



# NATIONAL DEVELOPMENT BANK PLC.

## KEY FACT DOCUMENTS

Islamic Banking



## KEY FACT DOCUMENT - Murabahah Facilities

The Product / Service	Financial and other benefits including any incentives & promotions	Fees /charges, commission, interest,	Procedure to be followed to obtain Product/ Service	Major Terms and conditions
<b>Murabahah</b>	<ul style="list-style-type: none"> <li>• Ability to receive financing for Imports and Local purchase.</li> <li>• Requires no previous account relationship with the bank.</li> <li>• Personalized service through a trained Islamic Banking staff.</li> <li>• Competitive profit rates</li> </ul>	<ul style="list-style-type: none"> <li>• Profit rate, Fees &amp; Commission will be based on prevailing market rates and will be clearly mentioned in the Facility Offer Letter.</li> </ul>	<ul style="list-style-type: none"> <li>• Duly Completed signed Facility Offer Letter</li> <li>• Duly Completed signed Master Murabahah Agreement .</li> <li>• Duly Completed signed Murabahah application.</li> <li>• Duly Completed signed Agency Agreement.</li> <li>• Duly Completed signed Undertaking to purchase document.</li> <li>• Duly Completed signed Murabahah offer - Murabahah Sale document .</li> </ul>	<ul style="list-style-type: none"> <li>• All Murabahah Terms &amp; Conditions will be mentioned in the Master Murabahah Agreement .</li> </ul>

## KEY FACT DOCUMENT - Diminishing Musharakah - Vehicle Financing

The Product / Service	Financial and other benefits including any incentives & promotions	Fees /charges, commission, interest	Procedure to be followed to obtain Product/ Service	Major Terms and conditions
Diminishing Musharakah - Vehicle Financing	<ul style="list-style-type: none"> <li>• Maximum Financing 80% of For sale Value</li> <li>• Ability to receive financing within a short time period.</li> <li>• Requires no previous account relationship with the bank.</li> <li>• Collateral security.</li> <li>• Rental rate is on Fixed Rates .</li> <li>• Flexible Repayment dates depending on the salary payment date.</li> <li>• Maximum Tenor will be 60 months ( 5 Years )</li> </ul>	<ul style="list-style-type: none"> <li>• Rental Rate will be mentioned in the proposed DM Facility Offer Letter.</li> <li>• Diminishing Musharakah Vehicle Processing Fees – Clean Facility. <ul style="list-style-type: none"> <li>○ Up to 999,999 – LKR 7,500/-</li> <li>○ 1,000,000-1,999,999 – LKR 9,000</li> <li>○ 2,000,000 &amp; above LKR 12,500</li> </ul> </li> <li>• Legal Fees <ul style="list-style-type: none"> <li>Primary Mortgage – up to 1.0 Mn LKR 10,000 and 0.5% of the balance amount.</li> <li>Further Mortgage – up to 1.0 Mn LKR7,500 and 0.3% of the balance amount.</li> </ul> </li> <li>• The Bank will be selling Its Units as Profit of 4% for early buyout by the customer.</li> <li>• Charity Charge of 2% will be charged for late payments over the original facility rate.</li> </ul>	<ul style="list-style-type: none"> <li>• Duly completed and Signed Diminishing Musharakah application.</li> <li>• Duly signed Facility offer letter.</li> <li>• Duly Signed Diminishing Musharakah Master Agreement.</li> <li>• Dully signed Lease Agreement.</li> <li>• Dully Signed Undertaking to purchase</li> <li>• Dully signed Sale of Unit document .</li> <li>• Insurance Cover to be obtained from a reputed Takaful provided .</li> <li>• A copy of valid National Identity Card (NIC) and in the absence of the NIC, Driving License/ Passport which carries the NIC number.</li> <li>• Electricity Bill, Water Bill, The Fixed Line Land phone bill Bank Statement.</li> <li>• Duly signed original Health Declaration Form.</li> <li>• For Self Employed facility applications Income and Expenditure Statement and Balance Sheet for the past two (2) years.</li> <li>• Salary slip, letter from employer, undertaking to established Standing Instructions to remit Salary or Installment.</li> </ul>	<ul style="list-style-type: none"> <li>• Resident Sri Lankans / Non -resident Sri Lankans working abroad with a valid work permit and over 18 years of age</li> <li>• Eligibility <ul style="list-style-type: none"> <li>○ Employee of Bank's pre cleared establishments.</li> <li>○ Professional registered with a professional body approved by the Bank.</li> <li>○ Self Employed Professional</li> <li>○ * Non Professionals who are Proprietors, Partners, Directors of Companies.</li> <li>○ * Non Resident Sri Lankans working abroad with a valid work permit.</li> </ul> </li> <li><b>Note : *</b> Facilities for Non Professionals and Non Resident Sri Lankans working abroad will be considered Subject to acceptable security.</li> <li>• Minimum facility of LKR 100,000. Maximum repayment period ranging from 5 years ranging depending on the applicant category.</li> <li>• A Repayment Period <ul style="list-style-type: none"> <li>○ Up to 55 Years and extending to 60 depending on the company retirement policy.</li> <li>○ Up to 60 Years for public servants.</li> <li>○ Up To 65 Years for University lecturer attached to state universities and University Grants Commission.</li> </ul> </li> </ul>

## KEY FACT DOCUMENT - Diminishing Musharakah - Home Financing

The Product / Service	Financial and other benefits including any incentives & promotions	Fees /charges, commission, interest,	Procedure to be followed to obtain Product/ Service	Major Terms and conditions
Diminishing Musharakah - Home Financing	<ul style="list-style-type: none"> <li>Diminishing Musharakah - Home Financing is granted for any Housing Purpose                             <ul style="list-style-type: none"> <li>-Ready Purchase loans Land /Building</li> <li>-Construction loans</li> <li>-Extension Loans</li> <li>-Improvement Loans</li> </ul> </li> <li>Ability to receive financing within a short time period.</li> <li>Requires no previous account relationship with the bank.</li> <li>Collateral security.</li> <li>Rental rate is on Fixed Rates .</li> <li>Flexible Repayment dates</li> <li>Maximum Tenor will be 60 months ( 5 Years )</li> </ul>	<ul style="list-style-type: none"> <li>Documentation charges 2% of the DM facility amount with a maximum cap of LKR 60,000/-</li> <li>Shariah compliant Insurance                             <ol style="list-style-type: none"> <li>1.Mortgage Protection Policy (Single Premium)</li> <li>2.Title insurance-if applicable only)</li> <li>3.General Insurance-If applicable only</li> </ol> </li> <li>Other charges applicable for execution of the Mortgage Bond</li> <li>The Bank will be selling Its Units at Profit rate of 4% for early buyout units by the customer.</li> <li>Charity Charge of 2% will be charged for late payments over the original facility rate.</li> </ul>	<p><b>Income documents</b></p> <ul style="list-style-type: none"> <li>Duly completed and Signed Diminishing Musharakah application.</li> <li>Duly signed Facility offer letter.</li> <li>Duly Signed Diminishing Musharakah Master Agreement.</li> <li>Dully signed Lease Agreement.</li> <li>Dully Signed Undertaking to purchase</li> <li>Dully signed Sale of Unit document .Duly certified true copy of the National Identity card (NIC)/Driving license /Passport</li> <li>Last three months' Pay slips (original or certified copy)</li> <li>Original Letter from the employer confirming the Salary, Fixed Allowances, designation, Number of years in service and the retirement age</li> <li>Last six months Bank statements Originals/ certified copies</li> <li>Financial accounts for last three years.</li> </ul> <p><b>Legal documents</b></p> <ul style="list-style-type: none"> <li>Original Extracts for 25 years from the Land Registry</li> <li>Last Survey Plan with sub division approval</li> <li>Survey plans for 25 years</li> <li>Copies of the Deeds including the latest deed for 25 years</li> <li>Local authority certificates (Street line/Non vesting /Ownership certificates)</li> </ul>	<ul style="list-style-type: none"> <li>Resident Sri Lankans / Non -resident Sri Lankans working abroad with a valid work permit and over 18 years of age</li> <li>Eligibility                             <ul style="list-style-type: none"> <li>Employee of Bank's pre cleared establishments.</li> <li>Professional registered with a professional body approved by the Bank.</li> <li>Self Employed Professional</li> <li>Non Professionals who are Proprietors, Partners, Directors of Companies.</li> <li>Non Resident Sri Lankans working abroad with a valid work permit.</li> </ul> </li> <li>Maximum repayment period up to 05years subject to the following.                             <ul style="list-style-type: none"> <li>Up to 55 Years and extending to 65 depending on the company retirement policy.</li> <li>Up To 65 Years for University lecturer attached to state universities and University grants commission.</li> <li>Up to 65 for self-employed Professionals and Non Resident Sri Lankans (NRSL)</li> </ul> </li> </ul>

**Note:**

However in case of legal documents bank will be requesting for original/certified copies depending on the title)

**Technical Documents**

- Approved Building Plan in case of Construction /extension
- Bill of Quantities (BOQ) –in case of Construction/extension/Improvement
- Letter from the seller agreeing to sell the property in case of ready purchase
- Certificate of Conformity (COC)

## KEY FACT DOCUMENT - Ijarah

The Product / Service	Financial and other benefits including any incentives & promotions	Fees /charges, commission, interest	Procedure to be followed to obtain Product/ Service	Major Terms and conditions
<p><b>Ijarah</b></p>	<ul style="list-style-type: none"> <li>• Acquisition of Brand New /Reconditioned) or registered vehicles.</li> <li>• Speedy processing and delivery.</li> <li>• Requires no previous account relationship with the bank.</li> <li>• Personalized service through a trained staff.</li> <li>• No Guarantors / No Down Payments (conditions apply).</li> <li>• Processed within a day.</li> </ul>	<ul style="list-style-type: none"> <li>• Rental Rate will be mentioned in the proposed Ijarah Facility Offer Letter.Processing Fees -Leases</li> <li><b>Documentation charges</b> <ul style="list-style-type: none"> <li>○ Up to 1.000,000 - LKR 9,050.00 (Incl. VAT)</li> <li>○ Above 1.0 Mn - 0.2% for every 100,000</li> </ul> </li> <li>• Stamp Duty</li> <li>• 1% of the Ijarah facility.</li> </ul>	<ul style="list-style-type: none"> <li>• Dully signed Ijarah application form.</li> <li>• Duly signed Ijarah Facility offer letter.</li> <li>• Dully Signed Ijarah Agreement .</li> <li>• Original / Copy of the CR.</li> <li>• Pro-Forma Invoice.</li> <li>• Valuation Report from a Bank appointed panel valuer. (List of panel valuers to be obtained from the Branch)</li> <li>• A copy of valid National Identity Card (NIC) and in the absence of the NIC, Driving License/ Passport which carries the NIC number.</li> <li>• Individual Clients <ul style="list-style-type: none"> <li>○ Salary Slips for the past 3 months</li> <li>○ Proof of permanent address.</li> <li>○ Bank statement for 6 months</li> <li>○ Letter from employer</li> </ul> </li> <li>• Business Registration (For Business Clients)</li> <li>• Certificate of Incorporation (For Business Clients)</li> <li>• SME Clients <ul style="list-style-type: none"> <li>○ Bank statement for 6 months</li> <li>○ Audited / Constructed Accounts for past 3 years</li> </ul> </li> </ul> <p>* After the Ijarah is fully settled by the customer, the bank will issue a “ Promise to Gift “ document.</p>	<ul style="list-style-type: none"> <li>• Facility available for Individual SME and Corporate Clientele.</li> <li>• Individual applicants should be resident Sri Lankan Citizens.</li> <li>• Minimum of 18 years of age and not exceeding 55/60 as at end date of facility for individual customers.</li> <li>• Minimum facility of 100,000</li> <li>• Minimum tenure for a facility is 12 months while the maximum tenure for facilities ranges from 5 years.</li> <li>• Security for the Ijarah facilities will be the absolute ownership of the vehicle. An additional security may be requested.</li> <li>• The facilities will be available at the sole discretion of the bank subject to completion of all required documents and in line with the Bank’s credit evaluation criteria.</li> </ul>

## KEY FACT DOCUMENT - Islamic Current Account

The Product / Service	Financial and other benefits including any incentives & promotions	Fees /charges, commission, interest	Procedure to be followed to obtain Product/ Service	Major Terms and conditions
<b>Islamic Current Account</b>	<ul style="list-style-type: none"> <li>Standing Order facility.</li> <li>Sweep in Sweep out facilities.</li> <li>Convenient Cash deposits/withdrawals /Fund transfers through island wide branch network and extended banking hours from selected branches.</li> <li>Daily,weekly monthly statement.</li> </ul> <p>24 hours access to our dedicated call center</p>	<p><b>Cheque Return Charges</b> As per bank's tariff.</p> <p><b>Account Closure charges</b> As per bank's tariff.</p> <p>Note: Please refer Tariff Booklet in the NDB Shareek Page in the NDB web site for detailed and latest charges .</p>	<p>Personal Interview by the Branch Manager.</p> <p>Completion of Islamic Current account opening form. ,Mudarabah Agreement and other connected documents.</p> <p>Introduction (From an existing Current Account holder.)</p> <p>KYC Requirement (Know Your Customer)</p> <p>A copy of valid National Identity Card (NIC) and in the absence of the NIC, Driving License/ Passport which carries the NIC number.</p> <p>Proof of Address (If required)</p>	<p>Sri Lankan over 18 years of age</p> <p><b>Minimum deposit</b></p> <p>Personal Account – LKR 25,000</p> <p>Business Account - LKR 50,000</p> <p>Minimum Average Balance</p> <p>Individual LKR 10,000</p> <p>Corporate LKT 25,000</p>

## KEY FACT DOCUMENT - Mudarabah Savings Account

The Product / Service	Financial and other benefits including any incentives & promotions	Fees /charges, commission, interest	Procedure to be followed to obtain Product/ Service	Major Terms and conditions
<b>Mudarabah Savings Account</b>	<ul style="list-style-type: none"> <li>• Attractive Profit Sharing Ratio</li> <li>• Standing Order facility.</li> <li>• Sweep in Sweep out facilities.</li> <li>• Convenient Cash deposits/withdrawals /Fund transfers through island wide branch network and extended banking hours from selected branches.</li> </ul> <p>24 hours access to our dedicated call center</p>	<p>Please refer Tariff Booklet in the NDB Shareek Page in the NDB web site for detailed and latest charges</p>	<p>Completion of Mudarabah Savings account opening form</p> <p>Complete Mudarabah Agreement</p> <p>KYC Requirement (Know Your Customer)</p> <p>A copy of valid National Identity Card (NIC) and in the absence of the NIC, Driving License/ Passport which carries the NIC number.</p> <p>Proof of Address (If required)</p> <p>Duly Signed With Holding Tax (WHT) declaration (If applicable)</p>	<p>Initial Deposit 5,000/-</p> <p>Profits paid for Mudarabah Savings accounts are subject to prevailing With Holding Tax (WHT) Regulations.</p> <p>Statement Savings Account.</p> <p>Unlimited Withdrawals</p>



## KEY FACT DOCUMENT - Mudarabah Fixed Deposits

The Product / Service	Financial and other benefits including any incentives & promotions	Fees /charges, commission, interest	Procedure to be followed to obtain Product/ Service	Major Terms and conditions
<p><b>Mudarabah Fixed Deposits</b></p>	<ul style="list-style-type: none"> <li>• Attractive Profit Sharing Ratio</li> </ul> <p>Options – to Choose from deposit terms ranging from 6, 12, 24, months in duration.</p> <ul style="list-style-type: none"> <li>• 24 hours access to our dedicated call center</li> </ul>	<p>Please refer Tariff Booklet in the NDB Shareek Page in the NDB web site for detailed and latest charges</p>	<p>Completion of Mudarabah Fixed Deposit application.</p> <p>Complete Mudarabah Agreement</p> <p>KYC Requirement (Know Your Customer)</p> <p>A copy of valid National Identity Card (NIC) and in the absence of the NIC, Driving License/ Passport which carries the NIC number.</p> <p>Proof of Address (If required)</p> <p>Duly Signed With Holding Tax (WHT) declaration (If applicable)</p>	<p>Special Profit Sharing Rates for high value deposits on a case by case basis.</p> <p>In the event of a premature upliftment the Mudarabah Savings account Profit Sharing ratio will apply at the point of upliftment considering the balance tenor will be applied.</p> <p>Profits paid for Mudarabah Savings accounts are subject to prevailing With Holding Tax (WHT) Regulations.</p>

## Complaint Procedure

The following methods are available to customers to lodge complaints.

- Through the Branch Manager or the Relationship Manager
- Through our call centre
- E-mail us at: [contact@ndbbank.com](mailto:contact@ndbbank.com)
- Write to: The Manager Customer Relationship Management. National Development Bank PLC. No 40, Nawam Mawatha, Colombo 02.

In the event a satisfactory solution is not provided by the bank, customer can escalate his/her complain to the office of the Financial Ombudsman of Sri Lanka.

### **Dr Ranjith Ranaraja**

Financial Ombudsman

Office of the Financial Ombudsman

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Colombo 05

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