

Application for Credit Facilities to Micro and Small Enterprises

(For Medium Enterprises upto Rs.2.00 crore)

To be submitted along with documents as per the checklist

To:
The Branch Manager
SyndicateBank
.....Branch.

For Bank use only

File No./Customer ID	
Loan A/c No.	
SB/Current A/c no.	

1. Name of the Enterprise :

2. Address of Regd. Office:

3. Address of Factory/Shop:

Telephone No.(Office)	Mobile No.	E-mail Address	PAN

4. Category
(√ whichever is applicable):

SC	ST	OBC	Minority	General
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5. Constitution
(√ whichever is applicable):

Proprietary	Partnership Firm	Private Ltd	Ltd Company	Co-op. Society	Others
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6. Date of Establishment :

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7. Name of Proprietor/Partners/Directors of Company and their addresses:

Name	Father/ Husband's Name	Age	Academic Qualifications	Residential Address	Telephone No.(Resi)	Experience in the line of activity

8. Activity :

Existing :	
Proposed (#) :	

If proposed activity is different from the existing activity

9. Names of associate concerns and nature of Association:

Name of associate concerns	Addresses of associate concerns	Presently Banking with	Nature of Association	Extent of interest 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. :

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11. Existing Credit Facilities :

Type of facilities	Limit (in lacs)	Outstanding as on	Presently banking with	Security Lodged	Rate of Interest	Repayment terms
Cash Credit						
Term Loan						
LC/BG						

If Banking with this Bank, customer ID /A/c No. be given here:

It is certified that our unit has not availed any loan from any other Bank/Financial Institution in the past and I am not indebted to any other Bank/Financial institution other than those mentioned in (11) above.

12. Credit Facilities Required :

Type of facilities	Loan required 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 Col. No.13)
Cash Credit				YES / NO
Term Loan				YES / NO
LC/BG				YES / NO
				YES / NO
TOTAL				YES / NO

In case of term loan requirements, the details of machinery may be given 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

13. Details of Collateral Security/Guarantor, if any (Enclose ADV-80A)

Collateral Security	
Guarantor	

(* As per RBI guidelines banks are not to take collateral security for loans upto Rs.5 lakhs to MSME Units)

14. 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 – II (Actual)	Present Year (Estimates)	Next Year (Projections)
Net Sales				
Net Profit				
Capital (Net worth in case of companies)				

15.	Status regarding Statutory Obligations:		
	Statutory Obligations	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)
	1. Registration under Shops and Establishment.		
	2. Registration under MSMED Act (Provisional/Final)		
	3. Drug License		
	4. Latest Sales Tax Return filed		
	5. Latest Income Tax Return filed		
	6. Any other statutory dues remaining outstanding		

16.

SPACE FOR PHOTO	SPACE FOR PHOTO	SPACE FOR PHOTO
(Signatures of Proprietor/Partner/Director whose photo is affixed above)		
Only one photo of proprietor/Partner/ Working Director is required to be affixed.		Each photo will be attested by the Branch with Branch stamp, name and signature of Branch Official/Manager

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.

Place:
Date :

Signature/Thumb Impression of Borrower

**SyndicateBank
HEAD OFFICE : MANIPAL**

Branch :
Ref. No. :

BIC :
Date :

Acknowledgement for Loan Application

1. Distinctive Serial Number of Loan application :
2. Name of the Applicant :
3. Date of Receipt of Application for advance :
4. Additional details / documents / requirements/information required :
 - Mentioned Below:
 - Will be informed later
 - (i) (ii) (iii) (iv)
5. **The Norms disposal of loan applications:** will be disposed within _____ weeks.
(Subject to production of future particulars/original documents)

Signature of Branch Head

Check list to be given to the new customers by branch

1. Proof of identity – Voter's ID Card / Passport /driving licence / PAN Card / signature identification from present bankers of proprietor, partner or Director (if a company).
2. Proof of residence – Recent telephone bills, electricity bill, 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/ Category (if required).
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 for limit up to Rs 10.00 lac as per extant instructions 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 of partners 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. MSME registration if applicable.
10. Projected balance sheets for the next two years in case of working capital limits and for the period of the loan in case of term loan. (For all cases of Rs.2 lacs and above).
11. In case of takeover of advances, sanction letters 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 pattern etc.
13. *Last three years balance sheets of the Associate/Group Companies (If any).
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, names of suppliers, financial details like capacity of machines, capacity utilisation assumed, production, sales, projected profit and loss and balance sheets for the next 7 to 8 years till the proposed loan is to be paid, the details of labour, staff to be hired, basis of assumption of such financial details etc.
15. * Review of account containing month wise sales (quantity and value both), production (quantity and value), imported raw material(quantity and value), indigenous raw material (quantity and value), value of stocks in process, finished goods (quantity and value), debtors, creditors, bank's outstandings for working capital limits, term loan limits, bills discounted.
16. Photocopies of lease deeds/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 tieups, details about raw material used and their suppliers, details about the buyers, details about major competitors and the company's strength and weaknesses as compared to their competitors etc.
19. Legal opinion of the property to be mortgaged(if applicable) from the empanelled lawyer.
20. other documents required

*Applicable for cases with exposure above Rs.25.00 lacs.

Note: The check list is only indicative and not exhaustive and depending upon the local requirements at different places addition could be made as per necessity.