

## BOP Apna Ghar Scheme Frequently Asked Questions (FAQs)

Q: What is Bop **Apna Ghar Financing**?

A: BOP Apna Ghar financing is a House Financing facility for:

- Purchase of constructed house
- Purchase of plot and construction, thereon
- Construction of house on self-owned plot
- Renovation of house

Q: Can i **apply** for Bop Apna Ghar?

A: Yes, you can apply for BOP Apna Ghar if you fall in any of the following categories:

- Salaried Individuals (SI)
- Self Employed Professional (SEP)
- Self Employed Businessman (SEB)
- Non-Resident of Pakistanis (NRPs)

Q: What is the **tenure** of housing finance facility under BOP Apna Ghar scheme?

A: Individuals applying for the finance facility should fulfill the following eligibility criteria:

Purpose of Loan	Minimum Tenure	Maximum Tenure	Grace Period
Purchase of constructed residential house/ apartment	3 Years	25 Years	No grace period allowed
Purchase of plot & construction thereon Construction of house on self-owned plot			Up to 12 months
Renovation of self-owned house	1 Year	10 Years	Based on nature of transaction (upto 12 months)

Q: What is the **eligibility criteria** for BOP Apna Ghar?

A: Individuals applying for the finance facility should fulfill the following eligibility criteria:

Eligible Items	Salaried Individuals (SI)	Self Employed Professionals/ Businessmen (SEP/SEB)	Non Resident of Pakistan (NRPs)
Age	20-60 Years (60 years at maturity of facility)	25-65 Years (65 years at maturity of facility)	25-65 Years (65 years at maturity of facility)
Job Experience	Permanent/ contractual employees minimum 3 years job experience	Minimum years in current business/ profession – 3 years	Have valid documentary proof of at least 1 year of perpetual income in foreign country as salaried individual or 3 years for SEB/SEP
Salary/ Income	Minimum gross salary per month: a. Permanent employee PKR 40,000/- b. Contractual employee PKR 50,000/-	Minimum monthly income Rs.50,000/-	Minimum monthly verifiable income Rs. 300,000/-

Q: What **documents** are required for availing the facility for BOP Apna Ghar Scheme?

A:

Documents Required		
Salaried Individuals (SI)	Self Employed Professionals/ Businessmen (SEP/SEB)	Non Resident of Pakistan (NRPs)
<ul style="list-style-type: none"> <li>• Copy of valid Computerized/Smart National Identity Card (C/SNIC)/ Nadra Verisys</li> <li>• <b>For Private Sector:</b> Original salary slip and original Employer certificate duly verified by employer confirming salary details (last 3 months to be provided)</li> <li>• <b>For Govt Sector:</b> Original Salary Slip Latest duly verified by employer (last 3 months to be provided)</li> <li>• In case of contractual employment; valid employment contract and any other supporting document (as required).</li> <li>• 4 photographs</li> <li>• Duly verified Original Bank statement for last 6 months (reflecting last 6 salaries)</li> <li>• Copy of latest utility bills (electricity or gas or phone)</li> <li>• Application form including CF-1 form</li> <li>• Copy of valid CNIC and eCIB of Spouse (if married)/ Nadra Verisys</li> <li>• Copy of Valid CNIC of 02 References</li> <li>• Detailed profile of the customer/ CV</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of CNIC/Smart National Identity Card (C/SNIC)/ Nadra Verisys</li> <li>• 4 photographs</li> <li>• Duly verified Original Bank statement (duly signed and stamped) of business along with account maintenance letter or personal account for last 01 year</li> <li>• Copy of latest utility bill (electricity or gas or phone) of residence</li> <li>• Application form including CF -1 form</li> <li>• Copy of valid CNIC and eCIB of Spouse (if married)/ Nadra Verisys</li> <li>• Copy of Valid CNIC of 02 References (should not include immediate family members)/ Nadra Verisys</li> <li>• Detailed profile of the customer/ CV</li> </ul>	<ul style="list-style-type: none"> <li>• Copy of valid passport</li> <li>• Copy of valid residency/ work permit VISA</li> <li>• Application form including CF-1 form</li> <li>• Duly verified Original Bank statement of last 01 year in foreign country showing income source OR if bank statement is not available then monthly income to be confirmed any reliable documentary evidence)</li> <li>• Documentary proof of employment / business / profession from last 03 years in foreign country of residence</li> <li>• 4 photographs</li> <li>• Any documentary evidence of residence/ living address/ stay in Pakistan</li> <li>• Copy of valid CNIC of Spouse (if married)/ Nadra Verisys</li> <li>• Copy of Valid CNIC of 02 References living in Pakistan (should not include immediate family members)/ Nadra Verisys</li> <li>• Detailed profile of the customer/ CV</li> </ul>

Q: What **Rate of markup** will be charged?

A: Please visit BOP website or your nearest BOP Branch for latest rates.

Q: Is it necessary to have account in BOP?

A: Yes, it is necessary for the customer to open his account with BOP. You may have salary/income A/C with BOP or any other bank.

Q: When is the **monthly installment** to be deposited?

A: The monthly installment should be deposited in your BOP A/C on or before 5th of every month.

Q: Is there any **late payment charges** if monthly installment is delayed?  
 A: Yes, in case of late payment Re. 1 per thousand per day of installment amount from due date till actual payment shall be charged.

Q: Will i have to pay any **additional charges** on pre-payment/balloon payment of my installments?  
 A: Yes, you will be charged pre-payment charges at the rate of 3% of Principal Amount.

Q: What **other charges** will i have to pay in order to avail the finance facility?  
 A: The customer will have to pay one time processing fee (non-refundable)  
 Processing Fee: SI / SEP = PKR 8,000/-  
 Others = PKR 10,000/-

Q: Can the loan amount from the bank be used in other purposes?  
 A: No, the amount financed by the bank can only be used for the specific purpose it has been availed.

Q: Can the application for the loan be cancelled?  
 A: Yes, the bank is authorized to cancel any request if the applicant doesn't fulfill the necessary requirements, required by the bank.

Q: What are the **property locations** for the facility?  
 A: Please visit BOP your nearest BOP Branch for the list of all approved areas for the facility

Q: What are the **rights and obligations** of the customer regarding the facility?

A:

Duties/Obligations:	Rights:
1. The customer should timely provide all the required information relating to facility. 2. Payment by the customer should be made as per the agreed terms in Finance Agreement. 3. To maintain sufficient funds in bank a/c for monthly deductions	1. To receive notifications of any change in terms & conditions within 30 days of pronouncement. 2. To receive the repayment schedule free of cost. 3. To contact the bank officials during the business hours.

Q: In case of **any queries**, whom should the customer contact?

A: The customer can approach the bank officials by using the following contacts:

For General Queries: 042-99268075 / 35817491

For lodging any complaint: rfdcomplaints@bop.com.pk