

**AIR FORCE GROUP INSURANCE SOCIETY**

**(APPLICATION FOR SUBMISSION OF ORIGINAL DOCUMENTS AFTER AVAILING HBL)**

Service No : ..... Rank : ..... Name : .....  
Trade/Branch : ..... Unit : ..... Mobile No : .....  
Date : ..... Email id : .....

AFGIS (HBL)  
Subroto Park  
New Delhi – 10

**SUBMISSION OF ORIGINAL DOCUMENTS**

Sir,

1. Annexed herewith is/are the following original documents with respect to the HBL availed from AFGIS.

**Please tick as applicable**

- (a) Completion Certificate with property signed by Competent Authority.
- (b) House Tax Receipt/Electricity Bill.
- (c) Possession letter.
- (d) Registered Sale Deed for value equivalent or more than the loan amount .

**Present address for dispatch of acknowledgement of documents:**

Address .....  
.....  
.....

Date -----

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(Signature of applicant)

**Time frame for submission of documents**

Type of Loan	Documents to be submitted	Time frame
Self Construction/Extension of Existing House	Completion Certificate in original duly authenticated by the competent authority	18 Months from drawal of first installment
Purchase of House/ Flat from AFNHB/ AWHO/ SFS/ DDA/ Housing Board/Private Builder/Coloniser or outright Purchase/ Purchase of House/ Flat from Co-Operative Society Under SFS	Sale Deed of value equivalent or more than the loan amount duly registered in the name of the loanee or jointly with spouse	06 Months from the date of possession of the Property
Purchase of Plot / Site	Sale Deed of value equivalent or more than the loan amount duly registered in the name of the loanee or jointly with spouse	03 Months from the drawal of first installment
Purchase of Existing House/ Flat	Sale Deed of value equivalent or more than the loan amount duly registered in the name of the loanee or jointly with spouse	03 Months from the drawal of first installment
Repayment of House Building Loan availed from Other Financial Institutions	Sale Deed of value equivalent or more than the loan amount duly registered in the name of the loanee or jointly with spouse	01 Month from the release of loan amount

**NOTE** : As per AFGIS policy letter No Air HQ/27961/GIS/Accts dated 08 Oct 13 vide which AFGIS is mandated to charge penal/enhanced rate of interest if the required documents are not submitted as per the specified timeframe or fake documents are submitted by the loanee.