

**PNB TOKYO HOUSING LOAN PROCESSING  
TIME FRAME**

PROCESS	SPAN OF PROCESSING														
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12			
1 Receipt of application	XX														
2 Request for Appraisal Report, verification of Title and Selling Price. Request for Credit Investigation Report on Client's background in the Philippines.	XXX XXX														
3 Send various requests to Head Office thru pouch.		XXX													
4 Receipt of Credit Investigation Report, BAP-CB Checking's. Appraisal Report and other background checking's from PNB Credit Investigation & Appraisal Unit - Head Office.			XXXXX	XXXXX											
5 Request for a credit Investigation on client's status of employment and other background checking's here in Japan.					X XXX										
6 Prepare and Recommend the Housing Loan Recommendation for the Branch Credit Committee's Approval.						XX XXX									
7 Issuance of Bank Guarantee Letter to the developer / seller of the property to be financed.							XX XXX								
8 Prepare various loan related documents. Signing of loan documents.								XXX XX							
9 Authentication of various loan documents to Philippine Embassy (4 days).									XXXX						
10 Forwarding of various loan documents to OOSG-H.O. (Overseas Offices and Subsidiary Group).										XX					
11 Transfer of the TCT's ownership to the borrower.										XXXXX	XXXXXX				
12 Notarization of Real Estate Mortgage (REM) and Loan agreement (LA)												XXX			
13 Registration / Annotation of mortgage to the concerned Registry of Deeds.													XXX		
14 Prepares Funding Clearance for TOSD and Manager's Check														XX	
15 Release of Loan proceeds to the seller / developer / and other financial institutions.															XXXX

NOTE: X = represent a day.

The processing time of housing loan application will depend on the following:

1. Completeness of the documents submitted by the application and developer/seller.
2. Speed of the seller/developer to transfer the ownership of the title in the name of the borrower.
3. Completion of the construction of the property.
4. Payments of required documentary expenses such as but not limited to Insurances, registration of REM and others.
5. Timely signing of the loan documents by the borrower and Attorney-in-fact.