

**BANK OF INDIA**  
**Relationships beyond banking**

**APPLICATION FOR FINANCIAL ASSISTANCE TO RETAILERS/SMALL TRADERS**

**The Manager**  
**BANK OF INDIA,**  
\_\_\_\_\_ **Branch.**

Dear Sir,

I/We hereby apply for a total financial assistance of Rs. \_\_\_\_\_ from the Bank for the following propose(s). The period/s for which advances is/are required and the weekly/ monthly/ quarterly/ half yearly/ annual instalments. I/We wish will be able to pay are indicated against each item.

<u>Type of Advance</u> CASH CREDIT/LOAN/OVERDRAFAT	Total Cost (Rs.)	Margin %	Amount of Advance required (Rs.)	Total period of advance (in months)	Instalments	
					Period	Amount (Rs.)
a) Purchase price of place or Advance Rent/ Compensation to be paid						
b) Cost of equipment/furniture to be purchased						
c) For Financing Stock						
d) For Meeting recurring expenses						
e) For any other purpose						
Total (Rs.)		----		-----	-----	-----

\* e.g. repayment of loan taken from a money-lender, financing sales on credit etc.

State arrangements made for raising margin money and particulars of collateral security, if any and source of repayment.

Place ;

Date : \_\_\_\_\_

Yours faithfully,

: 2 :

(A) BUSINESS PARTICULARS

1. Name
2. Constitution :  
(Whether Proprietorship/ Partnership/ Pvt. Ltd.Co.  
Names and residential addresses of partners/  
Proprietor/directors, In case of partnership, please state  
Whether or not registered under Partnership Act and/  
Or Income Tax Act)
3. Date of establishment, if already in business :
4. Business Address and Telephone Number :
5. Dealing in (principal items)
6. Whether the shop/ place of business is owned or rented,  
or on leave and licence, if rented, in whose name (rent/  
compensation receipt to be produced).
7. If income tax is paid by the firm and/or partners  
personally, show amount/s and date of tax last paid  
separately for each.
8. Existing borrowings if any with full particulars, from:
  - a) Banks
  - b) Financiers
  - c) Friends and relatives
  - d) Trade Credit
  - e) Others
9. Whether the concern is a member of any retail traders,  
association/s, if so name/s and address/es of  
association/s.



: 4 :

If to be taken on lease/ tenancy/ leave and Licence give

Particulars as under: Rs.

Advance money to be paid Rs.

Monthly rental/ compensation Rs.

Name of owner/ licensor

- (D) If the advance is required for purchase of equipments, Furnish the following particulars :
- a) Type of equipment(s) proposed to be purchased
  - b) From whom to be purchased
  - c) Purchase price of each equipment separately
- (E) If the advance is required for meeting recurring expenses, state each item of expenses separately with the amount shown there against :
- 1. \_\_\_\_\_ Rs. \_\_\_\_\_
  - 2. \_\_\_\_\_ Rs. \_\_\_\_\_
  - 3. \_\_\_\_\_ Rs. \_\_\_\_\_
- (F) If the advance is required for any other purpose, furnish the necessary particulars :
- (G) a) Description of security offered by way of hypothecation, approximate value on date of application, basis of valuation and whether or not adequately insured (to be supported by copies of relative invoices)
- b) Name and address of proposed guarantor if any
- (H) REFERENCES (for new entrants, references of any two persons would be adequate) :
- I Give two names and address of the following :
- a) \_\_\_\_\_
  - b) \_\_\_\_\_

: 5 :

- a) From your own trade who know you well  
\_\_\_\_\_  
\_\_\_\_\_
  - b) Your suppliers  
\_\_\_\_\_  
\_\_\_\_\_
  - c) Your customers  
\_\_\_\_\_  
\_\_\_\_\_
  - d) Present Banker's (if any) and period of association
- 

(I) ASSETS AND LIABILITIES AS NO .....

Assets		Liabilities	
1. Cash on hand and	Rs. _____	1. Trade Credit received	Rs. _____
2. Trade Credit given	Rs. _____	2. Loan/s from Bank/s	Rs. _____
3. Stocks	Rs. _____	3. Borrowing from other	Rs. _____
4. Machinery/Fixtures	Rs. _____	4. Other liabilities (if any)	Rs. _____
5. Other assets if any	Rs. _____	5. Capital in Business	Rs. _____
	Total Rs. _____		Total Rs. _____

- 1. I/we hereby declare and undertake as under:
  - i) that the particulars furnished above are to be the best of my/our knowledge true and correct :
  - ii) that the aforesaid goods proposed to be hypothecated to you as security for the loan/cash credit/ over-draft facility asked for are either my/our own absolute property or that I/We have such interest in them as entitles me/us to hypothecate them to the Bank to the full extent of the Bank's advances to me/us against these goods and that they are not subject to any attachment. Claime lien or charge of any sort.

: 6 :

- iii) that the advance if granted, will be utilized for the purpose for which it is granted.
- iv) that my/ our banking, business will be confined to your Bank and I/ We will deposit my/our earnings in my/our account with you and I/we have not borrowed any money from any source/Bank other than yourselves, except as detailed in A(8) above:
- v) that so long as I/we continue to be indebted or liable to the Bank in the above account or in any other account or manner, I/We will not borrow any moneys from any other source/ Bank without your prior consent in writing.
2. I/We have no objection if the bank carries out inspection of goods/stocks before sanctioning the advance.
3. I/We have no objection to display the Bank's name board at shops/godowns where goods/stocks hypothecated are stored/ proposed to be stored.
4. I/We make the aforesaid declaration knowing that on the faith and strength thereof our application for a loan/cash credit/overdraft facility will be considered by you, and that the advance, if sanctioned, is liable to be recalled forthwith in case the aforesaid declaration turns out to be not true in any manner whatsoever.

Date: \_\_\_\_\_

Yours faithfully,

---

Recommendation of the Association/s of which the proponent is a member,  
(No legal responsibility will be attached to the Association)

---

Received from \_\_\_\_\_ a loan application for \_\_\_\_\_  
on \_\_\_\_\_

FOR BANK OF INDIA

Place:

The Manager

Date :

Branch

