PROCEDURE FOR RETURN OF ORIGINAL MOVABLE / IMMOVABLE PROPERTY DOCUMENTS TO THE LEGAL HEIRS ON DEMISE OF THE SOLE BORROWER / JOINT BORROWERS (BORROWER'S) AFTER FULL REPAYMENT / SETTLEMENT OF THE LOAN ACCOUNT

Effective Date: December 1, 2023

In the event of death of Borrower/s / Mortgagor/s, the legal heir/s of the deceased Borrower/s / Mortgagor/s shall visit the concerned service branch / office of Centrum Housing Finance Limited ("**CHFL**") for release of the original movable/immovable property documents ("**Original Documents**") deposited with CHFL for creation of mortgage after closure of loan in consequence of full repayment / settlement of the loan account.

- The concerned legal heir/s should submit below document/s to process retrieval of Original Documents and release of the same to the legal heir/s:

(1) Original Request letter by the legal heir/s of the deceased Borrower/Mortgagor/s for release of mortgaged Original Documents;

(2) Copy of Death Certificate of Borrower/Mortgagor;

(3) Copy of Will & Codicil along with Probate (as applicable) by the demised Borrower/Mortgagor of Property, in favour of respective legal heir for devolution of mortgaged property (If applicable);

(4) Copy of Legal heirship Certificate, Mutation letter etc. in the name of legal heir/s in whose favour mortgaged property devolved (If applicable) ;

(5) Copy of Registered Release deed / Relinquishment Deed / Gift Deed etc. with applicable stamp duty with the concerned SRO by other legal heir/s in favour of one or more legal heir/s (if applicable);

(6) Self-attested copy of Identification proof of the concerned legal heir/s i.e. Aadhar card, PAN card, Election/Voter ID Card, Passport etc.;

(7) Original Notarised Special Power Attorney (with applicable stamp duty of State /UT) as per format shared by CHFL;

(8) Any other documents as required by CHFL (on case to case basis) ;

- On verification of documents, the concerned Branch /office shall release the Original Documents to the legal heir/s of the demised Borrower/Mortgagor and obtain Acknowledgement on Release letter and No due certificate.

- In case, the Original Documents shall be released at any other branch/office, CHFL shall process the same on receipt of request in writing from the concerned legal

heir/s of the demise Borrower/Mortgagor.

- Release of the Original Documents and removal of charge with the relevant registry will be done within 30 days of the full repayment/ settlement of the loan account as per the RBI Directions. However, delay if any, for non-submission of relevant documents on the part of the legal heir/s of demised Borrower/Mortgagor and/or other Borrower/Mortgagor/s, will not be considered while calculating 30 days' as mentioned above.