



All Loan Schemes

Loan Rules

2018-19

THE SATARA SAHAKARI BANK LTD

LOAN RULES – 2018-2019

As Approved by the Board of Directors in their Meeting held on 6th July 2018

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INTRODUCTION

The Bank's main function is to accept deposits and lend the same. It is important for the Bank to follow certain rules and regulations while lending the funds by way of loans

Therefore the Bank frames the rules and regulations considering the following aspects.

- a) Taking into consideration the mandatory circulars and guidelines of the controlling authority i.e. Reserve Bank of India.
- b) Taking into consideration the rules and regulations of other Acts and Laws applicable to the Banks e.g. Banking Regulations Act, Co-op. Societies Act etc.
- c) Taking into consideration the provisions of internal regulations, i.e. Bye-Laws of the Bank.
- d) Taking into consideration the present Banking law and practices.

The loans advanced can be categorized (**Nature wise**) as follows:

FUND BASE :

- (A) **Term Loan**
- (B) **Cash-Credit / Overdraft**
- (C) **Bill/LC Discounting**

NON –FUND BASE:

- (A) **Bank Guaranties**
- (B) **Issue of LC**

The loans can be of following THREE TYPES (Period wise):

- i) Short Term : Repayable within 15 months.
- ii) Medium Term : Duration exceeding 15 months
But upto 60 months.
- iii) Long Term : Duration exceeding 60 months and above.

GENERAL RULES

Loan and Advances will be sanctioned to the Members only as per these Rules and on such Terms and Conditions as specified by the sanctioning Authority of the Bank. However, the loans against own deposits can be sanctioned to the non members. Loans and Advances against Gold ornaments, L.I.C. policies, NSC/KYP and Consumer Loan can be sanctioned to the Nominal Members also.

The Loan Application shall be in the prescribed form available in the Bank and shall be given against the payment as may be fixed by the Board from time to time.

Processing charges will be recovered from the concerned borrower at the time of disbursement of loan.

The Borrower shall be bound by the Bye-Laws of the Bank, these Rules and Reserve Bank of India Guidelines/Directives in force from time to time.

The Board of Directors and the Chairman and the Loan Committee and the Branch Manager & Officers of the concerned branch to whom the powers are delegated by the Board will be Sanctioning Authority for the Loan/Overdraft upto a limit specified by the Board. The Loans and Advances so sanctioned shall be ratified in the meeting of the Board.

Complete check list be handed over to the Member/s desirous of taking loan at the time of issuing the Application Form, to enable the applicant to submit the information at ONE TIME ONLY..

Any attempt to conceal the information or give incomplete/false/evasive information on the application form or otherwise will be liable for rejection of Loan Application.

The Bank reserves its right to recall the loan alongwith interest at any time during the continuance of the loan.

The security offered by the Borrower preferred to be owned by him and Borrower/Owner must have a clear Marketable Title over it, in case of immovable property. In case security offered other than Borrower's own, then irrevocable consent of the owner of the property to be taken on record. The loan can be granted against third party deposits of this Bank, if the Depositor agrees to lien the receipts for the loan.

Any Tangible security having reselling value in Bank's Jurisdiction could be accepted as security. These securities shall include all Industrial Raw material, Semi finished goods, food grains, Cereals and Pulses, Construction material, Tinned Foods, Cold Storage goods, Vehicles etc. In short, all types of goods that are readily sellable could be accepted as security.

Further all types of machineries also shall be considered as security and assets of the Borrower. However, the Board will have the authority to add/delete any material or stocks in this list.

The Bank has right to call for additional security or proportionate amount if the cost of the security is reduced due to market fluctuation, aging effect or wear and tear and obsolescence.

The maximum limit of Loans & Advances shall be fixed by the Board subject to R.B.I. directives issued from time to time.

Share Linkage

- (a) The Borrowing Member is required to purchase shares of the Bank in proportionate to the amount of advance is subject to R.B.I. directives.
- (b) Sureties should be Nominal Members or Regular Members.
- (c) In case of Partnership Firm and Private Limited Companies, its Partners/Directors shall hold each individually at least TEN shares in addition to the shares held by the Firm/Company.

Applicant should not be defaulters in respect of any loan from the Bank.

The loans against Gold and Silver, Fixed / R D / DRD Deposits are repayable either by equated monthly installments (with interest) or in lumpsum with interest due or on maturity date.

The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements in case of Business A/Cs having Sales or Purchases of Rs.100.00 Lakh and above per annum. However, the condition of taking Tax Audited Balance Sheet can be relaxed in case of the businessmen who are doing the business on commission basis.

The Borrower must have Bank Account with the Bank, exclusively and should have satisfactory account operations for Minimum 03 months period. In case Borrower is required to operate Bank Account elsewhere for some genuine reason he may do so only after obtaining N.O.C. from this Bank. However, in loans can be sanctioned to new Customers also, in such cases Pass-Book / Statement of Account for the Latest one year of earlier Bank Account will require to be produced.

The Bank reserves the right to Alter/Add/Modify these Rules at any time without notice to the Borrower/Member.

The interest rates shall be fixed by the Board of Directors from time to time subject to the stipulations spelt out in R.B.I. directives.

The borrower has prohibited from using the loan amount/ Limit or any part thereof for any purpose other than for which it has been sanctioned. If the Bank apprehends OR it has reason to believe that he/she has violated OR violating. Bank has right to recall the loan amount/ Limit OR part thereof at once notwithstanding anything to the contrary contained in the loan agreement OR any other agreement.

The Bank has every right to alter, rescind the rate of interest from any date.

The Bank will charge Penal Interest on the overdue amount @ 2 % or at the rate fixed by the Board from time to time.

Address of the Native Place must be written on the application form of the applicant in all the loan proposals.

Chief Executive Officer

Chairman

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1. TERM LOAN AGAINST GOLD ORNAMENTS

1. **Cost of application** : As per service charges manual of the bank
Nominal Member Upto Rs. 1 Lakh
2. **Membership/Share linking** : Nominal Member –Upto Rs.1 Lakh
Regular Member - Upto Rs.5 Lakh
3. **Maximum Limit** : **1) Under bullet repayment scheme Rs. 2.00 lakhs**
2)Under repayment of monthly/quarterly/six monthly Rs. 5.00 Lakhs
4. **Purpose of loan** : Purpose under Priority Sector lending OR all
Other purposes other than speculative purposes.
5. **Process fees** : As per prescribed Bank’s Service Charges
6. **Type of charge on Security** : Pledge of Gold ornaments only.
7. **Valuation charges** : Valuation charges charged by the Valuer as fixed
by the Board will be payable by the borrower
8. **Type of facility** : Term Loan
9. **Surety** : **One**
10. **Period of repayment** : 12 months maximum
11. **Margin on security** : 25 % of the Valuation of Gold Ornaments
Gold Ornaments will be valued as per RBI guidelines noted as under from the Approved /Authorized Gold Valuers of the Bank.The rates subject to purity of Gold and Market fluctuations from time to time as certified by Bank’s Approved Valuer.
Note: It will be observed that Gold jewelry accepted as security should not be valued more than average of closing price of 22 carat Gold for the presiding 30days as quoted by the India Bullion and Jewelers Association Ltd. If the Gold is of purity less than 22 carats, the valuer should translate the security in 22 carats and value the exact gram of the security. In other words, jewelry of lower purity of gold shall be valued proportionately.

Adequate Margin on the Market Value should be Maintained. The Interest on advances to be collected promptly. In no circumstances should it allow to water down the margin any point of time by debiting the Interest Accrued to the Loan Account.

- 12. Rate of Interest** : 1) Fixed by the Board of Directors, under the directives of R.B.I. from time to time.
2) In case of bullet repayment scheme interest will be charged to the account at monthly rests but will become due for payment along with principal at the end of 12 months from the date of sanction.
- 13. Penal Interest** : 2% p.a. penal interest will be charged on defaulted amount for defaulted period.
As per service charges manual of the bank
- 14.** The gold ornaments should be evaluated by the Appraiser authorized by the bank. The charges for evaluation will be borne by the borrower and the evaluation will be binding on the borrower. One copy of the valuation report cum Ornament receipt will be given to the borrower.
- It should be preserved by the loanee for obtaining gold ornaments back, after full repayment.
- 15.** After the entire amount of loan is repaid by the borrower, the gold ornaments pledged with the bank will be handed over to the borrower after obtaining a receipt thereof.
- 16.** At the time of taking delivery of the pledged ornaments, the borrower will give due discharge by returning the original copy of receipt of ornaments pledged duly sign as token of having received the pledged ornaments back in good order & condition .
- 17. Safeguards to be observed –**

I) Ownership of Ornaments:

It is advisable that the advances are made to persons properly introduced to the bank. The bank should satisfy itself about the ownership of the gold ornaments etc. before accepting them for pledge. The bank should obtain a declaration from the borrower that the ornaments are his own property and that he has the fullest right to

pledge them to the bank. Taking of ornaments for pledge and release thereof to the parties concerned after repayment of the bank's dues should be done strictly in the authorized official's room to avoid any risk.

In case of pledge of Mangalsutra consent letter is to be obtained from the concern lady/ relative of the applicant of whose the Mangalsutraisowned.

II) Appraiser

Valuation and appraisal of the ornament in the bank's premises itself would be ideal but when these are not possible, the bank should take suitable precautions against their loss while in transit. The bank should take a suitable insurance cover for loss of the ornaments while in transit.

III) Valuation Report:

The valuation certificate of the appraiser should clearly indicate the description of the ornaments, their fitness, gross weight of the ornaments, net weight of the gold content exclusive of stones, lac, alloy, strings, fastenings and the value of the gold at the prevailing market price. The valuation report should be duly signed by the appraiser and kept along with the loan documents by the bank.

IV) Record of Security:

The full name of the borrower, his residential address, mobile number date of advance, amount and description of the ornaments in detail should be recorded in the gold ornaments register which should be checked / initialed by the Manager.

V) Custody of Ornaments:

The ornaments belonging to each borrower (or articles of each loan) together with a list indicating the description of ornaments, gold loan account number, name of party, etc. should be kept separately in small cloth bags. A tag indicating loan account number and name of the party should be tied to the bag to facilitate identification and kept in the strong room or fire proof safes under joint custody.

VI) Return of Ornaments:

On repayment of the loan together with the interest payable in the account, the ornaments should be returned to the borrower and his receipt obtained in token of having received the ornaments.

VII) Part Release will not be allowed

VIII) **Delivery to third Parties:**

When the ornaments are delivered to third parties, a letter of authority from the borrower and subsequent confirmation of the borrower should be obtained. The letter of authority should contain an undertaking by the borrower, absolving the bank of any responsibility in the event of dispute or loss arising from the delivery of the ornaments to the party named therein. The receipt of the third party with **KYC of the third party** should be or obtained on the letter of authority as well as in the gold loan ledger.

IX) **Default:**

When the borrower fails to repay the loan on the due date, a notice calling upon him to repay the loan within a specified time should be given and if no response is received, a reminder should be sent by registered post and thereafter public notice should be given in the news paper informing the borrower that the ornaments would be auctioned or sold out and after adjusting the sale proceeds against the outstanding dues to the bank, the balance, if any, would be paid to the borrower against his receipt & **if loan outstanding dues are excess than sale proceeds then it will be recovered from the borrower .**

X) **Verification:**

The bank can undertake surprise verification of the packets containing gold ornaments by an officer other than the joint custodian.

Chief Executive Officer

Chairman

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2. TERM LOANS AND OVERDRAFT AGAINST FIXED DEPOSIT / RECURRING DEPOSIT /DAILY RECURRINGDEPOSIT

1. **Cost of Application** : NIL
2. **Membership & Share Linking:** Member/Non-member.
3. **Maximum limit** : No Maximum Limit.
4. **Purpose of loan** : Purpose under Priority Sector lending OR any other purpose which is not speculative.
5. **Process fees** : NIL
6. **Type of charge on** : Pledge of Fixed Deposit Receipt/Passbook with Depositors duly discharge over a Revenue Stamp on the reverse of Securities the Fixed deposit receipt OR passbook. In case of joint depositors the discharge should be of all the depositors. In case of deposits in Minor's name letter from depositor be obtained for using the loan amount for the benefit of Minor. No overdraft will be granted on minor's deposits.
7. **Type of facility** : Term Loan. and Overdraft
8. **Margin on securities** : **10 %** of Principal amount OR Ledger Book Value upto the previous quarter end.
9. **Rate of Interest** : a) 2% over the rate of Interest allowed on FD / RD / DRD.

b)In case of Advance above Rs.1 crores interest should be charged @ 1 % over the interest rate allowed on FDR / RD / DRD and for Third Party Deposit, it will be 1.50 %..

c) when the Loan Or Overdraft is granted against the more than one Fixed / Recurring Deposits having different rate of interest, then individual rate of FDR / RD will be taken for consideration for calculation of loan interest.

10. Penal Interest : NIL

11. Period of Repayment :

- a) Upto the date of expiry of the deposit For both Overdraft& Term Loan.
- b) When a loan or Overdraft is granted against more than one Fixed/ Recurring deposit accounts maturing on different due dates then due dates for the loan should be due date of the first maturing FDR/RD account.

Chief Executive Officer

Chairman

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3. TERM LOAN AGAINST NSC / KVP

1. **Cost of Application** : As per service charges manual of the bank
2. **Membership/Share Linking** : Nominal member / Regular member
3. **Maximum Limit** : No Limit (Subject to exposure ceiling of the Bank).
4. **Purpose of Loan** : Purposes under Priority Sector lending or any other purposes other than speculative.
5. **Process Fees** : As per prescribed Bank's Service Charges.
6. **Type of charge on Securities**: Pledge of securities with the Bank by registering Bank's charge with the issuing Post Office. The said charge will be registered by the Bank by its Staff Members and not by the Borrower before disbursing the loan.
7. **Maximum Limit** : **85% of Purchase value. (only NSC/KVP Which Are three years old will be accepted for the loan)**
8. **Type of facility** : Term Loan
9. **Period of repayment** : 1) Upto maturity date of the NSC/KVP
OR
c) When a loan or Overdraft is granted against more than one NSC/KVP Certificate maturing on different due dates then due dates for the loan should be due date of the first maturing NSC/KVP Certificate.
10. **Mode of repayment** : As per choice of the customer
Either by EMI or by Monthly Installment plus Interest on reducing balances method
11. **Rate of Interest** : As per quantum of Loan, fixed by the Board of Directors, under the directives of R.B.I.from time to time.
12. Before sanctioning loan the NSC/KVP should be transferred/endorsed in the Bank's name.
13. The NSC/KVP should be in the name of the borrower.

14. In case where the securities stand in the names of third parties i.e., other than in the name of the borrower a letter of consent may be obtained from the holder regarding his good title to the securities and/or letter of renunciation by the registered holder of the securities. As regards securities in the names of minor a declaration from the guardian that the advance is for the minor's benefit should be obtained and kept on record.
15. The bank shall periodically verify whether the margin retained is adequate by calculating the market value of the securities.
16. **Mode of Disbursement** : 1) By transferring the loan amount to the borrower's account.
:2) In case of Overdraft allowing Limit on the Current Account of the Borrower.
17. **Penal Interest** : 2% p.a. penal interest will be charged on defaulted amount for defaulted period
18. **Charges** : As per service charges manual of the bank

Chief Executive Officer

Chairman

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4. TERM LOANS AGAINST LIFE INSURANCE POLICIES

- 1. Cost of application** : As per service charges manual of the bank
- 2. Membership/Share linking** : Nominal member/ Regular member
- 3. Purpose of loan** : Purposes under Priority Sector lending OR any other purposes, which are not speculative.
- 4. Process fees** : As per prescribed Bank's Service Charges
- 5. Security** : Life Insurance policy of more than three years (which is not a Whole Life policy or under Women's Property Act or policy in the name of Minor) having Surrender value and which can be assigned in favor of the Bank. Bank should obtain Status Report before considering the loan application and confirm whether it can be encashed before due date, If borrower fails to repay the loan then policy be sent to concerned company for surrender and proceeds of policy be adjusted to Loan A/c
- 6. Maximum Limit** : **85% of Surrender value.**
- 7. Type of facility** : Term Loan
- 8. Period of Repayment** : 60 months OR Maturity date of the policy whichever is earlier. Borrower should be employed or having sufficient business income to Pay the installments of the loan with interest and the premium Of Life Insurance policy.
- 9. Rate of Interest** : As per quantum of Loan, fixed by the Board of Directors, under the directives of R.B.I. from time to time.
- 10. Penal Interest** : 2% p.a. penal interest will be charged on defaulted amount for defaulted period.

11. Endowment policies shall be preferred to whole life policies as there is a definite maturity date in the case of endowment policies.
12. Loans shall be granted only after the assignment is registered by the corporation/ Company.
13. An absolute assignment in favour of the Bank duly witnessed shall be made in a prescribed form. If the policy is in Joint names, all concerned should be made parties to the assignment. The assignment in favor of the bank should be got registered with the corporation.
14. It should be ensured that the policies are kept alive and premium is paid regularly by the assured
15. To avoid any complication that might arise in the event of maturity of the policy or death of the assured only policies where age has been admitted shall be accepted as security for advance
16. A policy already assigned by the insured in the name of wife/minors shall not be accepted.
17. Policies which are operative for less than 3 years shall not be accepted as they lapse in case of default in payment of premium.
18. Life insurance policies taken under Married Women's Property Act, 1874 which constitute a trust in favor of the wife and children are not assignable and hence shall not be considered as a security for advance.
19. The insurance policy should be released only on repayment of the loan by the borrower and before releasing the security the bank should reassign the policy in the name of the borrower and advise the Insurance Company that it has no interest in the policy.
20. If the policy matures before the loan is cleared, the policy should be encashed with the corporation. Any surplus left after adjustment of the loan amount should be returned to the borrower.
21. **Charges** : Notice :- First Notice Rs. 100/- + Postage
 Second Notice Rs. 200/- + Postage
 Third Notice Rs. 300/- + Postage
 Recovery Charges: -
 Rs. 100/- per visit
 Lien mark :- Rs. 25/- per policy + GST + Travaling /Postage Expenses
 Encashment :- Rs. 25/- per policy + GST + Travaling/postage Expenses

Chief Executive Officer

Chairman

5. LOAN AGAINST PERSONAL SURETIES

Sr. No	<u>Particulars</u>	<u>SALARIED PERSON (having permanent salaried employment in reputed public Ltd. Company, Govt. & Semi Govt. sector , Banks, Other Reputed Organizations like Hospitals, Schools, Five star Hotels etc.)</u>	<u>BUSINESSMAN, SELF EMPLOYED PERSON & PROFESSIONALS</u>
		NO DIRECT DEDUCTION FROM SALARY/CONDITIONAL DEDUCTION OR REMITTANCE OF ENTIRE SALARY	
1	Cost of Application Form	As per service charges manual of the bank	As per service charges manual of the bank
2	Membership & Share linking	Regular members with share linking @5%of the borrowing. Sureties should be either Nominal member or regular member.	Regular members with share linking @5%of the borrowing. Sureties should be either Nominal member or regular member..
3	Maximum Limit	Rs.5,00,000/- (Rs.Five Lakhs only)Per Borrower	Rs.5,00,000/- (Rs. Five Lakhs only)Per Borrower
4	Criteria – Maximum Limit	Net take home pay not less than 25% of Gross salary, as per Payment of Wages Act. (Any other additional regular income of the applicant and joint income of Spouse or Family Member may be considered for maximum limit. He/ She should be taken as additional surety for the loan.)	Businessmen / Traders/ Professionals having regular source of Income. However, It should be seen that he is in a position to repay the EMI of the loan regularly.
5	Applicant's Income Proof	Salary Slips for latest 03 months along with Form No.16 (If available)	IT Return filed acknowledged copies with Computation of Income, Balance Sheet, P&L A/c and other financial Statement with relevant Tax

			<p>Paid challan for the consecutive two years. Any one of the following proof regarding business/profession be taken such as :</p> <ol style="list-style-type: none"> 1. Business License / Shop Est. License etc. 2. Shop Rent Receipt. 3. Maintenance Receipts of Business Premises. 4. Leave and License Agreement. (Stamped and Registered) 5. GST Registration Certificate 6. Or any other business license related to nature of business/ trade.
6	<p>Purpose of Loans with Quantum</p>	<p>(A) Non Priority Purposes : To meet expenses of Son's Thread Ceremony, Self marriage, Daughter's marriage, Sister's marriage, Birth or religious ceremonies, Sickness, Educational Expenses, Tours & Travels or to meet expenses of Major Sickness, Repayment of debts.</p> <p>(B) Priority Purposes : Higher Education, Housing, House Repairing, Renovation, Alteration, Extension OR purchase of a Rental room, Construction of Own House at Native place, Repairing / Renovation / Extension/ Modification of house at native place & to pay Private loan for above purposes</p>	<p>(A) Non Priority Purposes : To meet expenses of Son's Thread Ceremony, Self marriage, Daughter's marriage, Sister's marriage, Birth or religious ceremonies, Sickness, Educational Expenses, Tours & Travels or to meet expenses of Major Sickness, Repayment of debts and for business purpose.</p> <p>(B) Priority Purposes : Higher Education, Housing, House Repairing, Renovation, Alteration, Extension OR purchase of a Rental room, Construction of Own House at Native place, Repairing / Renovation / Extension/ Modification of house at native place & to pay Private loan for above purposes and for business purpose for small enterprises.(as per the priority norms)</p>

7	Process fees	UptoRs. 50,000/- - Rs. 500/- + GST Above Rs. 50,000/- For first 50,000/- Rs. 500/- For remaining amount 0.50% + GST	UptoRs. 50,000/- - Rs. 500/- + GST Above Rs. 50,000/- For first 50,000/- Rs. 500/- For remaining amount 0.50% + GST
8	Type of facility	Term Loan only	Term Loan only
9	Repayment period [Maximum (EMI)]	Upto 60 Months	Upto 60 Months
10	Repayment method	Either by EMI or by Monthly Instatement plus interest on reducing balance	Either by EMI or by Monthly Instatement plus interest on reducing balance
11	Rate of Interest	As per quantum of loan, fixed by the Board of Directors, under the directives of R.B.I. from time to time	As per quantum of loan, fixed by the Board of Directors, under the directives of R.B.I. from time to time.
12	Evidence of Residence and Identity	<ul style="list-style-type: none"> ❖ Ration card of applicant and sureties in the (Applicant & Sureties) name of himself/ relatives is compulsory. ❖ Residential proof :- Any one of the following proofs such as Adhar Card/ Electricity bill/ Telephone bill/Voters ID/Maintenance Slip/Etc. ❖ Identity proof :- Any one of the following proofs such as Adhar Card/ PAN Card/ Passport/Driving Licence etc. 	<ul style="list-style-type: none"> ❖ Ration card of applicant and sureties in the (Applicant & Sureties) name of himself/ relatives is compulsory. ❖ Residential proof :- Any one of the following proofs such as Adhar Card/ Electricity bill/ Telephone bill/Voters ID/Maintenance Slip/Etc. ❖ Identity proof :- Any one of the following proofs such as Adhar Card/ PAN Card/ Passport/Driving Licence etc.

13	Mode of Disbursement	<ul style="list-style-type: none"> ❖ Directly to the Contractor ❖ Reimbursement of expenses with proofs of expenses i.e. Cash Memos/Bill etc. ❖ To the Financer directly to pay loan taken for above purposes. ❖ To the seller directly when loan for purchase of house on Ownership / Rental basis. ❖ credit to SB Account. 	<ul style="list-style-type: none"> ❖ Directly to the Contractor ❖ Reimbursement of expenses with proofs of expenses i.e. Cash Memos/Bill etc. ❖ To the Financer directly to pay loan taken for above purposes. ❖ To the seller directly when loan for purchase of house on Ownership / Rental basis. ❖ credit to SB Account.
14	Personal sureties	<p>Two Personal sureties having permanent employment, from a company of organized Sector acceptable to the bank</p> <p>The Employees of Government/Semi Govt. Undertaking / Public Sector Undertaking such as MTNL/ BEST/ BSES LTD./ MCGB or Nationalized/ Private Sector/ Public Sector/ Well Reputed companies/School/Colleges/ Universities & Banks may be accepted.</p> <p>Surety of a person working in Partnership/Proprietary firm may be accepted considering the background of the applicant.</p> <p>In some cases one surety of Businessmen / Traders/ Professionals having regular source of Income may be accepted at the desecration of the sanctioning authority.</p>	<p>Two personal surety either having permanent employment, from any company of organized Sector,</p> <p>The Employees of Government/Semi Govt. Undertaking / Public Sector Undertaking such as MTNL/ BEST/ BSES LTD./ MCGB or Nationalized/ Private Sector/ Public Sector/ Well Reputed companies/School/Colleges/Universities & Banks may be accepted.</p> <p>Surety of a person working in Partnership/Proprietary firm may be accepted considering the background of the applicant.</p> <p style="text-align: center;">OR</p> <p>Businessmen / Traders/ Professionals having regular source of Income.</p>

15	Mode of repayment	Borrower to deposit sufficient amount in his/her account with the Bank and Bank to recover from that account OR Over the counter.	Borrower to deposit sufficient amount in his/her account with the Bank and Bank to recover from that account OR Over the counter.
16	Penal Interest	2% p.a. penal interest will be charged on defaulted amount for defaulted period.	2% p.a. penal interest will be charged on defaulted amount for defaulted period.
17	Other Requirement	<ul style="list-style-type: none"> ❖ Pass port size photograph of applicant & sureties. ❖ Copy of I.D. Card of the applicant & sureties if applicable. ❖ Visit Reports of office of applicant & Sureties. ❖ NOC from the employees credit soc. if applicable. ❖ Banks Statement for last 6months. ❖ Confidential Report of other bank if applicable. 	<ul style="list-style-type: none"> ❖ Pass port size photograph of applicant & sureties. ❖ Copy of I.D. Card of sureties if applicable. ❖ Visit Reports of office/business premises of applicant & Sureties. ❖ Banks Statement for last 6months. ❖ Confidential Report of other bank if applicable.

18	Charges in case of default	<ul style="list-style-type: none"> ❖ Notice :- Rs. 50/- + Postage per notice ❖ Inspection and Recovery Charges :- Rs. 100/- per visit ❖ Case file charges :- Rs200/- + Actual Expenses till verdict ❖ Inspection and Recovery Charges :- Rs. 100/- per visit ❖ Surcharge for ABN Case:- <ul style="list-style-type: none"> 1) Regular case 0.50% 2) Property Forfited but before action 0.75% 3) After Auction 1.50% 	<ul style="list-style-type: none"> ❖ Notice :- Rs. 50/- + Postage per notice ❖ Inspection and Recovery Charges :- Rs. 100/- per visit ❖ Case file charges :- Rs200/- + Actual Expenses till verdict ❖ Inspection and Recovery Charges :- Rs. 100/- per visit ❖ Surcharge for ABN Case:- <ul style="list-style-type: none"> 1) Regular case 0.50% 2) Property Forfited but before action 0.75% 3) After Auction 1.50%
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20. **GENERAL :**

- a) If collateral securities higher than the security mentioned as above acceptable to the Bank (such as Life Insurance policy / NSC/KVP, Govt. Bonds or any other tangible security etc) offered for this loan then the worth of guarantors may be relaxed.
- b) Surety (Member or Nominal member) shall not stand as a surety for more than two borrowers at a time.
- c) Application of loan should be made in appropriate form prescribed by the Bank. The application form should be filled in full and it should contain all the required information to enable the Bank to assess credit worthiness of the proposal, the quantum of loan, the purpose for which the amount of loan is to be used and the repaying capacity of the applicant.
- d) Applications for loans will be scrutinized as per the scrutiny form prescribed by the Bank. The scrutiny will include production of documentary evidence such as Balance Sheet, Income Tax/Sales Tax Certificate, the Licenses from various authorities, Salary Certificate, Performa invoices, Receipts, Income, Evidence, Papers related to business premises, residential premises etc. or any other documents that may be necessary in this regard.

Chief Executive Officer

Chairman

6. EMPLOYERS GUARANTEE LOAN (UNDER SEC. 49)

Sr. No.	<u>Particulars</u>	<u>SALARIED PERSON (having permanent salaried employment in reputed public Ltd. Company, Govt. & Semi Govt. sector , Banks, Other Reputed Organizations like Hospitals, Schools, Five star Hotels etc.) AND</u> DIRECT DEDUCTION FROM SALARY UNDER SEC.49
1	Cost of Application Form	As per service charges manual of the bank
2	Membership & Share linking	Regular members with share linking @ 5% of the borrowing. Sureties should be either Nominal member or regular member.
3	Maximum Limit	Rs.5,00,000/- (Rs.Five Lakhs only) Per Borrower
4	Criteria – Maximum Limit	Maximum Rs. 5,00,000/- subject to Net take home pay not less than 25% of Gross salary, as per Payment of Wages Act. (Any other additional regular income of the applicant and joint income of Spouse or Family Member may be considered for maximum limit. He/ She should be taken as additional surety for the loan.)
5	Applicant's Income Proof	Salary Slips for latest 03 months along with Form No.16 (If available)

6	Purpose of Loans with Quantum	<p>(A) Non Priority Purposes : To meet expenses of Son's Thread Ceremony, Self marriage, Daughter's marriage, Sister's marriage, Birth or religious ceremonies, Sickness, Educational Expenses, Tours & Travels or to meet expenses of Major Sickness, Repayment of debts.</p> <p>(B) Priority Purposes : Higher Education, Housing, House Repairing, Renovation, Alteration, Extension OR purchase of a Rental room, Construction of Own House at Native place, Repairing / Renovation / Extension/ Modification of house at native place & to pay Private loan for above purposes</p>
7	Process fees	<p>UptoRs. 50,000/- - Rs. 500/- + GST Above Rs. 50,000/- For first 50,000/- Rs. 500/- For remaining amount 0.50% + GST</p>
8	Type of facility	Term Loan only
9	Repayment period [Maximum (EMI)]	Upto 60 Months
10	Repayment method	Either by EMI or by Monthly Instatement plus interest on reducing balance
11	Rate of Interest	As per quantum of loan, fixed by the Board of Directors, under the directives of R.B.I. from time to time

12	Evidence of Residence and Identity	<ul style="list-style-type: none"> ❖ Ration card of applicant and sureties in the (Applicant & Sureties) name of himself / relatives is compulsory. ❖ Residential proof :- Any one of the following proofs such as Adhar Card/ Electricity bill/ Telephone bill/Voters ID/Maintenance Slip/Etc. ❖ Identity proof :- Any one of the following proofs such as Adhar Card/ PAN Card/ Passport/Driving Licence etc.
13	Mode of Disbursement	<ul style="list-style-type: none"> ❖ Directly to the Contractor ❖ Reimbursement of expenses with proofs of expenses i.e. Cash Memos/Bill etc. ❖ To the Financer directly to pay loan taken for above purposes. ❖ To the seller directly when loan for purchase of house on Ownership / Rental basis. ❖ credit to SB Account.
14	Security	Direct deduction letter from the employer under sec. 49

15	Personal sureties	<p>Two Personal sureties having permanent employment, from a company of organized Sector acceptable to the bank</p> <p>The Employees of Government/Semi Govt. Undertaking / Public Sector Undertaking such as MTNL/ BEST/ BSES LTD./ MCGB or Nationalized/ Private Sector/ Public Sector/ Well Reputed companies/school Colleges/Universities & Banks may be accepted.</p> <p>Surety of a person working in Partnership/Proprietary firm may be accepted considering the background of the applicant.</p> <p>In some cases one surety of Businessmen / Traders/ Professionals having regular source of Income may be accepted at the desecration of the sanctioning authority.</p>
16	Mode of repayment	Remittance of Monthly loan installment along with interest by direct deduction from the salary of the borrower by his/her employer as per undertaking under section 49.
17	Penal Interest	2% p.a. penal interest will be charged on defaulted amount for defaulted period.
18	Other Requirement	<ul style="list-style-type: none"> ❖ Direct deduction letter from the employer under sec. 49 ❖ Pass port size photograph of applicant & sureties. ❖ Copy of I.D. Card of the applicant & sureties if applicable. ❖ Visit Reports of office of applicant & Sureties. ❖ Banks Statement for last 6months.

19	Charges in case of default	<ul style="list-style-type: none"> ❖ Notice :- Rs. 50/- + Postage per notice ❖ Inspection and Recovery Charges :- Rs. 100/- per visit ❖ Case file charges :- Rs200/- + Actual Expenses till verdict ❖ Inspection and Recovery Charges :- Rs. 100/- per visit ❖ Surcharge for ABN Case:- <ul style="list-style-type: none"> 1) Regular case 0.50% 2) Property Forfited but before action 0.75% 3) After Auction 1.50%
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20. **GENERAL :**

- e) If collateral securities higher than the security mentioned as above acceptable to the Bank (such as Life Insurance policy / NSC/KVP, Govt. Bonds or any other tangible security etc) offered for this loan then the worth of guarantors may be relaxed.
- f) Surety (Member or Nominal member) shall not stand as a surety for more than two borrowers at a time.
- g) Application of loan should be made in appropriate form prescribed by the Bank. The application form should be filled in full and it should contain all the required information to enable the Bank to assess credit worthiness of the proposal, the quantum of loan, the purpose for which the amount of loan is to be used and the repaying capacity of the applicant.
- h) Applications for loans will be scrutinized as per the scrutiny form prescribed by the Bank. The scrutiny will include production of documentary evidence such as Balance Sheet, Income Tax/Sales Tax Certificate, the Licenses from various authorities, Salary Certificate, Performa invoices, Receipts, Income, Evidence, Papers related to business premises, residential premises etc. or any other documents that may be necessary in this regard.

Chief Executive Officer

Chairman

7. VEHICLE LOAN (Private use or Commercial purpose)

(For Purchase of New or Old vehicle etc.)

01. Cost of application : As per service charges manual of the bank
02. Membership & Share linking : Regular Member with 2.5% Share linking as per RBI guidelines
03. Maximum limit of Loan : 1)NewVehicle: (Subject to Bank`s Exposure Limit)

**90 % of Authorized dealer`s Pro-forma Invoice price. (Excluding Registration, Insurance, and other accessories),
However Board of Directors of the bank at their discretion can sanction the loan for more than 90% of the proforma invoice price**

Excluding Tata & Ashok Leyland Co's commercial Vehicles, 80% loan will be sanctioned to the other companies commercial s vehicles.

No loan will be sanctioned to the T-Permit Vehicles. However Board of Directors of the bank at their discretion can sanction the loan.

For Body Building :- as per quotation wherever Body Building work is required to be carried out.

For Truck 60% of quotation
:Maximum Rs. 2.00 Lakhs

For Luxury Bus, Trailer and Tanker 75% of Quotation,
:Maximum Rs. 10.00 Lakhs

For Tempo 50% of quotation,
:Maximum Rs.50000/-

2) Old Vehicle

Sr. NO	Model	Maximum permissible finance
1	Upto 2 years old	70% of valuation or purchase price whichever is less
2	Above 2years and upto 4 years	60% of valuation or purchase price whichever is less
3	Above 4 years and upto 5 years	50% of valuation or purchase price whichever is less
4	Above 5 years and upto 7 years	40% of valuation or purchase price whichever is less

(However the Board of Directors have rights to sanction additional amount than the above maximum limit as mentioned above considering the merit of the case)

NOTE

(However, Cost of the vehicle as per the Insurance Policy will also be taken into consideration i.e. irrespective of valuation, the loan will be sanctioned not more than the insurance value.)

- 04. Process fees** : As per service charges manual of the bank
- 05. Security** : Hypothecation of Vehicle with our Bank's Hypothecation charge with RTO and Insurance company.
- 06. Permit and Licenses** : The applicant should have necessary applicable Permits and License to run the vehicle on the road for carrying on passengers/goods as the case may be.
- 07. Purpose of Loan** : 1) To purchase new or old car, Jeep for personal use
2) To purchase All type of New or Old commercial vehicles such as Taxi, Tempo, Truck, Tanker, Traveller for Commercial Transportation (Goods and Passenger) and For Private Purpose i.e. for own business.

1) In case of Commercial Transportation:

The applicant should have the necessary permit to own and run the vehicle within the State OR Inter-State. The validity of the permit should be of that duration/during which the loan advance will be repaid fully.

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- 1) In case of Private purpose (Non Commercial Purpose. The applicant should be in such Business which justifies the need to have a heavy vehicle.
- 2) Proforma Invoice must be confirmed with the dealer before sanction of the loan by personal visit.
- 3) Valuation report must be taken for old vehicle.

- 08. Applicant's Income :** The applicant Borrower should have Sufficient income to repay the installment And also have satisfactory business turnover in case of the loan for commercial purpose.
- 09. Personal Sureties :** Two personal Guarantors salaried or businessman
- 10. Membership of sureties :** Surety should be member of the Bank either Nominal or Regular.
- 11. Period of Repayment :** To be repaid within 84 months either by EMI or by monthly instalment plus interest on reducing balance method
Moratorium Period can be given as per the genuine need of the borrower.
- 12. Mode of Payment :**
1. Post-dated cheques of other Banks can be accepted wherever possible.
 2. Across the counter in cash.
 3. Standing Instructions to deduct monthly Loan Installment.i.e. Loan installments from borrower's SB/CD A/c or daily saving account with us.
- 13. Rate of interest :** As fixed by the Board of Directors under the Directives of Reserve Bank of India from time to time.
- 14. Mode of disbursement :**
- 1) **For New Vehicle :-**Direct payment to Dealer/Manufacturer confirming that the vehicle is ready for delivery. The Pay order will be delivered particularly by Bank's officials and Receipt for payment be obtained.

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2) For Old Vehicle:- Direct payment to the Vendor /Financer/ Dealer

- 15. Bank charge** : Bank's charge will be registered with the RTO and Insurance Company and the original documents specifying the charge will be obtained and kept on record.
- 16. Visit & Inspection** :
1. Inspection report of new vehicle to be taken in our Bank's format immediately after arrival of vehicle on road and subsequently periodical Inspection Report to be taken.
2. In case of old vehicle the vehicle to be inspected and Inspection Report to be taken in our Bank's format before sanction and subsequently subsequently periodical Inspection Report to be taken.
- 17. Penal Interest charges** : 2% p.a. penal interest will be charged on As per service charges manual of the bank
- 18. Additional facility** :- If the borrower is having more than two vehicle and if he requires then he can avail Overdraft facility of Rs. 3.00 Lakhs in addition to his existing loan subject to regular repayment and no overdue.

Other important requirements:

- 1) For commercial vehicle the borrower should have experience in the relevant field.
- 2) Profile of the applicant with details of experience in the concerned business.
- 3) Driving Licence of applicant or driver appointed by him.
- 4) Residential proof of the applicant and sureties. Rationing Card or Adhar Card is compulsory and it should be supported by any other proof like electricity bill, maintenance receipt etc.
- 5) For commercial vehicle purchasing one or two vehicles self made estimated income statement will be accepted. The case where more than two vehicles is to be purchased Project Report of professional person to be taken on record.

Applicant present income proof is also to be obtained.

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- 6) For purchasing vehicle for self use Last two years income proof to be taken on record.

For salaried person :-Salary Slips for latest 03 months along with Form No.16

For Business man :-IT Return filed acknowledged copies with Computation of Income, Balance Sheet, P&L A/c and other financial Statement with relevant Tax Paid challan for the last consecutive two years.

- 7) Last one year bank account statement to be obtained on record. If the applicant doesn't have bank account in such cases explanation to be taken.

- 8) Income proof of the sureties is to be obtained.

- 9) Business assurance letters.

- 10) Performa invoice of the vehicle from the authorize dealer and body building quotation (Wherever Body Building work is required to be carried out).

- 11) In the case of old vehicles, the valuation report from the approved valuer, authorized by the Bank shall be accepted. The valuers fees will be borne by the borrower.

- 12) Visit report.

13) The borrower shall deposit margin money with the Bank at the time of sanctioning the vehicle loan or pay the margin amount to the dealer and produce the original receipt Subsequently he shall execute the necessary documents with the Bank and the Pay orders including margin money will be issued in favor of the dealer directly.

14) Disbursement for the purchase of new trucks, buses, tankers etc. shall be made in two installment, the first installment being at the time of delivery of chassis and the second at the time of building of the body. The payment in all cases shall be made directly issuing the pay order in favor of dealer/body builder and in case of purchase of old vehicle, direct payment to the vendor (old owner).

15) The vehicle shall be insured comprehensively in the name of the bank and the borrower and the original policy shall be remained in the custody of the Bank.

16) After payment of the vehicle immediate/constant follow up to be made by the concern branch and original R.C. book, Tax book, Fitness Certificate and copy of insurance policy is to be taken on record.

17) The borrower should pay all the taxes to the concerned authorities. The bank will have a right to verify the payment of these taxes. The borrower shall ensure that the vehicle is insured for its full value and If the borrower fails to pay the taxes, premium, insurance etc. to appropriate authority, the bank will debit the amount to his account and remit it to appropriate authority.

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18)The borrower shall exhibit the name plate or paint Bank's name on the vehicle.

19)The expenses incurred for recovering the dues, inspection, legal proceeding seizing, garage rent etc. will be recovered by debiting the borrower's account.

20)The Bank shall have right to verify/inspect the vehicle periodically to ensure that it is in a road worthy condition and that it is still in the possession of the borrower . In the

event of the vehicle going off the road for any reason whatsoever the borrower shall inform the bank of the reason for this, the period for which the vehicle is likely to remain ideal and the place where it is kept.

21)In case of an accident the borrower shall inform the Bank and the insurance company about the details of the accident and submit all the relevant papers and also lodge a claim and the claim amount will be directly remitted to the bank.

22)Photographs of the vehicle alongwith borrower to be taken on record.

23)TTO Set duly signed by the borrower to be taken on record.

Chief Executive Officer

Chairman

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8. HOUSING LOAN(SPGY SCHEME)

1. **Cost of application form** : As per service charges manual of the bank
2. **Membership & Share linking:** Regular Membership, Share linking 2.5 % of the loan amount sanctioned
3. **Category of Borrower** : Individual / Individual Co-owners / Joint owners
4. **Percentage of loan Amount** : 80 % of cost of House in case of flat / House
5. **Maximum limit** : Rs.70.00 Lacs (Stamp duty and Registration and other charges will not be considered)

6. **Purpose of loan** :
 - A) To purchase a flat in existing OR Proposed Co-op. Society OR in an Apartment Owners' Association.
 - B) To purchase flat from builder/vendor/ developers etc.
 - C) Construct a House on his/her own land.
 - D) To purchase a House under Apartment Ownership Act From CIDCO/MHADA etc.
 - E) Construction of flat on land allotted to the Society CIDCO/ MHADA, etc.
 - F) Construct a House on Allotment of 'PITCH' from Authority as CIDCO/ MHADA, etc.
 - G) To purchase a Resale Flat.
 - H) To group of Members to purchase flat under Package Deal.
 - I) Repayment of loan taken from HDFC/LIC OR from other Banking, Non banking Financing Institutions to purchase / Construct own House / Flat/ Apartment / Bungalows etc.
 - J) **THE RESEDUAL LIFE OF THE HOUSE MUST BE MINIMUM 15 YEARS AND IT SHOULD BE IN GOOD SOUND CONDITION.**

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7. **Process fees** : 1) Upto Rs. 5.00 Lakhs 0.50% of the loan amount Plus GST
2) Above Rs. 5.00 Lakhs and UptoRs. 30 Lakhs Rs.2500/- for first 5 Lakhs and for remaining amount 0.30% + GST
3) Above Rs. 30.00 Lakhs Rs. 10000/- plus GST
8. **Type of charge on security** : Registered Mortgage Deed.
Equitable Mortgage Deed (with special sanction of BOD)
9. **Type of facility** : Term Loan
10. **Legal Charges** : The legal charges to get Legal Opinion and title search on title documents, valuation charges, fees & other charges for Stamping & registration of Mortgage Deeds and the cost of completion of such legal formalities should be borne by the borrower.

SR .NO	LOAN AMOUNT	LEGAL FEE AND MORTGAGE DEED DRAFT FEE
1	UPTO RS.5 LAKHS	RS.2500/-
2	ABOVE RS.5 LAKHS TO RS.10 LAKHS	RS.3500/-
3	ABOVE RS.5 LAKHS TO RS.10 LAKHS	RS.5000/-
4	ABOVE RS..10 LAKHS TO RS.50 LAKHS	RS.7500/-
5	ABOVE RS.50 LAKHS	RS.10000/-
6	FOR SEARCH REPORT	AT ACTUAL

11. **Margin for loan** : 20 %
12. **Income of Borrower** : The borrower's monthly net salary Income or business income should be sufficient for loan purpose to pay the monthly installment fixed for the loan. In

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case of Borrower from Business/ Professional he/she must have I.T. Return filed for last consecutive three years including last current year completed. Also if employed, his remaining service period should not be less than the repayment period of the loan granted. Income of family members having permanent service and income of Co-Applicant will be considered to ascertain repayment capacity. The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements are compulsory in case of borrowers having Business A/Cs with Sales or Purchases of Rs.100.00 Lacs and above per annum.

However the condition of taking Tax Audited Balance Sheet can be relaxed in case of the businessmen who are doing the business on commission basis.

- 13. Pre - sanction letter** : If demanded by the applicant a pre - sanction letter on the basis of income of the applicant and other necessary documents may be issued, However it should be mentioned in the letter that the said letter is subject to clear title of the house to be purchased or built up.
- 14. Personal Sureties** : **Two Personal Sureties.**(Age of the applicant will also be taken into consideration while accepting the guarantee)
- 15. Membership of sureties** : Surety should be member of the Bank either Nominal or Regular.
- 16. Period of repayment** : Maximum period of 20years OR upto the age of retirement whichever is earlier in case of employed person, including Moratorium Period as below:
If the applicant desire, the moratorium period to be given as under -
At the option of the applicant but not more than 18 months or till completion

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of construction whichever is earlier.

- 17. Mode of disbursement** : a) In case of Ready possession flat, payment will be made directly to the Builder/ Vendor/ contractor/CIDCO/ MHADA/ MCGM or the Society as the case may be
- b) In case of repayment of loan taken from other financial institutions payment will be made directly to the Financial Institution or the Private Financer in the case where financial assistance is taken from private source.
- c) In case the Flat / House is under construction then payment will be made as per the Terms of Agreement entered with the Builder/Contractor/ Society and such terms accepted by the Bank as per the progress of the work certified by the Architect.
- 18. Rate of Interest** : As per quantum of loan, fixed by the Board of Directors under the Directives of Reserve Bank of India from time to time.
- 19. Insurance of House property** : The Flat / Block /House against which the loan is sanctioned should be adequately insured in the joint name of the Bank and borrower.
- 20. Mode of repayment of loan** : Deduction of monthly installment by the employer of the Borrower.
- Remittance of full salary (with undertaking) of the borrower towards Savings Bank account with our Bank by the employer.
- Repayment by way of accepting post-dated cheques.
- Standing Instruction to deduct monthly Loan installment from borrowers SB/CD account with us.
- OR
- Across the counter in cash
- 21. Repayment of loan** : Repayment of loan will be effected by equated monthly installments.
- 22. Penal Interest** : 2% p.a. penal interest will be charged on defaulted amount for defaulted period.
- 23. Charges in case of default** : As per service charges manual of the bank

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23. Other Requirement

- 1) Income proof of the applicant & sureties.
- 2) If the family members' income is considered for repayment of the loan and it he/she is also a joint owner of the house then he/she should be taken as co-applicant, and if he/she is not a joint owner then he/she will be taken as a surety for the loan.
- 3) Residential proof of the applicant and sureties. Rationing Card is compulsory and it should be supported by any other proof like electricity bill, maintenance receipt etc.
- 4) Documentary proof regarding business of applicant and sureties such as shop & establishment certificate BST/CST/VAT/GST Tax paid receipt etc.
- 5) Documentary proof in respect of the House/Flat to be purchased or construct as per check list attached herewith.
- 6) Last 12 months Bank A/c statement of the applicant.
- 7) In the case of takeover of housing finance confidential report with statement of loan account and information regarding original document in their possession with balance certificate letter to be obtained from the concerned bank/FI.
- 8) To follow the laid down procedures for verifying the genuineness of the documents submitted by the borrowers. The Branch Officials should take due precaution while accepting various documents. All the Title and other documents submitted by the Borrower & Sureties to be verified by personal Visits and detail Report to be obtained.
- 9) Bank Officials would need to satisfy themselves that the Loans extended by them are not for Unauthorized construction or misuse of Properties / encroachment on public land. For this purpose they should ensure strict compliance with the procedure laid down.
- 10) Legal Opinion and search report from bank's legal advisor.

(A) Housing Loan for Building Construction :-

- i) A Copy of the sanctioned plan by Competent Authority must be obtained before sanctioning home loan.

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- ii) An Architect appointed must certify at various stages of construction of building that the Construction of the building strictly as per Sanctioned Plan and shall also certify that a particular point of time that the Completion Certificate of the building issued by the Competent Authority has been obtained.

(B) Housing Loan for purchase of constructed Property / Built Up Property

- i) No Loan should be given in respect of those properties which fall in the category of unauthorized construction.
- ii) No Loan should be given in respect of properties meant for residential use but which the applicant intends to use for Commercial Purposes and declares so while applying for loan.
- iii) No Housing Loan will be sanctioned to the NRI.

iv) The above directions will not be applicable to construction of farmhouse on Agricultural Land since the Agricultural Land is outside the limit of Grampanchayats and Municipal Councils and as these Authorities neither sanction plans nor issues Completion Certificates for Farm houses Constructed by the Farmers on the Agricultural Land in all such causes Local Rules will apply.

Chief Executive Officer

Chairman

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9. HOUSE REPAIRS & RENOVATION LOANS (UNDER SPGY SCHEME)

1. **Cost of application** : As per service charges manual of the bank
2. **Membership & Share linking:** Regular membership with Share Link @ 2.5 % of the loan amount as per RBI guidelines
3. **Category of Borrower** : Individual / Individual Co-owner / Joint owners
4. **Percentage of loan Amount Eligible** : 60 % on valuation of the flat intends to Repair/ Renovate /Alter/Add.
5. **Maximum Overall limit** : **Rs.10.00 Lakh**
However,if the borrower is having housing loan with us then the maximum limitfor House Repairs & Renovation loan will be Rs: 5,00,000/- only.
6. **Purpose** : (A) House Repairing.
(B) House Renovation/Furnishing
(C)HouseAlteration/Modification/Addition
7. **Process fees** : UptoRs. 5.00 Lakhs 0.50% of the loan amount Plus GST
2) Above Rs. 5.00 Lakhs and UptoRs. 30 Lakhs Rs.2500/- for first 5 Lakhs and for remaining amount 0.30% + GST
8. **Type of charge on security** : Registered or EquitabelMortgage Deed alongwith original Title Documents.
9. **Type of facility** : Term Loan
10. **Charges** : The legal charges to get Legal Opinion on title Documents, Flat valuation charges of our approved valuer, fees and the cost of completion of legal formalities should be borne by the borrower,

SR.NO	LOAN AMOUNT	LEGAL FEE AND MORTGAGE DEED DRAFT FEE
1	UPTO RS.5 LAKHS	RS.2500/-
2	ABOVE Rs.5 LAKHS TO RS.10 LAKHS	RS.3500/-

- 11 Income of Borrower** : The borrower's monthly net salary income or Business income should be sufficient for loan purpose to pay the monthly installment fixed for the loan. In case of Borrower from Business/ Professional he/she must have regular I.T. Return filed for last consecutive three years including last current year completed. Also if employed, his remaining service period should not be less than the repayment period of the loan granted. Income of family members having permanent service and income of Co-Applicant will be considered to ascertain repayment capacity.
- 12 Personal sureties** : Two personal sureties out of which one must be salaried (Age of the surety will also be taken into consideration while accepting the guarantee)
- 13 Membership of sureties** : Surety should be member of the Bank either Nominal or Regular.
- 14 Period of repayment** : Maximum period of 10 years
(If the retirement of the applicant is before the 10 years then earning member of his/her family will taken as joint loanee for the loan.)
- 15. Rate of Interest** : As per quantum of loan, fixed by the Board of Directors under the Directives of Reserve Bank of India from time to time.

- 16. Insurance of House property:** The Flat / Block /House against which the loan is sanctioned should be adequately insured in the joint name of the Bank and borrower.
- 17. Repayment of loan :** Repayment of loan will be effected by EMI (Equated Monthly Installments). Such recovery of monthly installment will be made either by salary deduction of monthly installment through the employer OR by ECS OR debiting Savings / Current account with our bank OR by payment across the counter.
- 18. Penal interest :** Penal interest @ 2% will be charged on defaulted Monthly installments for defaulted period.
- 19. Charges in case of default :** As per service charges manual of the bank
- 20. Other Requirements :**
- 1) Income proof of the applicant & sureties.
 - 2) If the family members' income is considered for repayment of the loan and he/she is also a joint owner of the house then he/she should be taken as co-applicant, and if he/she is not a joint owner then he/she will be taken as a surety for the loan.
 - 3) Residential proof of the applicant and sureties. Rationing Card is compulsory and it should be supported by any other proof like electricity bill, maintenance receipt etc.
 - 4) Documentary proof regarding business of applicant and sureties such as shop & establishment certificate BST/CST/VAT/GST Tax paid receipt etc.
 - 5) Last 12 months Bank A/c statement of the applicant.
 - 6) In the case of takeover of housing finance confidential report with statement of loan account and information regarding original document in their possession with balance certificate letter to be obtained from the concerned bank/FI.
 - 7) To follow the laid down procedures for verifying the genuineness of the documents submitted by the borrowers. The Branch Officials should take due precaution while accepting various documents.
 - 8) All the Title and other documents submitted by the Borrower & Sureties to be verified by personal Visits and detail Report to be obtained.
 - 9) Bank Officials would need to satisfy themselves that the Loans extended by them are not for Unauthorized construction or misuse of Properties / encroachment on public land. For this purpose they should ensure strict compliance with the procedure laid down.

- 10) Legal Opinion Search report from bank's legal advisor.
- 11) No Loan should be given in respect of those properties which fall in the category of unauthorized construction.
- 12) No House repair and renovation loan will be given to NRI.
- 13) No Loan should be given in respect of properties meant for residential use but which the applicant intends to use for Commercial Purposes and declares so while applying for loan.

Chief Executive Officer

Chairman

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10. BUSINESS TERM LOAN

1. **Cost of application** : As per prescribed in bank's Service Charges manual
 2. **Membership & share linking** : Regular member. Share linking as per R.B.I. guidelines
 3. **Sureties membership** : Nominal OR Regular member.
 4. **Type of facility** : Term Loan / Working Capital Term Loan
 5. **Maximum Limit** : Maximum Limit subject to Bank's Exposure Limit.
 6. **Process fees** : As per prescribed in bank's Service Charges manual
 7. **Banking Association** : Exclusive account operation with our bank unless the situation where there is requirement of different banking relation for different transaction
 8. **Banking relations** : As per normal practice the applicant having prior Banking relation in the capacity of regular account holder, enjoying Credit facility with the Bank are preferred. In case of new loanee he should satisfy the Bank for his financial position, operation with other Banks as account holder and necessity for applying with this Bank for loan, also his experience in the business or project for which the Loan is required.
- 9.Charges** :- As per service charges manual of the bank
- 10. Type of security** :-
1) Against Hypothecation of Plant and Machinery and other immovable items
2) Against Mortgage of property

1) AGAINST HYPOTHECATION OF PLANT AND MACHINERY AND OTHER IMMOVABLE ITEMS

- 1. Purpose of loan** : The machinery to be financed can be used for –
- a) In existing business for expansion,
 - b) To commence new venture,
 - c) To diversify the existing business
 - d) To finance for Working capital needs on the security of existing machinery.
- Machinery loan can be sanctioned for purchase of
- 1) New machinery,
 - 2) Second-hand machinery,
 - 3) It can also be sanctioned for constructing and Erecting machinery by the applicant and also against the security of existing machinery. The borrower will have to furnish projection for the utilization of the loan under above stated categories.
- 2. Margin** : 1) for Purchase of new machinery 30 % margin of the cost of machinery Proforma-Invoice/ Quotation.
2) For Electric fitting :- 50% margin of performa invoice
3) Against Stock :- 30% margin of stock
Maximum Rs.5,00,000/-
- Purchase of Second hand machinery and Financing on the security of existing machinery 50 % of the valuation of the machinery.
- 3. Maximum Limit** : Subject to Bank's Exposure limit.
- 4. Period of Repayment** : The loan should be repaid within a maximum period of 84 months Either by EMI or by Monthly installments alongwith interest on reducing basis. Moratorium period can be given in exceptional cases, where there is time lag between the installation of machinery and actual production of goods.

- 5. Borrower's Income** : The borrower should be able to generate sufficient income so as to be in a position to repay the loan with Interest in agreed installment, OR if already in business, should be earning sufficient income to repay the loan with interest in agreed terms. The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements are compulsory in case of Business A/Cs having Sales or Purchases of Rs.100.00 Lacs and above per annum.
- 6. Personal Sureties** : Two personal guarantors acceptable to the bank as per the case.
- 7. Security** : The machinery against which the loan sanctioned will be under hypothecation charge of the Bank. The charge will be first and will be remaining in force till the loan is fully repaid and account closed. **The machinery fixed/ installed should be at the place owned by the borrower, If at Leasehold place, the lease period must not be expired before the tenure of Loan account.**
- 8. Insurance** : The machinery under hypothecation will be Adequately and Comprehensively insured covering all possible risks in the joint name of the Bank and the Borrower.
- 9. Penal Interest** : 2% p.a. penal interest will be charged on defaulted amount for defaulted period
- 10. Other Requirement** : 1) Income proof of applicant and sureties.
2) Copy of Pan card of applicant and Surety.
3) If Applicant is Pvt. Ltd./ Ltd. Co. Memorandum and Article of Association, Certificate of Commencement and Board Resolution. Record of ROC be checked and our charged be noted after disbursement of loan. The signature of the applicant must be taken with common seal of the company.

- 4) In case of partnership firm deed of Partnership with Registration Certificate.
- 5) If borrower is SSI unit then copy of SSI Registration Certificate.
- 6) Project Report as per the case.
- 7) Purpose proof
- 8) Document regarding Collateral Security
- 9) Legal Opinion and Title Search Report if the Collateral Security is immovable property.
- 10) Valuation report in the case of old property.
- 11) Business license.
- 12) “ No Objection Certificate” from the existing Financing Bank.
- 13) It is to be confirmed that all the documents as per KYC policy of the bank are obtained.

12. General :-

1. The applicant should submit the original invoices duly obtained from the dealers from whom the machinery is purchased. Along with other documents, the application in prescribed form should be submitted. Payment will be made directly in favour of the dealer by issuing pay order of the total cost including the margin amount already deposited by the borrower in margin account.
2. In case of old machinery the applicant should submit the valuation report from the authorized valuer from the bank's panel.
3. The borrower should display the bank's name board prominently on the premises as well as machineries hypothecated with the Bank.
4. The borrower under any circumstances should not remove / sell / change the place of machineries hypothecated to the bank without prior permission of the Bank.

2. AGAINST MORTGAGE OF PROPERTY

- 1. Purpose of loan** : To raise finance for meeting the needs of business / To purchase new business premises.
- 2. Type of facility** : Term Loan/ Working Capital Term Loan
- 3. Security** : Mortgage of commercial premises OR Residential Flat.
- 4. Type of charge on security** : Registered Mortgage Deed alongwith original Title Documents.
- 5. Margin on Securities** : 40% of Valuation of existing Residential Premises or commercial premises.
- 6. Rate of Interest** : As per quantum of loan, fixed by the Board of Directors under the Directives of Reserve Bank of India from time to time
- 7. Title of Property & Value** :
 - a) The property to be mortgaged should be free from any type of encumbrances.
 - b) It should be readily marketable. It should be located at such a place where easy access is possible.
 - c) Construction of the property should be authorized approved by different Statutory authorities and should not have any Legal hitch with regard to clear Title, ownership etc.
 - d) Borrower should be in a position to furnish all the Legal documents necessary to establish Legal ownership of the property.
 - e) In case of property to be mortgaged is a part of a building of Co-operative society, Owners & Association as the case may be, the borrower should furnish a clear unambiguous undertaking from such authority for No Objection in mortgaging

the property and also registering Bank's Lien in their record and restricting any type of transfer of the property unless Bank's written consent is obtained to that effect.

f) Borrower should have paid various types of Statutory charges i.e. Municipal taxes, Cess, Society charges, If any etc.

g) The Bank will refer the proposal to the Legal Adviser for his opinion and if the same is satisfactory, then only the proposal will be taken for consideration.

h) With a view to ascertain the true value of the old property The Bank will arrange for valuation through its approved valuer. Charges of valuation beborned by the borrower.

8. Banking Association

Exclusive account operation with our bank unless the situation where there is requirement of different banking relation for different transaction.

9. Income of Borrower:

The borrower's business income should be sufficient for loan purpose to pay the monthly installment fixed for the loan. He/she must have I.T. Return filed for last consecutive three years including last current year completed. Income of family members having permanent service and income of Co-Applicant will be considered to ascertain repayment capacity.

:

The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements are compulsory in case of Business A/Cs having Sales or Purchases of Rs.100.00 Lacs and above per annum.

However the condition of taking Tax Audited Balance Sheet can be relaxed in case of the businessmen who are doing the business on commission basis.

- 10. Personal sureties** : Two sureties
- 11. Property Insurance** : The borrower will have to arrange for insurance full value of property to be mortgaged in joint name of the Bank and Borrower. If already insured, Bank Clause will have to be entered in the policy. Borrower will have to agree for display Of Bank's Mortgage Board at the prominent place. He will Have also to agree for free access to the Bank officials for Visit and inspection.
- 12.Repayment period and method** : Either by EMI or by Monthly instalment along with interest on reducing basis
1) If by EMI method then 120 Months
2) If by Monthly installment alongwith interes then 84 months.
- 13. Moratorium Period** : As per the demand of the borrower and nature of business, the Board of Directors will sanction the moratorium period.
- 14. Mode of Repayment** : The monthly EMI will be recovered through borrower's account with the Bank and for which the borrower will have to make necessary arrangement of funds in the account.
- 15. Penal Interest** : 2% p.a. penal interest will be charged on defaulted amount for defaulted period
- 16. Other Requirement** :
1) Income proof of applicant and sureties.
2) Copy of Pan card of applicant and Surety.

1) If Applicant is Pvt. Ltd./Ltd. Co.
Memorandum and Article of Association, Certificate of Commencement and Board Resolution. Record of ROC be checked and our charged be noted after disbursement of loan.the signature of the applicant must be taken with common seal of the company.

- 2) In case of partnership firm deed of Partnership with Registration Certificate.
- 3) If borrower is SSI unit then copy of SSI Registration Certificate.
- 4) Project Report as per the case.
- 5) Purpose proof
- 6) Documents of property to be mortgage
- 7) Legal Opinion, Title Search Report
- 8) Valuation report in the case of old property.
- 9) Business license.
- 10) 'No Objection Certificate' from the existing Financing banks
- 11) It is to be confirmed that all the documents as per
- 12) KYC policy of the bank are obtained.

Chief Executive Officer

Chairman

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11. CASH CREDIT

(Against Hypothecation of Stock, Bookdebts and Mortgage of Property)

- 1 Cost of application** : As per prescribed in bank's Service Charges manual
 - 2 Type of membership & Share Linking** : Regular member, with 2.5 % Share linking as per RBI guidelines.
 - 3. Process fees** : As per prescribed in bank's Service Charges manual
 - 4. Purpose** : For Working Capital
 - 5 Maximum limit** : Depending upon the requirement of the borrower subject to Bank's Exposure Limit.
 - 6. AD HOC LIMIT** : Ad Hoc / additional credit for meeting temporary requirements may be considered by the bank. While sanctioning ad hoc limit bank will ensure that existing limit is fully utilized / exhausted.
 - 7. Review of the Advance** : For monitoring and ensuring end-use of funds bank may carry out any or all following measures
 - a) Meaningful scrutiny of quarterly progresses report / operating statements / balance sheet of borrower.
 - b) Regular inspection of borrower assets charged to the bank as security.
 - c) Periodical scrutiny of borrower's books of accounts.
 - d) Periodical visit to the unit.
 - 8. Security** :
 - a) Hypothecation of stock of Raw material, Stock-in- trade, Stock-in-process, Finished goods, Book-debts (below 90 Days)
 - b) Registered mortgage Equitable Morgaged (With Special sanction of BOD)
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Title of Property

- a) The property to be mortgaged should be free from any type of encumbrances.
- b) It should be readily marketable.
- c) Construction of the property should be authorised approved by different Statutory authorities and should not have any Legal hitch with regard to clear Title, ownership etc.
- d) Borrower should be in a position to furnish all the Legal documents necessary to establish Legal ownership of the property.

- e) In case of property to be mortgaged is a part of a building of Co-operative society, Owners & Association as the case may be, the borrower should furnish a clear undertaking from such authority for No Objection in mortgaging the property and also registering Bank's Lien in their record and restricting any type of transfer of the property unless Bank's written consent is obtained to that effect.
- f) Borrower should be regular in paying the various types of Statutory charges i.e. Municipal taxes, Cess, Society charges, If any etc. and should not be in practice of keeping pending.
- g) With a view to confirm the liquidity of the property against which the loan is to be considered in the Bank will refer the proposal to the Legal Adviser for his opinion.
- h) With a view to ascertain the true value of the property The Bank will arrange for valuation through its approved valuer. Charges of valuation be borned by the borrower.

9. Maximum Limit :

Against Hyp. Of Stock and Book Debts Maximum Rs. 5.00 Lakhs
Against Hyp. Of Stock, Book Debts along with Mortgage of Property upto the Exposer Limit of the Bank.

Security in form of FDR / NSC/ KVP /LIC etc.will also be considered while sanctioning the limit.

- 10. Personal Sureties** : Two Personal Sureties
- 11. Income / Projected Income Of the Borrower** : The Income / Projected Income of the borrower should be sufficient to cater the EMI of the Term loan and monthly Interest of Overdraft
- He/she must have I.T. Return filed for last consecutive two years including last current year completed. The cases where the business has not completed three years period in such cases the financial statements from the date of establishment of business should have to be submitted.
- : The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements are compulsory in case of Business A/Cs having Sales or Purchases of Rs.100.00 Lacs and above per annum.
- : However the condition of taking Tax Audited Balance Sheet can be relaxed in case of the businessmen who are doing the business on commission basis.
- 12. Rate of Interest** : As fixed by the Board of Directors under the Directives of Reserve Bank of India from time to time.
- 13. Margin prescribed** : 40%
- 14. Position of Securities** : In case of Stock of Raw material the same should be durable and required in production on regular basis and of which expiry is not over. "Replenishment" of stock of Raw material should be on regular basis and stock should not get accumulated unnecessarily. In case of Stock-in-trade, the goods will be semi finished which may Need final touch for covering them in finished goods.

In case of Stock-in-process, material which are put in process and In converting stage will be considered. The borrower will have to furnish specific details of the Stock-in-Process.

In case of finished goods, the Stock of finished goods which are unsold but ready for sale will be considered. The finished goods which are sold but of which delivery is not effected should not be included in stocks. In case of Book-debts,

which are due and receivable not exceeding 90 days' period will only be considered, while submitting the list of Book-debts. The borrower will have to classify the outstanding debts period wise and also party wise. The borrower will have to submit Books of accounts related to Debtors for verification.

15. Insurance : Stock of the Business / property mortgaged to be insured comprehensively for full value covering all possible risks with Bank clause.

16. Displaying banks name board : Borrower will have to agree for display of Bank's Mortgage Board at the prominent place. He will have also to agree for free access to the Bank officials for Visit and inspection.

17. Period of facility : 1) If against Stock and Book Debts :- Twelve months
2) If along with Mortgage of Property :- Thirty Six Months.

Renewal of such limit will be subject to satisfactory operation in the account as per the norms laid down by the Bank in this regard.

18. Penal Interest : 2% p.a. penal interest will be charged on defaulted amount for defaulted period.

19. **Banking Association :** Exclusive account operation with our bank unless the situation where there is requirement of different banking relation for different transaction.
20. **Commitment charges :** As per loan policy of the bank
21. **Other Charges :** As per original charges.

Chief Executive Officer

Chairman

12. BILLS DISCOUNTING

- 1. Cost of application** : As per prescribed bank's Service Charges manual
- 2. Type of membership & Share Linking** : Regular member, with 2.5 % Share linking as per RBI guidelines.
- 3. Sureties Membership** : Regular Member
Two sureties with having sufficient income acceptable to the Bank.
- 4. Process fees** : As per prescribed in bank's Service Charges manual
- 5. Borrower Relation** : The Borrower should be regular customer of the Bank having business account for a sufficient period with a view to judge and satisfy about his business and business dealing. As per Bank's normal practice facility of Bill Purchase /Discounting is considered in conjunction with other facilities such as Cash credit/Overdraft /Term Loan etc. Considering facility of B.P./B.D.
- 6. Borrower's Income** : The borrower should be able to generate sufficient income so as to be in a position to repay the loan with Interest in agreed installment, OR if already in business, should be earning sufficient income to repay the loan with interest in agreed terms.

:The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements are compulsory in case of Business A/Cs having Sales or Purchases of Rs.100.00 Lacs and above per annum.
However the condition of taking Tax Audited Balance Sheet can be relaxed in case of the businessmen who are doing the business on commission basis.
- 7. Margin** : 25 % of the Bill.

8. Type of B.P./B.D.

- :**
- 1) Documentary and
 - 2) Against Supply Bills.

1) In case of Documentary bills, a Sight Draft of 90 DAYS duration drawn by the borrower on Drawee directing him to pay a certain sum of money against the sales Bills OR Service Bills (as the case may be) to the Bank OR its order. The said bill is accepted by the Drawee for payment on due date. The sight draft is attached with Sales bill copy, copy of receipted challan for goods having received by the Drawee the same is presented to the Bank.

2) In case of Sales Bills, the party in whose favor a Sales Bill is prepared, agrees with the Bank that Sales Bill drawn by the Borrower and presented to him by the Bank will be paid on agreed terms between the Borrower & Party. Clean Bills are not accepted for B.P./B.D. facility. **The Borrower while applying for facility should clear the point that which type of facility he wishes to apply. He will have to furnish the names of the party on whom the bills drawn are to be discounted. He will also have to furnish the details of at least previous one year's transactions details of the business transacted, so that conclusion can be drawn for accepting the party or otherwise.** The party on whom the Bills will be drawn will have to undertake the responsibility for making the payment When due to the Bank directly. Also the borrower should agree to execute a Power of Attorney in favor of the Bank regarding vesting power in favor of Bank to receive payments of the Bills drawn by him on different parties. The borrower should agree to register the Power of Attorney with the party whose bills are to be considered for discounting facility. Borrower will also have to agree for registration of Power of Attorney by the Bank directly. The Bank should ensure that the Power of Attorney sent

by it for registration is duly returned to the Bank alongwith written confirmation of having registered it and consenting to pay the Bill submitted by the Bank on due date. Sales Bills under this category should be considered for discounting purpose only after Bank receives acceptance of the Bills for payment under the authorized signatories of the Purchasing Party.

3. Though the advance facility of B.P./B.D. is fully secured since each transaction being supported by Bank's right to recover the advances granted the Borrower will have to submit regular Loan Application for facility. The application so submitted will have to be supported with necessary financial statements and other allied information. The Bank may consider the selected Customer of the borrower for Purchasing /Discounting Bills and Cheques for facility purpose. The Bank after sanctioning an overall limit of B.P./B.D. can fix individual party wise limits so that risks attached per party will be limited to the extent of individual limit fixed.

4. Deletion of existing party and addition of new party will be exclusively at the discretion of the Bank.

5. Unpaid / Unrealized documents will not be adjusted by Purchasing OR Discounting new documents. The Borrower will have to make good the debit in the account by depositing cash. Recurring returns of Discounted/Purchased documents may result in canceling the sanctioned limits.

6. Each transaction of B.P./ B.D. being a separate transaction the Bank will recover its service and other charges at the time of each transaction of B.P./B.D. also interest for the period for which the documents will remain outstanding for

realization will be recovered at the time of Discounting/Purchasing documents. Recovery of service charges and other expenses and interest will be made from the amount to be credited to the Borrower's account. Stipulated percentage of the Bill amount will be kept credited to Sundry Creditors Account of the Bank and will be reversed only on realization of the bill and not before.

9. **Maximum Limit** : Upto exposure limit.
10. **Collateral Security** : All Loans above Rs.5.00 Lacs adequate collateral security will be obtained either in form of immovable property or FDR/NSC/KVP/LIC etc.in the case of Immovable Property, like flat/ shop etc. Registered Mortgage Deed alongwith original Title Documents.
11. **Period** : Duration of sanctioned limit will be twelve months' period and renewable. The Borrower will have to submit separate renewal application.
12. **Penal Interest** : 2% p.a. penal interest will be charged on defaulted amount for defaulted period

Chief Executive Officer

Chairman

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ANNEXURE :1

CHECK LIST

LIST OF DOCCUMENTS / PAPERS REQUIRED TO BE SUBMITTED

WITH LOAN APPLICATION FORM

1. GENERAL :

1. Loan application should be filled neatly and completely in all respects.
2. Detail native place addresses of applicant and sureties with Landmarks.
3. S.B. A/c / C. D. A/c to be opened as per type of loan.
4. The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements are compulsory in case of Business A/Cs having Sales or Purchases of Rs.100.00 Lacs and above per annum.

However the condition of taking Tax Audited Balance Sheet can be relaxed in case of the businessmen who are doing the business on commission basis.

5. No. of sureties to be taken as per Loan Rules prescribed for respective type of loan and advances.
6. Comprehensive Insurance Policies covering all possible risks with bank clause for Residential flats / Business Units / Stocks / Machineries etc to be taken as required for each type of loan.
7. The loan repayment period will be fixed for each type Loan / overdraft account as per Loan Rules.

2 LOAN AGAINST GOLD AND SILVER ORNAMENTS:

1. Valuation Report by Bank's Approved Valuer.
2. Declaration from applicant regarding ownership of ornaments addressed to the Branch Manager to be taken mentioning therein

'The ornaments are his / her own property and that he / she has the fullest right to pledge them to the bank'.

3. Consent letter from applicant's wife if she wants to pledge Mangalsutra in the name of her husband.

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3 LOAN AGAINST FIXED DEPOSITS / RECURRING DEPOSITS / DAILY RECURRING DEPOSITS:

1. Letter of Lien cum Authority from the borrowers / fixed depositors.
2. Consent Letter of the FDR holder if the FDR is third party security
3. If the fixed deposit receipt is in the name of minor, then a letter from parents / Guardian to be taken declaring therein that the amount of loan will be utilized for the benefit of the minor i.e. for the minor's educations, sickness etc. as per case.
4. Duly discharged original FDR signed by all the joint holders.
5. Copy of resolution if Deposit Receipt is in the name of Company, Society, Trust or Association.

4. LOAN AGAINST GOVT.SECURITIES :- NSC / KVP / LIC POLICIES etc.

1. Latest Status Report and Surrender Value Report from Insurance Company.
2. Original NSC/KVP with noting of lien mark of our bank by concerned post office.
3. Original LIC policy duly assigned in our bank's favour.
4. Authority / Consent Letter / Transfer forms duly discharged by applicant authorizing bank to assign and to note bank lien on security

5. PERSONAL LOAN

1. Self Introduction of Applicant and Sureties with details of position held at service , No of years held in service, Office /Company Name &Address in full if employed. Details of business with business activities , No of years held in business , detail address of business premise with nearby landmarks etc.
2. Loan application should be filled neatly and completely in all respects.
3. Detail native place addresses of applicant and sureties with Landmarks.
4. Two Passport size Photographs of applicant and sureties.
5. Statement /Pass book of S.B. A/c / C. D. A/c for latest one year.
6. In case of Salaried Person, last three months Original salary slips of applicant and sureties along with form no.16.
7. Undertaking from employer under Section 49 of MCS Act 1960 to deduct loan installment at source and remit the same to us directly if the loan applied under the said scheme.

8. In case of businessmen, IT Return filed Acknowledged copies with Computation of Income Statement, Balance Sheet, Profit and Loss A/c and other relevant financial accounts, Respective Tax paid challen of applicant and sureties for last Three years.
9. Documentary proofs regarding business of applicant / sureties such as Shop and Establishment of Licenses, BST / CST / VAT, Licenses , Tax Paid Receipts for Taxes paid to Govt. Authorities etc .
10. Attested copies of Pan Cards and Identity Cards of applicant and sureties wherever applicable.
11. KYC documents along with copy of rationing card of the applicant and sureties
12. Out of Two Sureties one should be other than applicant's family
13. Visit report of the branch officials

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7 VEHICLE LOAN:

1. Self Introduction of Applicant and Sureties with details of position held at service , No of years held in service, Office / Company Name & Address in full, if employed. Details of business with business activities , No of years held in business , detail address of business premise with nearby landmarks etc.
2. Loan application should be filled neatly and completely in all respects.
3. Detail native place addresses of applicant and sureties with Landmarks.
4. Two Passport size Photographs of applicant and sureties.
5. Statement / Pass Book of S.B. A/c / C. D. A/c for latest one year.
6. In case of Salaried Person, last three months Original salary slips of applicant and sureties along with form no.16.
7. If Applicant is a Salaried Persons, Direct deduction undertaking from the employer under Section 49 of MCS Act **1960** wherever possible.
8. NOC from society if the applicant has borrowed loan from employees credit co op society.
9. In case of businessmen, C. A. Certified / Attested copies of IT Return filed Acknowledged copies with Computation of Income Statement, Balance Sheet, Profit and Loss A/c and other relevant financial accounts, Respective Tax paid challen of applicant and sureties for last Three years.
10. Attested copies of Pan Cards and Identity Cards of applicant and sureties wherever applicable.
11. KYC documents along with copy of rationing card of the applicant and sureties
12. Out of Two sureties one should be other than applicant's family and employment.
13. Documentary proofs in support of purpose applied for :

a) **In case of Old Vehicles :**

1. Valuation Report of Vehicle from Bank's Approved Valuer.
2. R.C. Book / RTO Tax Paid Receipt or Book / Insurance Policy.
3. T.T.O. Set duly discharged by Vehicle Owner / applicant.
4. Copy of Driving License, Permit, Badge, Certificate of fitness, PUC Certificate, Vehicle Photograph along with applicant .
5. vehicle Inspection Report from official of the bank.
6. Applicant's letter regarding detail address of Parking Place of Vehicle.
7. Applicant's letter regarding details of performance of existing business and past experience in case of transport business orders on hand / transport services / commitment letters from other companies

b) **In case of New Vehicles :**

1. Proforma Invoice from Authorised Dealer of Vehicles.
2. Quotation for Body building / Installation of accessories from reputed Garage owner.
3. R.C. Book / RTO Tax Paid Receipt or Book / Insurance Policy on Purchase / Delivery of Vehicle.
4. T.T.O. Set duly discharged by Vehicle Owner / applicant.
5. Copy of Driving License, Permit, Badge, Certificate of fitness, PUC Certificate, Vehicle Photograph along with applicantetc on delivery of the vehicle.
6. Applicant's letter regarding detail address of Parking Place of Vehicle.

7. Details of performance of existing business with past experience with Orders / business commitment letters from Reputed Companies regarding assurances of transport business to the applicant.



8 A) HOUSING LOAN :

1. Self Introduction of Applicant and Sureties with details of position held at service , No of years held in service, Office / Company Name &Address in full, if employed. Details of business with business activities , No of years held in business , detail address of business premise with nearby landmarks etc.
2. Loan application should be filled neatly and completely in all respects.
3. Detail native place addresses of applicant and sureties with landmarks.
4. Two Passport size Photographs of applicant and sureties.
5. Statement / Pass book of S.B. A/c / C. D. A/c for latest onemonths.
6. In case of Salaried Person, last three months Original salary slips of applicant and sureties
7. If applicant has already borrowed Loan from his employees society / banks, No Objection Certificate with Loan Liability of applicant be obtain.
8. In case of businessmen, C. A. Certified / Attested copies of IT Return filed Acknowledged copies with Computation of Income, Balance Sheet, Profit and Loss A/c and other relevant financial accounts, Respective Tax paid challen of applicant and sureties for latest Three years.
9. Documentary proofs regarding business of applicant / sureties such as Shop and Establishment of Licenses or any other documentary evidence issued by Govt. Authorities.
10. Attested copies of Pan Cards and Identity Cards of applicant and sureties wherever applicable.
- 11.KYC documents along with copy of rationing card of the applicant and sureties

12. Out of Two sureties one should be other than applicant's family and employment

13. Documentary proofs in support of purpose applied for :

a) **House / Flat / Room to be purchased in the Housing Society**

1. Attested copy of Agreement for Sale along with Stamping and Registration Slips, Advance Payment Receipts.

11. NOC / No dues Certificate from Society / CIDCO / HUDCO / MHADA etc as the case may be.

3. Commencement Certificate, Approved Plan Copy / Occupancy Certificate from concern Municipality

4. Work Completion Certificate from Architect if the building is under construction.

5. Copies of 7/12 extract, Index- II, N. A. Order,

6. Share Certificate / Property Tax Paid Receipt / Maintenance Paid Receipt, Possession Letter etc.

7. Copies of Society Registration Certificate

8. Legal Opinion and search report from bank's Legal Adviser.

9. Chain of Documents of Agreement of Sale.

10. Copies of Development Agreement / Conveyance Deed (Duly Stamped and Registered) executed between the owner of Land and Society or builder/developers.

b) House / Flat / Room to be purchased from the Builder / CIDCO / HUDCO / MHADA etc:

1. Attested copy of Agreement for Sale executed between the Purchaser and Builder / Developer along with Stamping and Registration Slips, Advance Payment Receipts, Possession Letter .

2. NOC from Builder / Developer and or / CIDCO / HUDCO / MHADA etc as the case may be.

3. Commencement Certificate from concern Municipality, Work Completion Certificate from Architect fully or slab wise as per case.

4. Copies of 7/12 extract, Index- II, N. A. Order, Property Tax Paid Receipt / Maintenance Paid Receipt etc.

5. Copies of Approved Plan Copy.

6. Title Search and Search Report of Land for previous 30 years from advocate.

7. Copies of Development Agreement / Conveyance Deed (Duly Stamped and Registered) executed between the Land Owner and Builder / Developer.

8. Attested copy of Registered Partnership Deed in case the Builder / Developer is a partnership firm including the clauses of Rights for Sales / Purchase of flats.

9. Legal Opinion from bank's Legal Adviser.

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a) **B) HOUSE REPAIRS AND RENOVATION:**

a) House / Flat / Room to be repaired / renovate :

1. Self Estimated Quotation or Quotation from reputed Contractor / Architect.

2. Valuation Report of the property to be mortgaged from Bank's Approved Valuer if the Agreement for Sale is executed on or before one year.

3. Attested / Executed copy of Agreement for Sale with Stamping and Registration Slips.

4. NOC / No dues Certificate from Society / CIDCO / HUDCO / MHADA etc as the case may be.

5. Copies of Share Certificate / Property Tax Paid Receipt / Maintenance Paid Receipt etc duly certified.

6. Copy of Occupancy Certificate, duly Certified.

7. Legal Opinion from bank's Legal Adviser.

8. Title Search and Search Report of Land for previous 30 years from advocate.

9. Chain Documents of Agreement of Sale up to the Applicant's Sale Agreement.

10. Copies of Development Agreement / Conveyance Deed (Duly Stamped and Registered) executed between the Land Owner and Builder / Developer.

9.MORTGAGE PROPERTY TERM LOAN:

1. Self Introduction of Applicant and Sureties with details of position held at service , No of years held in service, Office / Company Name &Address in full., if employed. Details of business with business activities , No of years held in business , detail address of business premise with nearby landmarks etc.
2. Loan application should be filled neatly and completely in all respects.
3. Detail native place addresses of applicant and sureties with Landmarks.
4. Two Passport size Photographs of applicant and one passport size photographs of each sureties.
5. Statement / Pass book of S.B. A/c / C. D. A/c for latest Three months.
6. In case of Salaried Person, Latest Original Authenticated salary slips of applicant and sureties issued by respective Employers with their stamp and signature for Latest Three months.
7. If applicant has already borrowed Loan from his employees Society / Bank, No Objection Certificate with Loan Liability of applicant be obtain.
8. In case of businessmen, C. A. Certified / Attested copies of IT Return filed Acknowledged copies with Computation of Income Statement, Balance Sheet, Trading & Profit and Loss A/c and other relevant financial accounts along with respective schedules, Respective Tax paid challen of applicant and sureties for latest Three years
The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements are compulsory in case of Business A/Cs having Sales or Purchases of Rs.40.00 Lacs and above per annum.
However the condition of taking Tax Audited Balance Sheet can be relaxed in case of the businessmen who are doing the business on commission basis.
9. Documentary proofs regarding business of applicant / sureties such as Shop and Establishment Licenses, BST / CST / VAT, Licenses , Tax Paid Receipts for Taxes paid to Govt. Authorities and other Relevant Licenses / Permissions etc
10. Attested copies of Pan Cards and Identity Cards of applicant and sureties wherever applicable.
11. Attested copies of Ration Cards, Electricity Bills, Telephone Bills, Election Cards, Rent Receipts / Maintenances Paid Receipt Leave and License Agreement as a proof of residence of applicant and sureties.
12. Out of Two sureties one should be other than applicant's family and employment.

13. Licenses pertaining to the business.
14. Details of orders on hand.
15. Project Report.
16. If borrower is a Private Ltd. Company and / or Partnership firm then Deed of Partnership with Registration Certificate / Memorandum and Articles of Association, Certificate of Commencement, Board Resolution for admission as member of the bank , applying for the facility authorizing Directors / Officers to execute / sign documents etc as the case may be.
17. If borrower is a SSI Unit then copy of SSI Registration Certificate.
18. Documentary proofs in support of purpose applied for :

a)Commercial / Business Shop / Gala / Industrial Unit and / or Residential House / Flat / Room to be Mortgaged:

1. Attested copy of Agreement for Sale executed between applicant and society / vendor / Builder / Developer along with Stamping and Registration Slips, Advance Payment Receipts.
2. NOC / No dues Certificate from Society / vendor / Builder / Developer / CIDCO / HUDCO / MHADA etc as the case may be.
3. Commencement Certificate from concern Municipality, Work Completion Certificate from Architect in case construction is undertaken by the Society itself.
4. Copies of 7/12 extract, Index- II, N. A. Order, Share Certificate / Property Tax Paid Receipt / Maintenance Paid Receipt, Possession Letter etc.
5. Copies of Society Registration Certificate Approved Plan Copy / Occupancy Certificate.
6. Legal Opinion from bank's Legal Adviser.
7. Chain Documents of Agreement for Sale upto the Applicant's Sale Agreement.
8. Copies of Development Agreement / Conveyance Deed (Duly Stamped and Registered) executed between the last owner of Land and Society and / or Builder / Developer.

9. Title Search and Search Report of Land for previous 30 years from advocate.

10. Attested copy of Registered Partnership Deed in case the Builder / Developer is a partnership firm including the clauses of Rights for Sales / Purchase of flats.

b). Collateral Security:

Details of Collateral Securities offered

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10. HYPOTHICATION TERM LOAN / CASH CREDIT / OVERDRFT etc.

1. Self Introduction of Applicant and Sureties with details of business with business activities , No of years held in business , detail address of business premise with nearby landmarks etc.
2. Loan application should be filled neatly and completely in all respects.
3. Detail native place addresses of applicant and sureties with Landmark.
4. Two Passport size Photographs of applicant and one passport size photographs of each sureties.
5. Statement of C. D. A/c for latest Three months.
6. Latest Original Authenticated salary slips of sureties issued by respective Employers with their stamp and signature for Latest Three months.
7. In case of businessmen, C. A. Certified / Attested copies of IT Return filed Acknowledged copies with Computation of Income Statement, Balance Sheet, Trading & Profit and Loss A/c and other relevant financial accounts along with respective schedules, Respective Tax paid challen of applicant and sureties for latest Three years.

The Tax Audited Balance Sheet and other relevant Financial Accounts and Statements are compulsory in case of Business A/Cs having Sales or Purchases of Rs.40.00 Lacs and above per annum.

However the condition of taking Tax Audited Balance Sheet can be relaxed in case of the businessmen who are doing the business on commission basis.

8. Documentary proofs regarding business of applicant / sureties such as Shop and Establishment Licenses, BST / CST / VAT, Licenses , Tax Paid Receipts for Taxes paid to Govt. Authorities and other Relevant Licenses / Permissions etc .
9. Attested copies of Pan Cards and Identity Cards of applicant and sureties wherever applicable.

10. Attested copies of Ration Cards, Electricity Bills, Telephone Bills, Election Cards, Rent Receipts / Maintenances Paid Receipt as a proof of residence of applicant and sureties.
11. Out of Two sureties one should be other than applicant's family and employment.
12. Licenses pertaining to the business.
13. Valuation Report for existing Machineries / Shop / Gala / Flat etc.
14. Details of orders on hand.
15. Project Report.
16. If borrower is a Private Ltd. Company and / or Partnership firm then Deed of Partnership with Registration Certificate / Memorandum and Articles of Association, Certificate of Commencement, Board Resolution for admission as member of the bank , applying for the facility authorizing Directors / Officers to execute / sign documents etc as the case may be.
17. If borrower is a SSI Unit then copy of SSI Registration Certificate.



11.A) CASH CREDIT AND OVERDRAFT:

1. Undertaking of Exclusive Account Operation as per Bank's format.
2. Declaration of Unsecured Advances as per Bank's format.
3. List of Month wise Sales and Purchases for Current year and previous year.
4. List of Sundry Creditors and Debtors (classified as below and above 90 days).
5. Latest Stock Statement with details.
6. List of major clients with yearly dealings with them.
7. Comprehensive Insurance Policies with Bank Clause of Materials / Stock / Machineries / Business Premise and Mortgaged Residential Premise if any to cover entire value of assets.

B) HYPOTHECATION OF MACHINERIES:

1. In case of New Machineries ,Proforma Invoice from Reputed Authorized dealer regarding cost of machineries to be Purchased and Hypothecated.
2. In case of old and existing machineries valuation report from Bank's Approved Valuer.
3. List of Machineries indicating book value and market value as per Valuation Report.
4. Visit and inspection of machineries by Branch Manager prior to sanction of loan and of installation of machineries after disbursement and affix visit report thereof.
5. List of major clients with yearly dealings with them.
6. Business Assurance Letters.