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| **Annex 3**  **Beijing Housing Fund Management Center** **Checklist for Approval of Personal Housing Accumulation Fund Loan** (Version 2020) | | | | | | |
| **Handling Department** |  | **Applicant No.** |  | **Date of Acceptance** | MM/DD/YYYY | **Handling Bank:** |
| **Name of Applicant** |  |
| Preliminary Review | After preliminary review, the loan application form has been deemed to be complete and accurate and the materials submitted to be complete and compliant. The above-mentioned loan application has passed the preliminary examination and can be forwarded for follow-up procedures and submitted for further review.  Remarks:    Signature of preliminary reviewer: | | | Time of issue: MM/DD/YYYY, XX: XX | | |
| Review | After a review of the conclusion of the preliminary review and a check of the housing ownership and loan status, the loan application has passed further review and can be forwarded for follow-up procedures.  Remarks:  Signature of reviewer: | | | Record of handover by handling bank of  combined loan  Returned by the handling bank: MM/DD/YYYY, XX: XX | | |
| Time of receipt: MM/DD/YYYY, XX: XX Time of issue: MM/DD/YYYY, XX: XX | | |
| Record of handover by guarantee center | If a guarantee review or a capping check is needed, it will be transferred to the guarantee center: Signature of receiver at the guarantee center , time of receipt: MM/DD/YYYY, XX: XX  Guarantee center to interview, signature of sender: ，time of issue: MM/DD/YYYY, XX: XX | | | | | |
| Interview | After examining the conclusion of the further review, the results of the housing and loan checks and the amount, term, and interest rate of the loan are deemed to be correct, the materials are complete, the interview has been carried out, and the loan issuance and repayment precautions are duly stated, as a result of which follow-up procedures can be initiated.  Remarks:    Signature of interviewer: | | | Time of receipt: MM/DD/YYYY, XX: XX  Signature of borrower:  Interview Time: MM/DD/YYYY  Time of issue: MM/DD/YYYY, XX: XX | | |
| Record of handover by handling bank | Signature of receiver of handling bank: ， time of receipt: MM/DD/YYYY, XX: XX  Handling bank to appropriation, signature of sender: ，time of issue: MM/DD/YYYY, XX: XX | | | | | |
| Reporting for the approval of appropriation | After verification, the materials for the proposed loan are deemed to be complete, the parties to the loan contract have provided their signatures or seals, the receiving information is deemed to be accurate, and the guarantor has provided their signature and affixed their seal or the mortgage registration has been completed, as a result of which loan application procedures can be processed.  Remarks:    Signature of the handler of appropriation reporting: | | | Time of receipt: MM/DD/YYYY, XX: XX | | |

(All information in this document is authentic in Chinese. English is provided for reference only. In case of any discrepancy, the Chinese version shall prevail.)