



HOME LOAN APPLICATION
(SRI LANKAN RUPEE / FOREIGN CURRENCY)

Application type Individual Joint

Applicant	Joint Applicant
Relationship with the Bank	
Existing customer with borrowings <input type="checkbox"/>	Existing customer with borrowings <input type="checkbox"/>
Existing customer without borrowings <input type="checkbox"/>	Existing customer without borrowings <input type="checkbox"/>
New Customer <input type="checkbox"/>	New Customer <input type="checkbox"/>
Account Number <input type="text"/>	Account Number <input type="text"/>
Branch <input type="text"/>	Branch <input type="text"/>

Personal Details	
Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/> Name in Full <input type="text"/> Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/> Nationality <input type="checkbox"/> Sri Lankan <input type="checkbox"/> Non Sri Lankan * <input type="checkbox"/> PR Holder <input type="checkbox"/> Sri Lankan Dual Citizen * For Non Sri Lankan Availability of residence visa Yes <input type="checkbox"/> No <input type="checkbox"/> Date of expiry of residence visa <input type="text"/> / <input type="text"/> / <input type="text"/> Civil Status <input type="text"/> Permanent Address (Local / Overseas) <input type="text"/> Residential Address (if differs from the permanent address, only) <input type="text"/> Mobile <input type="text"/> Residence <input type="text"/> Office <input type="text"/> E-mail <input type="text"/> NIC No. <input type="text"/> <small>(Sri Lankan/Dual Citizen)</small> Passport No. <input type="text"/> <small>(PR Holders / Non Sri Lankan/Dual Citizen)</small> If applicant is residing overseas contact person in Sri Lanka Name <input type="text"/> Mobile <input type="text"/> Relationship <input type="text"/>	Title Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="text"/> Name in Full <input type="text"/> Date of Birth <input type="text"/> / <input type="text"/> / <input type="text"/> Nationality <input type="checkbox"/> Sri Lankan <input type="checkbox"/> Non Sri Lankan * <input type="checkbox"/> PR Holder <input type="checkbox"/> Sri Lankan Dual Citizen * For Non Sri Lankan Availability of residence visa Yes <input type="checkbox"/> No <input type="checkbox"/> Date of expiry of residence visa <input type="text"/> / <input type="text"/> / <input type="text"/> Civil Status <input type="text"/> Permanent Address (Local / Overseas) <input type="text"/> Residential Address (if differs from the permanent address, only) <input type="text"/> Mobile <input type="text"/> Residence <input type="text"/> Office <input type="text"/> E-mail <input type="text"/> NIC No. <input type="text"/> <small>(Sri Lankan/Dual Citizen)</small> Passport No. <input type="text"/> <small>(PR Holders / Non Sri Lankan/Dual Citizen)</small> If applicant is residing overseas contact person in Sri Lanka Name <input type="text"/> Mobile <input type="text"/> Relationship <input type="text"/>

Employment / Professional Details / Business Details	
Employment Type Salaried <input type="checkbox"/> Salaried Professional <input type="checkbox"/> Self Employed Professional <input type="checkbox"/> Self Employed / Business Owner <input type="checkbox"/> Profession / Business <input type="text"/> Present Position (Designation) <input type="text"/> Name of Employer / Business <input type="text"/> Address of Employer / Business <input type="text"/> Employment Status <input type="checkbox"/> Permanent over 02 years <input type="checkbox"/> Probation <input type="checkbox"/> Permanent below 02 years <input type="checkbox"/> Contract Length of service in previous employment <input type="text"/> Years <input type="text"/> Months	Employment Type Salaried <input type="checkbox"/> Salaried Professional <input type="checkbox"/> Self Employed Professional <input type="checkbox"/> Self Employed / Business Owner <input type="checkbox"/> Profession / Business <input type="text"/> Present Position (Designation) <input type="text"/> Name of Employer / Business <input type="text"/> Address of Employer / Business <input type="text"/> Employment Status <input type="checkbox"/> Permanent over 02 years <input type="checkbox"/> Probation <input type="checkbox"/> Permanent below 02 years <input type="checkbox"/> Contract Length of service in previous employment <input type="text"/> Years <input type="text"/> Months

Authorised Officer's Declaration

To: Director - Department of Foreign Exchange

I, as the Authorized Officer of the bank have carefully examined the information together with relevant documents given by the applicant/s and satisfied with the bona-fide of these information and documents. Further, I as the Authorized Officer of the bank undertake at all times, to exercise due diligence on the transactions carried out by the cardholder on his/ her EFTC in foreign exchange and to suspend the availability of foreign exchange on the EFTC if reasonable grounds exist to suspect that foreign exchange transactions which are not permitted in terms of Directions No. 03 of 2021 dated 18 March 2021 issued under the provisions of the Foreign Exchange Act, No. 12 of 2017 are being carried out on the EFTC, in violation of the undertaking given by the card holders and to bring the matter to the attention of the Director - Department of Foreign Exchange.

Signature

Date

Approved Limit	Rs	<input type="text"/>	Officer Code	<input type="text"/>	Branch Mgr	<input type="text"/>
LOS Ref	<input type="text"/>					
Other Remarks	<input type="text"/>					
	<input type="text"/>					
	<input type="text"/>					



Scan for ComBank Card Offers & Rewards

Card Center Use Only

Details of a Relative

(Please note: Relative mentioned below should not be living with you and he/she will be contacted by the Card Centre during the verification process.)

Name	<input type="text"/>				
Relationship	<input type="text"/>				
Home Address	<input type="text"/>				
		Mobile/ Residence	<input type="text"/>		
Office name and address	<input type="text"/>				
	<input type="text"/>				
		Office	<input type="text"/>		

DOCUMENTS TO BE SUBMITTED (WHERE APPLICABLE)**Personal**

- √ Loan Application
- √ Letter from the employer confirming Employment, Salary & Deductions with the undertaking to remit salary to the account at Commercial Bank. **(If the applicant is employed abroad, “undertaking to remit the salary”, not required).**
- √ Bank statements of other banks for the past 06 months, if the salary is not being credited to Commercial Bank at present. **(If the applicant is employed abroad, Foreign bank statements)**
- √ Salary slips for past 03 months.
- √ Income / Payee Tax advices if any .
- √ Copy of the passport with personal details & Visa
- √ Current work permit, if any
- √ Letter of undertaking stating that funds from the salary will be remitted to **PFC** account to recover the monthly loan installment.

} **Additional documents, if the applicant is employed abroad**

Property

- √ Copy of the transfer deed
- √ Copy of the survey plan depicting right of way
- √ Copy of the approved Building Plan (to purchase /construct a house) or condominium building plan (for condominium apartments)
- √ Condominium deed of declaration (for condominium apartments)
- √ Certificate of Conformity (COC) (to purchase a completed house)
- √ BOQ (estimate) for the construction
- √ Local Authority Documents obtained within last 06 months
(Street line certificate, Non vesting report, Certificate of Ownership or rates paid receipts)
- √ Names of the Grama Niladhari Wasam & the Divisional Secretariat applicable to the land (to be incorporated in the Mortgage Bond).

Documents required for condominium apartments / gated houses - under construction

- √ Sales & Purchase Agreement
- √ Unit Plan/Floor Plan

Other Requirements

- √ Documentary evidence to prove applicants’ equity contribution
- √ Following insurances (Before disbursement of loan proceeds)
 - I. Decreasing Term Assurance Policy (Loan Protection Policy)
 - II. Fire Insurance Policy

AVAILABLE DISCOUNTS UNDER “DISCOUNT VOUCHER SCHEME” (CONSENT AS PER CLAUSE 4 - “DECLARATION”)**Receive discounts up to 40% for building materials when you obtain a Home Loan from Commercial Bank**

- | | |
|--|---|
| • Jat Holdings (Pvt) Ltd - Up to 40% | • Uncommon Homes - Up to 35% |
| • Kelani Cables - 30% | • Diesel & Motor Engineering PLC - 25% (Lumin, Siemens, Black and Decker) |
| • Hayleys Fentons - Up to 25% (Supply of CCTV Cameras) | • Orange Electric - Up to 25% |
| • St. Anthony’s Industries Group - Up to 25% | • Lankem Ceylon Plc - 20% |
| • Slon - Up to 20% | • Macktiles Lanka - 15% |
| • Swisstek Aluminium Ltd - 15% | • Lanka Floor Tiles Ltd - Up to 12.5% |
| • Debug Solar - 10% | • First Energy Solar - 10% |
| • ICC Green Energy Solar - 10% | • Fentons Ltd (Hayleys Solar) - 10% |
| • Orange Solar - 10% | • Tokyo Cement Company (Lanka) Ltd - Up to 10% |
| • Rhino Roofing Products (Pvt) Ltd - 6% | • INSEE Cement - Wholesale Price |

Above service providers and the discount percentages may change from time to time, without prior notice.

For more details contact the credit officer of the branch or call 011 2 353 353

Specimen - Salary Confirmation Letter for Home Loans

(Must be on a company letter head)

The Senior Manager / Manager,
Commercial Bank of Ceylon PLC.

Date

Dear Sir/Madam,

HOME LOAN TO MR / MRS / MS

At the request of the above named employee we agree to forward his / her monthly salary / allowances commencing from to Commercial Bank of Ceylon Plc to the credit of his / her account no and shall not change this arrangement without the prior consent of the Bank.

We confirm the following particulars of our employee.

- | | | |
|------------------------------|-----|----------------------|
| 1) Present Position | | <input type="text"/> |
| 2) Date Joined | | <input type="text"/> |
| 3) Date confirmed in service | | <input type="text"/> |
| 4) a) Basic Salary | Rs. | <input type="text"/> |
| Deductions | Rs. | <input type="text"/> |
| Net Salary | Rs. | <input type="text"/> |
| b) Allowances | | |
| i) Fixed Allowances | Rs. | <input type="text"/> |
| ii) Variable Allowances | Rs. | <input type="text"/> |

We also note to promptly inform the Bank, in the event the borrower submits a notice of resignation, retires from the organization or his / her employment terminated by us.

Yours Faithfully,

Authorized Signature

Name

Designation

Contact No