

মার্কেটাইল ব্যাংক লিমিটেড Mercantile Bank Limited

Credit Risk Management Division

CRMD/2019/993

September 08, 2019

Mr. Md. Sanuar Hossen, FCGA

Managing Partner

Sanuar & Associates

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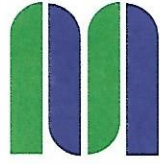
Dhaka-1216

Subject: Enlistment of your company as surveyor/valuator of our Bank.

Dear Sir,

In response to your request, we are pleased to inform you that, the competent authority of the Bank has considered enlisting your company/firm/concern as one of approved surveyors/valuators for the purpose of assessing the value of land, building/other construction and/or any other assets which may be offered to the BANK as security from time to time by its borrowers/clients under following terms and conditions:

- 1) You will provide valuation certificate on Bank's prescribed format.
- 2) You should carry out survey only on the request of the Bank and your survey report must accordingly state that survey and valuation has been done upon instruction of the Bank.
- 3) You will conduct the survey and valuation judiciously considering prevailing market value of the locality. You will also judiciously determine the forced sale value which shall be clearly mentioned in your respective report.
- 4) Clear statement without any ambiguity regarding the acceptability and quality of the property as security should be incorporated in the valuation report as well as in your forwarding letter.
- 5) You should incorporate, in the valuation report as well as in your forwarding letter, clear statement without any ambiguity regarding the acceptability and quality of the property as security.
- 6) Your valuation report must incorporate/be accompanied by among others the following-
 - Location Map, Site Plan, Mouza Map etc. and furnish identification certificate.
 - Search report after searching from respective SRO and Land Office to ascertain the genuineness of ownership of the property.
 - Photographs of the land & building in presence of the mortgagor(s) and/or concern borrowing client(s) from different angles.
 - Approved plan of construction from the concerned authority and detailed comments of deviation in construction and also other deviations, if any.
 - Authorized signatory of your company must sign (accompanied by seal) each page of the valuation report alongwith photographs of property to be attached in the report.
- 7) You will execute/furnish an Agreement and Indemnity Bond on Tk.300.00 non-judicial stamp paper.
- 8) Your job responsibilities and job area/scope as well as terms & conditions of your works will be guided by Agreement to be executed by you and the Bank.



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9) You will have to maintain a Bank account with our Bank.

10) Fees and Charges for your services are depicted below:

SL	Assessed Value	Existing Fees & Charges	Remarks
01.	Upto Tk.50.00 lac	Tk.2,000.00	No other charges and fees will be paid for your services
02.	Over Tk.50.00 lac to Tk.1.00 crore.	Tk.2,000.00 for 1 st Tk.50.00 lac and @Tk.0.04% for remaining amount.	
03.	Over Tk.1.00 crore.	Tk.4,000.00 for 1 st Tk.1.00 crore and @Tk.0.03% for remaining amount with a maximum of Tk.20,000.00.	
Outstation Charges:			
04.	For Dhaka, Chattogram & Khulna.	NIL	
05.	For other places.	Economy fare on actual basis with daily allowance of Tk.400.00 per day for overnight stay.	


11) This enlistment will be valid for 02 (two) calendar years from the date or till execution of further enlistment by the Bank and may be renewed for next period subject to your satisfactory performance. Request for renewal of enlistment from your end must be forwarded at our end atleast 03 (Three) months prior to the expiry of the enlistment period.


Banks reserves the right to cancel or amend any terms and conditions without assigning any reason.

If you agree, please send back the duplicate copy of this letter duly signed by Authorized person (accompanied by seal) duly supported by Board/Partnership resolution (as applicable) as a Token of acceptance of the offer along with the Agreement/Indemnity Bond.

Thanking you.

Yours faithfully


Md. Zillur Rahman
Vice President


Md. Abdul Halim
Executive Vice President &
Head of CRMD