

**LETTER OF AUTHORITY**

(To be issued by unit holder(s) to the Mortgagee Bank or Financial Institution)

Ref No:

Date:

To:

The Managing Director,  
 .....  
 .....  
 .....

Dear Sir,

**RE: REQUEST FOR PARTIAL RE-PURCHASE OF UNITS FOR SETTLEMENT OF  
 LOAN AMOUNT / RELEASE OF BALANCE UNITS FROM MORTGAGE**

UTT had issued the following units pertaining to me / us, after recording a Mortgage in your favour. The unit holding details are as under:

Name of holder(s)	UTT Account No.	Unit Certificate No.	Units

This letter serves to authorize you to apply UTT for partial re-purchase of units at the prevailing repurchase price, the proceeds of which shall be equal to the outstanding loan liability standing in your books as on date and pay the re-purchase proceeds directly to you.

This letter further authorizes you to apply UTT for release of balance units (i.e. Total Units – Partial Repurchased Units) from Mortgage on the strength of your mortgage release instructions. Further, UTT shall issue a revised ‘Statement of Account’ in my / our favour after release of balance units from mortgage.

On the strength of this letter, I / we request you to apply UTT for processing transactions relating to – Partial Repurchase of Units and Release of Balance Units from Mortgage.

Yours faithfully,

1.....

.....

2.....  
 (Name & signature of all unit holders)

.....  
 (Signature of unit holder(s) to be  
 attested by the Advocate/Magistrate  
 / Bank Manager)

**FORM FOR PARTIAL RE-PURCHASE / MORTGAGE RELEASE OF UNITS**

(To be issued by the Mortgagee Bank or Financial Institution to UTT)

Ref No:

Date:

To:

The Chief Executive Officer,  
Unit Trust of Tanzania  
P.O.Box – 14825,  
Dar es Salaam

Dear Sir,

**RE: REQUEST FOR PARTIAL RE-PURCHASE OF UNITS FOR SETTLEMENT OF  
LOAN AMOUNT AND RELEASE OF BALANCE UNITS FROM MORTGAGE**

We forward herewith a letter(s) dated.....from the unit holder(s) who has / have requested us to apply to UTT for partial re-purchase of units at the prevailing repurchase price and for release of balance units from Mortgage. The unit holding details are as under:

<b>Name of holder(s)</b>	<b>UTT Account No.</b>	<b>Unit Certificate No.</b>	<b>Units</b>

This letter serves to authorize UTT to process partial re-purchase of units (the proceeds of which shall be equal to the outstanding loan amount) and arrange to pay the re-purchase proceeds directly to us. Our bank details are as under:

Account No:....., Account Type:.....,  
Name of the Bank:....., Branch Name:.....,

Further, we undertake to use the re-purchase proceeds towards the settlement of loan amount and release the balance units from mortgage. The total loan amount which is outstanding in our books as on date is Tsh.....  
(.....).

This letter further authorizes UTT to release the balance units (i.e. Total Units – Partial Repurchased Units) from Mortgage and arrange to issue a revised ‘Statement of Account’ directly to the unit holder.

On the strength of this letter, we request UTT to process transactions relating to – Partial Repurchase of Units and Release of Balance Units from Mortgage. The Original Unit Certificate(s) for the above units is / are enclosed herewith.

Yours faithfully,

(Signature / Name of the Official with seal of the Mortgagee Bank or Financial Institution)

# Mortgage Release Certificate

(To be issued by the Mortgagee Bank or Financial Institution to UTT on repayment of Loan)

Ref No.: \_\_\_\_\_

Date: \_\_\_\_\_

To,  
The Chief Executive Officer,  
Unit Trust of Tanzania,  
P.O. Box 14825,  
Dar es Salaam.

Dear Sir,

## **RE: REQUEST FOR RELEASE OF UMOJA FUND UNITS FROM MORTGAGE**

This is to notify UTT that we (the Mortgagee), have released the units mentioned hereunder from Mortgage on the repayment/ settlement of loan by the mortgagor (unit holder). We therefore request UTT to release the said units from Mortgage. We undertake that hereafter we shall have no claim (whatsoever) against the Trust in respect of the units mentioned hereunder. Further we also confirm having handed over the concerned Unit Certificate back to its holder (which was earlier kept in our custody). The other details are as under:

<b>Name of the holder(s)</b>	<b>UTT Account No.</b>	<b>Unit Certificate No.</b>	<b>Units</b>

A copy of this certificate is also being endorsed to the Unit Holder(s) for information.

Yours Faithfully

\_\_\_\_\_  
(Signature/Name of the Official with Seal of  
the Mortgagee Bank or Financial Institution)

**LETTER OF AUTHORITY**

(To be issued by unit holder(s) to the Mortgagee Bank or Financial Institution)

Ref No:

Date:

To:

The Managing Director,

.....  
.....  
.....

Dear Sir,

**RE: REQUEST FOR FULL RE-PURCHASE OF UNITS FOR SETTLEMENT OF LOAN AMOUNT AND TO RECEIVE BALANCE AMOUNT**

UTT had issued the following units pertaining to me / us, after recording a Mortgage in your favour. The unit holding details are as under:

Name of holder(s)	UTT Account No.	Unit Certificate No.	Units

This letter serves to authorize you to apply to UTT for full re-purchase of units at the prevailing repurchase price, the proceeds of which shall be utilized to settle the loan liability standing in your books and pay the balance amount (if any) to me / us.

On the strength of this letter, I / we request you to apply UTT for processing transactions relating to – Full Repurchase of Units.

Yours faithfully,

1.....

.....

2.....  
(Name & signature of all unit holders)

.....  
(Signature of unit holder(s) to be  
attested by the Advocate/Magistrate  
/ Bank Manager)

**FORM FOR PARTIAL RE-PURCHASE / MORTGAGE RELEASE OF UNITS**

(To be issued by the Mortgagee Bank or Financial Institution to UTT)

Ref No:

Date:

To:

The Chief Executive Officer,  
Unit Trust of Tanzania  
P.O.Box – 14825,  
Dar es Salaam

Dear Sir,

**RE: REQUEST FOR FULL RE-PURCHASE OF UNITS HELD UNDER MORTGAGE**

We forward herewith a letter(s) dated.....from the unit holder(s) who has / have requested us to apply to UTT for full re-purchase of units at the prevailing repurchase price. The unit holding details are as under:

<b>Name of holder(s)</b>	<b>UTT Account No.</b>	<b>Unit Certificate No.</b>	<b>Units</b>

This letter serves to authorize UTT to process full re-purchase of units and arrange to pay the re-purchase proceeds directly to us. Our bank details are as under:

Account No:....., Account Type:.....,  
Name of the Bank:....., Branch Name:.....,

Further, we undertake to use the re-purchase proceeds towards the settlement of loan amount and pay the balance amount (if any) to the unit holder.

On the strength of this letter, we request UTT to process transactions relating to – Full Repurchase of Units. The Original Unit Certificate(s) for the above units is / are enclosed herewith.

Yours faithfully,

(Signature / Name of the Official with seal of the  
Mortgagee Bank or Financial Institution)