

The Mahendragarh Central Cooperative Bank Ltd.

आत्मनिर्भर ऋण योजना

1. ELIGIBILITY

All type of Local Vendors, Petty Shop-keepers, Rikshawpullers, Vegetable Sellers, Auto drivers and Micro entrepreneurs.

NOTE:-

- (i) At the time of processing of loan the borrower's place a residence should be at Distt. Mahendragarh
- (ii) Those branches whose NPA of previous financial year exceeds to 5% p.a. subsequent sanction of loans by the branch will automatically stand withdrawn only till the NPA percentage improves to below 5% p.a.

2. PURPOSE

To meet out urgent requirement of personal and commercial in nature.

3. LOAN AMOUNT

Maximum loan amount for individual borrowers will be Rs. 50,000 (Rupees Fifty Thousand Only)

4. NATURE OF LOAN :- Short Term loan

5. MARGIN :- NIL

6. RATE OF INTEREST Fix option

The borrower(s) will be required to exercise fix rate of interest option at the time of submission of loan application.

CIBIL Score 800 and above	11.50%
CIBIL Score 700 and below 800	11.50%
CIBIL Score 600 and below 700	11.50%
CIBIL Score below 600	Not accepted
CIBIL Score (0 to -1)	11.50%
CIBIL Score (1 to upto 5)	11.50%

7. PENAL INTEREST

After 15 days of default 3% p.a. on default amount over and above the Normal rate of interest.

8. LATE PAYMENT CHARGES:

- a) Late payment charges Rs. 250/- (Plus taxes of any) after 15 days of default
- b) Cheque bounce charges Rs. 250/- (Plus taxes if any) per cheque.

9. PROCESSING FEES

- i) Processing fee – PUBLIC :- Loan amt. upto Rs. 10000 Rs. 200/-
Loan amt. upto Rs. 25000 Rs. 250/-
Loan amt. upto Rs. 25000 to 50000 Rs. 300/-

10. PRE-PAYMENT CHARGES:- NIL

11. REPAYMENT PERIOD :- 18 MONTHS, 3 MONTHS MORATORIUM PERIOD IS ALLOWED.

15 equated monthly installments (EMIs) comprising of principal & interest OR upto the age of 70 years, whichever is earlier. Installment will commence after 3 months disbursement of loan.

12. SECURITY

Joint liability or guarantee of family member to be obtained or a third party guarantee acceptable to the bank.

13. DISBURSMENT

The amount may be credited to saving account of borrower.

14. ELIGIBILITY :- As attached.

15. OTHER GUIDELINES

- The loan can be availed more than once only after adjustment of earlier loan.
- As the personal loan granted under the scheme is clean in nature, utmost care should be exercised in sanction/ conduct of the account, therefore, the concept of KYC norms be meticulously followed of the borrower as well as the guarantor(s).
- Affidavit of Rs. 5/- be obtained declaring that no further loan will be raised either from MCCB on any other bank under the same similar scheme till full repayment of personal loan from MCCB.
- While allowing finance under the scheme within the city, Branch Manager may ensure that borrowers residence is in close vicinity of the branch so that recovery aspect can be kept under proper control by the branch.
- Recommending authority should mention the date of visit at borrower's residence in prescribed format and also mention complete financial observation in his report.
- It has been decided to capture the Permanent Address of the borrower besides obtaining the present address.
- At least three post dated cheques will be obtained from each and every borrower.
- Sanction of loan will be sole discretion of the bank.
- Loan should be disbursed within 10 days after sanction of loan.

- a. If the borrower is defaulter of upto Rs. 1000/- of Credit card in CIBIL Score, then he sanctioning power will be of one step higher rank;
- b. If the borrower is defaulter of above Rs. 1000/- of credit card in CIBIL score loan request is not acceptable.

16. DOCUMENTATION

1. Verification report
2. Sanction letter
3. Acceptance letter
4. Agreement of borrower
5. Agreement of Guarantor
6. Pronote whichever is applicable
7. Letter of continuity
8. Affidavit from borrower
9. Application for associate membership

THE MAHENDRAGARH CENTRAL COOP., BANK LTD. MAHENDRAGARH

Application Form for Atmnirbhar Scheme

B.O. _____ Date of application _____



Part-I applicant information

Amount of loan applied for Rs. _____

1.	Applicant's name	
2.	Father's/ Husband Name	
3.	(a) Permanent address	
	(b) Correspondence address	
	(c) Office	
4.	Telephone Nos.	
	a) Residence	
	b) Office	
	c) Mobile	
5.	(i) Income Tax Pan No.	
	(ii) Voter ID No.	
	(iii) Passport No.	
	(iv) Driving License	
	(v) Adhaar No.	
6.	Individual type	Salaried Y/N
7.	Age (Years)	
8.	Marital status	Single Married
9.	Qualification	
10.	Other loans taken (including previous loans from Mahendragarh Loan amount Rs. _____ Present O/standing Rs. _____ Whether regular _____ monthly repayment (Rs.) _____	
11.	Detail of personal loan requested from Mahendragarh	
	a) Purpose of loan _____	b) Amt. of loan _____
12.	Repayment period	
13.	Mode of payment	Advance cheques Standing instructions
14.	Guarantor : Whether available ?	Yes / No
15.	Name, Address & Telephone numbers of one reference :- Reference (I) _____	

	(II) _____
16.	Details of any pending court cases of Banks/ Financial Institution YES _____ No _____
20.	<p>I request for sanction of loan of Rs. _____ as personal loan on the basis of information given above.</p> <p>I declare that all the particulars and information given in the application form are true, correct and complete and upto date in all respects and I have not withheld any information. I confirm that I have/had no insolvency proceedings initiated against me nor have I ever been adjudicated insolvent. I confirm that I had never been awarded an adverse judgement or decree in a court case involving breach of contract, tax malfeasance or other serious misconduct and never been a defaulter with The Mahendragarh Central Coop. Bank Ltd. Mahendragarh/ other financial institution. I agree to bear and pay the processing fees of _____ or as prescribed by the bank from time to time. The processing fee once deposited will not be refunded. I also agree to bear and pay an associate membership fee of Rs. 500/- presently or as prescribed by the bank from time to time. "I authorize The Mahendragarh Central Coop. Bank Ltd. Mahendragarh or its agent to make references and queries relating to information in this application, which The _____ considers necessary. I also authorize The Mahendragarh Central Coop. Bank Ltd. Mahendragarh or its agent to make information relating to my loan details and repayment history information to other banks/financial institutions/credit Bureaus/agencies as may be required and shall not hold _____ liable for use of this information. I undertake to inform The Mahendragarh Central Coop. Bank Ltd. Mahendragarh regarding any change in my residence/ employment and to provide any further information that The Mahendragarh Central Coop. Bank Ltd. Mahendragarh may require.</p> <p>I have read and have been advised the terms & conditions relating the scheme and I hereby agree to be bound by these rules or by the revised additional terms & conditions which may at any time hereafter be made while the loan obtained by me is still outstanding.</p>

I also agree to pay interest as applicable and charged by the bank.

Yours faithfully

Signature & Name of applicant

Note:- All columns of the form should be properly filled up and supporting documents wherever required should be attached.

PROFORMA-I

FOR OFFICE USE ONLY

B.O. _____

BRIEF CONFIDENTIAL REPORT OF INDIVIDUALS (BORROWER/ GUARANTOR)

Sr. No.	Particulars	Borrower	Guarantor
1.	Name & Address of Borrower/ guarantor		
2.	Purpose of loan & amount		
3.	Details of business		
	(a) Situated at		
	(b) Source of verification		
4.	Past dealings with the bank		
5.	Market report on borrower/guarantor		
6.	Any other relevant information		

COMMENTS/RECOMMENDATIONS OF BRANCH MANAGER

(Mention the date of visit at Borrower(s) residence/work place)

BRANCH MANAGER

PROFORMA-2
GUARANTOR'S INFORMATION

1. Name & address of the guarantor _____
2. Father's / Husband name _____
3. Correspondence address _____
- _____
- _____
4. Office address _____
- _____
5. Permanent address _____
- _____
6. Date of birth _____
7. Qualification _____
8. Adhaar No. _____
9. Is he/she is an income tax payer _____

Income Tax PAN No. _____ Voter ID No. _____

Passport No. _____ Driving License No. _____

10. Telephone Nos. _____ (R) _____ (O)

11. Type pf guarantor/Salaried

Name _____ Designation _____

Office address _____ Income _____

(Enclose photocopies of documentary evidence in support of the above)

Having fully apprised myself of the particulars submitted in loan application dated _____ for _____ (mentioned purpose) loan to be considered by the bank to Shri/Smt./Miss _____ Son/Wife/Daughter of Shri _____, I have decided to furnish my gurantee for repayment of the loan in case of default. I hereby declare that I know the above mentioned applicant (s) very well for the last _____ No. of year. The information furnished by me is true and correct to the best of my knowledge & belief.

Date:-

Place :

SIGNATURE OF GUARANTOR

LETTER OF ACCEPTANCE

From:- _____

Dated _____

Place _____

(Name & address of borrower)

To

The Branch Manager,
The Mahendragarh central Coop. Bank Ltd.
_____ Branch

Dear Sir,

I beg to acknowledge receipt of your H.O. letter No. _____ dated _____ communicating to me that sanction of Medium Term Personal Loan of Rs. _____ (Rupees _____) for _____ purpose under Atmnirbhar loan scheme of the bank. The conditions stipulated in the said letter of sanction are accepted to me and I agree to abide by these till all the dues owned by me to your bank, under these arrangements are repaid in full with interest.

Further, I do hereby waive my right to take advantage of any default in presentment of documents executed by me as required by law. I am enclosing herewith the documents as per sanction letter.

Thanking you

Yours faithfully

Signature

Name _____

PROFORMA-6 A

DEMAND PROMISSORY NOTE

Rs. _____

Place _____

Dated _____

On demand, I/we jointly and severally promise to pay The Mahendragarh Central Coop. Bank Ltd. Mahendragarh or _____ branch or order the sum of Rs. _____ (Rupees _____ only) together with interest on such sum from this date @ _____ % per annum with quarterly/half yearly rests for value received.

Further in case of default of instalment, I/we agree to pay the penal rate of intt. @3% per annum to the bank above the normal rate of interest as given above for the period.

If the rate of interest is increased/decreased by the bank the same will be binding upon me/us without notice.

Yours faithfully

Signature _____

Name _____

Address _____

Phone _____

Affix
R/Stamp

Witness

Signature _____

Name _____

Address _____

Phone _____

PROFORMA-6 B

TIME PROMISSORY NOTE

Rs. _____

Place _____

Dated _____

After every month/quarter/half year/year from the date during the period of _____ years, I/we _____ promises to pat The Mahendragarh Central Coop. Bank Ltd. Mahendragarh or _____ branch or order the sum of Rs. _____ (Rupees _____) in _____ equal monthly/quarterly/half yearly instalments of the total amount of Rs. _____ (Rupees _____) @ _____ % per annum intt. With half yearly rests on 30th September and 31st March every year for value received.

Any revision in the rate of interest by the bank at any time will be acceptable and binding on me/us. I/we also promises to pay penal rate of intt. @ _____ % per annum in case of default in the repayment of loan drawn by me/us over and above the normal rate of interest.

Dated at _____ this the _____ day of _____ Two thousand _____

Revenue
Stamp

Signature _____

Name _____

Father's name _____

Address _____

Witness
Signature _____

Phone _____

Name _____

Resi address _____

Address _____

Phone _____

Phone _____

PROFORMA-7
LETTER OF CONTINUITY

Whereas on _____ The Mahendragarh Central Coop. Bank Ltd. B.O. _____ agreed to open a loan account in favour of Sh. _____ S/o Sh. _____ of Rs. _____ (Rupees _____) on such conditions as may have been separately agreed to between me/us and the bank and in consideration of the said advance being made, we having duly signed and delivered to the bank our/my promissory note for the sum of Rs. _____ (Rupees _____). I/we hereby agree and undertake that the said promissory note of Rs. _____ only is to stand and be regarded as the continuing security to be enforceable for all money which now are or which may at any time here after become due and owing by me/us to the bank on the said account and on any other account and whether or not from time to time there be nothing owing on the loan account or the same respectively be at credit.

Yours faithfully

Signature

Place _____

Name _____

Dated _____

Address _____

Received this day _____ from The Mahendragarh Central Coop. Bank Ltd. _____ branch a sum of Rs. _____ (Rupees _____) being amount of the loan as mentioned above.

Dated _____

(Signature of borrower)

Affix
R/Stamp

PROFORMA-5
AGREEMENT OF GUARANTOR

I _____ S/o _____ Sh. _____ R/o _____ and
Sh. _____ S/o _____ Sh. _____ R/o _____ hereby jointly or
severally stand guarantor for the repayment of loan of Rs.
_____ (Rupees _____ only) alongwith interest due thereon raised by
Sh/Smt _____ S/o/W/o/Sh. _____

_____ R/o _____ from The Mahendragarh Central Coop. Bank
Ltd. _____ branch _____ if he/she fails to repay the same in time.

Further any change in terms and conditions of loan, mode of repayment of loan, rate of interest and
penal interest will be acceptable and binding on us. This shall constitute a continue security till the
repayment of entire loan alongwith interest. We shall be personally liable to pay the loan, with
interest and other expenses incurred thereon to the bank jointly or severally.

I shall be bound by the rules and bye-laws of the bank and Harayana Co-op societies Act,
1984 which are now in force of thereafter may come into force and the terms thereof shall be
deemed to have been incorporated in this agreement.

I hereby bind myself, my heirs, administrators, assignees as the case may be from time to
time.

GURANTOR

1. Signature _____
Name _____
S/o Sh. _____
Designation _____
Address _____

Phone _____
Place of posting _____

2. Signature _____
Name _____
S/o Sh. _____
Designation _____
Address _____

Phone _____
Place of posting _____

WITNESS

1. Signature _____
Name _____
S/o Sh. _____
Designation _____
Address _____

Phone _____
Place of posting _____

2. Signature _____
Name _____
S/o Sh. _____
Designation _____
Address _____

Phone _____
Place of posting _____

Place _____

Branch _____

Dated _____

PROFORMA-9

The General Manager
The Mahendragarh Central Coop. Bank Ltd.
Mahendragarh

Subject:- Application for associate membership of the bank.

Sir,

I/we hereby apply for becoming associate member of your bank for which I/We am/are eligible under relevant provisions of Act, Rules and Bye-Laws. I am also remitting admission fee of Rs. 500/-. I/we, hereby undertake to adhere to the provisions of the Act, Rules and Bye-Laws of the bank.

Thanking you

Yours faithfully

For and on behalf of
(Name of the borrower)

(Signature) (s)

1. Name _____
2. Age (if individual) _____
3. Father's name Sh. _____
(if individual)
4. Status _____
(individual/ Property concern, partnership concern etc.)
5. Address :
 - a) Office _____
 - b) Residence _____
 - c) Profession _____

PROFORMA -4
(On Non-Judicial paper)
LOAN AGREEMENT FROM BORROWER

I _____ S/o Sh. _____ R/o _____ do hereby acknowledged to have received from The Mahendragarh Central Coop. Bank Ltd. Mahendragarh with its branch at _____ a loan of Rs. _____ (Rupees _____ only) and agree as follows.

1. I shall, repay this loan in _____ instalment of Rs. _____ of which the first instalment shall be repayable on or before _____ and other instalments by a regular intervals of one month i.e. on or before 10th of every month thereafter with interest due thereon.
2. The loan shall bear interest @ _____ % p.a. or as amended by the bank from time to time. In case of default the bank shall also charge penal interest @ _____ % over and above the normal rate of interest for the amount and period during which the default subsists.
3. If I fail to pay any instalments with interest as provided in clause 1 above, I shall be liable to pay at one the whole amount then due together with interest due thereon in terms of my "DEMAND PROMISSORY NOTE" dated _____ if called upon to do so by the bank.
4. I shall be bound by the rules and bye-laws of the bank and Harayana Co-op societies Act, 1984 which are now in force of thereafter may come into force and the terms thereof shall be deemed to have been incorporated in this agreement.
5. I hereby bind myself, my heirs, administrators, assignees as the case may be from time to time.

Dated at _____ the day of _____ two thousand _____

Witness:

(Borrower's Signature)

Signature : _____

Name : _____

Address : _____

ELIGIBILITY

As we know, most of small fruit sellers, thela wala, pani puri wala, vegetable sellers who are depending on daily income are now totally deprived. This small calculation will indicate the likely loss and the loan required:

The average vegetable/ fruit/ neighborhood pani puri seller from a cart has a revenue of Rs. 1200 per day. They have a gross margin of Rs. 300-500 per day. Let us assume gross margin of Rs. 400. Their cost of goods sold would be typically in the range of 700-800 per day. Let us go with Rs. 800. They usually carry inventory for 4 days. Based on this, they would need:

Livelihood loss:- $\text{Rs. } 400 \times 40 \text{ days lockdown} = \text{Rs. } 16000$

Inventory re-stocking : $800 \times 4 \text{ days} = \text{Rs. } 3200$

Payables for old inventory that he could not sell : $800 \times 4 \text{ days} = \text{Rs. } 3200$

The average thela walla will need about $16000 + 3200 + 3200 = 22400$. Round it off to Rs. 25000/-.

THE MAHENDRAGARH CENTRAL COOP. BANK LTD. MAHENDRAGARH

(To be stamped as affidavit)

I _____ S/o, W/o, D/o Sh.
_____ residents of _____ solemnly affirm
and declare as under:-

1. That I will not raise further similar loan from any other branch of the Mahendragarh Central Coop. Bank Ltd. Mahendragarh or any other bank/ F.I. without consent of the bank.

DEPONENT

Verification

I, the deponent above mentioned, do hereby verify that the contents of foregoing affidavit are true and correct, no part of it is false and nothing has been concealed therefrom.

Verified at _____ on this _____ day of _____ 20

DEPONENT

THE MAHENDRAGARH CENTRAL COOP. BANK LTD. MAHENDRAGARH

B.O. _____

Dated/

To _____

Dear Sir/ Madam,

Your application for Atmnirbhar Loan Scheme – Sanction Letter.

We are please to inform that we have sanctioned a Atmnirbhar loan of Rs. _____ in your favour to meet the urgent requirement of loan on the undernoted terms and conditions.

SANCTION TERMS		
Sanction amount		
Rate of interest		
Type of interest	Fixed rate of interest – Rate of interest will be revised	
Margin		
Repayment Tenor		
Number of EMIs		
Repayment to be commenced from		
Amount of EMI		
Processing fee	Rs.	Documentation fee
Credit Information report Charges		
Security	Guarantor(s)	
Prepayment Penalty	NIL	
Penal Interest, if any	After 15 days of default	3% p.a. on default amount over and above the normal rate of intt.
Late payment charges	Rs. 250/- plus taxes if any after 15 days of default	
Cheque Bounce charges	Rs. 250/- plus taxes if any per cheque	

2. The above sanction is, however, subject to:
- i) Execution of loan documents as per banks format & guidelines
 - ii) The above sanction shall be valid for a period of one month from the date of issue of the sanction letter.
 - iii) That any third party liability coming on the bank due to wrong information/declaration given by you, will be yours responsibility.
- Received the original : Terms and conditions accepted.

Borrower

For the bank