

## Editable Application Form & Additional Facility Application

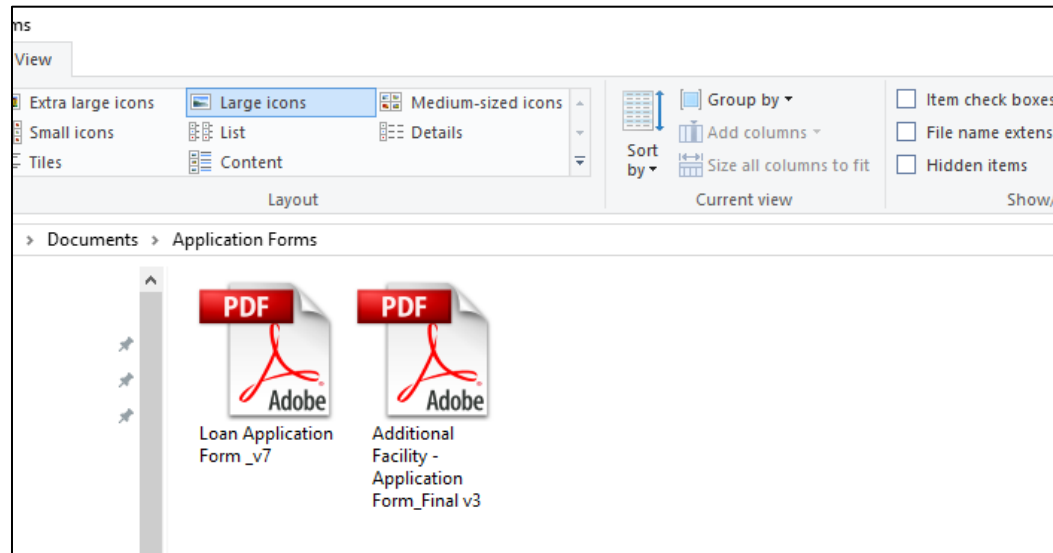
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## I. Opening and Saving the Forms:

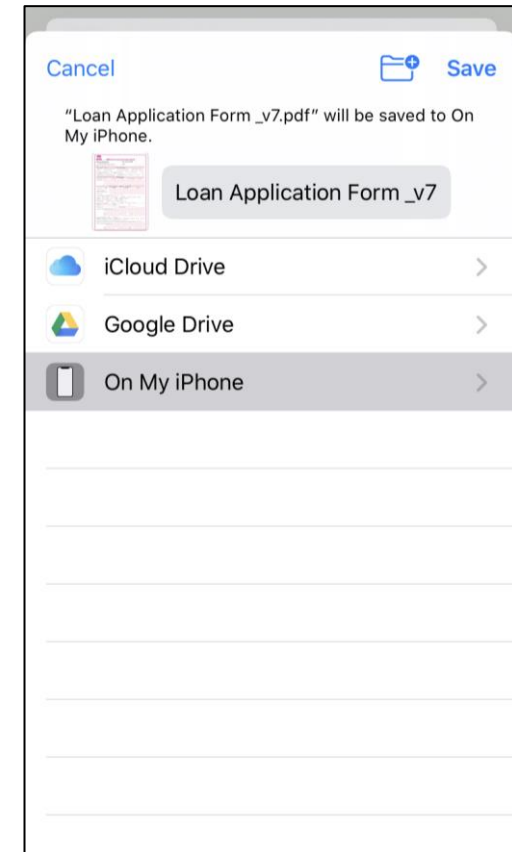
**Step 1:** Have **Adobe Reader 11** installed on your Computer

**Step 2:** Save the Application Forms on your Computer / Mobile

1. Loan Application Form
2. Additional Facility Application



**On Laptop**



**On Mobile**

## II. Steps to Fill in the Forms:

**Step 1:** Open the form in **Adobe Reader 11** and fill out the details in the Form

The screenshot shows the Adobe Reader 11 interface with the TATA Capital Housing Finance Limited Loan Application Form open. The form is titled "LOAN APPLICATION FORM" and includes instructions: "All FIELDS ARE COMPULSORY" and "Please complete all details in CAPITAL LETTERS". The application number is TCHFL - 11235. The CKYC No. is 123456. The form is divided into sections: "About your requirement" and "About the Property".

**About your requirement**

Type of Loan HL ☒ HE ☐

1. Purpose of loan/ Category: ☒ Purchase of New Flat / House ☐ Purchase of resale Flat / House ☐ Home Construction Extension ☐ Home Improvement ☐ Plot Purchase & Construction ☐ Balance Transfer ☐ Top-Up ☐ Loan Against Residential Property ☐ Loan Against Commercial Property ☐ Loan for Commercial Property ☐ Others

2. Loan amount: 54400000 3. Tenor: 14 year

4. Category of Seller: ☐ Housing Society / Board ☒ Development Authority ☐ Private Builder ☐ Individual ☐ NA

5. No of Residential Units owned (Including Proposed) - For HL Only 02

**About the Property**

1. Property Type: ☒ Flat ☐ Row House ☐ Bungalow ☐ Commercial Property ☐ Industrial

2. Property Address: Plot No 48, Lane No, Building No 6, |

**On Laptop – Application Form**

The screenshot shows the TATA Capital Housing Finance Limited Loan Application Form on a mobile screen. The form is titled "LOAN APPLICATION FORM" and includes instructions: "All FIELDS ARE COMPULSORY" and "Please complete all details in CAPITAL LETTERS". The application number is TCHFL - 11235. The CKYC No. is 123456. The form is divided into sections: "About your requirement" and "About the Property".

**About your requirement**

Type: ☒ Flat ☐ Row House ☐ Row House

Address: F L A T N O 4 8 , P L

City: |

**Personal Details -**

Prefix First Name

Previous Next Reset Field Done

q w e r t y u i o p

a s d f g h j k l

z x c v b n m

123 space next

**On Mobile – Application Form**

# Steps to Insert Photographs

## Step 1

**TATA CAPITAL HOUSING FINANCE LIMITED**

**LOAN APPLICATION FORM**

- All FIELDS ARE COMPULSORY
- Please complete all details in CAPITAL LETTERS

CKYC No. [ 1 2 3 4 5 6 ]

APPLICATION NUMBER: TCHFL - 11235

Type of Loan HL ☒ HE ☐

**About your requirement**

1. Purpose of loan/ Category: ☒ Purchase of New Flat / House ☐ Purchase of resale Flat / House ☐ Home Construction Extension ☐ Home Improvement ☐ Plot Purchase & Construction ☐ Balance Transfer ☐ Top-Up

☐ Loan Against Residential Property ☐ Loan Against Commercial Property ☐ Loan for Commercial Property ☐ Others

2. Loan amount: [ 5 4 4 0 0 0 0 0 ] 3. Tenor: [ 1 4 ] year

4. Category of Seller: ☐ Housing Society / Board ☒ Development Authority ☐ Private Builder ☐ Individual ☐ NA

5. No of Residential Units owned (Including Proposed) - For HL Only [ 0 2 ]

**About the Property**

1. Property Type: ☒ Flat ☐ Row House ☐ Bungalow ☐ Commercial Property ☐ Industrial

2. Property Address: [ P l o t N o 4 8 , L a n e N o , B u i l d i n g N o 6 , ]

## Step 2

**TATA CAPITAL HOUSING FINANCE LIMITED**

**LOAN APPLICATION FORM**

- All FIELDS ARE COMPULSORY
- Please complete all details in CAPITAL LETTERS

CKYC No. [ 1 2 3 4 5 6 ]

APPLICATION NUMBER: TCHFL - 11235

Type of Loan HL ☒ HE ☐

**About your requirement**

1. Purpose of loan/ Category: ☒ Purchase of New Flat / House ☐ Purchase of resale Flat / House ☐ Home Construction Extension ☐ Home Improvement ☐ Plot Purchase & Construction ☐ Balance Transfer ☐ Top-Up

☐ Loan Against Residential Property ☐ Loan Against Commercial Property ☐ Loan for Commercial Property ☐ Others

2. Loan amount: [ 5 4 4 0 0 0 0 0 ] 3. Tenor: [ 1 4 ] year

4. Category of Seller: ☐ Housing Society / Board ☒ Development Authority ☐ Private Builder ☐ Individual ☐ NA

5. No of Residential Units owned (Including Proposed) - For HL Only [ 0 2 ]

**About the Property**

1. Property Type: ☒ Flat ☐ Row House ☐ Bungalow ☐ Commercial Property ☐ Industrial

2. Property Address: [ P l o t N o 4 8 , L a n e N o , B u i l d i n g N o 6 , ]

## Step 3

**TATA CAPITAL HOUSING FINANCE LIMITED**

**LOAN APPLICATION FORM**

- All FIELDS ARE COMPULSORY
- Please complete all details in CAPITAL LETTERS

CKYC No. [ 1 2 3 4 5 6 ]

APPLICATION NUMBER: TCHFL - 11235

Type of Loan HL ☒ HE ☐

**About your requirement**

1. Purpose of loan/ Category: ☒ Purchase of New Flat / House ☐ Purchase of resale Flat / House ☐ Home Construction Extension ☐ Home Improvement ☐ Plot Purchase & Construction ☐ Balance Transfer ☐ Top-Up

☐ Loan Against Residential Property ☐ Loan Against Commercial Property ☐ Loan for Commercial Property ☐ Others

2. Loan amount: [ 5 4 4 0 0 0 0 0 ] 3. Tenor: [ 1 4 ] year

4. Category of Seller: ☐ Housing Society / Board ☒ Development Authority ☐ Private Builder ☐ Individual ☐ NA

## Steps to insert photographs:

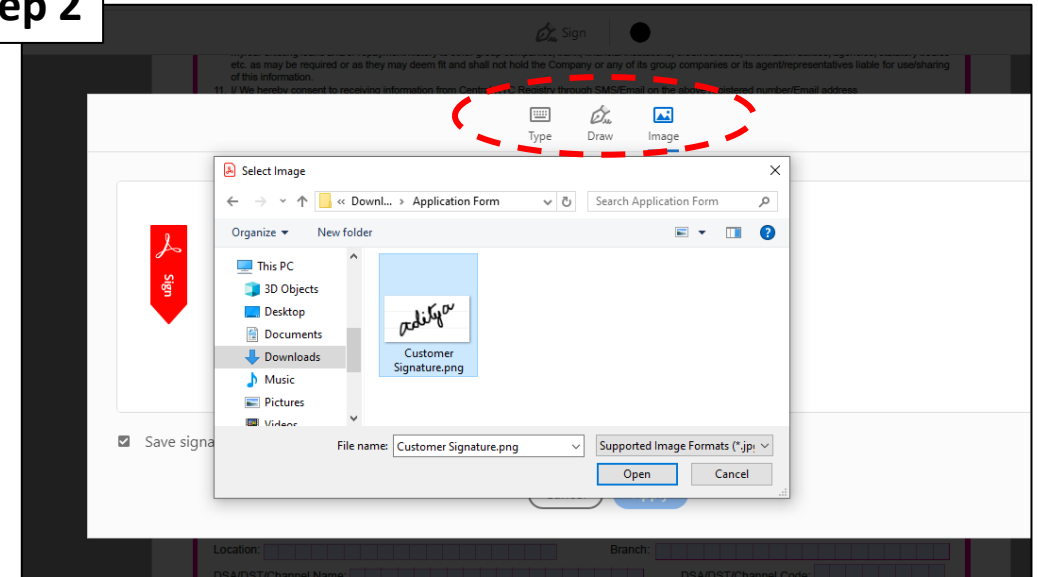
1. Click on the Photograph Space
2. Browse and Select the Photograph
3. Photograph will be automatically inserted in the space

# Steps to insert Signatures (1/3): Uploading Signature Image

## Step 1

The screenshot shows a web application form with various text fields and checkboxes. At the top right, there is a 'Sign' button with a signature icon, circled in red with a '2'. On the right side, there is a vertical toolbar with several icons. The 'Fill & Sign' icon, which shows a signature and a document, is circled in red with a '1'. Below the form, there are fields for 'Signature of the Applicant', 'Signature of the Co applicant / Guarantor/POA Holder', and 'Name:'. There are also checkboxes for 'I / We hereby expressly authorize TCHFL's group companies offering insurance products to send me / us communications regarding insurance products through any of the modes of communication referred above.' and 'I / We do not want to receive any communication regarding insurance products'.

## Step 2



## Step 3

The screenshot shows the same application form as in Step 1, but now the signature 'aditya' is visible in the 'Signature of the Applicant' field. The other fields and checkboxes remain the same.

## Steps to insert photographs:

1. Click "Fill and Sign" (1) and select Sign (2)
2. Either "Draw the Signature" or Browse & Select for the Signature Image
3. Signature will be automatically inserted in the space

## Steps to insert Signatures (2/3): Uploading Digital Signature

### Step 1: Click on the Signature Space

The screenshot shows a loan application form with various sections. The 'Signature of the Applicant' field is highlighted with a red dashed oval. Below it, there are fields for 'Name', 'Date', and 'Place'. The 'Sourcing Details' section includes fields for 'Location', 'Branch', 'DSA/DST/Channel Name', and 'DSA/DST/Channel Code'.

13. The Company has adopted the Tata Code of Conduct ("TCoC") and all our employees and representatives are bound by the same. A copy of the TCoC is available on [www.tatacapital.com](http://www.tatacapital.com). In case you notice any violation or potential violation of the TCoC by any of our employees or representatives, you may write to us at [ethics@tatacapital.com](mailto:ethics@tatacapital.com) intimating us of the same.

14. The Company /its Group Companies reserve the right to retain the photographs and documents submitted with the application and will not return the same to me / us.

15. (Tick whichever is applicable): ☒ I / We hereby expressly authorize TCHFL's group companies offering insurance products to send me / us communications regarding insurance products through any of the modes of communication referred above.  
☐ I / We do not want to receive any communication regarding insurance products

16. I/We hereby declare that I/We have understood and read the terms & conditions given above

Signature of the Applicant

Name: \_\_\_\_\_

In case of Company / Firm: For and on behalf of \_\_\_\_\_

Name of the Authorised Signatory: \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

Signature

**Sourcing Details**

Location: \_\_\_\_\_ Branch: \_\_\_\_\_

DSA/DST/Channel Name: \_\_\_\_\_ DSA/DST/Channel Code: \_\_\_\_\_

### Step 2: Select the Digital Signature

The screenshot shows a dialog box titled 'Sign with a Digital ID'. It prompts the user to 'Choose the Digital ID that you want to use for signing:'. A red dashed oval highlights the selected digital ID, 'Aditya (Digital ID file)', which was issued by Aditya and expires on 2022.09.25. There is a 'Refresh' button and a 'View Details' link. At the bottom, there are buttons for 'Configure New Digital ID', 'Cancel', and 'Continue'.

Sign with a Digital ID

Choose the Digital ID that you want to use for signing: Refresh

Aditya (Digital ID file)  
Issued by: Aditya, Expires: 2022.09.25 View Details

Configure New Digital ID Cancel Continue

Please Note:

- If there is no signature configured, please configure a new signatures on Adobe Reader 11

# Steps to insert Signatures (3/3): Uploading via Mobile

## Step 1: Click on the Signature Space

Step 1:  
Select the Edit Icon

Step 2:  
Select the Fill & Sign

Step 3:  
Create Signature

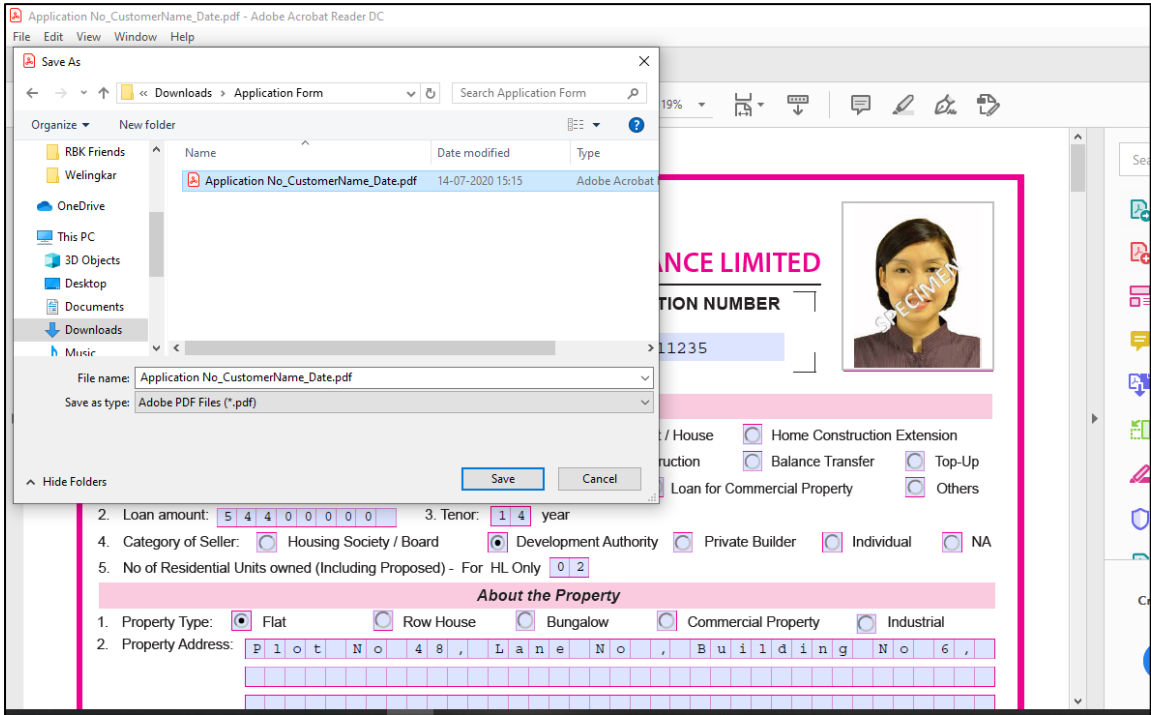
Step 4:  
Draw/Upload Signature

Step 4:  
Sign will be inserted



### III. Saving the Form

#### Step 1: Save the File (Save As)



#### Step 2: Save the Form in a Unique Name

