

Basic Loan Application for SME Loans

To,

The Principal Officer,
The Federal Bank Ltd,
Br.

Affix Photographs of Applicant/Co-obligant /Guarantor

I/ We hereby apply for the following credit facilities and furnish the particulars as below

I. (All amounts in Lakhs)

Name of Applicant	
Constitution (Tick the appropriate item)	Individual/Proprietorship/Partnership/Pvt.Limited Company/Public Limited Company/One Person Company/ Trusts/Societies/Associations/Limited liability Partnership/ Others
Nature of Business/Activity	Existing : Since: Proposed *: *If a different activity other than existing activity is proposed/New Unit
Date of Incorporation/Commencement of Business/Date of Birth	

Address with PIN code	Permanent/Regd. Office/Show room	Whether Owned/Rented/Leased
	Factory/Shop/Godown:	
Email ID & Telephone No.		
PAN of the Applicant		
Udyam Registration Number		
GSTIN		
IE Code (in case of export import limit)		

Name & Telephone No. of Contact Person	
Banking with Federal Bank since	
Banking Arrangement	Sole/ Multiple/ Consortium

MSME Details	
Sector	<input type="checkbox"/> Manufacturing <input type="checkbox"/> Service
Category*	<input type="checkbox"/> Micro <input type="checkbox"/> Small <input type="checkbox"/> Medium
Whether the MSME unit is ZED rated	Yes / No
If Yes Gradation obtained	<input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold
Reason for being Non MSME	

* As per MSME Definition

Status Regarding Statutory Obligations	
Particulars	Whether Complied (Yes/No/Not Applicable)
Registration under Shops and Establishment Act	
Registration under MSME	
Drug License	
Latest Sales Tax return Filed	
Latest Income Tax Return Filed	
Any other Statutory Dues Outstanding	

II.

Existing credit limits with Federal Bank, if any			
Nature of limit	Account No.	Limit	Existing rate of interest (specify as linked to Repo/ Base rate/ BPLR etc.)

III.

Credit limits with other financial institutions if any							
Name of the Bank/ FI	Nature of limit	Limit	Balance (as on)	Arrears, if any	Period (Residual Period in case of TL)	Interest rate	Securities offered

*It is certified that

- Our unit has not availed any loan from any Bank / Financial Institution in the past
- Our unit is not indebted to any other Bank/ Financial Institution other than those mentioned in Item II & III above

(*Tick the appropriate box)

IV.

Credit Facilities Applied For					
Nature of limit	Amount	Interest rate	Period	Repayment schedule suggested (in case TL/DL/WCDL)	Purpose
OD / CC *					
Term Loan					
LC/ BG					
Others					
Total					

*Basis of Cash Credit Limit Applied

Limit Applied	Projected						
	Sales	Working Capital Cycle in Months	Inventory / Stock	Debtors / Receivables	Creditors	Other Current Assets	Promoter's contribution

In the case of Term Loan requirements for acquiring machinery

Type of Machine/ Equipment	Purpose for which required	Whether Imported/ Indigenous	Name of Supplier	Total Cost of Machine *	Promoter's contribution	Loan Amount

*In the case of imported machines break up of basic cost, freight, insurance and customs duty shall be provided.

Securities offered	Description(with value)	Date of last valuation	Details of other liabilities charged to the security, if any
Primary			

Collateral *			
Guarantors/Co-obligants			

*As per RBI guidelines, collateral security should not be obtained for loans up to Rs 10 lakhs to MSE units

Past Performance / Future Estimates

Actual performance for two previous years, estimates for current year and projections for the next year to be provided for working capital facilities. For Term loans, projections to be provided for all the years covering the period proposed of repayment of the loan.

Amt in Lakhs	Past Year 1 (Actual)	Past Year 2 (Actual)	Present Year (Estimate)	Next Year (Proj)	Installed Capacity	Utilized Capacity
Net Sales						
Net Profit						
Capital/ Net worth						

V.

Details of Promoters/Partners/Directors/Guarantors/Co-obligants								
Name	Designation (P/P/D/G/C) / Relationship with the borrower	Father/Spouse	Academic Qualification	Category (SC/ST/OBC/Minority/Woman)	Experience in the line of activity (Years)	Customer ID #	Other directorship, if any	DIN (Director Identification Number)

(in the case of guarantor/co-obligants)

Data required to generate CIBIL Report			
Name of Promoters/Partners/Directors/Guarantors/Co-obligants	Age & Date of Birth	Pan card No/Passport no/Voter id No./Aadhaar No (Provide all available ID Nos)	Full Residential Address with pin code and telephone number/mobile number

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VI.

Other General Details	
Details of Pending Litigations, if any	
Relationship of the Applicant/Other related parties with the Directors of the Bank/Other Banks.	
Whether director(s) of the bank/Other banks has/ have any interest in the proposal?	
Limits enjoyed by promoters Partners/ Directors/Guarantors/Co-obligants from Federal Bank with Account No	

VII.

Associate/Sister concerns if any					
Name of Firm	Regd. Address with PIN code & Phone No. & PAN/TIN/VID No.	Name of Prop./partners/direct ors	Limits enjoyed if any, with Bank Name & account no.	Activity	Customer ID@

@ Customer IDs shall be compulsorily created for Borrower/Co-obligant/Guarantor in Finacle and mentioned in the appropriate column in the application.

VIII.

Mode of recovery in the case of term loans	
<input type="checkbox"/> Auto Recovery	<input type="checkbox"/> NACH Debit #
If auto recovery, provide the below details	
Account No	
Account Name	
# If mode of recovery is by way of NACH debit, Branch shall ensure that NACH mandate is obtained at the time of loan documentation and the same is got registered with respective Bank.	

Declaration

I/We hereby declare/certify that all the information furnished by me/us is true, correct, updated and complete and I/we undertake to inform the Bank of any changes therein, immediately ; that I/we have no borrowing arrangements in my/our name/for the unit except as indicated in the application; that there are no overdue liabilities/statutory dues outstanding in my/our/ our promoter's name except as indicated in the application ;that I/We have not been declared as defaulter/wilful defaulter by any Bank/FI and no legal action has been taken/initiated against me/us by any Banks/FIs;; that all the

information furnished to the Bank may also be exchanged by the Bank with RBI or any other agency as the Bank may deem fit; that the Bank, its representatives or Reserve Bank of India or any other agency authorized by the Bank may at any time, inspect my/our factory/business premises as indicated in the application and verify the records in electronic and other forms to assess my/our eligibility for the requested loan; that all the fees/charges payable in connection with the assessment/sanctioning of the credit facilities including Processing Fee, Valuation Fee, Title Scrutiny Charges etc. are made known to me/us and I/We confirm/acknowledge having visited the Bank's Website www.federalbank.co.in -> Rates & Charges -> Service charges & Fees and having understood the details thereof. I/We undertake to pay said charges as per the Bank's norms, as and when demanded. I/We hereby authorize the Bank to debit any of my/our account/s with the Bank, without any prior notice/reference to me/us, for the payment of such charges. I/we understand and agree that the fees/charges paid by me are non-refundable and that if my/our application is rejected by the Bank for any reason whatsoever, or the same is withdrawn by me, I/We shall not be entitled for refund of the same either in part or in full. Unless, there is a specific agreement to the contrary, the Bank may disburse the loan amount, if sanctioned, to any of the account/s in my/our name. I/We agree and understand that the Loan Amount mentioned in Clause IV above, is the amount applied by me/us and that the Bank may sanction only such loan amount in accordance with my/our eligibility as assessed by the Bank. I/We understand that the Bank is entitled to reject the loan application for any reason/s as the Bank may deem fit. I/We authorize the Bank to disclose information/data provided by me/us in the application form or otherwise to anyone, including subsidiary companies of the Bank or other third party entities with whom the Bank may enter/has entered into any arrangements, for the purpose of credit processing and monitoring of health and hygiene of loan accounts. I/We further agree that my/our loan shall be governed by the internal rules/instructions in force and as amended by the Bank from time to time.

I/We hereby undertake: (A) To inform the bank immediately on any change occurring in my business/office/residential addresses and /other contact details.(B) To clear/pay any overdraft created in my/our account by debit of charges aforementioned or due to inadvertent errors together with applicable interest and without demur.(C)To inform the bank, without demur, of the wrong credits received in my/our account and refund the same together with applicable interest. I/ We undertake to submit all the required information/ documents / details called for by the Bank for processing the loan and I/We understand that in case of my/our failure to submit such details/ documents the Bank is entitled to reject the loan application. All communications may be sent by the Bank in the Mobile No or E-mail ID or Address mentioned above. We agree to abide by the rules and conditions/KYC policy of the Bank.

*Declaration (Applicable for Balance Transfer/Take Over Loans Only)

I/We am/are enjoying credit facility/ies from -----Bank. I/We have approached Federal Bank and expressed interest for transfer of the said credit facility/ies availed by me/us from -----Bank to Federal Bank . The credit facility/ies applied for by me/ us herein above is for the balance transfer/takeover of said credit facility/ies availed of by me/us from ----- Bank. I/We hereby confirm/s and declare / s that I/We have requested for the takeover of credit facilities/balance transfer in the best interest of myself/ourselves and for my/our own benefit.

Place :	
Date :	Signature of Applicant/s

For Branch Use

Brief Description on the Proposal:

(Discuss the experience of promoters/their reputation, creditworthiness and experience in the activity, nature of business/limits requested/purpose etc.)

Other Details

Customer ID of the Applicant				
Concessions obtained /enjoying by the borrower	Interest	PF	Other Charges	Sanction reference No.

Request for deviations/ concessions if any	Parameters	Justification for the concession requested

Date of Last Sanction of Credit limits(WC/TL) :	Sanctioning Authority :
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Ancillary business if any	Portfolio	Number of accounts	Amount/Average balance during --- to ---
	Savings account		
	Current Account		
	Term Deposits		
	Insurance products		
	Sovereign Gold Bond (weight in gms)		
	Demat account		
	Others like MFs/ SIP etc		

Branch shall ensure that all mandatory fields like date of birth, PAN, telephone number, constitution etc. are correctly updated in customer ids of all parties to the proposed limit in Finacle before forwarding the loan application to RCH.

Certificate by branch:

- a) We have made discrete enquiry about the applicants and confirm that the activity and parties are genuine.
- b) We hereby certify that we have complied with the guidelines as per KYC and AML norms in respect of the borrower and all parties to this loan application.

Asst. Manager/Manager Admin/Senior Manager

Principal Officer

Recommendation of the branch:

We recommend the above applicant for considering sanction of credit facilities sought for subject to eligibility norms and confirm that the applicant is properly identified and KYC norms have been complied with. Cheque for 50% of the applicable PF has been collected. All the documents as per check list (see tick marks) totaling to ___ are attached

Specific recommendation if any

LTS ID No.

Date:
Place:

Signature
Name & Designation

SME BASIC LOAN APPLICATION – CHECKLIST OF DOCUMENTS TO BE ANNEXED

SL NO.	DETAILS OF DOCUMENTS	WHETHER APPLICABLE YES/NO	IF YES, WHETHER SUBMITTED Put a (√) mark
1.	Documents related to the business & organization		
a.	Copy of Memorandum and Articles of Association of the Company/ Partnership deed/Trust Deed/By-laws etc		
b.	List of Trustees/Shareholders/Partners/Directors and their shareholding pattern		
c.	KYCs of promoters/key persons managing the business/organization.		
d.	Colour photographs of proprietor/ partners/ directors/ trustees		
e.	GST/Registration Certificate		
f.	Udyam Registration Certificate		
g.	Copy of local body license/other applicable licenses/IE code/ dealership agreements etc.		
2.	Documents related to purpose of loan		
2.1	(General for all purposes)		
a.	Project report (for fresh and expansion proposals)		
b.	Contractual agreements, if any.		
c.	Copy of certificates evidencing statutory clearance/approvals to implement the project.		
d.	Copy of rent/lease agreement (in the case of units functioning in rented/leased premises)		
e.	Details of major buyers / suppliers.		
f.	Technical feasibility report	Optional	
g.	D551- Due diligence/Pre-sanction visit report with at least 3 photos of the unit/shop/office/go down /business		

	place/agrifarm etc with branch official and customer/ his representative		
2.2	Term Loan		
a.	Copy of approved plan and building permit with conditions stipulated by approving authority, estimates for civil construction and quotation/invoice for purchase of machinery/assets.		
b.	List of plant and machinery / other fixed assets to be purchased out of loan amount along with Invoices/quotations		
2.3	Working Capital		
a.	Copies of Letters of Credits(LCs), unexpired work orders and tie up arrangement on hand, in case of manufacturing/export credit etc		
b.	C165R(Godown inspection report)		
c.	Stock & receivables audit report and Financial Follow up Report (FFR) 1 & 2 for existing working capital limits of Rs 5 Cr & above		
2.4	Takeover		
a.	Copy of sanction order of existing banker (original & recent)		
b.	Statement of accounts for the past 1 year		
c.	List of property documents with the transferee bank - original/others		
d.	Satisfactory credit opinion		
2.5	Contractors		
a.	Govt. license		
b.	Copy of unexpired work orders along with agreements executed		
c.	Latest C 171 signed by applicant and branch		
d.	Site inspection report		
e.	Copy of power of attorney		
f.	Selection notice		
g.	Tender schedules		

h.	Site hand over letter		
2.6	Federal Rent Securitization Loan Scheme		
a.	Details of assets to be created out of proposed loan/Purpose of proposed loan		
b.	Copy of rent agreements/lease agreements. (preferably registered)		
c.	Last 12 months statement of the account to which rent is credited.		
d.	Audited financial statements of lessee (if lessee is not reputed)		
3.	Financial Documents		
a.	Copies of audited balance sheets and P&L statements for last two financial years along with schedules, auditor's certificate, notes on accounts.		
b.	Provisional financial statements along with schedules as on a latest date (at least as on last quarter end).		
c.	Financial statements (estimates) for the current year (Balance Sheet, Income Statement, Schedules) incorporating proposed facilities (enhancement/fresh if any).		
d.	Projected financial statements (Balance Sheet & Income Statement) for the ensuing year incorporating proposed Facilities (enhancement/fresh if any). If Term Loan is proposed, projected balance sheet, P&L statements and cash flow /profitability statements for the entire period of the Term Loan (showing DSCR calculation).		
e.	C7AC- Financial statements/assets& liabilities statement of Proprietor/Partners/Directors/Guarantors/Co-Obligants duly verified by branch officials (Documentary proof (wherever needed) shall be collected and filed at the branch level).		
f.	IT returns of the proprietor/partners/directors and the business unit for the last 2 years		
g.	Income tax/sales tax/assessment orders of the company/firm.		
h.	Credit Monitoring Arrangement (CMA) data (for working capital limits above RS 5 Cr for MSE Units and above Rs 2 Cr in all other cases)		

i.	Outstanding statutory dues details as on current date, if any		
j.	Cash budget(for seasonal activities) (Format in Loan Policy Bulletin 9A/2006 Page 46,47)		
k.	In case of LC limits proposed, Name of major suppliers, % of purchase proposed to be done under LC, Usance period, lead period and other relevant details		
l.	GST return (24 month's monthly/ quarterly/half yearly/ annual - previous year & current year)		
4.	Documents related to security		
a.	Details of securities proposed (Latest possession/Khatha certificate, latest tax paid receipt).		
b.	Valuation report by external valuer and branch confirmation along with photographs (as specified in loan policy)		
c.	In the case of mortgage, legal opinion of security properties obtained from panel advocates approved by legal department. (Copy of supplementary opinion if any as specified during earlier sanction / Vetting to be forwarded)		
d.	CERSAI - Asset ID for existing securities and pin code of security property for new securities.		
e.	Broken period EC , in case of renewal		
f.	Valuation of existing machinery by Chartered Engineer (in the case of takeover of Term loans & in the case of purchase of second hand machinery)		
5.	Other Documents		
a.	Copy of at least last 6/ 12 months' statement of accounts (operative and term loans) with other banks		
b.	a)Commercial CIBIL reports of the applicant company/firm b)CIBIL report of proprietor/Directors /Partners/Co-obligants/ Guarantors.		
c.	Copy of duly stamped Power of Attorney, where borrower or co obligant is represented by Power of Attorney holder		
d.	CA certificate/Documentary evidence in case of reimbursement loans.		

e.	Copy of external credit rating of the party in case of existing loan limit is above Rs.500L (Other than exempted categories)	Optional	
f.	Details of group/associate concerns		
	a) Name and nature of activity of all associate/sister/group concerns		
	b) Nature of relationship with the applicant borrower		
	c) Latest audited / Unaudited Financial statements of all the group concerns		
	d) If any existing finance from our banks, then details thereof		
	e) Details of credit facilities enjoyed by group concerns from other banks / FIs along with present balance outstanding.		
	f) Details of pending litigation against the borrower/ proprietor, if any.		
g.	Relationship of the borrower, if any with the directors and employees of the Bank/Directors of other Bank.		
h.	Any interest of Directors of the Bank in the borrower.		
i.	Any interest of Directors of other Banks in the borrower.		

Name and Signature of Principal Officer:

Branch:

Date: