, 1963 (36 of 1963);
  - (f) inchoate or defective documentation.

*Explanation-* For the removal of doubt, it is clarified that mere right of the housing finance company to file suit against the borrower/guarantor for recovery of dues does not debar the National Housing Bank or the auditors to consider the asset or part thereof as loss asset due to aforesaid reasons;

(s) "net asset value" means the latest declared net asset value by the concerned mutual fund in respect of that particular scheme;

- (t) “net book value” means -
- (i) in the case of hire purchase asset, the aggregate of overdue and future installments receivable as reduced by the balance of the unmatured finance charges and further reduced by the provisions made as per paragraph 24(2)(i) of these directions;
  - (ii) in the case of leased assets, aggregate of capital portion of overdue lease rentals accounted as receivable and depreciated book value of the lease asset as adjusted by the balance of lease adjustment account;
- (u) “net owned fund” means net owned fund as defined under section 29A of the National Housing Bank Act, 1987 including paid up preference shares which are compulsorily convertible into equity capital.
- (v) “non-performing asset” (referred to in these directions as “NPA”) means:-
- (i) a loan asset, in respect of which, interest has remained past due for six months;
  - (ii) a term loan (other than the one granted to an agriculturist or to a person whose income is dependent on the harvest of crops) inclusive of unpaid interest, when the installment is overdue for more than six months or on which interest amount remained past due for six months;
  - (iii) a bill of exchange which remains over due for six months;
  - (iv) the interest in respect of a debt or the income on a receivable under the head ‘other current assets’ in the nature of short term loans/advances, which facility remained over due for a period of six months;
  - (v) any dues on account of sale of assets or services rendered or reimbursement of expenses incurred, which remained over due for a period of six months;
  - (vi) the lease rental and hire purchase installment, which has become over due for a period of more than twelve months;
  - (vii) an inter corporate deposit, in respect of which interest or principal has remained over due for a period of six months;

Provided that with effect from March 31, 2005, “non-performing asset” shall mean:-

- (i) an asset, in respect of which, interest has remained overdue for a period of ninety days or more;
- (ii) a term loan (other than the one granted to an agriculturist or to a person whose income is dependent on the harvest of crops) inclusive of unpaid interest, when the installment is overdue for a period of ninety days or more or on which interest amount remained overdue for a period of ninety days or more;
- (iii) a demand or call loan, which remained overdue for a period of ninety days or more from the date of demand or call or on which interest amount remained overdue for a period of ninety days or more;
- (iv) a bill which remains overdue for a period of ninety days or more;
- (v) the interest in respect of a debt or the income on receivables under the head ‘other current assets’ in the nature of short term loans/advances, which facility remained overdue for a period of ninety days or more;
- (vi) any dues on account of sale of assets or services rendered or reimbursement of expenses incurred, which remained over due for a period of ninety days or more;
- (vii) the lease rental and hire purchase installment, which has become over due for a period of ninety days or more;
- (viii) an inter corporate deposit, in respect of which interest or principal has remained overdue for a period of ninety days or more.
- (ix) a term loan granted to an agriculturist or to a person whose income is dependent on the harvest of crops if the installment of principal or interest thereon remains unpaid:
  - (a) for two crop seasons beyond the due date if the income of the borrower is dependent on short duration crops, or
  - (b) for one crop season beyond the due date if the income of the borrower is dependent on long duration crop.

*Explanation –*

- (1) For the purpose of this sub-clause “long duration” crops would be crops with crop season longer than one year and crops, which are not “long duration” crops, would be treated as “short duration” crops.
- (2) The crop season for each crop means the period up to harvesting of the crops raised, would be as determined by the State Level Bankers’ Committee in each State.

(w) “owned fund” means paid up capital including preference shares compulsorily convertible into equity shares, free reserves, balance in share premium account and capital reserves representing surplus arising out of sale proceeds of asset, excluding reserves created by revaluation of asset, as reduced by accumulated loss balance, book value of intangible assets and deferred revenue expenditure, if any;

(x) “past due” means an amount of income or interest which remains unpaid for a period of thirty days beyond the due date;

(y) “public deposit” means a deposit but does not include the following, namely:-

(i) any amount received from the Central Government or a State Government or any amount received from any other source and whose repayment is guaranteed by the Central Government or a State Government or any amount received from a local authority or any public housing agency, or a foreign Government or any other foreign citizen, authority or person;

(ii) any amount received from the National Housing Bank, established under the National Housing Bank Act, 1987 (53 of 1987), or the Industrial Development Bank of India established under the Industrial Development Bank of India Act, 1964 (18 of 1964) or the Life Insurance Corporation of India established under the Life Insurance Corporation Act, 1956 (31 of 1956) or the General Insurance Corporation of India and its subsidiaries established in pursuance of the provisions of section 9 of the General Insurance Business (Nationalisation) Act, 1972 (57 of 1972) or the Small Industries Development Bank of India established under the Small Industries Development Bank of India Act, 1989 (39 of 1989) or the Unit Trust of India established under the Unit Trust of India Act, 1963 (52 of 1963) or National Bank for Agriculture and Rural Development established under the National Bank for Agriculture and Rural Development Act, 1982 or an Electricity Board constituted under the Electricity (Supply) Act, 1948 or the Tamil Nadu Industrial Investment Corporation Ltd., or the National Industrial Development Corporation of India Ltd., or the Industrial Credit & Investment Corporation of India Ltd., or the Industrial Finance Corporation of India Ltd., or the Industrial Investment Bank of India Ltd., or State Trading Corporation of India Ltd., or the Rural Electrification Corporation Ltd., or the Minerals and Metals Trading Corporation of India Ltd., or the Agricultural Finance Corporation Ltd., or the State Industrial and Investment Corporation of Maharashtra Ltd., or the Gujarat Industrial Investment Corporation Ltd., or Asian Development Bank or International Finance Corporation or the Overseas Economic Cooperation Fund (OECF) or Kreditanstalt für Wiederaufbau (KfW) or any other institution that may be specified by the National Housing Bank in this behalf;

(iii) any amount received by a housing finance company from another company;

(iv) any amount received by way of subscription to any share, stock, bonds or debentures pending the allotment of the said shares, stock, bonds or debentures and any amount received by way of calls in advance on shares, in accordance with the Articles of

Association of the housing finance company so long as such amount is not repayable to the members under the Articles of Association of the housing finance company;

(v) any amount received from a person who at the time of receipt of the amount was a Director of the housing finance company or any amount received from its shareholders by a private housing finance company or by a private housing finance company which has become a public housing finance company under section 43A of the Companies Act, 1956 and continues to include in its Articles of Association provisions relating to the matters specified in clause (iii) of sub-section (1) of section 3 of the Companies Act, 1956 (1 of 1956):

*Provided that the Director or shareholder, as the case may be, from whom the money is received furnishes to the housing finance company at the time of giving the money, a declaration in writing to the effect that the amount is not being given out of funds acquired by him by borrowing or accepting from others;*

*Provided further that in the case of joint shareholders of a private limited company, money received from or in the name of the joint shareholders except the first named shareholder shall not be eligible to be treated as the receipt of money from the shareholder of the company;*

(vi) any amount raised by the issue of bonds or debentures secured by the mortgage of any immovable property of the housing finance company; or by any other asset or with an option to convert them into shares in the housing finance company provided that in the case of such bonds or debentures secured by mortgage of any immovable property or secured by other assets, the amount of such bonds or debentures shall not exceed the market value of such immovable property/ other assets;

(vii) any amount brought in by the promoters by way of unsecured loan in pursuance of stipulations of lending institutions subject to the fulfillment of the following conditions, namely :-

(a) the loan is brought in pursuance of the stipulation imposed by the lending public financial institution in fulfillment of the obligation of the promoters to contribute such finance,

(b) the loan is provided by the promoters themselves and/or by their relatives, and not from their friends and business associates, and

(c) the exemption under this sub-clause shall be available only till the loan of the lending public financial institution is repaid and not thereafter;

(viii) any amount received from a mutual fund which is governed by the Securities and Exchange Board of India (Mutual Funds) Regulations, 1996;

(ix) any amount received as hybrid debt or subordinated debt the minimum maturity period of which is not less than sixty months;

(x) any amount received from a relative of a director of a housing finance company;

Note : The deposit shall be accepted only on an application made by the depositor containing therein a declaration that as on the date of deposit, he is related to the specific director in the capacity of a relative as defined under Companies Act, 1956 (1 of 1956);

(z) “public housing agency” shall include any authority, constituted in India by or under any law, engaged either for the purpose of dealing with and satisfying the need for housing accommodation or for the purpose of planning, development or improvement of cities, towns and villages or for both.

(za) “securities” means securities as defined in section 2(h) of the Securities Contracts (Regulation) Act, 1956 (42 of 1956);

(zb) “standard asset” means the asset in respect of which, no default in repayment of principal or payment of interest is perceived and which does not disclose any problem nor carry more than normal risk attached to the business;

(zc) “sub-standard asset” means -

(i) an asset, which has been classified as non-performing asset for a period not exceeding two years;

Provided that with effect from March 31, 2005, an asset, which has been classified as non-performing asset for a period not exceeding twelve months shall be a sub-standard asset;

(ii) an asset, where the terms of the agreement regarding interest and/or principal have been re-negotiated or rescheduled after release of any instalment of loan or an inter-corporate deposit which has been rolled over, until the expiry of one year of satisfactory performance under the re-negotiated or rescheduled terms:

Provided that where a delay in completion of a project is caused on account of factors beyond the control of the project implementing agency, terms of the loan agreement regarding interest and/ or principal may be rescheduled once before the completion of the project and such loans may be treated as standard asset, subject to the condition that such reschedulement shall be permitted only once by the Board of Directors of the concerned housing finance company and that interest on such loan is paid regularly and there is no default;

Provided further that where natural calamities impair the repaying capacity of a borrower, terms of the loan agreement regarding interest and/ or principal may be rescheduled and such loans shall not be classified as sub-standard; the classification of such loans would thereafter be governed by the revised terms and conditions;

(zd) “subordinated debt” means a fully paid up capital instrument, which is unsecured and is subordinated to the claims of other creditors and is free from restrictive clauses and is not redeemable at the instance of the holder or without the consent of the supervisory authority of the housing finance company. The book value of such instrument shall be subjected to discounting as provided hereunder:

<i>Remaining maturity of the instruments</i>	<i>Rate of discount (%)</i>
(i) up to one year	100
(ii) More than one year but upto two years	80
(iii) More than two years but upto three years	60
(iv) More than three years but upto four years	40
(v) More than four years but upto five years	20

to the extent such discounted value does not exceed fifty percent of the Tier-I capital;

(ze) “substantial interest” means holding of a beneficial interest by an individual or his spouse or minor child, whether singly or taken together in the shares of a company, the amount paid up on which exceeds ten percent of the paid up capital of the company; or the capital subscribed by all the partners of a partnership firm;

(zf) “tier-I capital” means owned fund as reduced by investment in shares of other housing finance companies and in shares, debenture, bonds, outstanding loans and advances including hire purchase and lease finance made to and deposits with subsidiaries and companies in the same group exceeding, in aggregate, ten percent of the owned fund;

(zg) “tier-II capital” includes the following:-

- (i) preference shares (other than those compulsorily convertible into equity);
- (ii) revaluation reserves at discounted rate of fifty five percent;
- (iii) general provisions and loss reserves to the extent these are not attributable to actual diminution in value or identifiable potential loss in any specific asset and are available to meet unexpected losses to the extent of one and one fourth percent of risk weighted assets;
- (iv) hybrid debt;
- (v) subordinated debt

to the extent the aggregate does not exceed Tier-I capital; and

(zh) ‘Tiny deposit’ means the aggregate amount of public deposits not exceeding Rs. 10,000/- standing in the name of the sole or the first named depositor in the same capacity in all the branches of the housing finance company.

(2) Words or expressions used but not defined herein and defined in the National Housing Bank Act, 1987 shall have the same meaning as assigned to them therein. Any other words or expressions not defined herein or in the National Housing Bank Act, 1987 shall have the same meaning as assigned to them in the Reserve Bank of India Act, 1934 (2 of 1934), Banking Regulation Act, 1949 (10 of 1949) and the Companies Act, 1956 (1 of 1956);

(3) (a) If any question arises as to whether a company is a financial institution or not, such question shall be decided by the National Housing Bank in consultation with the Central Government.

(b) If any question arises as to whether a company is a housing finance company, the same shall be decided by the National Housing Bank.

## **CHAPTER II - ACCEPTANCE OF PUBLIC DEPOSITS**

### **Restriction on acceptance of deposits**

3. (1) No housing finance company shall accept or renew public deposits unless the housing finance company has obtained minimum investment grade rating for its fixed deposits from any one of the approved rating agencies, at least once a year and a copy of the rating is sent to the National Housing Bank and it is complying with all the prudential norms, provided that:

- (i) a housing finance company having obtained credit rating for its fixed deposits not below the minimum investment grade rating as above and complying with all the prudential norms, may accept public deposits not exceeding five times of its NOF.
- (ii) a housing finance company which does not have the requisite rating for its fixed

deposits shall obtain the same within a period of six months time from the date of notification or such extended period as may be permitted by the National Housing Bank, to obtain the prescribed rating for its fixed deposits.

#### Approved Credit Rating Agencies

The names of approved credit rating agencies for the time being are as follows:-

- (a) The Credit Rating Information Services of India Ltd. (CRISIL)
- (b) ICRA Ltd.
- (c) Credit Analysis & Research Ltd.(CARE)
- (d) FITCH Ratings India Private Ltd.

(2) No housing finance company shall have deposits inclusive of public deposits, the aggregate amount of which together with the amounts, if any, held by it which are referred in clauses (iii) to (vii) of sub-section (bb) of Section 45 I of the Reserve Bank of India Act, 1934 (2 of 1934) as also loans or other assistance from the National Housing Bank, is in excess of sixteen times of its NOF.

(3) Where a housing finance company holds as on the date of commencement of these directions public deposits in excess of the limits specified in (1) above and as applicable to it or deposits inclusive of the items mentioned in (2) above in excess of the limits specified in (2) above, it shall -

- (i) not accept fresh deposit or open new deposit account; or
- (ii) not renew the existing deposit or where the deposits are received under any recurring scheme, receive installments under such scheme after the expiry of the scheme period;
- (iii) reduce such excess deposit by repayment on maturity.

(4) In the event of down gradation of the credit rating to any level below investment grade, the housing finance company shall

- (i) report the position within fifteen working days to the National Housing Bank;
- (ii) with immediate effect stop accepting fresh public deposit and
- (iii) reduce such excess deposit by repayment on maturity.

#### **Period of deposits**

4. No housing finance company shall accept or renew any public deposit:

- (a) which is repayable on demand or on notice; or
- (b) unless such deposit is repayable after a period of twelve months or more but not later than eighty four months from the date of acceptance or renewal of such deposits.

#### Explanation

Where a public deposit is in Instalments, the period of such deposit shall be computed from the date of receipt of first Installment.

#### **Joint deposit**

5. Where so desired, deposits may be accepted in joint names with or without any of the clauses, namely, "Either or Survivor", "Number One or Survivor/s", "Anyone or Survivor/s".

#### **Particulars to be specified in application form soliciting public deposits**

6 (i) No housing finance company shall accept or renew any public deposit except on a written application from the depositors in the form to be supplied by the housing finance company, which form shall contain all the particulars specified in the Non-Banking Financial Companies and Miscellaneous Non-Banking Companies (Advertisement) Rules, 1977, made under section 58A of the Companies Act, 1956 (1 of 1956) and also contain the particulars of the specific category of the depositors, i.e. whether the depositor is a shareholder or a director or a promoter of the housing finance company or a member of public or a relative of a director of the company.

(ii) The application form shall also contain the following:-

- (a) the credit rating assigned for its deposits and the name of the credit rating agency which rated the housing finance company;
- (b) a statement to the effect that in case of any deficiency of the housing finance company in servicing its deposits, the depositor may approach the National Consumers Disputes Redressal Forum, the State Level Consumers Disputes Redressal Forum or the District Level Consumers Dispute Redressal Forum for relief;

- (c) a statement to the effect that in case of non-repayment of the deposit or part thereof in accordance with the terms and conditions of the deposit, the depositor may make an application to authorised officer of the National Housing Bank;
- (d) a statement to the effect that the financial position of the housing finance company as disclosed and the representations made in the application form are true and correct and that the housing finance company and its Board of Directors are responsible for the correctness and veracity thereof;
- (e) a statement to the effect that the housing finance company is within the regulatory framework of the National Housing Bank. It must, however, be distinctly understood that the National Housing Bank does not undertake any responsibility for the financial soundness of the housing finance company or for the correctness of any of the statements or the representations made or opinions expressed by the housing finance company; and for repayment of deposit/ discharge of liabilities by the housing finance company;
- (f) the information relating to and the aggregate dues from the facilities, both fund and non-fund based, extended to, and the aggregate dues from companies in the same group or other entities or business ventures in which the directors and/or the housing finance company are/is holding substantial interest and the total amount of exposure to such entities;
- (g) at the end of application form but before signature of the depositor, the following verification clause by the depositor shall be appended. "I have gone through the financial and other statements/ particulars/representations furnished/ made by the housing finance company and after careful consideration I am making the deposit with the housing finance company at my own risk and volition.

#### **Introduction of depositors**

7. Every housing finance company shall obtain proper introduction of new depositors before opening their accounts and accepting the deposits, and shall keep on its record the evidence on which it has relied for the purpose of such introduction.

#### Explanation:

For the purpose of this paragraph, introduction shall mean identification of the prospective depositor and may be done either by one of the existing depositors or on the basis of any one of Income Tax Permanent Account Number (PAN), Election Identity Card, Passport, or Ration Card.

#### **Furnishing of receipts to depositors**

8. (1) Every housing finance company shall furnish (1) every depositor or his agent, unless, it has done so already, a receipt for every amount which has been or which may be received by the housing finance company by way of deposit before or after the date of commencement of these Directions.

(2) The said receipt should be duly signed by an officer entitled to act for the housing finance company in this behalf and shall state the date of deposit, the name of depositor, the amount in words and figures received by the housing finance company by way of deposit, rate of interest payable thereon and the date on which the deposit is repayable.

Provided that, if such receipts pertain to Installments subsequent to the first installment of a recurring deposit it may contain only name of the depositor/s, date and amount of deposit.

#### **Register of deposits**

9. (1) Every housing finance company shall keep one or more registers in which shall be entered separately in the case of each depositor or group of joint depositors the following particulars, namely,

- (a) name and address of the depositor or group of joint depositors, their nominees,
- (b) date and amount of each deposit,
- (c) duration and due date of each deposit,
- (d) date and amount of accrued interest or premium on each deposit,
- (e) date and amount of each repayment, whether of principal, interest or premium,
- (f) date of claim made by the depositor,
- (g) the reasons for delay in repayment beyond five working days, and
- (h) any other particulars relating to the deposits.

(2) The register or registers aforesaid shall be kept at each branch in respect of the deposit accounts opened by that branch of the housing finance company and a consolidated register for all the branches taken together at the registered office of the housing finance company and shall be preserved in good order for a period of not less than eight years following the financial year in which the latest entry is made of the repayment or renewal of any deposit of which particulars are contained in the register:

Provided that, if the housing finance company keeps the books of account referred to in sub-section (1) of Section 209 of the Companies Act, 1956 (1 of 1956) at any place other than its Registered Office in accordance with the provisions to that sub-section, it shall be sufficient compliance with this sub-paragraph if the register aforesaid is kept at such other place, subject to the condition that the housing finance company delivers to the National Housing Bank a copy of the notice filed with the Registrar under the proviso to the said sub-section within seven days of such filing.

**Information to be included in the Board's Report**

**10.** (1) In every report of the Board of Directors laid before the housing finance company in a general meeting under sub-section (1) of Section 217 of the companies Act, 1956 (1 of 1956) after the date of commencement of these Directions there shall be included, the following particulars or information, namely:

- (a) the total number of accounts of public deposit of the housing finance company which have not been claimed by the depositors or not paid by the housing finance company after the date on which the deposit became due for re-payment; and
- (b) the total amounts due under such accounts remaining unclaimed or unpaid beyond the dates referred to in clause (a) as aforesaid.

(2) The said particulars or information shall be furnished with reference to the position as on the last date of the financial year to which the report relates and if the amounts remaining unclaimed or undisbursed as referred to in clause (b) of the preceding sub-paragraph exceed in the aggregate the sum of rupees five lakhs, there shall also be included in the report a statement on the steps taken or proposed to be taken by the Board of Directors for the repayment of the amounts due to the depositors or group of joint depositors and remaining unclaimed or undisbursed.

**Ceiling on the rate of interest and brokerage and interest on overdue public deposits**

**11.** (1) (a) On and from 6<sup>th</sup> July, 2007 no housing finance company shall invite or accept or renew any public deposit at a rate of interest exceeding twelve and half per cent per annum such interest being payable or compounded at rests which should not be shorter than monthly rests.

(b) On and from 20<sup>th</sup> September 2003, no housing finance company shall invite or accept or renew repatriable deposits from non-resident Indians in terms of Notification No. FEMA.5/2000-RB dated May 03, 2000 under Non-Resident (External) Account Scheme at a rate exceeding the rates specified by the Reserve Bank of India for such deposits with scheduled commercial banks.

Explanation: The period of deposits shall not be less than one year and not more than three years.

- (c) No housing finance company shall pay to any broker on public deposit collected by or through him,
  - (i) brokerage, commission, incentive or any other benefit by whatever name called in excess of two per cent of the deposit so collected;
  - (ii) expenses by way of reimbursement on the basis of relative vouchers/bills produced by him, in excess of 0.5% of the deposit so collected.

(2) *Payment of interest on overdue deposit* - A housing finance company may, at its discretion, allow interest on an overdue public deposit or a portion of the said overdue deposit from the date of maturity of the deposit subject to the conditions that -

- (i) the total amount of overdue deposit or the part thereof is renewed in accordance with other relevant provisions of these Directions, from the date of its maturity till some future date, and

- (ii) the interest allowed shall be at the appropriate rate operative on the date of maturity of such overdue deposit which shall be payable only on the amount of deposit so renewed:

Provided that where a housing finance company fails to repay the deposit along with interest on maturity on the claim made by the depositor, the housing finance company shall pay interest from the date of claim till the date of repayment at the rate as applicable to the deposit.

#### **General provisions regarding repayment of deposits**

12. (i) No housing finance company shall repay any public deposit within a period of three months from the date of its acceptance.

(ii) Where a housing finance company at the request of depositor/s repays a public deposit after the period indicated in clause (i) above but before its maturity, it shall pay interest at the following rate:

- |   |  |
|---|--|
| (a) minimum lock in period                            | three months   |
| (b) after three months but before six months          | no interest  |
| (c) After six months but before the date of maturity. | The interest payable shall be two percent lower than the interest rate applicable to a public deposit for the period for which the deposit has run or if no rate has been specified for that period, then three percent lower than the minimum rate at which the public deposits are accepted by that Housing Finance Company. |

(iii) A housing finance company may grant a loan up to seventy-five percent of the amount of public deposit to a depositor after the expiry of three months from the date of public deposit at a rate of interest two percentage points above the interest rate payable on the public deposit.

(iv) It is obligatory on the part of a housing finance company to intimate the details of maturity of the deposit to the depositor at least two months before the date of maturity of the deposit.

(v) all deposit accounts standing to the credit of sole/first named depositor in the same capacity shall be clubbed and treated as one deposit account for the purpose of premature repayment.

(vi) Provided that in the event of death of a depositor, the public deposit may be paid prematurely to the surviving depositor/s in the case of joint holding with the survivor clause, or to the nominee or legal heir/s with interest at the contracted rate up to the date of repayment.

(vii) For the purpose, housing finance companies are classified into two categories viz. a problem housing finance company and a normally run housing finance company. A housing finance company, which is normally run housing finance company, with effect from the date of this notification, can permit premature repayment of a public deposit after the lock-in period at its sole discretion only and premature closure cannot be claimed as a matter of right by the depositors. The problem housing finance companies have been prohibited from making premature repayment of any public deposits or granting any loan against public deposits except in the case of death of the depositor or in the case of tiny deposit up to Rs.10,000/- in entirety or to enable the depositor to meet expenses of an emergent nature up to an amount not exceeding Rs.10,000/-.

A problem housing finance company is one which:

- (i) has refused or failed to meet within five working days any lawful demand for repayment of the matured public deposits; or
- (ii) intimates the Company Law Board under section 58AA of the Companies Act, 1956, about its default to a small depositor in repayment of any public deposit or part thereof or any interest thereupon; or
- (iii) approaches the Bank for withdrawal of the liquid asset securities to meet its deposit obligations; or closure

(iv) approaches the Bank for any relief or relaxation or exemption from the provisions of these directions for avoiding default in meeting public deposit or other obligations; or has been identified by the National Housing Bank to be a problem housing finance company either *suo moto* or based on the complaints from the depositors about non-repayment of public deposits or on complaints from the company's lenders about non-payment of dues.

#### **Renewal of public deposit before maturity**

**13.** Where any housing finance company permits an existing depositor to renew his public deposit before maturity for availing the benefit of higher rate of interest, such company shall pay the depositor the increase in the rate of interest provided,

- (i) the public deposit is renewed in accordance with the other provisions of these directions and for a period longer than the remaining period of the original contract; and
- (ii) the interest on the expired period of the public deposit is reduced by one percentage point from the rate at which the housing finance company would have ordinarily paid, had the deposit been accepted for the period for which such public deposit had run; any interest paid earlier in excess of such reduced rate is recovered/adjusted.

#### **Safe custody of approved securities**

**14.** (1) Every housing finance company shall entrust to one of the scheduled commercial banks designated by it on that behalf, in the place where the registered office of the housing finance company is situated, the unencumbered approved securities required to be maintained by it in pursuance of Section 29B of the National Housing Bank Act, 1987;

Provided that where a housing finance company intends to entrust these securities to the Stock Holding Corporation of India Ltd. or to its designated bankers at a place other than the place at which its registered office is situated or to keep them in the form of Constituent's Subsidiary General Ledger Account with a schedule commercial bank, or with a depository participant registered with Securities and Exchange Board of India established under Securities and Exchange Board of India Act, 1992 (15 of 1992), it shall obtain the prior approval in writing, of the National Housing Bank.

(2) the securities mentioned in sub-paragraph (1) above shall continue to be entrusted to such designated banker or to the Stock Holding Corporation of India Ltd. or the depository participant or held in the constituent's subsidiary General Ledger Account with the scheduled commercial bank for the benefit of the depositors and shall not be withdrawn or encashed or otherwise dealt with by the housing finance company except for repayment to the depositors.

Provided that,

- (1) a housing finance company shall be entitled to withdraw a portion of such securities proportionate to the reduction of its deposits duly certified to that effect by its auditors;
- (2) where the housing finance company intends to substitute such securities, it may do so by entrusting substitute securities of equal value to the designated bank before such withdrawal.

#### Explanation

'scheduled commercial bank' means a bank included in the Second Schedule to the Reserve Bank of India Act, 1934 (2 of 1934) excluding a Regional Rural Bank or a Co-operative Bank.

#### **Creation of Floating Charge in favour of the Depositors**

**15.** All Housing Finance Companies accepting/holding public deposits shall create floating charge on the assets invested by them in terms of sub-sections (1) and (2) of Section 29B of the National Housing Bank Act, 1987 in favour of their depositors in a manner as may be prescribed by National Housing Bank from time to time, in this behalf.

#### **Employee Security Deposit**

**16.** A housing finance company receiving any amount in the ordinary course of its business as security deposit from any of its employees for due performance of his duties shall keep such amount in an account with a scheduled commercial bank or in a post office in the joint names of the employee and the housing finance company on the conditions that -

- (1) it shall not withdraw the amount without the consent in writing of the employee; and
- (2) the amount shall be repayable to the employee along with interest payable on such deposit account unless such amount or any part thereof is liable to be appropriated by the housing finance company for the failure on the part of the employee for due performance of his duties.

#### **Advertisements and statement in lieu of advertisement**

17. (1) Every housing finance company soliciting public deposits shall comply with the provisions of the Non-Banking Financial Companies and Miscellaneous Non-Banking Companies (Advertisement) Rules, 1977 and shall also specify in every advertisement to be issued thereunder, the following :

- (a) the actual rate of return by way of interest, premium, bonus or other advantage to the depositors;
- (b) the mode of payment to the depositors;
- (c) maturity period of deposits;
- (d) the interest payable on a specified deposit;
- (e) the rate of interest which will be payable to the depositors in case the depositor withdraws the deposit prematurely;
- (f) the terms and conditions subject to which a deposit will be renewed;
- (g) any other special features relating to the terms and conditions subject to which the deposits are accepted/ renewed; and
- (h) the information, relating to the aggregate dues (including the non-fund based facilities) provided to/ from companies in the same group or other entities or business ventures in which the directors and/ or the housing finance company are holding substantial interest and the total amount of exposure to such entities.

(2) Where a housing finance company intends to accept public deposits without inviting or allowing or causing any other person to invite such deposits, it shall, before accepting deposits, deliver to the office of the National Housing Bank at New Delhi for registration, a statement in lieu of advertisement containing all the particulars required to be included in the advertisement pursuant to the Non-Banking Financial Companies and Miscellaneous Non-Banking Companies (Advertisement) Rules, 1977 as also the particulars stated in sub-paragraph (1) hereinabove, duly signed in the manner provided in the aforesaid Rules.

(3) A statement, delivered under sub-paragraph (2) shall be valid till the expiry of six months from the date of closure of the financial year in which it is so delivered, or until the date on which the balance sheet is laid before the annual general meeting, or where the annual general meeting for any year has not been held, the latest day on which that meeting should have been held in accordance with the provisions of the Companies Act, 1956(1 of 1956), whichever is earlier and a fresh statement shall be delivered in each succeeding financial year before accepting deposits in that financial year.

#### **Full cover for public deposits**

18. HFCs should ensure that at all times there is full cover available for public deposits accepted by them. While calculating this cover the value of all debentures (secured and unsecured) and outside liabilities other than the aggregate liabilities to depositors may be deducted from the total assets. Further, the assets should be evaluated at their book value or realizable/market value whichever is lower for this purpose.

#### **Prior approval for acquisition or transfer of control of deposit taking housing finance companies**

19. Any takeover or acquisition of control of a deposit taking housing finance company, whether by acquisition of shares or otherwise, or any merger or amalgamation of a deposit taking housing finance company with another entity, or any merger or amalgamation of an entity with a deposit taking housing finance company, shall require prior approval of the National Housing Bank in writing.

#### **Application of other laws not barred**

20. The provisions of paragraph 19 shall be in addition to, and not in derogation of the provisions of any other law, rules, regulations or directions, for the time being in force.

#### **Closure of Branches**

21. No housing finance company accepting deposits shall close its branch/office without

publishing such intention in any one national level newspaper and in one vernacular newspaper in circulation in the relevant place and without advising National Housing Bank, before ninety days of the proposed closure.

### CHAPTER III - PRUDENTIAL NORMS

#### Income recognition

22. (1) Income recognition shall be based on recognised accounting principles.
- (2) Income including interest/discount or any other charges on NPA shall be recognised only when it is actually realised. Any such income recognised before the asset became non-performing and remaining unrealised shall be reversed.
- (3) In respect of hire purchase assets, where instalments are overdue for more than twelve months, income shall be recognised only when hire charges are actually received. Any such income taken to the credit of profit and loss account before the asset becoming non-performing and remaining unrealised, shall be reversed.
- (4) In respect of lease assets, where lease rentals are overdue for more than twelve months, the income shall be recognised only when lease rentals are actually received. The net lease rentals taken to the credit of profit and loss account before the asset became non-performing and remaining unrealised shall be reversed.

Explanation: For the purpose of this paragraph, 'net lease rentals' mean gross lease rentals as adjusted by the lease adjustment account debited/credited to the profit and loss account and as reduced by depreciation at the rate applicable under schedule XIV of the Companies Act, 1956

#### Income from investments

- 23.(1) Income from dividend on shares of corporate bodies and units of mutual funds shall be taken in to account on cash basis:  
Provided that the income from dividend on shares of corporate bodies may be taken into account on accrual basis when such dividend has been declared by the corporate body in its annual general meeting and the housing finance company's right to receive payment is established.
- (2) Income from bonds and debentures of corporate bodies and from Government securities/bonds may be taken into account on accrual basis:  
Provided that the interest rate on these instruments is predetermined and interest is serviced regularly and is not in arrears.
- (3) Income on securities of corporate bodies or public sector undertakings, the payment of interest and repayment of principal of which have been guaranteed by the Central Government or a State Government may be taken into account on accrual basis.

#### Accounting standards

24. Accounting Standards and Guidance Notes issued by the Institute of Chartered Accountants of India (referred to in these directions as "ICAI") shall be followed insofar as they are not inconsistent with any of these directions.

#### Accounting for investments

25. (1) (a) The board of directors of every housing finance company shall frame investment policy for the company and implement the same;
- (b) The criteria to classify the investments into current and long term investments shall be spelt out by the Board of the company in the investment policy;
- (c) Investment in securities shall be classified into current and long term, at the time of making each investment;
- (d) (i) There shall be no inter-class transfer on ad-hoc basis;
- (ii) The inter-class transfer, if warranted, shall be effected only at the beginning of each half year, on April 1 or October 1, with the approval of the Board;
- (iii) The investments shall be transferred scrip wise, from current to long-term or vice-versa, at book value or market value, whichever is lower; and
- (iv) The depreciation, if any, in each scrip shall be fully provided for and appreciation, if any, shall be ignored;
- (v) The depreciation in one scrip shall not be set off against appreciation in another scrip

at the time of such inter-class transfer, even in respect of the scrip of same category.

(2) A long term investment shall be valued in accordance with the Accounting Standard issued by ICAI.

(3) Quoted current investments shall, for the purpose of valuation, be grouped into the following categories, viz.,

- (a) equity shares,
- (b) preference shares,
- (c) debentures and bonds,
- (d) Government securities including treasury bills,
- (e) units of mutual fund, and
- (f) others.

Quoted current investments for each category shall be valued at cost or market value, whichever is lower. For this purpose, the investments in each category shall be considered scrip-wise and the cost and market value aggregated for all investments in each category. If the aggregate market value for the category is less than the aggregate cost for that category, the net depreciation shall be provided for or charged to the profit and loss account. If the aggregate market value for the category exceeds the aggregate cost for the category, the net appreciation shall be ignored. Depreciation in one category of investments shall not be set off against appreciation in another category.

(4) Unquoted equity shares in the nature of current investments shall be valued at cost or breakup value, whichever is lower. Where the balance sheet of the investee company is not available for two years, such shares shall be valued at one rupee only.

(5) Unquoted preference shares in the nature of current investments shall be valued at cost or face value or the net asset value whichever is less. In case the net asset value is negative or the balance sheet of the investee company is not available for two years, it should be valued at rupees one per company.

(6) Investments in unquoted Government securities or Government guaranteed bonds shall be valued at carrying cost.

(7) Unquoted investments in the units of mutual funds in the nature of current investments shall be valued at the net asset value declared by the mutual fund in respect of each particular scheme.

(8) Commercial papers shall be valued at carrying cost.

Note: Unquoted debentures shall be treated as term loans or other type of credit facilities depending upon the tenure of such debentures for the purpose of income recognition and asset classification.

#### **Need for Policy on Demand/ Call Loans**

26. (1) The Board of Directors of every housing finance company granting/intending to grant demand/call loans shall frame a policy for the company and implement the same.

(2) Such policy shall, inter alia, stipulate the following, -

- (i) A cutoff date within which the repayment of demand or call loan shall be demanded or called up;
- (ii) The sanctioning authority shall, record specific reasons in writing at the time of sanctioning demand or call loan, if the cutoff date for demanding or calling up such loan is stipulated beyond a period of one year from the date of sanction;
- (iii) The rate of interest which shall be payable on such loans;
- (iv) Interest on such loans, as stipulated shall be payable either at monthly or quarterly rests;
- (v) The sanctioning authority shall, record specific reasons in writing at the time of sanctioning demand or call loan, if no interest is stipulated or a moratorium is granted for any period;
- (vi) A cut-off date, for review of performance of the loan, not exceeding six months commencing from the date of sanction;
- (vii) Such demand or call loans shall not be renewed unless the periodical review has shown satisfactory compliance with the terms of sanction.

#### **Asset classification**

27. (1) Every housing finance company shall, after taking into account the degree of well

defined credit weaknesses and extent of dependence on collateral security for realisation, classify its lease/hire purchase assets, loans and advances and any other forms of credit into the following classes, namely :-

- (i) Standard assets;
- (ii) Sub-standard assets;
- (iii) Doubtful assets; and
- (iv) Loss assets.

(2) The class of assets referred to above shall not be upgraded merely as a result of rescheduling, unless it satisfies the conditions required for the upgradation.

#### **Provisioning requirement**

**28.** Every housing finance company shall, after taking in to account the time lag between an account becoming non-performing, its recognition as such, the realisation of the security and the erosion over time in the value of security charged, make provision against sub-standard assets, doubtful assets and loss assets as provided hereunder:-

#### *Loans, Advances and Other Credit Facilities Including Bills Purchased and Discounted*

(1) The provisioning requirement in respect of loans, advances and other credit facilities including bills purchased and discounted shall be as under:

- | (i) Loss Assets   | The entire assets shall be written off. If the assets are permitted to remain in the books for any reason, 100% of the outstandings shall be provided for.  |   |                       |                |    |                    |    |                       |    |
|---|---|---|-----------------------|----------------|----|--------------------|----|-----------------------|----|
| (ii) Doubtful Assets  | <p>(a) 100% provision to the extent to which the advance is not covered by the realisable value of the security to which the housing finance company has a valid recourse shall be made. The realisable value is to be estimated on a realistic basis;</p> <p>(b) in addition to item (a) above, depending upon the period for which the asset has remained doubtful, provision to the extent of 20% to 50% of the secured portion (i.e. estimated realisable value of the outstandings) shall be made on the following basis:-</p> <table border="0" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;"><i>Period for which the asset has been considered as doubtful</i></th> <th style="text-align: left;"><i>% of provision</i></th> </tr> </thead> <tbody> <tr> <td>Up to one year</td> <td>20</td> </tr> <tr> <td>one to three years</td> <td>30</td> </tr> <tr> <td>More than three years</td> <td>50</td> </tr> </tbody> </table> | <i>Period for which the asset has been considered as doubtful</i> | <i>% of provision</i> | Up to one year | 20 | one to three years | 30 | More than three years | 50 |
| <i>Period for which the asset has been considered as doubtful</i> | <i>% of provision</i>   |   |                       |                |    |                    |    |                       |    |
| Up to one year  | 20  |   |                       |                |    |                    |    |                       |    |
| one to three years  | 30  |   |                       |                |    |                    |    |                       |    |
| More than three years   | 50  |   |                       |                |    |                    |    |                       |    |
| (iii) Sub-standard Assets   | A general provision of 10% of total outstanding shall be made   |   |                       |                |    |                    |    |                       |    |
| (iv) Standard Assets in respect of non-housing loans              | A general provision of 0.4% of the total outstanding amount of non-housing loans which are standard assets shall be made.   |   |                       |                |    |                    |    |                       |    |

#### *Lease and hire purchase assets*

(2) The provisioning requirements in respect of hire purchase and leased assets shall be as under:-

#### Hire purchase assets

(i) In respect of hire purchase assets, the total dues (overdue and future installments taken together) as reduced by the finance charges not credited to the profit and loss account and carried forward as unmatured finance charges and the depreciated value of the underlying asset, shall be provided for.

#### Explanation

For this purpose, the depreciated value of the asset shall be notionally computed as the original cost of the asset to be reduced by depreciation at the rate of 20 percent per annum on a straight line method. In the case of second hand asset, the original cost shall be the actual cost incurred for acquisition of such second hand asset.

#### Additional provision for Hire Purchase and Leased assets

(ii) In respect of hire purchase and leased assets, additional provision shall be made as under :

- (a) Where any amounts of hire charges or lease rentals are

overdue up to 12 months	Nil
(b) Where any amounts of hire charges or lease rentals are overdue for more than 12 months but up to 24 months	10% of the net book value
(c) Where any amounts of hire charges or lease rentals are overdue for more than 24 months but up to 36 months	40% of the net book value
(d) Where any amounts of hire charges or lease rentals are overdue for more than 36 months but upto 48 months	70% of the net book value
(e) Where any amounts of hire charges or lease rentals are overdue for more than 48 months	100% of the net book value

(iii) On expiry of a period of 12 months after the due date of the last installment of hire purchase/ leased asset, the entire net book value shall be fully provided for.

#### NOTES

(1) The amount of caution money/margin money or security deposits kept by the borrower with the housing finance company in pursuance of the hire purchase agreement may be deducted against the provisions stipulated under clause (i) above, if not already taken into account while arriving at the equated monthly installments under the agreement. The value of any other security available in pursuance to the hire purchase agreement may be deducted only against the provisions stipulated under clause (ii) above.

(2) The amount of security deposits kept by the borrower with the housing finance company in pursuance to the lease agreement together with the value of any other security available in pursuance to the lease agreement may be deducted only against the provisions stipulated under clause (ii) above.

(3) It is clarified that income recognition on and provisioning against NPAs are two different aspects of prudential norms and provisions as per the norms are required to be made on NPAs on total outstanding balances including the depreciated book value of the leased asset under reference after adjusting the balance, if any, in the lease adjustment account. The fact that income on NPA has not been recognised cannot be taken as reason for not making provision.

(4) An asset which has been re-negotiated or rescheduled as referred to in paragraph 2(1)(zc) of these directions shall be a sub-standard asset or continue to remain in the same category in which it was prior to its re-negotiation or reschedulement as a doubtful asset or a loss asset as the case may be. Necessary provision is required to be made as applicable to such asset till it is upgraded. In case where an asset has been rescheduled on account of natural calamities having impaired the repaying capacity of the borrower as provided in second proviso to paragraph 2(1)(zc), any provisioning made prior to such rescheduling shall neither be written back nor adjusted against any provisioning requirements that may arise in future.

(5) All financial leases written on or after April 1, 2002 attract the provisioning requirements as applicable to hire purchase assets.

#### **Disclosure in balance sheet**

29. (1) Every HFC shall, separately disclose in its balance sheet the provisions made as per paragraph 28 above without netting them from the income or against the value of assets.

(2) The provisions shall be distinctly indicated under separate heads of accounts separately for housing and non-housing finance business and individually for each type of assets as under:-

- (a) provisions for sub-standard, bad and doubtful and loss assets; and
- (b) provisions for depreciation in investments

(3) Such provisions shall not be appropriated from the general provisions and loss reserves held, if any, by the housing finance company.

(4) Such provision for each year shall be debited to the profit and loss account. The excess of provisions, if any, held under the heads general provisions and loss reserves may be written back without making adjustment against them.

(5) Every housing finance company shall, separately disclose, in the 'Notes on Accounts' to the Balance Sheet in its next Annual Report,

- (a) the details of the levy of penalty, if any, imposed on the housing finance company by the National Housing Bank; and

- (b) adverse comments, if any, on the housing finance company made in writing by the National Housing bank on regulatory compliances, with a specific communication to the housing finance company to disclose the same to the public.

#### Requirement as to Capital Adequacy

30. (1) Every housing finance company shall, maintain a minimum capital ratio consisting of Tier-I and Tier-II capital which shall not be less than-

- (i) ten percent on or before March 31, 2001; and  
(ii) twelve percent [on or before March 31, 2002 and thereafter.

of its aggregate risk weighted assets and of risk adjusted value of off-balance sheet items.

(2) The total Tier-II capital, at any point of time, shall not exceed one hundred percent of Tier-I capital.

Explanations:

#### *On balance sheet assets*

(1) In these Directions, degree of credit risk expressed as percentage weightages have been assigned to balance sheet assets. Hence, the value of each asset/item requires to be multiplied by the relevant risk weights to arrive at risk adjusted value of assets. The aggregate shall be taken in to account for reckoning the minimum capital ratio. The risk weighted asset shall be calculated as the weighted aggregate of funded items as detailed hereunder:

	<i>Weighted risk assets - On balance Sheet items</i>	<i>% Weight</i>
(1)	Cash and bank balances including fixed deposits and certificates of deposits with banks	0
(2)	Investments:	
a)	Approved securities as defined in the National Housing Bank Act, 1987	0
b)	Bonds of public sector banks and fixed deposits/certificates of deposits/bonds of public financial institutions	20
c)	Units of Unit Trust of India	20
d)	Mortgage backed security, receipt or other security evidencing the purchase or acquisition by a housing finance company of an undivided right, title or interest in any debt or receivable originated by a housing finance company recognised and supervised by National Housing Bank or a scheduled commercial bank and secured by mortgage of residential immovable property, provided the conditions specified below in Note (4) are fulfilled.	50
e)	Shares of all companies and debentures/bonds/ commercial papers of companies other than in b) above/units of mutual funds other than in c) above.	100
f)	HFC's investments in innovative perpetual debt of other HFCs/ banks/ financial institutions.	100
(3)	a) Housing/ Project Loans guaranteed by Central/ State Governments.	0
	<b>Note:</b> Where guarantee has been invoked and the concerned Government has remained in default for a period of more than 90 days after the invocation of the guarantee, a risk weight of 100% should be assigned.	
b)	(b)(i) Housing loans sanctioned to individuals up to Rs. 30 lakhs secured by mortgage of immovable property, which are classified as standard assets with LTV Ratio is = or < 75%	50
	(b)(ii) Housing loans sanctioned to individuals above Rs. 30 lakhs secured by mortgage of immovable property, which are classified as standard assets with LTV Ratio is = or < 75%	75
	(b)(iii) Housing loans sanctioned to individuals, irrespective of the amount, secured by mortgage of	100

	immovable property, which are classified as standard assets, where LTV Ratio is > 75%	
c)	Other housing loans	100
d)	i) Fund based and non-fund based exposures to commercial real estate (office buildings, retail space, multi-purpose commercial premises, multi-family residential buildings, multi-tenanted commercial premises, industrial or warehouse space, hotels, land acquisition, development and construction, etc.).	100
	ii) Investments in Mortgage Backed Securities (MBS) and other securitised exposures backed by exposures as at (i) above.	125
(4)	Current Assets:	
a)	Stock on hire (please see note 2 below)	100
b)	Inter corporate loans/ deposits	100
c)	Loans and advances fully secured by company's own deposits	0
d)	Loan to staff	0
e)	Other secured loans and advance considered good	100
f)	Bills purchased/ discounted	100
g)	Others (to be specified)	100
(5)	Fixed Assets (net of depreciation):	
a)	Assets leased out (net book value)	100
b)	Premises	100
c)	Furniture & Fixtures	100
d)	Other Fixed Assets(to be specified)	100
(6)	Other Assets:	
a)	Income tax deducted at source (net of provision)	0
b)	Advance tax paid (net of provision)	0
c)	Interest due on Government Securities and approved securities	0
d)	Others(to be specified)	100

*Notes:*

- (1) Netting may be done only in respect of assets where provisions for depreciation or for bad and doubtful debts have been made.
- (2) Stock on hire should be shown net of finance charges i.e. interest and other charges recoverable.
- (3) Assets which have been deducted from owned fund to arrive at tier-I capital pursuant to paragraph 2(1)(zf) will have a weightage of "0".
- (4) For being eligible for risk weight of 50%, investments in mortgage backed security, receipt or other security referred to in item (d) of sub-Explanation (2) should fulfill the following terms and conditions, namely :-
  - (a) The assignment of debt together with the securities therefor and the receivables thereunder by the originating housing finance company or scheduled commercial bank in favour of the trust or the securitisation company as defined in Clause (za) of sub-section (1) of section 2 of the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002(54 of 2002) issuing such receipt or other security is complete and irrevocable.
  - (b) The trust or the securitisation company is holding the debt together with the securities therefor exclusively for the benefit of the investors in such receipt or other security.
  - (c) The originating housing finance company or scheduled commercial bank participating in the securitisation transaction, in which such mortgage backed security, receipt or other security has been issued, as a seller, manager, servicer or provider of credit enhancement or liquidity facilities;
    - (i) does not own any equity or preference share in the capital of the securitisation company or is the beneficiary of the trust;
    - (ii) has not named the trust or the securitisation company in such manner which implies any connection with it;
    - (iii) does not have any of its director, officer or employee on the Board of securitisation company unless the Board is made up of at least three members and there is a majority of independent directors and the official representing the

- originating institution in the Board of the securitisation company does not have veto powers;
- (iv) does not directly or indirectly control the trust or the securitisation company; and
  - (v) has not agreed to support any losses arising out of the securitisation transaction or to be suffered by the investors involved in it or agreed to bear recurring expenses of the transaction.
- (d) Each debt securitised is a loan advanced to an individual for the acquisition/ construction of residential immovable property which has been mortgaged in favour of the originating housing finance company or scheduled commercial bank on exclusive basis.
  - (e) Securitised debt had investment grade credit rating by any of the credit rating agencies at the time of assignment to the trust/ securitisation company.
  - (f) The investors are entitled to call upon the issuer - the trust/ securitisation company to take steps for recovery in the event of default and distribute the net proceeds to the investors as per the terms of issue of receipt or other security.
  - (g) The trust or the securitisation company undertaking the issue in which investment has been made is not engaged in any business other than the business of issue and administration of securitisation of housing loans.
  - (h) The trustees appointed to manage the issue is governed by the provisions of Indian Trusts Act, 1882 (2 of 1882).

*Off-Balance Sheet items*

- (2) In these directions, degrees of credit risk exposure attached to off-balance sheet items

have been expressed as a percentage of credit conversion factor. Hence the face value of each item requires to be first multiplied by the relevant conversion factor to arrive at risk adjusted value of off-balance sheet item. The aggregate shall be taken in to account for reckoning the minimum capital ratio. This shall have to be again multiplied by the risk weight of 100. The risk weighted value of the off-balance sheet items shall be calculated as per the credit conversion factors of non-funded items as detailed under:-

<i>Nature of Items</i>	<i>credit conversion factor (%)</i>
i) Undisbursed amounts of Housing loans sanctioned	50
ii) Financial & Other guarantees	100
iii) Shares/ debentures underwriting obligations	50
iv) Partly-paid shares/ debentures	100
v) Bills discounted/ rediscounted	100
vi) Lease contracts entered into but yet to be executed	100
vii) Other contingent liabilities (to be specified)	50

Provided that in item (i) above, in those cases where no documents are executed, no disbursement has taken place and in case sanction lapses in course of time and notice to that effect is served on prospective borrower, credit conversion factor shall be taken as 0% and in the case of partly disbursed housing loans credit conversion factor shall be taken as 50%.

*Note: Cash margins/ deposits shall be deducted before applying the conversion factor.*

**Restrictions on investment in real estate, exposure to and engagement of brokers**

**31. (1) INVESTMENT IN LAND OR BUILDINGS**

No housing finance company, shall invest in land or buildings, except for its own use, an amount exceeding twenty per cent of its capital fund,

Provided that such investment over and above ten percent of its owned fund shall be made only in residential units.

*Note:*

*'Capital fund' means the aggregate of 'tier-I capital' and 'tier-II capital'.*

Provided that the land or buildings acquired in satisfaction of its debts shall be disposed off by the housing finance company within a period of three years or within such a period as may be extended by the National Housing Bank, from the date of such acquisition if the investment in these assets together with such assets already held by the housing finance company exceeds the above ceiling.

**(2) EXPOSURE TO CAPITAL MARKET:**

**(a) Limits on housing finance companies' exposure to capital market**

The aggregate exposure of a housing finance company to the capital market in all forms (both fund based and non-fund based) should not exceed 40 per cent of its net worth as on March 31 of the previous year. Within this overall ceiling, direct investment in shares, convertible bonds / debentures, units of equity-oriented mutual funds and all exposures to Venture Capital Funds (VCFs) [both registered and unregistered] of the housing finance company should not exceed 20 per cent of its networth.

Net worth for the purpose of this sub-paragraph would comprise of Paid-up capital plus Free Reserves including Share Premium but excluding Revaluation Reserves, plus Investment Fluctuation Reserve and credit balance in Profit & Loss account, less debit balance in Profit and Loss account, Accumulated Losses and Intangible Assets. No general or specific provisions should be included in computation of net worth. Infusion of capital through equity shares, either through domestic issues or overseas floats after the published balance sheet date, may also be taken into account for determining the ceiling on exposure to capital market. Housing Finance Company shall furnish to the National Housing Bank, statutory auditor's certificate on completion of the augmentation of capital before reckoning the same for above purpose.

**(b) Components of Capital Market Exposure**

Capital market exposure of housing finance company shall include both their direct exposures and indirect exposures. The aggregate exposure (both fund and non-fund based) of Housing Finance Company to capital markets in all forms shall include the following:

- i) direct investment in equity shares, convertible bonds, convertible debentures and units of equity-oriented mutual funds the corpus of which is not exclusively invested in corporate debt;
- ii) advances against shares/bonds/debentures or other securities or on clean basis to individuals for investment in shares (including Initial Public Offers/Employees Stock Options), convertible bonds, convertible debentures, and units of equity-oriented mutual funds;
- iii) advances for any other purposes where shares or convertible bonds or convertible debentures or units of equity oriented mutual funds are taken as primary security;
- iv) advances for any other purposes to the extent secured by the collateral security of shares or convertible bonds or convertible debentures or units of equity oriented mutual funds, i.e. where the primary security other than shares/convertible bonds/convertible debentures/units of equity oriented mutual funds does not fully cover the advances;
- v) secured and unsecured advances to stockbrokers and guarantees issued on behalf of stockbrokers and market makers;
- vi) loans sanctioned to corporates against the security of shares / bonds/ debentures or other securities or on clean basis for meeting promoter's contribution to the equity of new companies in anticipation of raising resources;
- vii) bridge loans to companies against expected equity flows/issues;
- viii) underwriting commitments taken up by the housing finance companies in respect of primary issue of shares or convertible bonds or convertible debentures or units of equity oriented mutual funds;
- ix) financing to stockbrokers for margin trading; and
- x) all exposures to Venture Capital Funds (both registered and unregistered). These will be deemed to be on par with equity and hence will be reckoned for compliance with the capital market exposure ceilings (both direct and indirect).

**(c) Items excluded from Capital Market Exposure**

The following items shall be excluded from the aggregate exposure ceiling of 40 per cent of networth and direct investment exposure ceiling of 20 per cent of networth (wherever applicable):

- i) Investment of a housing finance company in own subsidiaries, joint ventures, and investments in unlisted shares and convertible debentures, convertible bonds issued by institutions forming crucial financial infrastructure and other All India Financial Institutions as detailed below. After listing, the exposures in excess of the original investment (i.e. prior to listing) shall form part of the Capital Market Exposure.
  1. National Securities Depository Ltd. (NSDL)
  2. Central Depository Services (India) Ltd. (CDSL)
  3. National Securities Clearing Corporation Ltd. (NSCCL)
  4. National Stock Exchange (NSE)

5. Clearing Corporation of India Ltd., (CCIL)
6. Credit Information Bureau of India Ltd. (CIBIL)
7. Multi Commodity Exchange Ltd. (MCX)
8. National Commodity and Derivatives Exchange Ltd. (NCDEX)
9. National Multi-Commodity Exchange of India Ltd. (NMCEIL)
10. National Collateral Management Services Ltd. (NCMSL)

All India Financial Institutions

11. Industrial Finance Corporation of India, Ltd. (IFCI)
  12. Tourism Finance Corporation of India Ltd. (TFCI)
  13. Risk Capital & Technology Finance Corporation Ltd. (RCTC)
  14. Technology Development & Information Co. of India Ltd. (TDICI)
  15. National Housing Bank (NHB)
  16. Small Industries Bank of India (SIDBI)
  17. National Bank for Agriculture & Rural Development (NABARD)
  18. Export Import Bank of India (EXIM Bank)
  19. Industrial Investment Bank of India (IIBI)
  20. Life Insurance Corporation of India (LIC)
  21. General Insurance Corporation of India (GIC)
- ii) Tier I and Tier II debt instruments issued by other housing finance companies;
- iii) Investment in Certificates of Deposit (CDs) of other housing finance companies;
- iv) Preference Shares;
- v) Non-convertible debentures and non-convertible bonds;
- vi) Units of Mutual Funds under schemes where the corpus is invested exclusively in debt instruments;
- vii) Shares acquired by housing finance companies as a result of conversion of debt/overdue interest into equity under a Corporate Debt Restructuring (CDR) mechanism.

**(d) Computation of exposure**

For computing the exposure to the capital markets, loans/advances sanctioned and guarantees issued for capital market operations would be reckoned with reference to sanctioned limits or outstanding, whichever is higher. Further, direct investment of a housing finance company in shares, convertible bonds, convertible debentures and units of equity oriented mutual funds shall be calculated at their cost price.

**(3) ENGAGEMENT OF BROKERS**

For engagement of brokers to deal in investment transactions, the housing finance companies should observe the following:

- (a) Transactions should not be put through the brokers' accounts. The brokerage on the deal payable to the broker, if any (if the deal was put through with the help of a broker), should be clearly indicated on the notes/memorandum put up to the top management seeking approval for putting through the transaction and separate account of brokerage paid, broker-wise, should be maintained.
- (b) If a deal is put through with the help of a broker, the role of the broker should be restricted to that of bringing the two parties to the deal together.
- (c) While negotiating the deal, the broker is not obliged to disclose the identity of the counterparty to the deal. On conclusion of the deal, he should disclose the counterparty and his contract note should clearly indicate the name of the counterparty.
- (d) On the basis of the contract note disclosing the name of the counterparty, settlement of deals, viz. both fund settlement and delivery of security should be directly between the parties and the broker should have no role to play in the process.
- (e) With the approval of their top managements, housing finance companies should prepare a panel of approved authorized brokers which should be reviewed annually or more often if so warranted. Clear-cut criteria should be laid down for empanelment of brokers, including verification of their creditworthiness, market reputation, etc. A record of broker-wise details of deals put through and brokerage paid, should be maintained.
- (f) A disproportionate part of the business should not be transacted through only one or a few brokers. Housing finance companies should fix aggregate contract limits for each of the approved brokers. A limit of 5% of total transactions (both purchase and sales) entered into by a housing finance company during a year should be treated as the aggregate upper contract limit for each of the approved brokers. This limit should

cover both, the business initiated by a housing finance company and the business offered / brought to the housing finance company by a broker. Housing finance companies should ensure that the transactions entered into through individual brokers during a year normally do not exceed this limit. However, if for any reason it becomes necessary to exceed the aggregate limit for any broker, the specific reasons therefore should be recorded, in writing, by the authority empowered to put through the deals. Further, the board should be informed of this, post facto. However, the norm of 5% would not be applicable (i) to a housing finance company whose total transactions in a year do not exceed Rs.20 crores; and (ii) to housing finance companies' dealings through Primary Dealers.

- (g) The auditors who audit the treasury operations should scrutinise the business done through brokers also and include it in their monthly report to the Chief Executive Officer of the housing finance company. Besides, the business put through any individual broker or brokers in excess of the limit, with the reasons therefor, should be covered in the half-yearly review to the Board of Directors.
- (h) Housing finance companies may undertake securities transactions through stock brokers only on National Stock Exchange/Bombay Stock Exchange/ Over the Counter Exchange of India.

### **Concentration of credit/ investment**

32. (1) No housing finance company shall,-

- (i) lend to-
  - (a) any single borrower exceeding fifteen percent of its owned fund; and
  - (b) any single group of borrowers exceeding twenty-five percent of its owned fund;
- (ii) invest in-
  - (a) the shares of another company exceeding fifteen percent of its owned fund;
  - (b) the shares of a single group of companies exceeding twenty-five percent of its owned funds;
- (iii) lend and invest (loans/investments together) exceeding -
  - (a) twenty-five percent of its owned fund to a single party; and
  - (b) forty percent of its owned fund to a single group of parties.

Provided that within the overall ceiling prescribed under Sub- paragraph (1), investment of a housing finance company in the shares of another housing finance company shall not exceed ten per cent of the equity capital of the investee company.

- (2) Where at the commencement of these provisions;
  - (i) the lending of a housing finance company is in excess of the ceiling prescribed under sub-paragraph (1), such excess portion shall be brought down by the housing finance company as per the repayment schedule in due course; and
  - (ii) the investment of a housing finance company is in excess of the ceiling prescribed under sub-paragraph (1), such excess portion shall be disposed of within a period not exceeding three years or within such period as may be extended by the National Housing Bank.

#### *Notes:*

- (1) For determining the above mentioned limits, off-balance sheet exposures be converted in to credit risk by applying the conversion factors explained here in above.
- (2) The investment in debentures for the above purpose be treated as credit and not investment.
- (3) The above ceilings on credit/investments shall be applicable to the own group of the housing finance company as well as to the other group of borrowers/ investee companies.
- (4) "Shares" shall mean and include investment in various instruments such as Equity Shares, Preference Shares eligible for capital status, Subordinated Debt Instruments, Hybrid Debt Capital Instruments and any other instruments approved as in the nature of capital.
- (5) Investment of a housing finance company in the shares of its subsidiaries, companies in the same group and other housing finance companies, to the extent of ten per cent of its owned fund, shall carry a risk weight of 100% as prescribed at item (2) (e) of 'Weighted Risk Assets- on balance sheet items under 'Explanation' to Paragraph 30 of these directions. Such investment in excess of ten per cent of its owned fund shall continue to

be deducted from the net owned fund of the housing finance company as prescribed at item.(I) of 'Explanation' to Section 29A of the National Housing Bank Act, 1987.

#### **CHAPTER IV - DIRECTIONS TO AUDITORS**

##### **Auditor's report to contain specified matters**

**33.** In addition to the report made by the auditor under section 227 of the Companies Act, 1956 (1 of 1956) on the accounts of a housing finance company after the commencement of these Directions, the auditor shall make a report to the Board of Directors of the company on the matters specified in paragraphs 34 and 35 below.

##### **Matters to be included in the auditor's report**

**34.** The auditor's report on the accounts of a housing finance company shall include a statement on the following matters, namely :-

- (i) where the housing finance company was incorporated before 12<sup>th</sup> June, 2000 -whether it has applied for registration as required under section 29A of the National Housing Bank Act, 1987 and whether it has received any communication from NHB about grant or refusal of certificate of registration to it;
- (ii) where the housing finance company was incorporated on or after 12<sup>th</sup> June, 2000 - whether it has obtained a certificate of registration from National Housing Bank;
- (iii) whether the housing finance company has complied with the liquidity requirements as specified under Section 29B of the National Housing Bank Act, 1987 and kept the securities with the designated bank;
- (iv) whether the housing finance company has complied with Section 29C of the National Housing Bank Act, 1987;
- (v) whether the housing finance company has complied with the provisions of these Directions;
- (vi) whether the capital adequacy ratio as disclosed in the return submitted to National Housing Bank has been correctly determined and whether such ratio is in compliance with the minimum capital to risk weighted asset ratio as prescribed by the National Housing Bank in these Directions,
- (vii) where the housing finance company is accepting/ holding public deposits - whether
  - (a) public deposits accepted by the housing finance company are within admissible limits;
  - (b) total borrowings of the housing finance company i.e. deposits inclusive of public deposits together with the amounts referred to in sub-clauses (iii) to (vii) of sub-section (bb) of Section 45 I of the Reserve Bank of India Act, 1934 and loans or other assistance from the National Housing Bank are within the limit prescribed in these Directions;
  - (c) the deposits in excess of the admissible limit held by the housing finance company have been regularised in the manner stipulated by National Housing Bank;
  - (d) the credit rating for deposits i.e. \_\_\_\_\_ (mention the rating) assigned by the credit rating agency viz., \_\_\_\_\_ (name of the agency) on \_\_\_\_\_ (the date) is in force and the aggregate amount of deposits outstanding as at any point during the year has exceeded the limit specified by the rating agency;
  - (e) the housing finance company has defaulted in paying to its depositors the interest and/or principal amounts of deposits after such interest and/or principal became due;
  - (f) in case of opening of new branches or offices for acceptance of public deposits or closure of branches or offices, the housing finance company has complied with the relevant provisions of these Directions.
- (viii) where the housing finance company is not accepting/ holding public deposits - whether
  - (a) the Board of Directors has passed a resolution for non-acceptance of any public deposits;
  - (b) the company has accepted any public deposits during the relevant period/ year;
  - (c) the company has complied with prudential norms.

##### **Reasons to be stated for unfavourable or qualified statement**

**35.** Where, in the auditor's report, the statement regarding any of the items referred to in paragraph 34 above is unfavourable or qualified, the auditor's report shall also state the reasons for such unfavourable or qualified statement, as the case may be. Where the auditor is

unable to express any opinion on any of the items referred to in paragraph 34 above, the auditor's report shall indicate such fact together with reasons therefor.

#### **Obligation of auditor to report to the National Housing Bank**

36. Where, in the case of a housing finance company, the statement regarding any of the items referred to in paragraph 34 above is unfavourable or qualified or in the opinion of the auditor the company has not complied with the provisions of these Directions or the provisions of chapter V of the National Housing Bank Act, 1987, it shall be the obligation of the auditor to make a report containing the details of such unfavourable or qualified statements and/or about the non-compliance, as the case may be, in respect of the company to head office of the National Housing Bank at New Delhi.

### **CHAPTER V - MISCELLANEOUS**

#### **Opening of Branches**

37. A housing finance company shall, before opening a branch or an office, inform National Housing Bank in writing of its intention to open a branch or an office.

#### **Loans against HFC's own shares prohibited**

38. (1) No housing finance company shall lend against its own shares.

(2) Any outstanding loan granted by a housing finance company against its own shares on the date of commencement of these directions shall be recovered by the housing finance company as per the repayment schedule.

#### **HFC failing to repay public deposit prohibited from making loans and investments**

39. A housing finance company which has failed to repay any public deposit or part thereof in accordance with the terms and conditions of such deposit, as provided in section 36A(1) of the National Housing Bank Act, 1987, shall not grant any loan or other credit facility by whatever name called or make any investment or create any other asset as long as the default exists.

#### **Constitution of Audit Committee**

40. A housing finance company having assets of Rs. 50 crore and above as per its last audited balance sheet shall constitute an Audit Committee consisting of not less than three non-executive Directors of the Board.

#### **Explanation**

The Audit Committee constituted under this paragraph shall have the same powers, functions and duties as laid down in section 292A of the Companies Act, 1956 (1 of 1956).

#### **Accounting year**

41. Every housing finance company shall prepare its balance sheet and profit and loss account as on March 31 every year with effect from the accounting year ending on March 31, 2002:

Provided that if the accounting year of any housing finance company ends on any date other than March 31, 2002, such housing finance company shall prepare its balance sheet and profit and loss account for any fraction of the year ending on March 31, 2002.

#### **Copies of balance sheet and accounts together with the Directors' report to be furnished to the National Housing Bank.**

42. Every housing finance company shall deliver to the National Housing Bank an audited balance sheet as on the last date of each financial year and audited profit and loss account in respect of that year as passed by the housing finance company in General Meeting together with a copy of the report of the Board of Directors laid before the housing finance company in such meeting in terms of Section 217(1) of the Companies Act, 1956 (1 of 1956) within 15 days of such meeting as also a copy of the report and the notes on accounts furnished by its Auditors.

#### **Auditor's Certificate**

43. Every housing finance company holding/accepting public deposits shall furnish to the National Housing Bank, along with the copy of the audited balance sheet as provided under paragraph 42, a copy of the auditor's report to the Board of Directors and a certificate from

its auditors to the effect that the full amount of liabilities to the depositors of the company including interest payable thereon are properly reflected in the balance sheet and that the

company is in a position to meet the amount of such liabilities to the depositors.

**Returns to be submitted to the National Housing Bank**

**44.** (1) Without prejudice to the provisions of paragraph 42, every housing finance company shall submit to the National Housing Bank :

- (i) an annual return furnishing the information specified in Schedule I to these Directions with reference to its position as on 31<sup>st</sup> March every year and a half yearly return furnishing the information specified in Schedule II to these Directions with reference to its position as on 30<sup>th</sup> September and 31<sup>st</sup> March every year
- (ii) further, housing finance companies accepting/holding public deposits, housing finance companies not accepting/holding public deposits but having an asset size of Rs. 100 crores and more, shall submit to the National Housing Bank a quarterly return furnishing the information specified in Schedule III with reference to its position as at the end of every calendar quarter.

(2) (i) Every housing finance company shall, within one month from the commencement of business, deliver to the National Housing Bank, a written statement containing a list of –

- (a) the names and official designations of its principal officers;
- (b) the complete postal address, telephone number/s and fax number/s of the registered/corporate office;
- (c) the names and office address of the auditors of the company;
- (d) the names and the residential addresses of the directors of the housing finance company; and
- (e) the specimen signatures of the officers authorised to sign on behalf of the housing finance company, returns specified in sub-paragraph (1).

(ii) any change in the list referred to in clause (i) of this sub-paragraph shall be intimated to the National Housing Bank within one month from the occurrence of such change.

**Balance-sheet, returns, etc. to be submitted to the office of National Housing Bank at New Delhi**

**45.** Any balance sheets, returns or information required to be submitted or furnished to the National Housing Bank in pursuance of these Directions shall be submitted or furnished to the office of National Housing Bank at New Delhi.

**Exemptions**

**46.** The National Housing Bank may, if it considers it necessary for avoiding any hardship or for any other just and sufficient reason, grant extensions of time to comply with or exempt any housing finance company or class of housing finance companies, from all or any of the provisions of these Directions either generally or for any specified period subject to such conditions as the National Housing Bank may impose.

**Interpretations**

**47.** For the purpose of giving effect to the provisions of these directions, the National Housing Bank may, if it considers necessary, issue necessary clarifications in respect of any matter covered herein and the interpretation of any provision of these directions given by the National Housing Bank shall be final and binding on all the parties concerned.

**Saving of action taken or that may be taken for contravention of the Housing Finance Companies (NHB) Directions, 2001**

48. It is hereby clarified that the supersession of the Housing Finance Companies (NHB) Directions, 2001, as amended from time to time, shall not in any way affect:

- (i) any right, obligation or liability acquired, accrued or incurred thereunder;
- (ii) any penalty, forfeiture, or punishment incurred in respect of any contravention committed thereunder;
- (iii) any investigation, legal proceeding or remedy in respect of any such right, privilege, obligation, liability, penalty, forfeiture or punishment as aforesaid;

and any such investigation, legal proceedings or remedy may be instituted, continued, or enforced and any such penalty, forfeiture or punishment may be imposed as if those Directions had not been superseded.

(S.Sridhar)  
Chairman and Managing Director

**SCHEDULE I**

(See paragraph 44 of the Housing Finance Companies (NHB) Directions, 2010)

Annual Return as on March 31, \_\_\_\_\_

**(Read instructions carefully before filling the return)**

To be filled by National Housing Bank (NHB)	
File No.	
ID No.	
Nature of Business	
District Code	
State Code	

1. Name of the Company	
Income Tax PAN	
2. Full address of the	
(i) Registered Office: _____	
_____ PIN _____	
Telephone _____ Fax _____ e-mail _____	
Telex _____ Telegraphic address _____	
(ii) Head/Administrative Office*: _____	
_____	
_____ PIN _____	

Telephone _____ Fax _____ e-mail _____	
Telex _____ Telegraphic address _____	
3. Whether a Government Company :	Yes/No
4. State/Union Territory in which the company is registered :	
5. Status +	(i) Public Ltd. [ ] (ii) Deemed Public Company [ ]
	(iii) Private Ltd. [ ] (iv) Branch of a Foreign company [ ]
D D M M Y Y Y Y	
6. Date of (i) Incorporation	[ ][ ] [ ][ ] [ ][ ][ ][ ]
(ii) Commencement of business	[ ][ ] [ ][ ] [ ][ ][ ][ ]
(iii) Financial year of the company	[ ][ ] [ ][ ] [ ][ ][ ][ ]
7. (i) Principal object of the company as mentioned in its Memorandum of Association:	
(ii) Principal business transacted by the company during the year under reporting:	
(iii) Other business transacted by the company during the year under reporting:	
8. Whether the company has applied for registration in terms of the National Housing Bank Act, 1987:	Yes/No
If yes, give the date of application and if already registered, give the Registration no. allotted by the National Housing Bank	
9.No.of branches/offices <sup>β</sup>	
10. Total number of employees (i) Full time :	
(ii) Part time	
(iii) Honorary basis :	
11. Whether shares of the company are listed on stock exchange/s	Yes/No
If yes furnish the name/s of the stock exchange/s	
12. Whether the Half-yearly Return on prudential norms as on the date of this return has been submitted to the NHB. If yes, give the date of furnishing the return	Yes/No
13. (a) Whether the company at the beginning of the financial year to which the return pertains, was holding any credit rating/s for its fixed deposits ?	Yes/No
If yes, give the following details :	
(i) Name of the rating agency :	
(ii) Rating awarded by such agency :	
(iii) Date of such rating and its validity period :	
(b) Whether the company during the financial year to which the return pertains obtained any credit rating/s for its fixed deposits ?	Yes/No
If yes, give the following details	
(i) Name of the rating agency :	
(ii) Rating awarded by such agency	
(iii) Date of such rating and its validity period	
(c) Whether during the financial year to which the return pertains, there was any change in the credit rating/s mentioned in (a) or (b) above?	Yes/No
If yes, give the following details	
(i) Name of the rating agency :	

(ii) Rating awarded by such agency :	
(iii) Date of such rating and its validity period :	
(iv) Reasons for variation in credit rating, if any :	
14. Whether a holding company or a subsidiary <sup>s</sup>	
15. Whether the company is a joint venture:	Yes/No
16. Name/s and address/es of the company's promoters/ promoting institutions and the shareholding pattern [Enclose separate sheet, if necessary]	
17. (a) Name/s and address/es of the company's auditors  Telephone _____ Fax _____	
(b) No. of years for which the same partner/ proprietor is auditing the accounts of the company _____	
18. Name/s and address/es of the company's bankers [Enclose separate sheet, if necessary]	
19. Name/s and address/es of the present directors [Enclose separate sheet, if necessary]	
20. Whether the company has created a reserve fund in terms of Section 29C of the National Housing Bank Act, 1987 :	Yes/No
If yes, give the following details of such reserve fund for the financial year to which the return pertains :	
(i) Amount outstanding at the beginning of the year :	
(ii) Amount transferred to the fund during the year :	
(iii) Whether any amount was appropriated from the reserve fund during the year:	Yes/No
If yes, (a) the amount appropriated	
(b) purpose of appropriation	
(c) date of reporting the appropriation to NHB	
(iv) Amount outstanding as on the date of this return	
21. Name of the Chief Executive	
(a) Phone Number with STD code	
(b) Mobile Number	
(c) Fax Number	
(d) Email	
22. Name of the Compliance/ Nodal Officer	
(a) Phone Number with STD code	
(b) Mobile Number	
(c) Fax Number	
(d) Email	

23. Name of the Principle Officer under PML Act.	
(a) Phone Number with STD code	
(b) Mobile Number	
(c) Fax Number	
(d) Email	

\* If it is a place other than the Registered Office.

+ Tick the box which is applicable.

β A list showing the names and addresses of the places where the branches/offices of the company are situated should be enclosed.

§ If it is a subsidiary, the name of the holding company may be indicated.

**PART - 1**

**(A)**

**Particulars of Public Deposits Outstanding as on March 31, \_\_\_\_\_**

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	No. of Accounts	Amount
1	2	3	4	5
1.	Deposits from public in the form of fixed deposits, recurring deposits, etc.	111		
2.	(i) Deposits received by a public company from its shareholders	112		
	(ii) Deposits received by a private limited company from joint shareholders other than the first named shareholder	113		
3.	Money received by issue of non-convertible unsecured debentures (See instruction no. 13)	114		
4.	Total (1+2+3)	110		
5.	Any other deposits not included in part 2 of the Schedule	120		
6.	Total (4+5)	130		
7.	Of the total deposits at item 6 above, those			
	(i) Repayable on demand or on notice*	141		
	(ii) For a period less than 12 months.*	142		
	(iii) For a period of 12 months or more but less than 24 months.	143		
	(iv) For a period of 24 months or more but less than 48 months.	144		
	(v) For a period of 48 months or more but less than 60 months.	145		
	(vi) For a period of 60 months	146		
	(vii) For a period more than 60 months but less than 84 months	147		
	(viii) For a period of 84 months.	148		
(ix) For a period more than 84 months*	149			
8.	Total [7(i) to (ix)] should tally with 6 above	140		
9.	Of the total deposits at item 6 above, those free of interest and bearing interest (excluding brokerage, if any)Φ (Rate of interest: percent per annum)			
	(i) Free of interest	151		
	(ii) Below 6%	152		
	(iii) 6% or more but less than 9%	153		
	(iv) 9% or more but less than 11%	154		
	(v) 11% or more but less than 12.5%	155		
	(vi) At 12.5%	156		
	(vii) More than 12.5% but less than 14%	157		

	(viii) More than 14%*	158		
10.	Total [9(i) to (viii)] should tally with item 6 above	150		
11.	Break-up of deposits at item 6 above according to the size of deposits			
	(i) upto Rs.5,000	161		
	(ii) Rs.5,001 to Rs.10,000	162		
	(iii) Rs.10,001 to Rs.25,000	163		
	(iv) Rs.25,001 to Rs.50,000	164		
	(v) Rs.50,001 to Rs.100,000	165		
	(vi) Over Rs.100,000*	166		
12.	Total [11(i) to (vi)] should tally with item 6 above	160		
13.	Of the total deposits at item 6 above			
	(i) those which have matured but not claimed	171		
	(ii) those which have matured and claimed but not paid	172		
14.	Of the deposits of the type at item 4 above			
	(i) deposits outstanding at the beginning of the year	181		
	(ii) deposits accepted/renewed during the year	182		
	(iii) deposits repaid during the year	183		
	(iv) deposits outstanding at the end of the year	184		
15.	Of the deposits of the type at item 5 above			
	(i) deposits outstanding at the beginning of the year	191		
	(ii) deposits accepted/renewed during the year	192		
	(iii) deposits repaid during the year	193		
	(iv) deposits outstanding at the end of the year	194		
16.	Of the total deposits at item 6 above, deposits received from non-resident Indians	195		

## (B)

**Particulars of Deposits Mobilised [Items 14 (ii) and 15 (ii) of Part - 1(A)] During the Reporting Period**

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	No. of Accounts	Amount
1	2	3	4	5
1.	Of the total deposits at item no.14 (ii) of Part-1(A), those			
	(i) Repayable on demand or on notice*	111.1		
	(ii) For a period less than 12 months*	112.1		
	(iii) For a period of 12 months or more but less than 24 months	113.1		
	(iv) For a period of 24 months or more but less than 48 months	114.1		
	(v) For a period of 48 months or more but less than 60 months	115.1		
	(vi) For a period of 60 months	116.1		
	(vii) For a period more than 60 months but less than 84 months	117.1		
	(viii) For a period of 84 months.	118.1		
	(ix) For a period more than 84 months*	119.1		
2.	Total [1 (i) to (ix)] should tally with 14 (ii) of Part-1(A)	110.1		
3.	Of the total deposits at item no. 15 (ii) of Part -1(A)			
	(i) Repayable on demand or on notice*	121.1		
	(ii) For a period less than 12 months*	122.1		
	(iii) For a period of 12 months or more but less than 24 months	123.1		
	(iv) For a period of 24 months or more but less than 48 months	124.1		
	(v) For a period of 48 months or more but less than 60 months	125.1		

	(vi) For a period of 60 months	126.1		
	(vii) For a period more than 60 months but less than 84 months	127.1		
	(viii) For a period of 84 months	128.1		
	(ix) For a period more than 84 months*	129.1		
4.	Total [3 (i) to (ix)] should tally with 15 (ii) of Part-1(A)	120.1		
5.	Of the total deposits at item 14 (ii) of Part-1(A), those free of interest and bearing interest (excluding brokerage, if any) <sup>Φ</sup> (Rate of interest : % per annum)			
	(i) Free of interest	131.1		
	(ii) Below 6%	132.1		
	(iii) 6% or more but less than 9%	133.1		
	(iv) 9% or more but less than 11%	134.1		
	(v) 11% or more but less than 12.5%	135.1		
	(vi) At 12.5%	136.1		
	(vii) More than 12.5% but less than 14%	137.1		
	(viii) More than 14%*	138.1		
6.	Total [5 (i) to (viii)] should tally with 14 (ii) of Part-1(A)	130.1		
7.	Of the total deposits at item 15 (ii) of Part-1(A), those free of interest and bearing interest (excluding brokerage, if any) <sup>Φ</sup> (Rate of interest : % per annum)			
	(i) Free of interest	141.1		
	(ii) Below 6%	142.1		
	(iii) 6% or more but less than 9%	143.1		
	(iv) 9% or more but less than 11%	144.1		
	(v) 11% or more but less than 12.5%	145.1		
	(vi) At 12.5%	146.1		
	(vii) More than 12.5% but less than 14%	147.1		
	(viii) More than 14%*	148.1		
8.	Total [7 (i) to (viii)] should tally with 15 (ii) of Part-1(A)	140.1		
9.	(a) Amount of brokerage paid	151.1		
	(b) Expenses reimbursed to brokers	152.1		
	(c) Amount of deposits mobilised by payment of brokerage	153.1		

Φ A statement showing the rates of interest offered as also the rates of brokerage paid on different types of deposits according to their periods i.e. exceeding 12 months, 24 months, 36 months etc. should also be submitted along with this part of the return.

\* Details should be furnished separately.

### Part-1 (C)

#### Region-wise break up of Public Deposits held as on March 31 \_\_\_\_\_

(Rs. In Lakhs)

Region@	Number of accounts	Amount
Northern		
Eastern		
Central		
Western		
Southern		
Total		

#### @ Region Details

Northern Region	Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab & Rajasthan
Central Region	Chhattisgarh, Madhya Pradesh, Uttar Pradesh & Uttaranchal
Western Region	Dadra & Nagar Haveli, Daman & Diu, Goa, Gujrat & Maharashtra

Eastern Region	Andaman & Nicobar Islands, Arunachal Pradesh, Assam, Bihar, Jarkhand, Manipur, Meghalaya, Mizoram, Nagaland, Orissa, Sikkim, Tripura & West Bengal
Southern Region	Andhra Pradesh, Karnataka, Kerala, Lakshadweep, Pondicherry & Tamil Nadu

**Public Deposits****PART - 2****Particulars of Borrowings and of Deposits not Included in Public Deposits as on March 31, \_\_\_\_\_**

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	No. of Accounts	Amount
1	2	3	4	5
1.	Money received from the Central or State Government(s) or money received from others, the repayment of which is guaranteed by the Central or State Government (s) or money received from a local authority.	221		
2.	Money received from -			
	(a) Foreign Government	222		
	(b) Foreign Authority	223		
	(c) Foreign Citizen or person	224		
	Total [(a)+(b)+(c)]	225		
3.	Borrowings from National Housing Bank	226		
4	Borrowings from -			
	(a) banks	227		
	(b) other financial institutions specified in the Directions	228		
5.	Money received from any other company	229		
6.	Money received from directors/relatives of directors	230		
7.	Money received by a private company from its shareholders (in case of joint shareholders, money received from the first named shareholder only to be included)	231		
8.	Money received from employees of the company by way of security deposit.	232		
9.	Money received by way of security or advance from purchasing, selling or other agents in the course of company's business or advance received against orders for supply of goods or properties or for rendering of services.	233		
10.	Money received by issue of debentures secured by mortgage of immovable properties or convertible debentures	234		
	Of the above, debentures subscribed by banks [see also item No.(3) of Part -1(A)]	235		
11.	Money received by way of subscription to any shares or secured debentures pending allotment or money received by way of calls in advance on shares in accordance with the Articles of Association of the company so long as such amount is not repayable to the shareholders under the Articles of Association of the company.	236		
12.	Money brought in by promoters by way of unsecured loans in pursuance of stipulations of lending institutions	237		
13.	Commercial Papers	238		
14.	Money received from a mutual fund	239		
15.	Money received as hybrid debt or subordinated debt having maturity period of sixty months or above	240		
16.	Total (221+225 to 234+236 to 240 )	250		

**PART - 3**  
**Statement Showing the "Net Owned Funds" As On March 31, \_\_\_\_\_**

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	Amount
1	2	3	4
1.	Paid-up Equity Capital	311	
2.	Preference shares which are compulsorily convertible into equity	312	
3.	Free reserves		
	(a) General Reserves	313	
	(b) Share premium	314	
	(c) Capital Reserves (representing surplus on sale of assets held in separate account)	315	
	(d) Debenture redemption reserve	316	
	(e) Capital redemption reserve	317	
	(f) Credit balance in P & L account	318	
	(g) Reserves under Section 36 (1) (viii) of Income Tax Act, 1961	319	
	(h) Other free reserves (to be specified)	319.1	
4.	Total (311 to 319.1)	310	
5.	Accumulated balance of loss	321	
6.	Deferred revenue expenditure	322	
7.	Other intangible assets	323	
8.	Total (321 to 323)	320	
9.	Owned Funds (310-320)	330	
10.	Book value of investment in shares of :		
	(a) Subsidiaries	341	
	(b) Companies in the same group	342	
	(c) Other housing finance institutions which are companies. (Details to be furnished in separate Annexure)	343	
11.	Book value of investments in debentures and bonds of :		
	(a) Subsidiaries	344	
	(b) Companies in the same group	345	
12.	Outstanding loans and advances (including hire purchase and lease finance) to and deposits with		
	(a) Subsidiaries	346	
	(b) Companies in the same group (Details to be furnished in separate Annexure)	347	
13.	Total (341 to 347)	340	
14.	Amount of item 340 in excess of 10% of item 330 above	350	
15.	Net owned funds (330 - 350)	300	

**PART - 4**

**Statement showing outstanding loans and advances including inter-corporate loans/deposits as on March 31, \_\_\_\_\_**

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	Amount
1	2	3	4
1.	Housing Loans		
(i)	Individuals	411	
(ii)	Corporate Bodies		
	(a) Companies in the same group	412	
	(b) Companies, firms and proprietary concerns where directors of the company hold substantial interest	413	
	(c) Other Corporate Bodies	414	



1	2	3	4	5	6	7	8	9	10	11	12	13	14
For upgradation including major repairs													
Upto 20,000	461												
Above 20,000 and upto 30,000	462												
Above 30,000 and upto 50,000	463												
Above 50,000	464												
Sub-total	460												
Grand total (450+460)	470												

**PART - 4.2****Term Wise Break up of Housing Loans (Item Code 410 of Part - 4)***(Amount in lakhs of Rupees)*

Term of the loan	Housing loans to individual		Housing loans to corporate bodies	
	No.	Amount	No.	Amount
Upto 1 year				
Above 1 year & upto 3 years				
Above 3 years & upto 5 years				
Above 5 years & upto 7 years				
Above 7 years				

**PART - 5****Statement Showing Investments at Book Value as on March 31, \_\_\_\_\_***(Amount in lakhs of rupees)*

Item no.	PARTICULARS	Item Code	Amount
1	2	3	4
1.	Investment in shares of		
	(a) Subsidiaries	511	
	(b) Companies in the same group	512	
	(c) Other housing finance institutions which are companies	513	
2.	Investment in debentures, bonds and commercial papers of		
	(a) Subsidiaries	514	
	(b) Companies in the same group	515	
3.	Investments in shares of and debenture/ bonds and commercial papers issued by companies and contribution to the capital of firms and proprietary concerns where directors of the company hold substantial interest. (Details to be furnished in separate Annexure)	516	
4.	Shares, debentures/bonds and commercial papers of other companies	517	
5.	Other Investments		
	(i) Fixed deposits with banks/certificates of deposits issued by banks	518	
	(ii) Deposits in any other deposit account with banks	519	
	(iii) Securities of Central/State governments and bonds guaranteed by Central/State governments	520	
	(iv) Units of Unit Trust of India	521	
	(v) Others (Please furnish a list showing book value and market value)	522	
6.	Total [511 to 522]	500	

**Part -6****Financial Performance of HFC**

(Rs. In Lakhs)

Item	As at March 31, .....
1	2
<b>A. Income (i+ii)</b>	
(i) Fund based	
(ii) Fee based	
<b>B. Expenditure (i+ii+iii)</b>	
(i) Financial	
(ii) Employees	
(iii) Other administrative	
<b>C. Tax Provisions</b>	
<b>D. Net Profit</b>	
<b>E. Total Assets</b>	
<b>F. Financial Ratios (as percentage of total assets)</b>	
<b>(i) Income</b>	
(ii) Fund based income	
(iii) Fee based income	
<b>(iv) Expenditure</b>	
(v) Financial Expenditure	
(vi) Operating Expenditure	
(vii) Other provisions	
(viii) Tax provisions	
(ix) Net Profit	

**Certificate**

\*Manager's/ Managing Director's/ Authorised Official's Certificate:

1. Certified that the directions contained in the Housing Finance Companies (NHB) Directions, 2010 are being complied with.
2. Further certified that the particulars/information furnished in this return have been verified and found to be correct and complete in all respects.

Date :  
Place:

Signature of Manager/Managing  
Director/Authorised Official\*

Name:

Designation:

\*Strike off whichever is not applicable.

**Auditor's Report**

We have examined the books of account and other records maintained by \_\_\_\_\_ in respect of the data furnished in this return and report that to the best of our knowledge and according to the information and explanations given to us and shown by the records examined by us, the data furnished in this return are correct.

Place :  
Date :

Chartered Accountants

**Enclosures to the return**

The following documents should be submitted along with the return in case they have not already been sent. Please tick in the box against the item for the document enclosed and state the date of submission if already submitted.

- (1) A copy of the audited balance sheet and profit and loss account dated nearest to the date of this return
- (2) Specimen signature card (Please see instruction no. 5)
- (3) A copy of the application form referred to in paragraph 6 of the Housing Finance Companies (NHB) Directions, 2010


- (4) A list of principal officers and the names and addresses of directors
- (5) Auditor's certificate as required in paragraph 43 of the Directions


### Instructions for Filling and Submission of the Return

#### General

1. The return after compilation, should be submitted by a housing finance company once a year as early as possible after March 31 and latest **by June 30** with reference to its position as on March 31 irrespective of the date of closing of the financial year of the company, to the Head office of the National Housing Bank, New Delhi as specified in paragraph 45 of the Housing Finance Companies (NHB) Directions, 2010. A certificate from the auditors of the company as required in terms of paragraph 43 of the Notification should be appended to the return.
2. The submission of the return should not be delayed for any reason such as the finalisation/ completion of the audit of the annual accounts. The compilation of the return should be on the basis of the figures available in the books of accounts of the company.
3. The return wherever possible should be sent in a CD/ DVD/ Pen Drive together with a hard copy duly signed.
4. The number of accounts should be given in actual figures while the amounts should be given in lakhs of rupees rounded off to two decimal positions.
5. The return should be signed by the Manager(as defined in Section 2 of the Companies Act, 1956) and if there is no such Manager, by the Managing Director or any official of the company who has been duly authorised by the Board of Directors and whose specimen signature has been furnished to the National Housing Bank for the purpose. In case the specimen signature has not been furnished in the prescribed card, the return may be signed by the authorised official and his specimen signature may be furnished separately.
6. All particulars asked for in the Schedule should be filled up without leaving any part/item blank. In case there is nothing to report in any part/item of the return, it should be marked "Nil" and if any part/item is not relevant or applicable, it should be marked "NA".
7. The date to which the return pertains should invariably be filled up in the first page as well as in all the parts of the Schedule at the appropriate place.
8. "Subsidiaries" shall have the same meaning as assigned to it in the Companies Act, 1956 (1 of 1956).
9. A body corporate shall be deemed to be in the same group as the investing company if the body corporate is the managing agent of the investing company or if the body corporate and the investing company are under the same management.
10. "Substantial interest" means holding of a beneficial interest by an individual or his/ her spouse or minor child, whether singly or taken together, in the shares of a company, the amount paid up on which exceeds ten per cent of the paid up capital of the company or total capital subscribed by all the partners of a partnership firm.

#### Part - 1(A)

11. If the company is a public company and a declaration as specified in instruction no.18 has not been obtained from its directors, such deposits should be shown against item 2.
12. The amount in respect of non-convertible portion of the debentures which are partly convertible and partly non-convertible, may be included under item 3 and the convertible portion may be shown against item 10 of Part 2.
13. Non-convertible unsecured debentures subscribed to by banks and institutions mentioned under clauses (iii) and (iv) of Section 45 I (bb) of the Reserve Bank of India Act, 1934 should not be included under item 3. Such amount should be included under item 4 of Part 2.
14. The period-wise classification of deposits should be made against the various heads under item 7 according to the periods for which they have been originally received/last renewed and not according to the periods they have run as from March 31 i.e. the date of return.
15. In item 11, the number of accounts and the amounts should be calculated in respect of each range of deposits.
16. Under item 13, if the aggregate amount of deposits not repaid exceeds Rs.5 lakhs, the reasons for non-payment of each deposit and the steps taken for repayment should be indicated in an Annexure.
17. The amounts shown in Part-2 should not be included in this Part.

#### Part - 2

18. Only money received from such persons on a declaration in writing that the money has not been given by such person/s out of funds acquired by him/them by borrowing or accepting deposits from another person should be shown against items 6 and 7.

19. Money received from the shareholders of a private company deemed as a public company under section 43A of the Companies Act, 1956, should also be included under item 7 subject to the obtaining of declaration referred to in instruction no. 18 above.

20. The amounts already shown in Part -1(A) should not be included here.

### **Part -3**

21. Figures relating to net owned funds should be as per the audited balance sheet pertaining to the date of return. In case auditing is not over, figures should relate to the books of accounts for the relevant period.

22. 'Free reserves' shall include balance in share premium account, capital and debenture redemption reserves and any other reserves shown in the balance sheet and created through an allocation out of profits but not being (a) a reserve created for repayment of any future liability or for depreciation on assets or for bad debts, or (b) a reserve created by revaluation of assets of the company.

23. Investment in shares includes investment in fully convertible debentures and/or convertible portion of partially convertible debentures. Investments held either in investment account or stock-in-trade should be included under item 10.

24. Debentures whether held in investment account or by way of stock-in-trade should be included under item 11. Non-convertible debentures, non-convertible portion of partially convertible debentures and optionally convertible debentures should also be included under this item.

25. Credit balance in the profit and loss account should be adjusted by the actual provisions made for NPAs.

### **Part - 4**

26. Sundry debtors, tax paid in advance and other recoverable items not in the nature of loans and advances should not be shown in this statement.

27. Fixed deposits with other companies should be included under item 2(i) or 2(ii) as the case may be and not in Part 5.

28. Investment in unquoted debentures shall be treated as credit and not investment.

### **Part - 5**

29. Details of shares, debentures and commercial papers held in investment account or by way of stock-in-trade should be included in this part.

30. Fixed deposits with companies should not be included here but should be shown in Part-4.

31. Investment in unquoted debentures shall be treated as credit and not investment and should not be included in Part-5.

**SCHEDULE II**

**[See paragraph 44(1) of the Housing Finance Companies (NHB) Directions, 2010]**

**Half-Yearly Return as on March 31/September 30, \_\_\_\_**

*(To be submitted within 6 weeks from close of the half year)*

Name of the HFC:	
Company code number	
Registration number	

**PART-A Capital Funds-Tier-I**

*[ Amount in rupees lakhs]*

<b>Item No.</b>	<b>PARTICULARS</b>	<b>Item Code</b>	<b>Amount</b>
1.	Paid-up Equity Capital	111	
2.	Preference shares which are compulsorily convertible into equity	112	
3.	Free reserves		
	(a) General Reserves	113	
	(b) Share premium	114	
	(c) Capital Reserves (representing surplus on sale of assets held in separate account)	115	
	(d) Debenture redemption reserve	116	
	(e) Capital redemption reserve	117	
	(f) Credit balance in P & L account	118	
	(g) Other free reserves (to be specified)	119	
4.	Total (111 to 119)	110	
5.	Accumulated balance of loss	121	
6.	Deferred revenue expenditure	122	
7.	Other intangible assets	123	
8.	Total (121 to 123)	120	
9.	Owned Funds (110-120)	130	
10.	Book value of investment in shares of :		
	(a) Subsidiaries	141	
	(b) Companies in the same group	142	
	(c) Other housing finance institutions which are companies	143	
11.	Book value of investments in debentures and bond of		
	(a) Subsidiaries	144	
	(b) Companies in the same group	145	
12.	Outstanding loans and advances to and deposits with (a)		
	Subsidiaries	146	
	(b) Companies in the same group	147	
13.	Total (141 to 147)	140	
14.	Amount of item 140 in excess of 10% of item 130 above	150	
<b>15.</b>	<b>Tier I Capital - Net owned funds (130 - 150)</b>	<b>151</b>	

**PART-B-Capital Funds-Tier- II**

*[Amount rupees in lakhs]*

<b>Item Name</b>	<b>Item Code</b>	<b>Amount</b>
(1)	(2)	(3)
(i) Preference shares (other than those compulsorily convertible into equity)	161	
(ii) Revaluation Reserves	162	
(iii) General provisions and loss reserves	163	
(iv) Hybrid capital instruments	164	
(v) Subordinated debt	165	
(vi) Aggregate Tier-II Capital	160	
Total Capital Funds (151+160)	170	

**PART C - Risk Assets & Off-Balance Sheet Items***[Amount rupees in lakhs]*

Items	Item code	Amount
(i) Adjusted value of funded risk assets, ie, on-balance sheet items (To tally with Part D)	181	
(ii) Adjusted value of non-funded and off-balance sheet items (To tally with Part E)	182	
(iii) Total risk weighted assets/exposures[total (i) + (ii)]	180	
(iv) Percentage of capital funds to risk weighted assets/exposures:		
(a) Tier-I capital	191	
(b) Tier-II capital	192	
(c) Total capital	193	

**PART D - Weighted assets, i.e., on-balance sheet items***[Amount rupees in lakhs]*

Item description	Item code	Book Value	Risk weight	Adjusted Value
I. Cash and bank balances including fixed deposits & certificate of deposits	210		0	
II. Investments				
(a) Approved securities as defined in the National Housing Bank Act, 1987	221		0	
(b) Bonds of public sector banks and FDs/CDs/ bonds of public financial institutions				
(i) Amount deducted in item 14 in Part A	222		0	
(ii) Amount not deducted in item 14 in Part A	223		20	
(c) Unit Trust of India	224		20	
(d) Shares of all companies and debentures/bonds/ commercial papers of companies other than (b) above/units of mutual fund other than (c) above				
(i) Amount deducted in item 14 in Part A	225		0	
(ii) Amount not deducted in item 14 in Part A	226		100	
III. Current assets				
(a) Stock on hire (see Note 2 below)				
(i) Amount deducted in item 14 in Part A	231		0	
(ii) Amount not deducted in item 14 in Part A	232		100	
(b) inter corporate loans /deposits				
(i) Amount deducted in item 14 in Part A	233		0	
(ii) Amount not deducted in item 14 in Part A	234		100	
(c) Loans and advances fully secured by company's own deposits	235(i)		0	
(d) Mortgage backed security, receipt or other security evidencing the purchase or acquisition by a housing finance company of an undivided right, title or interest in any debt or receivable originated by a housing finance company recognised and supervised by National Housing Bank or a scheduled commercial bank and secured by mortgage of residential immovable property, provided the conditions specified below in Note (4) are fulfilled	235(ii)		50	
(e) Loans to staff	236		0	
(f) (i) Housing/ Project Loans guaranteed by Central /State Government (Refer note 4 below)	237(i)		0	
(ii) Housing loans sanctioned to individuals up to Rs. 30 lakhs secured by mortgage of immovable property, which are classified as standard assets where LTV Ratio is = or < 75%	237(ii)		50	

(iii) Housing loans sanctioned to individuals above Rs. 30 lakhs secured by mortgage of immovable property, which are classified as standard assets where LTV Ratio is = or < 75%	237(iii)		75	
(iv) Housing loans sanctioned to individuals, irrespective of the amount, secured by mortgage of immovable property, which are classified as standard assets, where LTV Ratio is > 75%	237(iv)		100	
(g) Other housing loans (including those to individuals but not qualifying under (f))	238		100	
(h) Other loans & advances				
(i) Amount deducted in item 14 in Part A	241		0	
(ii) Amount not deducted in item 14 in Part A	242		100	
(i) Bills purchased/discouted				
(i) Amount deducted in item 14 in Part A	243		0	
(ii) Amount not deducted in item 14 in Part A	244		100	
(j) Others (to be specified)	245		100	
(k) Fund based and non-fund based exposures to commercial real estates (office buildings, retail space, multi-purpose commercial premises, multi-family residential buildings, multi-tenanted commercial premises, industrial or warehouse space, hotels, land acquisition, development and construction, etc.	246		100	
(l) Investments in Mortgage Backed Securities (MBS) and other securitised exposures backed by exposures as at (k) above.	247		125	
IV. Fixed assets [net of depreciation]				
(a) Assets leased out				
(i) Amount deducted in item 14 in Part A	251		0	
(ii) Amount not deducted in item 14 in Part A	252		100	
(b) Premises	253		100	
(c) Furniture & Fixtures	254		100	
V. Other assets				
(a) Income tax deducted at source (net of provisions)	255		0	
(b) Advance tax paid (net of provisions)	256		0	
(c) Interest due on Government securities	257		0	
(d) Others(to be specified)	258		100	
Total weighted assets	200			

## Notes:

1. Netting may be done in respect of assets where provisions for depreciation or for bad and doubtful debts have been made.
2. Stock on hire should be shown net of finance charges, i.e., interest and other charges recoverable.
3. Assets which have been deducted (item code 150) from owned fund to arrive at net owned fund will have a weightage of '0'
4. Where guarantee has been invoked and the concerned government has remain in default for a period more than 90 days after the invocation of guarantee, a risk weight of 100 percent should be assigned.

**PART - E - Weighted non-funded exposures/off-balance sheet items**

(Amount rupees in lakhs)

Item description	Item code	Book value	conversion factor	Equivalent	Risk weight	Adjusted value
1. Undisbursed amount of housing loans sanctioned	310		50		100	
2. Financial & other guarantees	320		100		100	
3. Shares / debenture underwriting obligations	330		50		100	

4. Partly paid shares/debentures	340		100		100	
5. Bills discounted/rediscounted	350		100		100	
6. Lease contracts entered in to but yet to be executed	360		100		100	
7. Other contingent liabilities (to be specified)	370		50		100	
Total non-funded exposures	300					

Note: Cash margin/deposits shall be deducted before applying the conversion factor where ever applicable.

#### PART- F - Asset classification

Aggregate of credit exposures and provisioning in respect of them:

[Amount rupees in lakhs]

Item description	Item code	Amount	Provision required as per directions	Actual provision made
(i) Standard Assets	411			
(ii) Sub-standard assets				
Individual housing loans	412			
Housing loans to corporate/agencies	413			
Lease and hire purchase assets	414			
Other credit facilities	415			
(iii) Doubtful Assets				
Individual housing loans	416			
Housing loans to corporate/agencies	417			
Lease and hire purchase assets	418(i)			
Other credit facilities	418(ii)			
(iv) Loss Assets	419			
Individual housing loans	420			
Housing loans to corporate/agencies	421			
Lease and hire purchase assets	422			
Other credit facilities	423			
Aggregate provisioning	400			
Other provisions in respect of:				
(i) Depreciation of fixed assets	451			
(ii) Depreciation in investments	452			
(iii) Loss/intangible assets	453			
(iv) Provision for taxation	454			
(v) Gratuity /provident fund	455			
(vi) Others ( to be specified)	456			
Total	450			

#### PART G - Particulars regarding investments in and advances to companies/firms in the same group and other HFCs.

Item description	Item code	Amount
(i) Book value of bonds and debentures and outstanding loans and advances to and deposits with subsidiaries and companies in the same group (Details to be enclosed in separate sheet)	510	
(ii) Investment in shares of subsidiaries and companies in the same group and all HFCs (Details to be enclosed in separate sheet)	520	
(iii) Investment by way of shares, debentures, loans and advances, leasing, hire purchase finance, deposits etc, in other companies, firms and proprietary concerns where directors of HFC hold substantial interest.	530	

**PART H - Particulars regarding concentration of advances including off-balance sheet exposures and investment to parties including those in Part G above**

Item description	Item code	Amount
(i) Loans and advances including off-balance sheet exposures to any single party in excess of 15 percent of owned fund of the HFC (Details to be enclosed in separate sheet)	610	
(ii) Loans and advances including off-balance sheet exposures to a single group of parties in excess of 25 percent of owned fund of the HFC (Details to be enclosed in separate sheet)	620	
(iii) Investment in a single company in excess of 15 percent of the owned fund of the HFC (Details to be enclosed in separate sheet)	630	
(iv) Investments in the shares issued by a single group of companies in excess of 25 percent of the owned fund of the HFC	640	
(v) Loans, advances to (including debentures, bonds and off-balance sheet exposures) and investment in shares of a single party in excess of 25 percent of owned fund of the HFC	650	
(vi) Loans, advances to (including debentures, bonds and off-balance sheet exposures) and investment in a single party in excess of 40 percent of net owned fund of the HFC	660	

**Notes:**

- (1) All these exposure limits are applicable to the HFC's own group as well as to the borrower/investee company's group.
- (2) Investment in debentures for this purpose shall be treated as credit and not investment.

**PART I – Particulars regarding investments in premises and exposure to stock markets.**

Item description	Item code	Amount
(i) Investments in premises (land & buildings), except for own use, held by the HFC in excess of 20 percent of the capital fund		
(a) Acquired by the HFC independently	710	
(b) Acquired in satisfaction of its debts	720	
(ii) Investments in shares, convertible debentures of corporates and units of equity-oriented mutual funds, in excess of	730	
(a) Investment in shares, convertible bonds/debentures, units of equity oriented mutual funds and all exposures to Venture Capital Funds (VCFs) [both registered and unregistered] of the housing finance company in excess of 20 per cent of its net worth as on March 31, of the previous year.		
(b) The aggregate exposure to the capital market in all forms (both fund based and non-fund based) in excess of 40 per cent of its net worth as on March 31, of the previous year.		

**PART J - Credit Rating**

Deposits Instrument	Name of rating agency	Date of rating	Rating assigned	Valid up to	Borrowing limit or conditions imposed by rating agency, if any

Note : A copy of the rating should be furnished along with this return.

**PART K - Particulars on suit filed and decreed debts by the HFC and against it**

Item	Item code	Amount
(i) Loans, advances and other credit facilities for which the HFC has filed suits in any court of law for recovery of its dues including the decreed debts	810	
Pending for over 5 years	811	
Pending for 3 to 5 years	812	
Pending for 1 to 3 years	813	
Pending for less than 1 year	814	

(ii) Out of (I) above, the loans, advances and other credit facilities for which decree has been obtained by the HFC	820	
(iii) Recoveries made in suit filed/decreed debts (including amounts deposited in the court)	830	
(iv) Suit filed and decreed against the company	840	

### Certificate

Certified that

- (1) the data/information furnished in this statement are in accordance with the Housing Finance Companies (NHB) Directions, 2010. The statement has been compiled from the books of account and other records of the company and to the best of my knowledge and belief they are correct;
- (2) the company has accepted public deposit and the quantum of such deposit is within the limits applicable to the company;
- (3) the company has not paid interest/ brokerage on deposit beyond the ceiling prescribed under the Directions;
- (4) the company has not defaulted in repayment of matured deposit;
- (5) the credit rating for fixed deposits assigned by credit rating agency, viz. \_\_\_\_\_ at \_\_\_\_\_ (rating level) is valid;
- (6) the capital adequacy disclosed in Part C of the return after taking into account the particulars contained in Parts, D, E and F has been correctly worked out;
- (7) the aggregate of amount outstanding in respect of loans, equipment leasing, hire purchase finance and investment held together with other assets of the company during the half year ended March/ September \_\_\_\_\_ is taken into account to ensure that the minimum stipulated capital adequacy ratio as applicable to the company has been maintained through the relevant period on an ongoing basis;
- (8) classification of assets as disclosed in Part F of the return has been verified and found to be correct. No roll-over/rephasing of loans, lease and hire purchase transactions and bills discounted beyond due dates has been observed. The sub-standard or doubtful or loss asset, if upgraded, has been done so, in conformity with relevant provisions of the Directions;
- (9) investment in group companies as disclosed in Part G of the return and exposures to individuals/firms/other companies exceeding the credit / investment concentration norms as disclosed in Part H of the half-yearly return, investments in premises and exposure to stock market as disclosed in Part I of the return and particulars on suit filed and decreed debts by the company and against it as disclosed in Part K of the return and classification of such asset is correct; and
- (10) net owned fund as per Tier-I capital of the company has been correctly worked out.

For and on behalf of

(name of the company)

Place:  
Date:

Managing Director/  
Chief Executive Officer  
Office seal

### Auditor's Report

We have examined the books of accounts and other records maintained by \_\_\_\_\_ Company Limited in respect of the capital funds, risk assets/exposures and risk asset ratio etc., as on \_\_\_\_\_ and statements/certificate hereinabove made by the Managing Director/Chief Executive Officer of the company or his authorised representative. On the basis of random checking, we certify the statement in paragraph 7 above. We further report that to the best of our knowledge and according to the information and explanations given to us and as shown by the record examined by us the figures shown in Parts A, B, C, D, E, F, G, H, I, J and K of the statement hereinabove are correct.

Place:  
Date:

Statutory auditors  
Membership No.  
Name of signatory:  
Office seal

**SCHEDULE III**

**Return on Statutory Liquid Assets for the  
Quarter ended March/June/September/December, 20.....**

(See Section 29 B of the National Housing Bank Act, 1987 and paragraph 44(1) of the Housing Finance Companies (NHB) Directions, 2010 )

1.	Name of the Company					
2.	Company Code					
3.	Address of the Registered Office					
			PIN			
	Phone Nos.		Fax No.		e-mail address	
4.	Address of the Corporate/ Head Office					
			PIN			
	Phone Nos.		Fax No.		e-mail address	
5.	Status of registration with NHB in terms of section 29A of the National Housing Bank Act, 1987:					
	i) Number and date of Certificate of Registration if issued by NHB					
	ii) If not registered, indicate whether the application submitted for registration is rejected/ pending					

Part A

**Details of Public Deposits and Maintenance of Liquid Assets**

I. Details of Public Deposits outstanding as at the end of preceding second quarter i.e. March/June/September/December 20 (Please see Note 1 below):

*(Rupees in lakhs)*

Sr.No.	Particulars	Item Code	Amount
1.	Deposits received from public in the form of Fixed Deposits, Recurring Deposits etc.	111	
2.	(i) Deposits received from shareholders by a Public Limited	112	

	Company		
	(ii) Deposits received from Joint shareholders other than the first named shareholder by a Private Limited Company	113	
3.	(i) Money received by issue of Non-convertible unsecured debentures (please see Note 2 below)	114	
	(ii) Any other type of public deposits	115	
4.	<b>Total ( 111 to 115)</b>	<b>100</b>	

**II.** Details of Liquid Assets maintained:

1.	Minimum amount of liquid assets required to be invested in unencumbered approved securities at ____ % of public deposits shown against item code 100 above	121		
2.	Minimum amount of total liquid assets required to be maintained in form of unencumbered approved securities together with other specified forms of liquid assets at ____ % of public deposits shown against item code 100 above	122		
3.	Liquid assets actually maintained :			
	A. Unencumbered approved securities [details to be furnished as per Annex 1]	123		
	B. In term deposits or certificates of deposits with scheduled banks	124		
	C. In deposits with NHB [details of B and C to be furnished as per Annex 2]	125		
	D. In bonds issued by NHB [details to be furnished as per Annex 4]	126		
	<b>Total (123 to 126)</b>	<b>120</b>		
4.	(a) Name of the designated bank and address where the securities are lodged [details to be furnished as per Annex 3]			
	(b) Amount of securities lodged			
	(i) Book Value	126		
	(ii) Market Value	127		
	Indicate whether the company has maintained the required level of liquid assets on a daily basis during the quarter			
	A. in unencumbered approved securities (please tick)		Yes	
			No	
	B. on total basis (i.e. investment in unencumbered approved securities together with other specified forms of liquid assets) (please tick)		Yes	
			No	
	If not, indicate the date wise position of the shortfall during the quarter [as per Annexure 5]			
5.	(a) Whether the requirement of SLR was complied with during the last quarter? (please tick)		Yes	
			No	
	(b) If not, whether demand for penal interest was made by NHB? (please tick)		Yes	
			No	
	(c) If yes,			
	(i) amount	128		
	(ii) date of payment thereof	129		

**Part B**

**Information regarding compliance of the Housing Finance Companies (NHB) Directions, 2010**

(Rupees in lakhs)

1.	Net owned fund (as per the last audited balance sheet of the company)	131	
2.	Capital Adequacy Ratio (as per the last audited balance sheet of	132	

	the company)		
3.	<b>Credit rating :</b>		
	i) Rating assigned	133	
	ii) Date of rating	134	
	iii) Name of the Rating Agency	135	
	iv) Whether any change has occurred since the last rating (Please furnish details separately)	136	
4.	Public deposits outstanding as at the close of business on the date of commencement of the Housing Finance Companies(NHB) Directions, 2010	137	
5.	Quantum of excess public deposits held, if any, by the company as on the date of commencement of the Housing Finance Companies (NHB) Directions, 2010	138	
6.	Public Deposits outstanding as on date of this return (i.e. last working day of the quarter to which this return relates)	139	
7.	Quantum of public deposits permissible as per the provisions of the Housing Finance Companies (NHB) Directions, 2010 as on date of this return	140	
8.	Quantum of excess public deposits remaining to be regularised on the date of this return	141	
9.	Deposits accepted during the quarter under reference	142	
10.	Deposits renewed during the quarter under reference	143	
11.	Deposits matured but remained unpaid/ not renewed as on the date of this return:		
	(a) No. of accounts	144	
	(b) Amount	145	
12.	Of 11 above, those where orders of authorised officer of National Housing Bank have been received		
	(a) No. of accounts	146	
	(b) Amount	147	
13.	(a) Steps taken/being taken to regularise the excess public deposits within the time frame permitted under the Directions (please furnish details in a separate statement)		
	(b) Steps taken to comply with orders of authorised officer of National Housing Bank (please furnish details in a separate statement)		

### **Part C**

#### **Information relating to opening and closing of branches/offices for collection of deposits**

**(a) List of branches/offices opened:**

Name and address of the branches/offices	Date of opening	Reference No. and date of communication to NHB	Remarks

**(b) List of branches/offices closed:**

Name and address of the branches/ offices	Date of publicity	Date of closing	Reference No. and date of communication to NHB	Remarks

We declare that the above information is true and correct.

Place:

Date:

Name and signature of the authorized official

**NOTE:**

1. For the purpose of this return, assets should be maintained on daily basis and should relate to the public deposit liabilities (including interest accrued thereon) as defined in paragraph 2 (1)(y) of the Housing Finance Companies (NHB) Directions, 2010 as on the last working day of the second preceding quarter. For example, the liquid assets to be maintained on each day during the quarter ended 30<sup>th</sup> June 2010 (i.e. 1.4.2010 to 30.6.2010) should relate to the public deposit liabilities as at the close of business on the last working day of the quarter ended 31<sup>st</sup> December 2009.
2. The non-convertible unsecured debentures/bonds (other than those subscribed by banks and FIs) including interest accrued thereon should be included under this item.
3. The return shall be submitted within fifteen days from the last day of the respective quarter.

**Annexure - 1**

**List of approved securities held towards liquid assets requirement**

*(Rupees in lakhs)*

Sr. No.	Name of the security	Amount (at market value or carrying cost as the case may be)	Interest collection dates

**Annexure - 2**

**List of deposits held with scheduled commercial banks or with National Housing Bank**

*(Rupees in lakhs)*

Sr. No.	Name of the bank	Address of the bank's branch	Amount (including interest accrued)

**Annexure - 3**

**Name and address of designated bank(s)**

Sr. No.	Name of the bank	Name of the branch and address	Remarks (Reference no. of letters of information to NHB)

**Annexure - 4****Details of investment in bonds issued by National Housing Bank\***

Serial no.	Description	Amount	Interest collection dates

\*Other than those already included in approved securities (Annexure - 1)

**Annexure - 5****Details of shortfall in maintenance of liquid assets****A. Shortfall in approved securities***(Rupees in lakhs)*

Date			Amount required to be maintained	Amount actually maintained	Shortfall
From	To	No. of days			

**B. Shortfall in total liquid assets (i.e. approved securities taken together with other permissible forms of liquid assets)***(Rupees in lakhs)*

Date			Amount required to be maintained	Amount actually maintained	Shortfall
From	To	No. of days			