

LOAN APPLICATION FORM FOR (Medium/Long Term Loan)

PHOTO
PASSPORT
SIZE

To
The General Manager,
The Gauhati Co. Op. Urban Bank Ltd.
Guwahati - 1

(Through the Branch Manager

..... Branch)

Dated200

Dear Sir,

I request you to kindly grant me Medium/Long Term Loan of Rs.

(Rupees only)

for the purpose of

Accordingly, following particulars are furnished for your kind consideration.

1. (a) Name of the applicant (in block letters) :-
- (b) Age of the applicant :-
- (c) Religion/Caste :-
2. Whether the applicant is citizen of India, if so how? :-
3. Father's name/Husband's name :-
4. Applicant's Permanent address :-
(proof of address must be enclosed)
5. Applicants' Present address :-
6. Applicant's Occupation with designation :-
7. Full particulars of the employer :-
(in case of Employee)
8. Annual Income (last 12 months) :-
9. Name & Address of the pay drawing & Disbursing officer (in case of Employee) :-
10. Account No./Date of opening/Balance of the A/c held:-
11. Is there any other a/c (with full particulars) :-
12. a) Amount required as Loan :-
- b) Source of the balance amount :-
13. Period of repayment :-

- (b) Particulars of immovable securities :-
16. Present liability if any with any Bank, give full particulars thereof :-
17. Name of the Bank where the principal a/c of the applicant is maintained :-
18. If he/she is a member/shareholder of the Bank (Xerox:- copy of the share certificates enclosed).
19. Borrowings of the applicant/if any, with the Bank (full particulars) :-
20. Any other information :-

Declaration of the applicant

I Sri/Smti..... do hereby affirm that particulars / information stated above are true to the best of my knowledge and belief and if any of these are proved to be false, I shall be liable for action.

Yours Faithfully,

Signature of applicant (in full)

Enclo :

1. Salary statement of the applicant & Guarantors.
2. Declaration of Guarantor.
3. Declaration of applicant.
4. Letter of Authority duly accepted by the Employer.
5. Age certificate.
6. Quotation.

N.B. : THE APPLICATION SHOULD BE ACCOMPANIED BY A COMPREHENSIVE REPORT OF THE BRANCH MANAGER WITH HIS RECOMMENDATION, IF ANY.

(To be filled up by the Branch)

Enclo :- Enquiry report

BRANCH MANAGER

DECLARATION OF GUARANTOR

I Shri / Smti _____ Son / Daughter / Wife of
Sri / Late _____ permanent resident of
_____ P.O. _____ P.S. _____
_____ District _____ present resident of
_____ District _____ (Assam) working
in _____ as (designation) _____
of age _____ as on _____ do hereby declare
that I have ready understood the rules of the Gauhati Co-operative Urban Bank Ltd. registered under the
Assam Co-operative Societies Act. 1949, and have agreed to stand Guarantor for repayment of M.T. Loan of
Rs. _____ only with
interest and all charges thereon that may be granted to Sri/Smti _____
_____ presently residing at
_____ and working in _____
_____ as (designation) _____
_____ as requested by the above named within three months
from the date of notice issued by the Bank. My monthly (BP+DA) Salary in Rs. _____
(Rupees _____) I also declare
that this Guarantee will not be revoked till the loan with interest is fully liquidate.

Guarantor

Name _____

Occupation _____

Incase of Service Holder

Certified that Shri/Smti _____
is an employee/officer of this establishment. She/he is drawing salary of Rs. _____
(Rupees _____)
only per month excluding Total Deduction of Rs. _____ only.

Witness

Sign. of pay disbursing officer

To
The
.....
.....

Sub. : Authority for recovery of Loan installment.

Dear Sir,

I do hereby authorise you to recover from my monthly salary every month, the loan installment in repaying the loan be availed from the the Gauhati Co-operative Urban Bank Ltd. Guwahati Branch for purchasing a / personal loan and remit the same to the Branch till loan with interest due to thereon is liquidated fully, and in case of my transfer to any other office, the loan A/C may be shown in my LPC (if not liquidated till then) and in case of default for any reason, I authorise you to realise the outstanding amount from my leave salary, arrear pay, gratuity etc. & remit the same to the Gauhati Coop. Urban Ltd. chatribari, Guwahati-1.

Yours Faithfully,

Signature

Full Name :-

Designation :-

Address :-

Accepted the above authority letter. We have no objection for sanctioning loan to Shri/ Shmti.....
an employee of our establishment. We also undertake to recover loan installment from the above named and remit the same to The Gauhati Co-operative Urban Bank Ltd., Guwahati Branch, every month. We also undertake to realise any balance amount in the L.P.C. of the employee in case of his/ her transfer to any other office, and recover the loan fully from his/her leave salary, gratuity and arrear pay etc. in case of default and remit the same to the Gauhati Co-Op. Urban Bank Ltd., Guwahati.

Witnessess

1.

2.

Signature of Employer

Full Name :

Designation

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