



THE MALAD SAHAKARI BANK LIMITED

Central Administrative Office

6, Sujata Niketan, Rani Sati Marg, Malad (East), Mumbai – 400097.
Tel No.: 022 2883 8636, 2880 3516 Fax.: 2880 3517 Website: www.maladbank.com

APPLICATION FORM FOR COMMERCIAL ADVANCES

LAF-2

To,

Branch Manager
The Malad Sahakari Bank Ltd.
_____ Branch

Sir/Madam,

I/We hereby apply for the following Credit Facilities as detailed here below: -

1. Name of the Applicant / Constitution	Mr./Ms./M/s. _____ PAN No.: _____ CIN / Partnership Regn No.: _____ Email Address: _____ Website: _____
2. Constitution:	Proprietary/ Partnership Firm/ Private Limited Company/ Limited Company/ Co.-Op Society/ Others (please specify) _____

3. Name/s of Promoters/ Proprietor/ Partners/ Directors etc.: (Rs. in lacs)

Name/s	Age	Qual.	*DIN NO.	Income	**Wealth as	%age
1.						
2.						
3.						
4.						

*(DIN No. will be applicable for Directors of company)

**Net wealth /worth as per capital a/c balance

4. Address/es: Office: (Ownership/Rental) Tel. No.	
Factory/ Shop: (Ownership/Rental) Tel. No.	
Other/s: (Ownership/Rental) Tel. No.	
5. Date of Establishment:	

6. Limits Applied for:

Type of Facility	Amount Applied	Purpose	Security details in brief (Type & value)	
			Primary Security	Collateral Security
Cash Credit/Overdraft				
Term Loan – I				
Term Loan – II				
Term Loan – III				
Others				
Total Limits Applied				

In case of term loan requirements, the details of premises or machinery (please attach separate sheet if required):

7. Activity:	Existing	
	Proposed#	
# If a different activity other than existing activity is proposed		

8. Major Clientele:	
9. Main Suppliers:	

10. DETAILS OF EXISTING ACCOUNTS AND CREDIT FACILITIES (if any):

Type of Account	Limit	Outstanding As on _____	Presently Banking with	Security Lodged	Rate of Interest	Repayment Terms

11. Purpose of Application for Financial Assistance (in brief):

12. BANKING DETAILS OF GROUP / ASSOCIATE CONCERNS HAVING ACCOUNTS WITH OTHER BANK/S: (Sales, Net profit, Net worth as per latest Balance Sheet)

Name of the Concern	Activity	Sales	Net Profit	Net Worth	Name of the Bank	Sanctioned Amount	Amt. O/s	Status

13. Details of Borrowing in the individual names of Promoters/ Proprietor/ Partners/ Directors:

Name	Name of Bank	Type of Loan	Amount Sanctioned	Amt. O/s	ROI	Overdues, if any

14. Names of Guarantors (Other than Promoters/ Proprietor/ Partners/ Directors):

Name/s	Activity / Profession	Age	Income FY	Net Worth

15. BACKGROUND:

i. About the Promoters/Proprietor/Partners/Directors:

Family Background: _____

Education: _____

Experience in the field: _____

ii. About the Product/Business:

Nature of activity: _____

Range of products manufactured/traded: _____

No of Employees: Administrative staff and Labour: _____

iii. Raw material required and its sources: _____

iv. Marketing strategy/Major competitors/Market situation: _____

16. PAST PERFORMANCE & FUTURE ESTIMATES*:

SR. NO.	PARTICULARS	YEAR BEFORE LAST (Actual)	LAST YEAR-I (Actual)	CURRENT YEAR (Estimate)	NEXT YEAR (Projection)
1	Income/Sales				
2	Net Profit				
3	Capital / Net Worth (for Co)				

* (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 to be provided till the proposed year of repayment of loan in a separate sheet)

17. Month-wise breakup of Sales/Turnover & Purchases:

Month	Sales		Purchases	
	Last Year	Current Year	Last Year	Current Year
April				
May				
June				
July				
August				
September				
October				
November				
December				
January				
February				
March				

18. TOP 5 Customers/Sellers/Buyers/Debtors/Creditors

Name	Sales		Purchases	
	Amt	% to total	Amt	% to total

Name	Debtors		Creditors	
	Amt	% to total	Amt	% to total

19. In case of Term Loan requirements, details of machinery required is as under:

Description of Machinery	Purpose for which required	Name of Supplier	Total Cost of Machine	Borrower's Contribution	Loan Required
Total					

20. Status regarding Statutory Obligations:

Statutory Obligation	Compliance (YES/NO/ N.A.)	Remarks (Details to be given if Compliance is "NO")
1. Registration under Shops and Establishment Act (Gumasta license).		
2. Registration under SSI (Provisional / Final)		
3. VAT paid	Upto A.Y. _____	
4. VAT return filed	Upto A.Y. _____	
5. Income tax paid	Upto A.Y. _____	
6. Income tax returns filed	Upto A.Y. _____	
7. Other Govt/statutory dues to be paid		
8. Other applicable Licenses obtained		

1. I/We certify that:

- A. All information furnished by me /us is true;
- B. That, I/We have no borrowing arrangements for the unit except as indicated in the application;
- C. That, there is no overdues/statutory dues against me/us/promoters except as indicated in the application;
- D. That, no legal action has taken been/is being taken against me/us/promoters;
- E. That, I/We shall furnish all the 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 deem fit and you, your representatives, representatives of the Reserve Bank of India or any other agency as authorized by you, may, at any time, inspect/verify my/our assets, books of account etc. in our factory/business premises as given

2. We confirm that none of the applicants are related to any of the Directors of the Board of The Malad Sahakari Bank Ltd.

Date :

Place :

(Signature of the applicant/s with stamp and seal)

CHECK LIST OF DATA TO BE KEPT READY BY THE CUSTOMER

(TO BE GIVEN ONLY TO NEW CUSTOMERS BY BRANCH)

In case information is attached separately, please mention the Annexure No. under remarks column)

No	Particulars	Date of Receipt	Remark of Bank official
1.	Proof of Identity: - Voter's ID Card / Passport/ Driving license/PAN Card/ Aadhar Card/signature identification from present bankers of proprietor, partner or Director (if applicant is a company)		
2.	Proof of Residence - Recent Telephone / Electricity Bill, Property Tax Receipt / Passport / Aadhar Card / Voter's ID card of proprietor, partner or director (if applicant is a company)		
3.	Proof of Business Address		
4.	Proof of SC/ST/Minority section, (if applicable.)		
5.	Certificates of incorporation / registration etc.(In case of Pvt Ltd./Ltd Co')		
6.	Memorandum and Articles of association of the company / Registered Partnership Deed, etc.		
7.	Assets and Liabilities statement of promoters and guarantors along with latest income tax returns duly certified by C.A.		
8.	Personal IT returns of Promoters/Partners/Directors etc & Guarantors (other than these)		
9.	Rent Agreement/s (If business premises are rented).		
10.	All Statutory Licenses/Permissions applicable, if any		
11.	Last three years' balance sheet and Profit & Loss (with schedules) of the unit		
12.	Income Tax / VAT returns of the applicant. (Copies duly Self Attested		
13.*	Projected balance sheets for the next two years in case of working capital limits and for the entire period of the loan in case of term loan.		
14.	In case of takeover of advances, sanction letters of all facilities being availed from existing Bankers/ Financial Institution along with detailed terms and conditions.		
15.	Last three balance sheets of the Associate/Group Companies, (if any) (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs. 25 LACS)		

16 *	Project report (for the proposed project if term funding is required) containing details of the Asstes to be acquired, from whom to be acquired, price, names of suppliers, financial details like capacity of machines, capacity utilization assumed, production, sales, projected profit and loss and balance sheets till the proposed loan is to be repaid, the details of labour, staff to be hired, basis of assumption of such financial details etc.		
17.	Photocopies of lease deeds/title deeds and valuation reports, if available, of all the properties being offered as primary and collateral securities.		
18.	Statement of Loans in individual names of Promoters/Partners / Directors etc		
19.	Bank statement for last 6 months if banking with other Bank		

(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)

*Note: -

- 1) Details under item No. 13 will be required for other than SSI units if the requirement is above Rs. 25.00 lakhs.
- 2) Details under item No. 16 will be required for term loans exceeding Rs. 25.00 lakhs.