

# LETTER OF AUTHORITY

THIS FORM OF AUTHORITY LETTER IS TO BE COMPLETED IN TRIPLICATE

**Re : Housing loan from LIC HOUSING FINANCE LTD., UNDER**

Account No.

File No.

I have taken housing loan of Rs.....(Rupees.....)  
from LIC Housing Finance Ltd., hereinafter referred to as the Company under Loan Account No.....  
and I desire to pay Equal Monthly Instalment and Premiums for Life Insurance Policies assigned as collateral  
security etc., by salary deduction from my salary payable by you every month. I request you to kindly arrange  
to deduct and pay to the Company at its Area Office, the amount, details of which are stated below, from my  
salary due for the month given below and also to continue to deduct and pay such amount every month till the  
full repayment of my loan dues to the Company. I agree that your responsibility will be confined to making  
arrangements for deduction of EMI/Interest, premium(s) etc., from my salary (wherever this can be made) and  
remitting the amount to the Company in time. As the agreement signed by me with a grace period of 15 days  
and thus the remittance should necessarily reach the Company on or before the 15th of every month positively.  
I shall be entirely responsible for any consequences on account of non-payment of the dues to the Company for  
any reason whatsoever. Further, I shall neither revoke the authority for deduction without consent of the Com-  
pany, nor I shall stop you from the deduction and the payment without consent. In case of my resignation, I  
shall keep the Company informed about the same and you would accept my resignation after they receive  
notice in this respect.

Yours faithfully,

Signature of the Loanee,

Name.....ID No.....

Department/Section.....

Office Address.....

Date.....

Loan Disbursed Rs.....

1. EMI/Interest Rs.....

Deduction to commence from salary for the month of..... and every month thereafter until further advice.

## DECLARATION FROM THE EMPLOYER

I/We, hereby declare that I/We shall deduct the EMI / Interest as per the authority letter given by the above  
named employee. I / We are fully aware that the remittance has to reach the LIC Housing Finance Ltd, Area  
Office, Hyderabad on the 1st of every month and in any case not later than 15th of every month in which it  
falls due. We shall also keep the Company informed in case there is any default on the part of the above  
employee without any delay for further action by the Company.

NAME OF THE EMPLOYER

DATE :

AUTHORISED SIGNATORY