



Ref. No: NRBGBL/HO/CR/2019/ 3589

Date: 20.11.2019.

Engr. Md. Mamunur Rahman
Chairman & C.E.O
Amanah Survey & Engineering Inspection Ltd.
Gulistan Shopping Complex, Room # 2, 5th Floor
2 B.B Avenue, Gulistan, Dhaka-1000

Sub: Enlistment as Surveyor, Inspection and Valuation of Movable & Immoveable properties offered against Credit facilities of our Bank.

Dear Sir,

This is our pleasure to inform you that the Board of Directors in its 19th meeting held on November 10, 2019 has appointed / accepted your firm as enlisted surveyor/ inspection company of our Bank for carrying out survey Inspection and Valuation of Movable & Immoveable properties offered as security/Collateral against Credit facilities sanctioned by the Bank under the following terms & conditions for your acceptance:

1. To survey the proposed mortgage property with location map (how to go the proposed mortgaged / mortgaged land) site map , mouza map , approved plan measure the actual area and assess thereof in terms of market value and forced sale value.
2. To identify the proposed land property as per schedule of the land.
3. To search the schedule and owner's name and title of the title deeds according to City Corporation / Pourashava holding number / other authority.
4. To ascertain the -authenticity of the property documents and obtain Non Encumbrance Certificate from the Registry Office.
5. To submit the photographs of the proposed property from 4 angles in presence of the client (borrower) and branch officials, Credit Division along with survey report.
6. To submit Layout plan of the proposed factory building for mortgage purpose.
7. To submit engineering estimate for construction of the building.
8. Approved plan of construction from concerned authority and detailed comments of deviation in construction and also other deviations (if any).
9. Valuation of the property and building will be assessed on the basis of prevailing / existing market price of the vicinity / locality.
10. The Chief Executive /MD/ Proprietor of the firm must sign the valuation report. Each page of the valuation report and photographs to be signed along with seal.
11. The firm enlistment may be renewed for next period subject to the firm's satisfactory performance.
12. The Bank authority reserves the right to cancel firm enlistment at any time without assigning any reason whatsoever.

R. M. Rahman



13. Fees / charges for conducting such valuation will be borne by the client.
14. The Branch / Head, incumbent will pay surveyor's bill as per following prescribed rate after satisfactory completion of the task:
 - a) Property value up to BDT 50.00 lac, fee payable will be @ BDT 0.06% of the assessed value but minimum BDT 3,000.00 per account.
 - b) Property value above BDT 50.00 lac to BDT 1.00 crore, fee payable will be BDT 3,000.00 fixed for 1st BDT 50.00 lac and @ BDT 0.04% will be paid on the rest value of the property.
 - c) Property value above BDT 1.00 crore, fee payable will be BDT 4,000.00 fixed for 1st BDT 1.00 crore and @ BDT 0.03% will be paid on the rest value of the property but maximum BDT 10,000.00.
 - d) The aforesaid rate shall be applicable for Dhaka, Chittagong, Sylhet & Khulna. For the other places, the enlisted company will get economy fare for one person and daily allowance @ BDT 500.00 for two days (maximum) only in addition to fees as mentioned in the serial no. a, b & c.
15. The Bank authority also reserves the right to engage other company / companies for similar works.
16. The surveyor company will undertake full responsibility of the consequence of over valuation / under valuation of the properties and the surveyor will be liable to make good the loss damage, if any suffered by the Bank.
17. The enlisted surveyor company must have to ensure compliance of BSEC rules in terms of valuing assets and liabilities of any company.

If the above terms & conditions are acceptable to you, we would request you to put your seal with signature on each page of the duplicate copy of this letter as token of your acceptance and send the same to us within 7 (seven) days from the date of issuance of this letter.

Thanking You.

A. A. M. Noorun Nabi
Senior Asstt. Vice President
Credit Division.

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Kazi Mashiur Rahman Jayhad
Senior Executive Vice President &
Head of Credit Division.

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