



THE BHARAT CO-OPERATIVE BANK (MUMBAI) LTD.

(Multi-State Scheduled Bank)

LOAN APPLICATION FORM FOR MSEs

To be submitted along with documents as per the checklist

The Managing Director & CEO
The Bharat Co-operative Bank (Mumbai) Ltd.
Central Office, Goregaon (East)

Through _____ Branch

1. Name of The Enterprise _____

2. Regd. Office Address : _____

3. Address of Factory/ Shop : _____

4. Whether Belongs To SC/ST/OBC/MINORITY Community : _____ If yes Details : _____

Telephone Nos.(office) : _____ Email Address : _____

Mobile No. _____ Pan Card No. _____

5. Constitution: Proprietary/Partnership Firm/Pvt. Ltd./Ltd. Company/Co-op. Society : _____

6. Date of Establishment : _____

7. NAME OF PROPRIETOR/PARTNERS/DIRECTORS OF COMPANY AND THEIR ADDRESSES:

	Name	Age	Academic Qualifications	Residential Address	Telephone No (Residence)	Experience in the line of activity
1)						
2)						
3)						
4)						

8. ACTIVITY :

Existing : _____

Proposed : _____

(If a different activity other than existing activity is proposed.)

9. NAMES OF ASSOCIATE CONCERNS AND NATURE OF ASSOCIATION :

Name of Associate Concern _____

Addresses of Associate Concerns _____

Presently Banking With _____ Nature of Association _____

Extent of Interest of the applicant as a Prop./ Partner / Director or Just Investor In Associate Concern _____

10. Relationship of Proprietor/partner/director with the officials of the Bank/director of the Bank _____

10 (A) CREDIT FACILITIES (EXISTING) : (Rs. In Lacs.)

Type of Facilities	Limit As on.....	Out Standings As on.....	Presently Banking With	Security Lodged	Rate of Interest	Repayment terms
Current Account						
Cash Credit						
Term Loan						
LC/BG						

If Banking with this bank, customer number :

10 (B). It is certified that our unit has not availed any loan from any other Bank / Financial Institution in the past and I am / We are not indebted to any other Bank/ Financial Institution other than those mentioned in 10(a) above.

11. CREDIT FACILITIES (PROPOSED) :

Type of facilities	Amount (in Lacs)	Purpose for which required	Security Offered	
			PRIMARY SECURITY (Details with approx. value to be mentioned)	Whether Collateral Security Offered (Please mention yes or no) (If yes, then provide details in column 12)
Cash Credit				Yes / No.
Term Loan				Yes /No.
LC/BG				Yes / No.

IN CASE OF TERM LOAN REQUIREMENTS, THE DETAILS OF MACHINERY MAY BE GIVE AS UNDER :

Type of Machine	Purpose for which required	Whether imported or indigenous	Name of supplier	Total cost of machine (in case of imported machine, the breakup of basic cost, freight, insurance and customs duty may be given)	Contribution being made by the promoters	Loan required

12. Details of Collateral Security Offered, If Any, Including 3rd Party Guarantee

13. PAST PERFORMANCE/FUTURE ESTIMATES (Actual performance for two previous years, estimates for current year and projections for next year to be provided for working capital facilities. However for term loan facilities projections to be provided till the proposed year of repayment of loan):

(Rs. in Lacs)	PAST YEAR-II (Actual)	PAST YEAR - I (Actual)	PRESENT YEAR (Estimates)	NEXT YEAR (Projections)
Net Sales				
Net Profit				
Capital (Net worth In case of companies)				

14. STATUS REGARDING STATUTORY OBLIGATIONS:

Statutory Obligation	Whether complied with (Write Yes/ No). If not applicable then write N. A.	Remarks (Any details in connection with the relevant obligation to be given)
Registration under Shop and Establishment Act		
Registration under SSI (Provisional/ Final)		
Drug Licence		
Latest Sales tax returns filed		
Latest Income tax returns filed		
Any other statutory dues remaining outstanding		

15.

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SIGNATURES OF PROPRIETOR / PARTNER / DIRECTOR WHOSE PHOTO IS AFFIXED ABOVE Only one photo of proprietor / each partner / each working director is required to be affixed.

16. Date :

Place :

I/We certify that all information furnished by me/us is true; that I/We have no borrowing arrangements for the unit except as indicated in the application; that there is no overdues /statutory dues against me/us/promoters except as indicated in the application, that no legal action has been/is being taken against me/us/promoters; that I/We shall furnish all other information that may be required by you in connection with my/our application that this may also be exchanged by you with any agency you may deemed fit and you, your representatives, representatives of the Reserve Bank of India or any other agency as authorised by you, may, at any time, inspect/verify my/our assets, books of account etc. in our factory/business premises as given above.

CHECK LIST (TO BE GIVEN TO THE NEW CUSTOMERS BY BRANCH) OF DATA TO BE KEPT READY BY THE CUSTOMER

1. Proof of identity - Voter's ID Card / Passport / Driving licence / PAN Card /Signature identification from present bankers of Proprietor, Partner or Director (i f a company).
2. Proof of residence - Recent Telephone bills, Electricity bills, Property tax receipt / Passport / Voter's ID Card of Proprietor, Partner or Director (if a company).
3. Proof of business address
4. Proof of Minority
5. Last three years balance sheets of the units along with income tax / sales tax returns etc. (Applicable for all cases from Rs. 2 lacs and above). However, for cases below fund based limits of Rs. 25 lacs if audited balance sheets are not available, then unaudited balance sheets are also acceptable & the satisfaction of the bank. For cases of Rs. 25 lacs and above, the audited balance sheets are necessary.
6. * Memorandum and Articles of Association of the Company/Partnership Deed & Registration Certificate of partnership etc.
7. * Assets and liabilities statement of promoters and guarantors along with latest income tax returns.
8. * Rent Agreement (if business premises on rent) and clearance from pollution control board if applicable.
9. * SSI registration if applicable.
10. * Projected balance sheets for the next two years in case of working capital limits and for the period of loan in case of term loan. (For all cases of Rs. 2 lacs and above)
11. * In case of takeover of advances, sanction letters & statement of facilities being availed from existing Bankers/Financial Institutions along with detailed terms and conditions.
12. * Profile of the unit (includes names of promoters, other directors in the company, the activity being undertaken, addresses of all offices and plants, shareholding patten etc.) (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs. 25 LACS).
13. * Last three years balance sheets of the Associate/Group Companies (If any). (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs. 25 LACS).
14. * Project report (for the proposed project if term funding is required) containing details of the machinery to be acquired, from whom to be acquired, price, name of suppliers, financial details like capacity of machines, capacity utilization estiminet, production, sales, projected profit and loss and balance sheet for the next 7 to 8 years till the proposed loan is to be paid, the details of labor, staff to be hired, basis of assumption of such financial details etc. (APPLICABLE FOR CASES WITH EXPOSURE ABOVE RS. 25 LACS).
15. * Review of account containing month wise sales (quantity and value both), production (quantity and value), indigenous raw material (quantity and value), value of stocks in process, finished goods (quantity and value), debtors, creditors, bank's outstanding for working capital limits, term loan limits, bills discounted. (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs. 25 LACS).
16. *Title deeds of all the properties being offered as primary and collateral securities.
17. * Position of accounts from the existing bankers and confirmation about the asset being Standard with them (In case of takeover).
18. * Manufacturing process if applicable, major profile of executives in the company, any tie-ups, details about raw material used their suppliers, details about the buyers, details about major competitors and the company's weaknesses as compared to their competitors etc. (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs. 25 LACS).

(The check list is only indicative and not exhaustive and depending upon the nature of proposal addition could be made as per necessity)