



IME Co-operative Service Ltd.

आईएमई को-अपरेटिव सर्विस लि.

IME Co-operative Service Ltd.

_____ Branch

Re.: Request for various credit facilities

Dear Sir/Madam,

I/We request you to grant us various banking facilities as follows to our Firm/Institution.

Overdraft	Rs.	LC	Rs.
Working Capital	Rs.	Guarantee(BB)	Rs.
Importer's Loan(TR)	Rs.	Guarantee(PB)	Rs.
Export Credit	Rs.		
Others	Rs.	Others	
Total Funded	Rs.	Total Non-Funded	Rs.

The information sheet of my/our firm/Institution as per bank's format duly signed & stamped is attached herewith for your necessary processing along-with photocopies of audited non-audited financials for the last.....year/(s). The required documents of the Firm/Institution 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) & Seal of the Firm/Institution

Name of the Firm/Institution :

Address :

Phone No/Mobile No. :

Email :

Account No. & Customer ID :

BASIC INFORMATION SHEET FOR NEW CREDIT FACILITIES

1. Name of Institution :
 2. Account No. :
 3. Form of Institution :
 4. Nature of Business :
 5. Year of Establishment :
 6. Capital :
 Authorized :
 Issued :
 Paid Up :
 Fixed :
 Working :
 7. Address (Head Office) :
 8. Address (Branch/Factory) :
 9. Chief Executive :
 10. Contact Person :
 Telephone: _____ Fax : _____
 Mobile : _____ Email: _____

11. Board of Directors:

Name	Address	Phone No.

12. Holding or Parent Company/Institution:

13. Major Institution in the Same Group (Please add separate sheet if the space is not adequate)

institution	Legal Status	Year of Establishment	Major Activities	Last FY Turnover	Main Products

14. Promoters/major Shareholders

S.N.	Name	Address	Father's Name	Grandfather's Name

15. Profile of Promoters (Add separate sheet if the space is inadequate)

S.N.	Name	Education	Major Experiences

16. Type of Properties held by promoters (Including members of joint family)

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

17. Financial Assets (Including the institution 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)

18. Company/Institution Profile

a) Whether manufacturing, service or trading?

b) Whether retail or wholesale?

c) Approximate cash turnover (Daily/Weekly/Monthly/Yearly)?

d) Organization Structure

e) Management Detail:

i) First Line

ii) Second Line

ii) Total Manpower

Line	
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Staff	
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f) Marketing Activities:

i) Products (Product mix. Variety, target market, use etc.)

ii) Pricing Policy (Penetration, Skimming, etc.)

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iii) Promotion Strategy (Discounts, incentives, advertisements, etc.)

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iv) Placement (Distribution channels, areas covered, medium used, etc.)

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g) Production Activities

(Machinery, raw materials, capacity, utilization, product mix, processes, etc.)

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h) Technological Activities

(Machinery, raw materials, capacity, utilization, product mix, processes, etc.)

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

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

(ii) Present bank/existing facilities enjoyed from Banks and financial institution by the sister concern.
(Add separate sheet if space is inadequate)

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

20. Facilities requested from IME Co-operative Service Limited.

Types of Facilities	Funded/ Non-Funded	Revolving/ Non-Revolving	Limit	Remarks

Note: If applying for project Financing, please attach Detailed Feasibility Report of the project.

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

22. Details of securities Offered and documents attached:

22.1 Land and Building:

Owner	Relationship to the Company/ Proprieter	Location/ Kitta No./Area	Estimated Value

Mode of property transfer

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

22.2 Details of other securities proposed:

S.N.	Types of Securities	Ownership	Value of Securities	Remarks

22.3 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. Wealth tax payment receipt of the borrower
5. Copy of property transfer deed
6. Certificate from municipality stating the name of land owners of four Corners along with kitta no. (Char-Killa Pramanit Gareko)
7. Citizenship certificate of landlord
8. Approved/Certified building drawing along with the approval (Naksha & Pass Certificate)
9. "No objection Letter"(NOC) in case of collateral owned by third party (Manjurinama)
10. NOC from legal hires of owner of the company/Institution mortgage of the property(ies)
11. Relation certificate issued by local authority
12. Financial Statements/Balance Sheets
13. Attached [] please last three years audited/unaudited balance sheet/financial statements
14. Not Attached [] please fill the attached financial chart for easy reference

24. Other document attached

Article & Memorandum of association/partnership deed
 Registration certificate
 Tax clearance certificate/PAN Card /VAT Registration certificate
 Joint Venture Agreement (Wherever applicable)
 Resolution of partners/Board of Directors for availing:
 Banking Facilities
 Authorize loan operation
 Authorization to mortgage
 Mortgage company's/Institution assets
 Provide undertaking
 Provide corporate guarantee
 Copy of citizenship certificate of major shareholders.

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 :

Designation :

Seal of the Company : _____

Date :