

Credit Administration Division

NRBCB/CAD/HO/2020/24

July 08, 2020

Adv. Md. Sanuar Hossen
Proprietor
Sanuar & Associates
Suit # 809(Level-08), Shah Ali Plaza,
Mirpur Circle-10, Dhaka-1216

Sub : Enlistment of your company as Surveyor with our Bank.

Dear Sir,

In consideration of your application, we are pleased to accord approval for enlistment of your firm/company as an approved surveyor/inspection company/firm of our Bank for a period of 02(two) years to carry out Survey, Inspection, Valuation of movable and immovable assets to be offered as Primary/Collateral security against credit facilities for at any place within the country.

In this connection, the following works/activities shall have to be exerted with utmost care:

01. Identification and survey the property to be mortgaged or mortgaged of the customer of Bank as per schedule of land and comparing with location map, site map, mouza map, approved plan, measurement of actual area, mutation and other related job(s).
02. Searching the Schedule and owner's name of the title/ ownership to ascertain whether they are submitted in accordance with the City Corporation/Pourashava holding number/other authorities.
03. Ascertaining authenticity of the property documents and submission of a "Search Report" is to be in every case to ensure the genuinity of right, title and ownership of the proposed mortgage or mortgaged property.
04. To submit the photographs of the proposed property from 4 angles in presence of the client (borrower) and Branch Officials/Head Office Official (if allocated) along with Survey Report.
05. To submit lay out Plan of the proposed factory/building for mortgage purpose.
06. To submit engineering estimated cost for construction of the proposed building.
07. To submit the Layout Plan of the construction duly approved by the concerned authority and detailed comments of deviation in construction and also other deviation (if any) to be stipulated in the Report.
08. Valuation of the property and building will be assessed on the basis of prevailing/existing market price of the vicinity/locality.
09. To submit your Report in accordance with the enclosed specimen The Survey/Inspection Report to be signed by an Engineer associated with the firm/company duly countersigned by the Chief Executive/..lanaging Director/Proprietor in each page of the Report and photographs to be signed along with seal by your firm/company.
10. The Bank authority reserves the right to engage other firm/company for similar works.
11. The Bank authority reserves the right to cancel enlistment without assigning any reason at any time.

Contd.....P/02

Fees and Charges have also been approved for your services are appended below:

A. Valuation Purpose			Searching Purpose		
SL	Assessed Value	Fees & Charges	SL	Area of Land	Fees & Charges
01.	Upto Tk 50.00 lac	Tk 2,000.00 (Fixed)	01.	For Dhaka & Chittagong	Tk 3,500.00 (Fixed)
02.	Over Tk 50.00 lac to Tk 100.00 lac	Tk 2,000.00 for 1 st Tk 50.00 lac and @ Tk 0.04% for remaining amount.			
03.	Over Tk 100.00 lac	Tk 4,000.00 for 1 st Tk 100.00 lac and @ Tk 0.03% for remaining amount with a maximum of Tk 20,000.00.			
Outstation Charges:			02.	Other Places	Tk 3,000.00 (Fixed)
04.	For Dhaka, Chittagong & Khulna	NIL			
05.	For other places	Economy fare on actual basis with daily allowance of Tk 500.00 for overnight stay.			

Please note that, the fees of survey will be determined on case-to-case basis under the above schedule of charges depending on the value of the assets and shall be paid by the customer.

Further, no other charges and fees, other than the above will be allowed to pay for your service(s).

In this regard, we shall appreciate if you please furnish us with an **Indemnity Bond** on 300.00 Taka Non-judicial stamp paper to the effect that in case Bank suffers any loss/damage due to your over valuation/defect of title of any security, your company shall be responsible/liable to make good the same and Bank will reserve the right to take action within the prevailing legal framework as would be deemed fit by the Bank.

If the above terms and conditions are agreeable to you, please send back the **“Duplicate”** of this letter within 07 (seven) days duly signed and sealed by you as a Token of acceptance of the offer along with the Indemnity Bond.

Thanking you.

Yours faithfully



A S M Maruf Uddin Kamal
FVP & Head of CAD



Md. Azim Uddin
Senior Executive Vice President