

CSD CAR HIRE PURCHASE SCHEME **TERMS AND CONDITIONS**

1. **General.** CSD is successfully running Hire Purchase (HP) Scheme for Motor Cycle and house hold items. It has now initiated its own Car HP Scheme also wef Jul 2003 on comparatively cheaper mark-up rates for the Armed Forces Offrs only.

2. **Eligibility**

a. All serving officers of Armed Forces:-

- (1) Cars above 1000 cc (for Major/Equivalent and above, with minimum 15 years commissioned service).
- (2) Cars upto 1000 cc (for all officers with minimum 5 years commissioned service). (In exceptional cases minimum service can be relaxed on the recommendation of Formation Commander i.e Maj Gen/Equivalent and above).

b. Payment of dues in any other Hire Purchase Case should be regular, in case of default demand of car shall not be processed.

3. **Prices and Payment Schedule.** The cost price of cars and mark up rates are frequently changed by the Motor Companies and the Banks respectively. Therefore, based on KIBOR rates and discounts rates fixed by the State Bank of Pakistan periodically, Hire Purchase prices of CSD Car Hire Purchase Scheme are also revised on as required basis. Some times booking of cars is also suspended temporarily by the Motor Cos and by CSD as well keeping in view the availability of cars and demand. Therefore the customers are advised to check the availability of cars, their latest prices and delivery period on CSD Website (www.csd.com.pk) and Customers Care Centre Head Office CSD, Hire Purchase Division (Telephone no 33033,32872 Ext-213) Zonal Offices CSD/CSD Shops before submission of Demand Form. However, No of instls and down payment percentages are as under:-

a. **No of Installments**

- (1) **Cars 1300 cc and Above.** Only 60 instls.
- (2) **Cars upto 1000 cc.** 60,72 and 84 instls.

b. **Down Payment Percentages**

- (1) **Cars 1300 cc and Above.** 50%, 60%, 70%, 80% and 90%.
- (2) **Cars upto 1000 cc.** 25%, 30%, 40%, 50%, 60% and 70%.

4. **Procedure.** Briefly the procedure will be as under: -

- a. Purchaser to collect the Application Form for CSD Car HP Scheme from the nearest CSD Shop/CSD Zonal Office /HO CSD. Fill the form as per instructions given in these terms and conditions and in the Application Form and forward the same to Head Office CSD, 265 Muhammad Hussian Road PO Box 1039 Rawalpindi under a proper covering letter from the concerned Unit/HQ.
- b. Demand form will be vetted and signed as per Notes given on Page No.8 of the Demand Form. Same procedure will be applicable for PAF and PN Offrs. However, it is further clarified that demand form must be signed by Wing Commander/Commander respectively as Commanding Offr and be further vetted and countersigned as a Fmn HQ as under. PAF and PN offrs will also get NOC from PAF Central Accounts Office, Peshawar and DPP&A(S), NHQ, Islamabad respectively and attach in original with the Application Form (Specimen already forwarded to AHQ and NHQ):-
- (1) Either by a next senior offr of the same Unit/Estb/HQ.
- OR
- (2) By a Grade-I Staff Offr (Wing Commander/Commander) of higher HQ in chain of command.
 - (3) In such a case where service waiver is required (para 2 of Demand Form refer), same will be separately attached with Demand Form which is to be personally signed by the Fmn Commander (AVM/Rear Admiral and above as the case may be). Specimen of the same is att as Anx C.
- c. Offrs serving in FC and Rangers Units etc will fwd Demand Form through their respective HQs. However, offrs serving on deputation/scondment etc where civs are their Head of Department, will route their Demand Form through concerned Sta HQ/HQ Log Area/Corps HQ (duly signed by serving Army offrs).
- d. On receipt of Application Form at Head Office CSD, same will be entered in computer, placed on waiting list and a Ack ltr containing essential details/obsns (if any) will be issued to the applicant.
- e. Likely period of delivery of car will be mentioned in the first Ack ltr.

Soon after release of car by the Motor Co, Delivery Order will be issued accordingly.

- f. **After receipt of Delivery Order, the purchaser will first contact Manager CSD Shop concerned for prep of Credit Note and Receipt Voucher.** At the time of delivery, the applicant (purchaser) has to identify himself by showing his service ID card and NIC (Copy of NIC is also to be given to CSD rep). After having collected the car the offr is required to sign a receipt and hand over to the CSD shop. The purchaser will have to pay the actual transportation charges before he takes the delivery of the Car (Except Honda cars for which payment of transportation charges is to be made in advance with down payment).
- g. In case the applicant is not in position to collect the car personally due to service compulsion, then he will forward an authority letter in duplicate well in advance (Specimen attached as Anx D to the Demand Form). The authority ltr duly signed by the purchaser and countersigned by Unit Commander (min of the rank of Lt Col/Equivalent)duly affixed with unit round stamp to be fwd to HO CSD. HO CSD after having satisfied, will get the authority ltr countersigned and issue to concerned offr. The person authorized to collect the car will have to prove his identity by showing his NIC (and give a copy of NIC to CSD rep) besides signing the receipt.
- h. If the purchaser fails to collect the car within given time period, the demurrage charges levied would be paid by him.
- j. The monthly installment will commence immediately from the next calendar month of delivery of the car. Installments should be paid before 10th of each month. The offr are required to remit regular monthly installment through Pay-in-Slip in Faisal Bank CAR HP A/C No. 120-2027453-006. However, at the stations where facility of Faisal Bank is not aval, instl can also be deposited in favour of CSD CAR HP A/C No.15051-88, HBL Kashmir Road Branch Rawalpindi through Bank Draft/Pay Order/Online Money Tfr.(Pay-in-Slips for payments in HBL A/C will not be utilized). On all delayed payments of monthly installments/irregular payments the purchaser will be charged Cost of Financing @ 1% per month or as fixed from time to time.

- k. The purchaser must apply for registration of the car jointly in the name of CSD within ten days and fwd photocopy of registration Slip to HO CSD on priority. Attested photocopy of proper Registration Book will also be fwd within 2 months. In case offr fails to register the car within stipulated time, then in that case CSD has the right to impound the car. For joint registration of car, Registration Form may be got stamped and signed from the Head Office CSD, HP Div (Car Section)/respective CSD Shops. In addition to the stamp of signing authority, stamp of joint registration will also be affixed on the Registration Form, Customers are advised to produce Registration Form to the HO CSD/concerned CSD Shop.

5. **Misc**

- a. Only printed machine numbered application form issued by CSD will be accepted.
- b. Applications will only be accepted in HO, CSD once received under Unit /Estb/ Fmn's covering letter.
- c. For down payment Bank Draft/Pay Order should be prepared or the online transfer of amount be made in the name of CSD HP CAR **A/C NO. 15051-88, HBL Kashmir Road Branch, Rawalpindi**, indicating full particulars of applicant on the reverse side of the Draft/Pay Order. In case particulars of the applicant are missing on reverse side of the Bank Draft/Pay Order, the amount will be put in untraceable account and CSD would not be responsible for any loss/non adjustment of amount in the officer's account.
- d. A reasonable rebate will be given to the purchaser, in case the balance amount is paid in lumpsum which is not offered by any of the banks financing car leasing scheme.
- e. At the time of taking over the car from the transportation agency the purchaser or his authorized representative will check the car and if there is any damage / loss etc, he must report to the CSD representative and the transportation agency at the time of delivery. Thereafter no claim of such nature will be entertained.
- f. The cars will only be booked for and issued from the stations specified in the Application Form.
- g. In case of increase in the HP price of the car before delivery, the purchaser will have to pay the difference of price. The increased

amount will be paid by purchaser to CSD before taking delivery of car. In case of decrease in the HP price of the Car the excess amount will be adjusted in the monthly instls and offr will be informed.

- h. All the cars issued under CSD Car Hire Purchase Scheme will be comprehensively insured with the Universal Insurance Co Ltd by CSD under Corporate/Group Car Insurance Scheme. However, in the case where purchaser informs CSD in writing before taking delivery of car that he is to make payment of all dues in lumpsum immediately after or before collection of car and is not interested for insurance coverage of his vehicle then his car will not be insured. In such cases, the offr himself will bare any loss/damage to the car. CSD makes payment of Insurance Premium in advance on annual basis to the Insurance Co soon after issue of Delivery Orders and recover from customers with monthly instls of car. Insurance certs are issued by the Insurance Co on yearly basis which will be automatically processed by CSD for renewal of insurance coverage for the remaining period. A detailed Standing Operating Procedure (SOP) on the insurance will also be issued to the customers' alongwith Delivery Order of the car for information and nec action.
- j. Demand of 2nd Car. Officer desirous to purchase 2nd under CSD Hire Purchase Scheme can only apply after one year of closing of his first case.

Anx C

SERVICE WAIVER CERTIFICATE

Less Service of _____ years _____ months of PA/PSS/PAK/P No/JSS _____ Rank _____ Name _____, to make him eligible for purchase of _____ car under CSD Car
(Type of Car)

Hire Purchase Scheme is hereby waived off.

Signature _____

PA/PAK/P No _____

Dated: _____ Rank _____

Fmn/HQ Stamp Name _____

Fmn/HQ _____

SPECIMEN AUTHORITY LETTER

(To be prepared in duplicate)

1. I, PA/PSS/PAK/P.NO/JSS No _____ Rank _____ Name _____

S/O _____ hereby authorized No _____ Rank _____

Name/ Mr. _____ S/O _____

(herein referred as the collector) to collect the car on my behalf through CSD.

His three specimen signatures are as under: -

a. _____ b. _____ c. _____

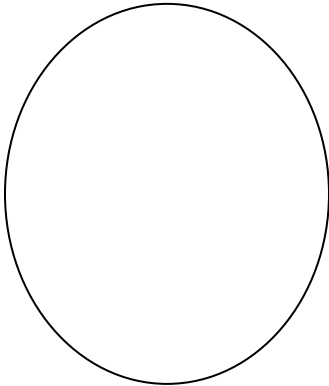
2. NIC No of Collector _____

3. Attested Photocopy of NIC of collector is enclosed.

4. Tel no of collector for contact _____.

Signature of Purchaser**COUNTERSIGNED**

Round Stamp of Unit



Sign of Unit Commander _____

PA No. _____

Rank. _____

Name. _____

Unit/Fmn. _____

Note: In case of incomplete authority letter or one where signature of purchaser differ from those on the application, the authority letter will not be accepted.