



**NATIONAL CREDIT AND  
COMMERCE BANK LTD.**

**SURVEYOR(S)/  
VALUER(S)  
ENLISTMENT  
POLICY**

# INDEX

<b>SI No</b>	<b>Particulars</b>	<b>Page</b>
<b>1</b>	<b>Eligibility for enlistment</b>	<b>1</b>
<b>2</b>	<b>Documents required</b>	<b>1-2</b>
<b>3</b>	<b>Scope and Terms &amp; Conditions of Work</b>	<b>2-4</b>
<b>4</b>	<b>Application</b>	<b>4</b>
<b>5</b>	<b>Enlistment</b>	<b>4-5</b>
<b>6</b>	<b>Security Money</b>	<b>5</b>
<b>7</b>	<b>Quality of Service</b>	<b>5</b>
<b>8</b>	<b>Fees &amp; Charges</b>	<b>5</b>
<b>9</b>	<b>Delivery Point</b>	<b>5</b>
<b>10</b>	<b>Indemnity and Compensation</b>	<b>5-6</b>
<b>11</b>	<b>Termination</b>	<b>6</b>
<b>12</b>	<b>Applicable Law</b>	<b>6</b>
<b>13</b>	<b>Annexure I</b>	<b>7-8</b>
<b>14</b>	<b>Annexure IV</b>	<b>9-13</b>

# **SURVEYOR / VALUER ENLISTMENT POLICY**

## **[General Rules]**

### **1.00 ELIGIBILITY FOR ENLISTMENT**

- 1.01 The Firm/Company must be registered one having good number of engineer(s) specialized in Civil and Mechanical Engineering and qualified and experienced Surveyor(s)/Valuer(s) including Land Surveyor(s).
- 1.02 The Firm/Company must have at least 3 (three) years practical experience with good reputation work as Surveyor(s)/Valuer(s) of Pledged Goods, Land, Building, Machineries and other security(ies) of Banks, Financial Institutions, Corporations, Government Organizations, Multinational Companies etc.
- 1.03 The Firm/Company must have required Survey equipments, tools, machineries etc.
- 1.04 The Firm/Company should have sufficient network/branches so that they can serve all the branches of the Bank.
- 1.05 The firm /Company must be a valid member of Bangladesh Insurance Surveyors Association.

### **2.00 DOCUMENTS REQUIREMENT**

The following papers/documents are required to be furnished by the interested Surveyor(s)/Valuer(s) to the Bank of enlistment:

- 2.01 Photograph of key personal of the firm/company.
- 2.02 Copy of Memorandum & Articles of Association / Partnership Deed duly registered with the Registrar of Joint Stock Companies & Firms (In case of Limited Company/Partnership Firms).
- 2.03 Copy of Certificate of Incorporation of the Company/Firm.
- 2.04 Resolution of the company/Firm for enlistment giving joint authority to sign all the papers, documents indemnity, report/certificate etc. on behalf of the Company/Firm.
- 2.05 Copy of VAT Registration Certificate.
- 2.06 Copy of up-to-date Trade License.
- 2.07 Copy of up-to-date Income Tax Clearance Certificate.
- 2.08 Bank's solvency Certificate.
- 2.09 Experience Certificate of the firm/company.
- 2.10 Curriculum Vitae (CV) of the Engineers and Surveyors/Valuers.
- 2.11 List of offices/branches of the firm/company throughout the country showing address both postal & email, phone number, mobile number etc.

- 2.12 Past performance report (in case of renewal).
- 2.13 Membership Certificate of Bangladesh Insurance Surveyors Association.

### **3.00 SCOPE AND TERMS & CONDITIONS OF WORK**

Professional Surveyor(s)/Valuer(s) will be enlisted for ascertaining the value of easily marketable salable goods pledged/to be pledge under Bank's effective control and Land, Building & Machinery(ies) taken/ to be taken as securities against Bank's investment as per following guidelines:

- 3.01 The Surveyor(s)/Valuer(s) will physically visit the goods/land & building, machineries etc., identify its location as per schedule and ascertain the bank's/mortgagor's/owner's possession, as per documents, thereon.
- 3.02 The Surveyor(s)/Valuer(s) will prepare/procure Location Map, Site Plan, Mouza Map etc. and furnish identification certificate with photograph of the land and building. The photograph of the land and building along with the owners/mortgagors, concerned investment clients and branch officials will be taken different angles and be submitted with the survey report. The National ID Number of the owner(s)/mortgagor(s) shall also collect and furnished.
- 3.03 The Surveyor(s)/Valuer(s) will determine the Market value, Mouza rate as declared by the Govt. and Forced sale value of the land mentioning its complete description, area, location, nature, ownership etc. after due cross checking from all authentic/reliable sources.
- 3.04 The Surveyor(s)/Valuer(s) will confirm that the subject landed property(ies) is (are) located in an area free from any acquisition plan of any competent authority like RAJUK/CANTONMENT BOARD/ CITY CORPORATION/ POURASHAVA/ CDA/ KDA/ RDA/ LGED/ R&HD/ BSCIC /BEPZA or any OTHER AUTHORITY and is not included in the vested property(ies).
- 3.05 The Surveyor(s)/Valuer(s) will mention the complete description, area and nature of building /construction including the architectural status of existing structures, Civil works mentioning RCC or Brick work, Story-wise area and determine its Cost price, Depreciated value, present Market value and Forced sale value after due cross checking from all authentic/ reliable sources. Besides, Market and Forced sale value at the time of mortgage (if mortgaged earlier) be clearly mentioned in the report/certificate.
- 3.06 The valuation of building/construction is to be done properly as per approved drawing of RAJUK/CANTONMENT BOARD/ CITY CORPORATION/ POURASHAVA/ CDA/ KDA/ RDA/ LGED/ R&HD/ BSCIC or any OTHER AUTHORITY.

- 3.07 The valuation of plinth area and different stories/floors of the building must be made upto the completed construction according to approved drawing. Additional construction beyond approved drawing, if any, shall not be considered in any case. However, there would be a separate report on that.
- 3.08 The valuation of under construction building must be made up to the completed portion only.
- 3.09 Depreciation of the building on straight line method should be considered in appraising the building @ 2.50% per annum
- 3.10 The Surveyor(s)/Valuer(s) will ascertain the year of manufacture, year of procurement, imported/ procurement value, country of origin, Economic life, quality, workability, durability etc. of the machineries and assess its Market value, Written down value (depreciated value) and Forced sale value with justifications. The Surveyor(s)/Valuer(s) will also ascertain whether the installed plant & machineries are balanced in all respect i.e. capacity wise matched, aligned etc. Images of the machineries along with the owners/mortgagors, concerned investment client and branch officials will be taken in different angles and be submitted with the survey report with identification number of the machineries and the owner(s)/mortgagor(s).
- 3.11 The Surveyor(s)/Valuer(s) will ascertain the actual quantity, quality, usability, marketability of the goods pledge/ to be pledged and determine its market and forced sale value mentioning the complete description, original cost/purchase price, status of Bank's control over the goods, and nature, value, validity etc, of insurance policy.
- 3.12 The Surveyor(s)/Valuer(s) will have to submit their report, duly signed by the authorized persons (proprietor in case of proprietorship concern/ Managing Partner jointly with other partner(s) in case partnership concern/ Chairman and / or Managing Director jointly with other authorized Director in case of Company supported by a copy of resolution of the Board of Directors to this effect) in each and every page incorporating, inter alia, the information as contained in this policy. The report must contain a declaration of the Surveyor(s)/Valuer(s) to the effect that the concerned land, building, machineries, goods etc. has/have been verified physically, compared with the related documents, are not overvalued/ undervalued and no wrong or fictitious or misleading information is giving and the value has been assessed and reported with prudence and without any influence from any interested group/party or Preconceived ideas/knowledge and the furnished information in the report is true and correct to the best of their knowledge and belief.
- 3.13 The report will be supported by all the papers and documents as depicted in this policy and be based on fair valid judgment and the Surveyor(s)/Valuer(s) will be fully responsible for the content of the report.

- 3.14 The report of Surveyor(s)/Valuer(s) be acceptable to the Bank in respect of its quality, authenticity and the value assessed.
- 3.15 Surveyor(s)/Valuer(s) will be engaged for survey and valuation of goods pledged under Bank's control, land & building and machinery of investment client as and when necessary basis.
- 3.16 Surveyor(s)/Valuer(s) will be responsible to his/her foreign associates, if any, for payment of fees for the performed work on his behalf out of the fees earned by him.
- 3.17 This enlistment is not an undertaking on the part of the Bank to get the work done by the contracting party.
- 3.18 Bank reserves the right to accept or reject whole or in part of the report any time without assigning any reason whatsoever.

#### **4.00 Application**

- 4.01 The Bank may invite application from eligible and interested Surveyor(s)/Valuer(s) as and when necessary basis.
- 4.02 The eligible and interested Surveyor(s)/Valuer(s) may apply for enlistment in the Bank's prescribed/approved Application Form accepting all the terms & conditions of the policy and notice and submitting all the required papers/documents along with an Account payee Payment Order / Bank Draft of Non refundable processing fee of Tk. 5000.00 (five thousand) only favoring NCC Bank Limited.

#### **5.00 Enlistment**

- 5.01 After receiving the application along with required documents/ papers and due processing of the same and having satisfied in all respect, an appointment letter will be issued to the selected Surveyor(s)/Valuer(s). The Surveyor(s)/Valuer(s), after accepting all the terms & conditions of the appointment letter, will have to execute an Agreement and Indemnity Bond in Bank's prescribed format to complete the process of enlistment. Both the documents shall be executed on Non judicial Stamp of appropriate value in this regard.
- 5.02 The Surveyor(s)/Valuer(s) will be enlisted for 02 (two) calendar years, which may be renewed further for the same period subject to satisfactory performance during previous years. The request for renewal of enlistment shall be submitted at least 03 (three) months before its expiry supported by all required papers and non refundable processing fee of Tk. 5000.00 (Taka Five Thousand) only or the amount of such fee to be determined by the bank from time to time.

## **6.00 Security Money**

6.01 The qualified Surveyor(s)/Valuer(s) will deposit refundable security money of Tk. 1.00 Lac (One Lac) only in the form of FDR in favor of NCC Bank Ltd.

6.02 If the goods/property(ies)/Machinery(ies) is/are abnormally under/overvalued with misleading information and the Bank incur any loss thereon then the deposited Security Money will initially be forfeited followed by initiating legal action by the Bank to realize the entire loss of the Bank, in this regard.

## **7.00 Quality of Service**

The Surveyor(s)/Valuer(s) will provide the services as asked for in possible highest standard level. They will ensure to provide all other required information, if applicable, or relevant somehow relating to the properties.

## **8.00 Fees & Charges**

The Fees for the service of the Surveyor(s)/Valuer(s) be fixed by the Branch Incumbent in consultation with the Client depending on area and value of work etc. prior to assigning the jobs in writing mentioning all relevant terms conditions. All such fees and other charges (if any) will be borne by concerned Client.

## **9.00 Delivery Point**

The Surveyor(s)/Valuer(s) will hand over/make delivery of each Survey/Valuation Report to the concerned authorized person of the Branch within 10 (ten) days/or as stipulated in the work order.

## **10.00 Indemnity & Compensation**

10.01 The Surveyor(s)/Valuer(s) will indemnify the Bank from any pecuniary loss incurred by the Bank arising out of Surveyor / Valuer's negligence in performance or making overvaluation/undervaluation of any security, fake title of the properties, non possession of the mortgagor on the properties or any sort of business or concealment of facts or manipulation or any unprofessional activity or any misrepresentation in the Survey report /Valuation Report submitted by the Surveyor(s)/Valuer(s) to the Bank.

10.02 The indemnity as well as to guarantee the payment of compensation money, arising out of the activities stated at serial #10.01 above, to the Bank, the Surveyor(s)/Valuer(s) shall furnish/submit an Indemnity bond in Bank's prescribed format duly signed by the proprietor in case of proprietorship concern/Managing Partner jointly with other partner(s) in case of partnership concern/Chairman and/or Managing Director jointly with any other Authorized

Director in case of company supported by a copy of resolution of the Board of Directors to the effect that other Directors have consent about submission of this Indemnity Bond.

- 10.03 In terms of the foregoing clauses, the Surveyor(s)/Valuer(s) shall pay the compensation money to the Bank within 15 (fifteen) days from the date of lodging claim in writing, failing which the Bank shall be at liberty to initiate legal recourse against them for recovery of the compensation.

#### **11.00 Termination**

Whatsoever the provisions contained herein, the Bank shall have the exclusive right to terminate the agreement executed by the Surveyor(s)/Valuer(s) with the Bank at any point of time if there is any non-compliance of any of the terms and conditions of the Agreement and/or Policy, in this regard, of the Bank and/or in case the Management of the Bank feels that the Bank may incur any loss due to the activities of the Surveyor(s)/Valuer(s) and delist forthwith the Surveyor(s)/Valuer(s) from the panel of the Bank. Legal action, including forfeiture of security money, may also be initiated against the delisted Surveyor/Valuer, if needed.

#### **12.00 Applicable Law**

- 12.01 The validity, interpretation and implementation of this agreement shall be governed by the laws of the Peoples Republic of Bangladesh.
- 12.02 The parties shall make their best efforts to settle any dispute arising out in connection with the performance or interpretation of any provision of this Policy amicably through consultation.
- 12.03 If any dispute cannot be settled through such consultation within 15 (fifteen) days after the dispute arises, the decision of the Management of the Bank shall be final and be binding upon the parties.



**Annexure - I**  
**Application Form**

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.....  
National Credit and Commerce Bank Limited  
Head Office, Dhaka.

**Sub: Application for Enlistment.**

Dear Sir,  
In response to the advertisement I/We apply for enlistment as a surveyor(s)/valuer(s) of your institution.  
In this connection we furnish required particulars as under:

**1. Name of Surveyor :**

**2. Legal Status (Please Tick):**

- Proprietorship concern
- Partnership Firm
- Private limited Company
- Public Limited Company

**3. Date of Establishment of the Business:**

**4. Particulars of the Proprietor/Partners/Director:** (additional sheet may be used, if needed)

Sl No.	Name	Age	Father's/Spouse's Name	Present Address
1	2	3	4	5

Permanent Address	Educational Qualification	Experience	Position/Status	Contact No.

**5. Business Address:**

- a. Location :
- b. Telephone No :
- c. Mobile :
- d. Email :
- e. Website :

**6. Location of Branch Office (if any) :**  
(List to be enclosed)

**7. Total No. of Engineers & Surveyors:**  
(Separate List and Bio-data to be enclosed)

**8. Working Experience related to the Bank/Financial Institution:**  
(Certificate to be enclosed)

**9. Up-to-date Trade License:**  
(Copy to be enclosed)                      Date of Issue:                      Validity:

**10. Bank A/c No..... Branch ..... Bank.....**

**11. Document Enclosed:**

- a. Copy of Memorandum & Articles of Association/Partnership Deed duly registrar of Joint Stock Companies & firms (In case of Limited Company/Partnership Firms).
- b. Copy of Certificate of Incorporation of the Company/Firms.
- c. Resolution of the Company/Firm for enlistment giving joint authority to sign all the paper, documents, indemnity, report/certificates etc. on behalf of the Company/Firm.
- d. Copy of VAT Registration Certificate.
- e. Copy of up-to-date Trade License.
- f. Copy of up-to-date Income Tax Clearance Certificate.
- g. Bank's Solvency Certificate.
- h. Experience Certificate of the firm/company.
- i. Curriculum Vitae of the Engineers and Surveyors/Valuers.
- j. List of officers/branches of the firm/company throughout the country showing address both postal & email, phone number, mobile number etc.
- k. Past performance report (in case of renewal)

I/We do hereby undertake to give you letter of indemnity for any pecuniary loss incurred by the Bank arising out of our negligence in performance or making overvaluation/undervaluation of any securities, fake title of the properties, non possession of the mortgagor on the properties or any sort of business or concealment of facts or manipulation or any unprofessional activity or any misrepresentation in the Survey Report/Valuation Report submitted by us.

I/We solemnly declare that all the information/particulars furnished above are true correct to the best of my/our knowledge.

Date:.....

.....  
Signature of the Applicant(s)

Note: Necessary modification/addition of this application may be made, if needed, by the Bank Management at any time.

**THE INFORMATION, INTER ALIA, TO BE FURNISHED  
REPORTED BY THE SURVEYORS/VALUERS**

**A. Particular of Client**

SL	Particular
1.	Name & Address of the Firm/Company
2.	Name, Status & Contact No. of the key Person (Individual/Proprietor/Managing Partner/Managing Director/Chairman)

**B. Particular of the Engineers/Surveyors/Valuers who physically verified the properties and conducted the Survey:**

SL	Particulars	Engineer(s)/Surveyor(s)/Valuer(s)		
		1	2	3
1.	Name			
2.	Father's Name			
3.	Qualification			
	a. Academic			
	b. Professional			
4.	Experience			
5.	Status in the Firm/Company			

**C. Particular of Physical Verification of the Property:**

SL	Particulars	Schedule		
		1	2	3
1.	Date of Physical Verification			
2.	Location and Address of the place/spot visited			
3.	Description of Properties Visited			
4.	Persons accompanied during visit			
	a. Bank Officials (Name & Designation)			
	b. Client/Representative of Client			
	c. Owner(s)/Mortgagor(s) of the Properties			
	d. Any other Person(s) (Name, Father's Name & Address)			

**D. Particulars of Survey & Valuation:****I. Land:**

SL	Particulars of the land and/or building mortgaged/to be mortgaged	Schedule		
		1	2	3
1.	<b>Owner's/Mortgagor's information</b>			
	a. Name			
	b. Father's name			
	c. Address			
	d. National ID Card No.			

	e. Relationship with the Client				
2.	Type (whether ditch/agriculture land/housing/commercial land etc.)				
	a. As per deed				
	b. As per Physical verification				
	c. Description of approach road/alongside road:				
3.	a. Municipal holding Number				
	b. Mouja				
	c. Khatian No. (CS,SA,RS,BS, City Survey etc.):				
	d. Plot No. (CS,SA,RS,BS, City Survey etc.):				
	e. Thana and District:				
	g. Area of the land	i. As per original deed			
		ii. Actual Possession			
4.	Location of the land and/or building (identification certificate to be furnished enclosing therewith Site Plan, Muza Map and Photograph of the land and building along with the owners/mortgagors, concerned client and branch officials.)				
5.	Whether the land and /or building are free from any acquisition plan of any competent authority.				
6.	Importance of the location				
7.	Boundaries (Chouhoddy) specially mentioning the availability of access road with particulars including ownership of the road.				
8.	Legal aspects of the property (encumbered/freehold, etc.)				
9.	Possibilities of future improvement or future disadvantage factor				
10.	Unit Price/Value of land	a. Market rate			
		b. Mouza Rate			
11.	Value assessed				
	a. Present Value	i. As per Market	Tk.	Tk.	
		ii. As per Mouza Rate	Tk.	Tk.	
		iii. Forced Sale Value	Tk.	Tk.	
	b. Value at the time of Mortgage (if mortgage earlier)	i. As per Market	Tk.	Tk.	
		ii. As per Mouza Rate	Tk.	Tk.	

		iii. Forced Sale Value	Tk.	Tk.	Tk.
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## II. Valuation of Construction/Building/Structure

SL	Particulars of the land and/or building mortgaged/to be mortgaged		Schedule		
			1	2	3
1.	<b>Technical details of construction/structure</b>				
	a. Plinth area of building (as per approved plan)	i. Length (Meter/Feet)			
		ii. Width (Meter/Feet)			
		iii. Plinth area (square Meter/Square Feet)			
	b. Total Floor Area up to completed construction (from the approved area by the competent authority)	i. Nos. of Storey and area per storey (Square meter/square feet)			
		ii. Floor to Floor Height (Storey)			
		iii. Total height of the building (Meter/Feet)			
2.	Structural system				
	a. Type of foundation i.e. RCC/Brick work: (as per approved plan by the competent authority)				
	b. Type of building: (Commercial/Residential)				
	c. Type of finishing : (Standard/Super/Superior)				
3.	Gas/Water/Electricity supply system				
4.	Boundary wall, water reservoir and other structure				
5.	Year of construction				
6.	Value of Building and civil works				
	a. Civil works and other facilities at accost price	i. Building	Tk.	Tk.	Tk.
		ii. Boundary wall and other structures	Tk.	Tk.	Tk.
		Sub Total	Tk.	Tk.	Tk.
	b. Other Cost	i. Sanitary/Plumbing	Tk.	Tk.	Tk.
		ii. Electrification	Tk.	Tk.	Tk.
		iii. Gas	Tk.	Tk.	Tk.
		Sub Total	Tk.	Tk.	Tk.
	Total Cost (a+b)		Tk.	Tk.	Tk.
7.	Year of completion of construction		Tk.	Tk.	Tk.
8.	Less Depreciation (Straight Line Method @ 2.5% per annum)		Tk.	Tk.	Tk.
9.	Depreciated value of the building, fixtures and other structures.		Tk.	Tk.	Tk.
10.	Present Market Value		Tk.	Tk.	Tk.

11.	Forced Sale Value	Tk.	Tk.	Tk.
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### III. Valuation of Machinery:

SL	Particular		
1.	Name /List of Machinery with Brand and specification (Separate sheet along with images of the machinery together with the owners/mortgagors, concerned client and branch officials in different angles and identification Number to be enclosed)		
2.	Year of procurement		
3.	Country of origin		
4.	Year of manufacture		
5.	L/C or purchased value (in respective currency)		Tk.
6.	Present workability		
7.	Depreciated value/Book value as per audited Balance Sheet		Tk.
8.	Present market value		Tk.
9.	Forced sale value		Tk.

### IV. Valuation of goods pledged under Bank's control

SL	Particular		
1.	Particular of the pledged goods: (Separate sheet may be enclosed)		
2.	Status of Bank's control over the goods:		
3.	Quantity of the goods:		
4.	Purchase price of the goods		Tk.
5.	Market value of the goods (on the date of valuation)		Tk.
6.	Condition of goods (use ability/Marketability) :		
7.	Insured value and validity of insurance policy:		
8.	Forced sale value		Tk.

### E. Summary of Present valuation

SL	Particular		
1.	<b>Market Value</b>		
	i. Land	Tk.	Tk.
	ii. Building	Tk.	Tk.
	iii. Machinery	Tk.	Tk.
	iv. Pledged Goods	Tk.	Tk.
	<b>Total</b>	Tk.	Tk.
	<b>Grand Total of Market value</b>	Tk.	
2.	<b>Forced Sale value</b>		
	i. Land	Tk.	Tk.
	ii. Building	Tk.	Tk.
	iii. Machinery	Tk.	Tk.
	iv. Pledged Goods	Tk.	Tk.
	<b>Total</b>	Tk.	Tk.
	<b>Grand Total of Market value</b>	Tk.	
3.	<b>Value as Eligible Securities</b>		
	i. Land (50% of market value)	Tk.	Tk.
	ii. Building/Construction (50% of market	Tk.	Tk.

	value)			
	iii. Pledged (50% of market value) goods	Tk.	Tk.	Tk.
	Total Tk.	Tk.	Tk.	Tk.
	Grand Total	Tk.		

**Note:**

- Report should be typed on A4 size paper binding with plastic cover.
- Each page of the report and copy of photograph must be signed by authorized officer of the Firm/Company along with seal.
- Authorized signatures are to be sent to Corporate Division at Head Office at the time of enlistment for its circulation to all branches.
- Two copies of report are to be submitted to concern Branch.
- Necessary modification/additional of this report may be made, if needed by the Bank Management at any time.