



# IME Co-operative Service Ltd.

आईएमई को-अपरेटिव सर्विस लि.

Date:

IME Co-Operative Service Ltd.

\_\_\_\_\_ Branch

Re.: Request for credit facilities

Dear Sir/Madam,

I/We request you to grant us the following banking facilities as follows .

Mortgage Loan	Rs.		
Education Loan	Rs.		
Total Funded	Rs.	Total Not Funded	Rs.

The information sheet 8as per bank's format duly signed & stamped is attached herewith for your necessary processing The required documents of the Individual as mentioned in the Information Sheet are also attached herewith.

In connection with availing of banking facilities, I/We undertake to abide by the rules and regulation of the bank. I/We also understand that it is at the sole discretion of the Bank Management to sanction the facility/(ies) and I/We will not object to the decision of the management to grant or to reject my/our application without assigning any reason whatsoever.

I/We authorize to debit my/our account no. .... for necessary loan processing charges as per the rules of the bank.

I/We further certify that the information stated in the attached Information Sheet is true and correct and they represent my/our business.

Sincerely Yours,

\_\_\_\_\_  
Authorized Signature/(s)

Name :

Address

Permanent :

Temporary :

Phone No/Mobile No. :

Email :

Account No. :

## BASIC INFORMATION SHEET FOR NEW CREDIT FACILITIES

1. Applicant's Name :
2. Nature of Business/Profession :
3. Permanent Address :
4. Temporary Address :
5. Contact Details :  
 Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_  
 Mobile : \_\_\_\_\_ Email: \_\_\_\_\_
6. Father's Name: \_\_\_\_\_ Grandfather's Name: \_\_\_\_\_

Co- Applicant's Name :  
 Nature of Business/Profession :  
 Permanent Address :  
 Temporary Address :  
 Contact Details :  
 Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_  
 Mobile : \_\_\_\_\_ Email: \_\_\_\_\_  
 Father's Name: \_\_\_\_\_ Grandfather's Name: \_\_\_\_\_

### 7. Type of Properties held by individual (Including members of joint family)

S.N.	Type of property Land/Land& Building/Building	Ownership	Location of Property	Area of Land	Area of Building

### 8. Financial Assets (Including the institution if any and the members of the joint family)

S.N.	Type of Assets (NSB/DB's/ FDR's/Shares/Debentures)	Owner	Issued By	No./Value Amount	Date of Purchase	Expiry Date (If Applicable)

### 9 (i) Present bank/existing facilities enjoyed from Banks and financial institution by the individual. (Add separate sheet if space is inadequate)

S.N.	Name of the Bank/ Financial Institution	Nature of Facilities	Limits In (Rs.)	Present Outstanding(In Rs.)	Securities Details

10. Sources of Income (of the individual):

Monthly Income

Monthly Net Salary	
Spouse's Income/ Parent's Income	
Business Income	
Rental Income	
Interests from any Deposits/ Bonds	
Consultation Fees	
Dividend from Shares	
Other Income	
Total Income (A)	

Monthly Expenses

Loan Repayment Excl. this loan	
Credit card payment	
Travel/ Conveyance Expenses	
Telephone/ Gas / Electricity	
Rent	
Taxes	
Education	
Total Expenses (B)	

11. Assets Owned (If any): OWN or FAMILY or ASSOCIATED INSTITUTION

S.N.	Types of Assets	Description	Ownership	Estimated Value
1.	Land/ Buildings			
2.	Vehicles			
3.	Cash/ Bank Balance			
4.	Other Movable Assets			
5.	Bonds/ Shares of Any Companies			
6.	Other's if any			

12. Liabilities (If any) OWN or FAMILY or ASSOCIATED INSTITUTION

S.N.	Headings	Borrowed By	Description	Type of Loan	Amount in (Rs.)
1.	Loan from friends/ relatives				
2.	Loan from Banks				
3.	Loan from Finance Co.				
4.	Others				

13. Purpose/Reason for seeking such facility/facilities:

14. Details of securities offered and documents attached:

14.1 Land and Building:

S.N.	Owner	Relationship to the owner	Location/Kitta No./Area	Estimated Value
1.				
2.				
3.				
4.				

18.2 Mode of property transfer

Type	Date of Transfer
<input type="checkbox"/> Rajinama	
<input type="checkbox"/> Halai Dekhiko Bakashpatra	
<input type="checkbox"/> Family Separation	

19. Details of other securities proposed:

S.N.	Type of Securities	Ownership	Value of Securities	Remarks
1.				
2.				
3.				

20. Documents attached (Photocopy)

1. Title Deed (Lalpurja)
2. Blue print of cadastral map (Napi Naksa)
3. Recent land tax payment receipt from malpot office (Tiro tireko rashid)
4. Recent building tax payment receipt
5. Wealth tax payment receipt of the borrower
6. Copy of property transfer deed
7. Certificate from municipality stating the name of land owners of four
8. Corners along with kitta no. (Char-Killa Pramanit Gareko)
9. Citizenship certificate of the borrower
10. Approved/Certified building drawing along with the approval (Naksha & Pass Certificate)
11. "No objection Letter" (NOC) in case of collateral owned by third party (Manjurnama)
12. NOC from legal heirs of owner of the company/Institution mortgage of the property(ies)
13. Nata Pramanit of the property owner
14. Banking Facilities (Loan Statement)
15. Authorization to mortgage
16. Mortgage company's/Institution assets
17. Copy of citizenship certificate of the individual
18. Salary Certified by the recent employer
19. Rental agreement if any

I declare that all the particulars and information given above are true, correct and complete and that they shall form the basis for any decision making in regard to any loan/facility.

I shall be ready to provide any other information/document as required by the Bank for further process.

Signature :

Name :

Date :