

**Application for Grant of Loan for
Development of Urban Waqf Property**

To,
The Secretary,
Central Waqf Council,
Central Waqf Bhawan,
P-13 & 14, Sector-6, PushpVihar
Opposite Family Court,Saket
New Delhi – 110 017

(Through the State Waqf Board/ State Government)

Sir,

Having carefully gone through the details of the guidelines of the scheme of Development of Urban Waqf Properties(DUWP) of Ministry of Minority Affairs ,Government of India for obtaining loans for the Development of Urban Waqf Properties and agreeing to abide by all the terms and conditions laid down, I
..... Mutawalli of the

.....
Waqf/CEO _____ of _____ Waqf Board hereby apply for the grant of a loan of Rs.....(Rupees..... only) for the development of its property mentioned below which is duly registered as a Waqf and is free from all encumbrances. I further certify that no individual or body has any interest, right or claim in the property to be developed, other than this Waqf, which is in full possession of the property. Necessary details are furnished below: -

1. Name of the Waqf.....
2. Location of the property/land to be developed
Village/Taluq/City/Town.....
3. Particulars of the area/land to be developed.....
 - i. Title Deed/Document No.
 - ii. Name of S.R.O.
 - iii. Area Sq. meters Sq.Ft.
 - iv. Boundaries North
East
South
West

- v. Present state of the property i.e. vacant build up/occupied by tenants/self.....
4. Number of the Waqf Boards Register.....where the Waqf is registeredand the Gazette notification number dated
5. Date of creation of the Waqfand object of the its creation.
6. Present annual income of the Waqf
- a) Property to be developed
- b) Over all income of the Waqf
7. Security of the loan for obtaining loans will be furnished through:
- a) Deposit of title deeds with the Central Waqf Council; OR
- b) State Government guarantee; OR
- c) Bank guarantee/State Waqf Board guarantee; OR
- d) Any other

(*Note*: Strike out the options not chosen)

8. The following documents are being enclosed:
- a) Site plan of the land to be developed indicating boundaries.
- b) Plan of construction prepared by a qualified Engineer/Architect, duly sanctioned by the Municipal/Competent authority or other plan prepared by Experts.
- c) Details item wise estimate of cost of construction or other cases.
- d) A statement showing the profitability of the scheme.
- e) A statement of the market value of the Waqf property proposed to be developed, duly prepared by an Approved Valuer, Revenue Authority.
- f) Copies of documents, such as Waqf deed, revenue and municipal records, Waqf register of the Board etc. to establish the ownership of the borrower over the property.
- g) A non-encumbrance certificate from the competent authority or the State Waqf Board where the property is situated.

Address _____

Signature of the applicant
Name in block letter

Designation _____
Phone No: _____
Email ID: _____

(to be filled by the Chief Executive Officer, State Waqf Board)

The above application ofWaqf for a loan of Rs..... from the Central Waqf Council for the project in an Urban Area, was duly considered in the meeting of the State Waqf Board onThe Board vide resolution No.....reproduced below, has resolved to recommend the application to the Central Waqf Council through the State Government, and to fulfill all the obligations which will develop on the Board under the agreement which will be signed by the Mutawalli of the Waqf and the Chief Executive Officer of the Board as borrowers in accordance with the guidelines of the scheme for obtaining loans.

“Resolved to recommend the development project submitted by the Mutawalli ofWaqf/CEO of _____Waqf Board for construction ofon the site of the Waqf to the Central Waqf Council and to permit the Mutawalli to “Deposit the title deed with the Central Waqf Council or *to furnish the State Government guarantee/Bank guarantee/State Waqf Board’s guarantee with the Central Waqf Council for obtaining necessary loan for development of the said property. The Chief Executive officer of the Board is also authorized to sign the agreement deed in respect of the loan in accordance with the schemes guidelines for obtaining loans for the Development of Urban Waqf Properties.

The undersigned further certify that:

- a) The property to be developed is in urban area.
- b) There is no infighting whatsoever in the Waqf
- c) There is no objection from the local Muslim community/objections from muslim community were heard by the Board.
- d) There is no litigation about the Mutawalliship.
- e) The plot is free from encroachment and is available for development.

Chief Executive Officer
(with name)
State Waqf Board

Seal Dated:.....

(* strike out those not applicable)

Note: As per the modified scheme for release of loan, the permission of the State Government under Section 75 of the Waqf Act, 1995 to borrow the loan is required in case of waqf is under the direct management of the board but if the applicant is the Mutawalli then the Government permission is not required.