



Application Form For Micro Loans for individuals, JLG members

Photograph of the borrower(s) to be pasted and signed across the photo by the borrower(s)

Branch

I/We hereby apply for medium term credit facility of Rs.....for purpose. My Personal details are as under:

S. No	Name of the applicant/ Co borrower	Gender	Date of Birth	Age years
1				
2				
Applicant's Father's/Spouse name:				
Co borrower's Father's/Spouse name:				
Activity/Shop: Address:		Activity since:		
Religion		Caste (SC/CT/OBC/Others)		

- I would like to repay loan of Rs. in Equated Monthly /fortnightly /Weekly installments of Rs.....

Declaration:

- I hereby declare that:
 - My annual household income is Rs..... (As per extant RBI guidelines the annual household income of the borrower should not exceed Rs. 1.00 lakh in rural area and Rs.1.60 lakh in semi-urban and urban area.
 - my indebtedness as on today is Rs.....Only. (Total indebtedness of the borrower does not exceed Rs.1,00,000)
 - I/we have not availed loan from more than two MFIs or Institutions
 - I am not a defaulter to any Bank/FI.
- Bank is authorized to verify my business activities and my family's borrowing details and free to furnish details about the same to any Credit Information Bureau agency. Loan will be utilized for the specific purpose as mentioned in the form and bank is free to verify as and when desired.
- I hereby undertake to abide by terms and conditions that the Bank may stipulate while sanctioning the loan.
- I hereby declare that the information/particulars given are true and correct to the best of my knowledge and belief.
- I hereby agree and undertake that if any asset(s) is created out of the Loan, the same shall be hypothecated/ charged to the Bank as security for the due repayment and discharge by the Borrowers to the Bank, of the Loan together with interest, additional interest, costs, charges and all other monies due to the Bank.
- I/We hereby agree, confirm and give consent that any sum remaining due to the Bank with accrued interest thereon in respect of any of the aforesaid advance/loan and any other monies payable by me/us under any of the documents executed/to be executed in future in connection with the said advance/loan or the repayment thereof, may be recovered by the Bank from me/us jointly or severally as a 'public demand' as specified or referred in any extant legislation relating to recoveries thereof.
- As per our request, if the Bank considered the loan application and sanction loan, I request you to kindly disburse the loan amount of Rs. _____ (Rupees _____ only) from my loan account and credit the same to my saving account maintained at IDBI Bank/other Bank.

Signature Applicant

List of Officially Valid KYC Documents to be obtained:	
Aadhar Card, Passport, Voter ID, Pan Card, Driving License, NREGA Job Card	
Receipt of Loan Application Form	
Received Application from Shri./Smt:	
Application date: _____	Date of receipt of Application _____
Signature and seal of Bank Officer	



Appraisal

A) Name(s)		B) Dealing with us since:		
C) Nature of Business Activity		D) Experience in activity (years)		
E) Estimated Monthly Income from Activity (Rs.)		F) Estimated Monthly Expenditure including family consumption on activity (Rs.)		
G) Monthly Surplus available for repayment		H) Monthly Repayment proposed		Rs:
		I) Frequency Mtly/FNtly/Weekly		Rs:
J) Rating Score		K) Insurance Coverage, If any		Y/N
		For Amount Rs:		
L) Comments on Credit worthiness:				
M) Strength of the proposal:				
N) Weakness of proposal, if any:				
Signature of appraising Officer				
Place		Signature of BH/ Sanctioning Authority		
Date		Name With Rubber Stamp		

*Sanctioned and noted at monthly control return



Scoring model for “Micro Loans” for individuals and JLG members

Sl. No.	Particulars	Possible Score	Max Score	Applicable Score
1	Borrower’s age in years		10	
	18-25	5		
	Above 25-40	10		
	Above 40 upto 65	8		
2	Educational Qualification		10	
	Matriculate and Above	10		
	Secondary (7 th Standard)	8		
	Illiterate	5		
3	Family Dependents		10	
	<3	10		
	3-4	8		
	5-6	6		
	>6	0		
4	Members contribution to Household income		10	
	More than two members contribute to House hold income	10		
	One other member contribute to House hold income	8		
	Borrower is the only contributor to House hold income	6		
5	House Ownership and tenure of residence (Market enquiry and field visit)		10	
	Own house	10		
	Rented house with Stay > 2 years	8		
	Rented house with Stay < 2 years	6		
6	Annual House hold Income		20	
	Rural			
	Rs. 0.80 lakh to Rs. 1.25 lakh	20		
	Above Rs. 0.60 lakh and less than Rs. 0.80 lakh	15		
	Above Rs. 0.40 lakh and less than Rs. 0.60 lakh	10		
	Below Rs. 0.40 lakh	0		

	Urban			
	Rs. 1.40 lakh to Rs. 2.00 lakh	20		
	Above Rs. 1.00 lakh and less than Rs. 1.40 lakh	15		
	Above Rs. 0.60 lakh and less than Rs. 1.00 lakh	10		
	Below Rs. 0.60 lakh	0		
7	Experience in Business activity (As verified form field visit and enquiries)		15	
	>= 10 years	15		
	>=3 to 10 years	10		
	>= 1 to 3 years	5		
	Below 1 year	0		
8	Purpose of loan		15	
	Income generation activity (throughout the year)	15		
	Income generation activity (seasonal)	10		
	>50% of loan used towards repayment of existing debt.	5		
	Consumption	2		
Total score out of Maximum Score 100, (Min Req.55)			100	

Sign and seal of Branch Head



Loan Acceptance Letter

(To be issued in duplicate. One copy to be retained in Branch as a part of document and second copy to be handed over to borrower)

Date:.....

TO:

Name/ Co borrower's name	
Address	

Dear Sir,

With respect to your loan application dated, loan is sanctioned to you on following terms and conditions

<i>Loan amount</i>	
<i>Purpose of loan</i>	
<i>Repayment period</i>	<i>To be payable inweekly/.....fortnightly/.....monthly installments</i>
<i>Rate of Interest</i>	<i>% pa.</i>
<i>Loan utilization</i>	<i>Within one month and to be utilized for the purpose as initiated in loan application form</i>

- In case the borrower fails to pay the Bank's dues within the stipulated time and/or the account of the borrower becomes Non-Performing as per Reserve Bank of India norms, the Bank will be at liberty to publish the name and address of the borrower (s) along with details of outstanding dues payable by such borrower to the Bank and also relevant details in newspaper and other publicity media. The Bank will be at liberty to provide information defaulter advances to RBI, Enforcement Directorate, ECGC, CIBIL or any other statutory Authorities as may be deemed necessary.
- The terms and conditions shall be subject to modification by the Bank as may be considered necessary at any point of time at the sole discretion of the Bank.

Seal and Signature of Branch Head	
Date	

Borrower's acceptance: I/We hereby undertake to abide above mentioned terms and conditions and ready to avail loan.

Name of the Borrower	Signature

Date :

DEMAND PROMISSORY NOTE

Place _____

Date _____

Rs. _____

ON DEMAND I/We _____

promise to pay IDBI Bank Ltd, _____ Branch or Order the sum of

Rs. _____ (Rupees _____ only)

together with interest thereon at MCLR plus _____%, presently at the rate of -----

% per annum / the rate of -----% per annum fixed for the value received.

One Rupee
Revenue
Stamp

Signature



MUTUAL GUARANTEE FORM

- 1) We, group members of the _____ Joint Liability Group (JLG) declare herewith that, we have formed JLG in order to avail loan from IDBI Bank Ltd..
- 2) We, the members of the (Group name) of villagehereby jointly and severally, unconditionally and irrevocably guarantee repayment of the entire loan amount of Rs.-

- 3) Along with accruing interest granted to group in the event of any default by any Group Member(s) we jointly and severally undertake to repay the said loan amount along with accrued interest till the date of repayment. We have full knowledge of the transaction and it is carried out with our concurrence.
- 4) I/We hereby agree, confirm and give consent that any sum due and recoverable under this guarantee may be recovered by the Bank from me/us jointly or severally as a ‘public demand’ as specified or referred in any extant legislation relating to recoveries thereof.

<i>Member no.</i>	<i>Members Name</i>	<i>Loan amount (Rs.)</i>	<i>Signature</i>
1			
2			
3			
4			
5			



IDBI BANK LTD
CERTIFICATE OF EXECUTION OF DOCUMENTS

(In case of loans to illiterate Borrowers/ Pardanashin Lady/borrowers/guarantors who do not understand the language of the documents)

Certified that I know Shri/Smt.....son/wife/daughter of resident of as that he/she has signed/affixed his/her thumb impression on the attached documents as borrower(s)/guarantor in respect of credit limits aggregating to Rs..... sanctioned and allowed in favour of

It is further certified that the contents of all the above-mentioned documents have been read out and fully explained by the undersigned to the executants in ----- language and the undersigned has also explained the implications of all the above documents and the same has been understood by the executants.

Shri/Smt/Ms. has executed all above documents with free and sound mind, without any undue influence or coercion, by putting his or he/their thumb impression/signing thereon in my presence.


Name of the declarant / witness

Name.....

Address.....

Signature

I/We confirm:

Name	Signature
	

Place:.....

Date:.....