

# Common Application Form      Retail Traders / Business Enterprises Self Employed / Professionals (for loans above Rs. 25,000/-)

Application Form

Sector      ☐ Priority      ☐ Non - Priority

From,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

The Manager / Senior Manager

Canara Bank.

Branch \_\_\_\_\_

Dear sir,

I / We request you to grant me / us the banking facilities indicated below. The necessary particulars are given as under.

## I. BUSINESS DETAILS

Name of the firm \_\_\_\_\_

Business Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Name(s) of the Proprietor / Partner\* / Directors

Age

Residential Address

Telephone Number

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Line of activity & Year of establishment \_\_\_\_\_

Present Banker \_\_\_\_\_

Nature of account with the present Banker \_\_\_\_\_

Date opened | | | | | | | |

Particulars of existing liabilities

Name of the Bank/s / FIs	Purpose	Loan Availed	Present outstanding	Overdue	Security offered	Amount of instalment payable during the year
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

Credit Facilities required

Sl. No.	Facility	Amount	Repayment
1.	Term Loan	_____	_____
2.	Working Capital	_____	_____
3.	Non-Fund based limits	_____	_____



Particulars of ☐ Co-obligant ☐ Guarantor

Name

Address

Occupation Telephone No. Mobile No.

Particulars of Account

Net Worth Rs.

Direct / Indirect Liability Rs.

Monthly / Yearly Income Rs.

## II. PERSONAL DETAILS

### PARTNER 1

Name of the applicant

Age ☐ Male ☐ Female

Residential Address

Telephone No. Fax No. Mobile No.

Email Address

Whether the applicant belongs to the Scheduled Caste or the Scheduled Tribe? (Required for the Bank's statistical purpose) ☐ Yes ☐ No

Whether the applicant is an Ex - Serviceman? (Required for the Bank's statistical purpose) ☐ Yes ☐ No

Whether the applicant belongs to any of these communities? If so the appropriate category may be ticked.

☐ Christian ☐ Muslim ☐ Sikh ☐ Zoroastrian ☐ Neo - Buddhist

Size of applicant's family Children  Adults  Total

Whether the applicant is technically qualified / experienced? ☐ Yes ☐ No

Whether the applicant is an educated unemployed person? ☐ Yes ☐ No

Whether the applicant is ☐ Chairman ☐ Managing Director ☐ Employees of our / any bank(s)? ☐ Yes ☐ No

If yes, furnish full details.

Whether the applicant is related to the Chairman / Director of our bank(s) / any employee of our bank / any other bank? ☐ Yes ☐ No

If yes, furnish full details.

### PARTNER 2

Name of the applicant

Age ☐ Male ☐ Female

Residential Address

Telephone No. Fax No. Mobile No.

Email Address

Whether the applicant belongs to the Scheduled Caste or the Scheduled Tribe? (Required for the Bank's statistical purpose) ☐ Yes ☐ No

Whether the applicant is an Ex - Serviceman? (Required for the Bank's statistical purpose) ☐ Yes ☐ No

Whether the applicant belongs to any of these communities? If so the appropriate category may be ticked.

☐ Christian ☐ Muslim ☐ Sikh ☐ Zoroastrian ☐ Neo - Buddhist



Size of applicant's family    Children        Adults        Total

Whether the applicant is technically qualified / experienced?

Whether the applicant is an educated unemployed person?

Whether the applicant is    ☐ Chairman    ☐ Managing Director    ☐ Director of our / any bank(s). If yes, furnish full details.

Whether the applicant is related to the Chairman / Director of our bank(s) / any employee of our bank / any other bank?    ☐ Yes    ☐ No  
If yes, furnish full details.

**PARTNER 3**

Name of the applicant

Age     ☐ Male    ☐ Female

Residential Address

Telephone No.

Fax No.

Mobile No.

Email Address

Whether the applicant belongs to the Scheduled Caste or the Scheduled Tribe? (Required for the Bank's statistical purpose)    ☐ Yes    ☐ No

Whether the applicant is an Ex - Serviceman? (Required for the Bank's statistical purpose)    ☐ Yes    ☐ No

Whether the applicant belongs to any of these? If so the appropriate category may be ticked.

☐ Christian    ☐ Muslim    ☐ Sikh    ☐ Zoroastrian    ☐ Neo - Buddhist

Size of applicant's family    Children        Adults        Total

Whether the applicant is technically qualified / experienced?    ☐ Yes    ☐ No

Whether the applicant is an educated unemployed person?    ☐ Yes    ☐ No

Whether the applicant is    ☐ Chairman    ☐ Managing Director    ☐ Director of our / any bank(s). If yes, furnish full details.

Whether the applicant is related to the Chairman / Director of our bank(s) / any employee of our bank / any other bank?    ☐ Yes    ☐ No  
If yes, furnish full details.

**PARTNER 4**

Name of the applicant

Age     ☐ Male    ☐ Female

Residential Address

Telephone No.

Fax No.

Mobile No.

Email Address

Whether the applicant belongs to the Scheduled Caste or the Scheduled Tribe? (Required for the Bank's statistical purpose)    ☐ Yes    ☐ No

Whether the applicant is an Ex - Serviceman? (Required for the Bank's statistical purpose)    ☐ Yes    ☐ No

Whether the applicant belongs to any of these? If so the appropriate category may be ticked.

☐ Christian    ☐ Muslim    ☐ Sikh    ☐ Zoroastrian    ☐ Neo - Buddhist

Size of applicant's family    Children        Adults        Total

Whether the applicant is technically qualified / experienced?    ☐ Yes    ☐ No

Whether the applicant is an educated unemployed person?    ☐ Yes    ☐ No

Whether the applicant is    ☐ Chairman    ☐ Managing Director    ☐ Director of our / any bank(s). If yes, furnish full details.



Whether the applicant is related to the Chairman / Director of our bank(s) / any employee of our bank / any other bank? ☐ Yes ☐ No

If yes, furnish full details.

### III. DECLARATION

1. a. I / We, understand that as a pre-condition, relating to grant of loans / advances / other non-fund based credit facilities to me / us, the Canara Bank, requires my / our consent for the disclosure by the Bank of information and data relating to me / us, of the credit facility availed of / to be availed, by me / us. The obligation assumed / to be assumed, by me / us, in relation there to and default, if any, committed by me / us, in discharge thereof.
- b. I / We, understand that as a pre-condition, relating to grant of the loans / advances / other non-fund based credits facilities to  
(name of the borrower/s)  
and furnishing of guarantee in relation thereto, Canara Bank, requires consent of the guarantor/s of the credit facility, granted / to be granted by the Bank for disclosure of information and data relating to the guarantor/s any credit facility, granted / to be granted by the Bank assumed by the guarantor/s in relation to thereto and default, if any, committed in discharge availed of by the guarantor/s, obligation as assumed by the guarantor/s in relation thereto and default, if any, committed in discharge thereof.
2. Accordingly, I / We, hereby agree and give consent for the disclosure by the Canara Bank of all or any such :
  - a. Information and data relating to me / us
  - b. The information or data relating to any credit facility availed of / to be availed, by me / us, and
  - c. Default, if any, committed by me / us, in discharge of my / our such obligation as Canara bank may deem appropriate and necessary to disclose and furnish to Credit Information Bureau (India) Ltd. ( CIBIL ) and any other agency authorised in his behalf by RBI.
3. I / We declare that the information and data furnished by me / us to the Canara Bank are true and correct.
4. I / We undertake that :
  - a. The CIBIL and any other agency so authorized may use process the said information and data disclosure by the Bank in the manner as deemed fit by them and
  - b. The CIBIL and any other agency so authorized may furnish for consideration, the processed information and data or products thereof prepared by them, to banks / financial institutions and other credit granters or registered users as may be specified by the Reserve Bank in this behalf.

Further I / We hereby confirm that I / We shall not raise any dispute in whatsoever manner regarding information / details furnished / to be furnished to CIBIL / other authorities and same is binding on me / us.

- a. Whether any Govt. enquiry, proceedings or prosecution has been instituted against the unit or its proprietor / partners / Directors for any offence? If so, furnish details.

- b. Details of pending litigation if any against and by the unit

- c. Please indicate whether the proprietor / any of the partners / promoter / director / have at any time declared themselves as insolvent. If so, furnish details.

SIGNATURE OF THE CO-OBLIGANT

SIGNATURE OF THE GUARANTOR

SIGNATURE OF THE APPLICANT

Place

Date



**PART 1: THE INTERVIEW FORM**

(To be filled in by Bank officer who interviews the Borrower)

F-1 For the Retail Traders & Business Enterprises (To be used for equipments / working capital new / enhancement)

**GENERAL**

Application for Finance for Construction / Renovation of building / Equipment / working capital new or enhancement / Others

Whether the business premises are ☐ Own ☐ Rented ☐ Leased

Details of the Proprietor / Partners / Directors

Name	Age	Educational Qualifications	Past Experience

Are basic books of account being maintained? (if not, steps should be initiated to introduce them) ☐ Yes ☐ No

Will applicant be able to route his trade proceeds through the Bank? ☐ Yes ☐ No

If not, what difficulties would prevent him from doing so?

Names & Addresses of associate concerns (if any)

Details of Bankers

**MARKETING**

Products or services offered

Sources / Major suppliers of the raw materials / inputs

Number of firms engaged in similar activity in the same locality

How can the competition be met successfully?

**ANTICIPATED PERFORMANCE**

In case of existing units, performance in the past two years

Year	Sales	Net Profit

Anticipated Turnover

How is the anticipated Turnover considered feasible of achievement?



**PART 1: THE INTERVIEW FORM (Continuation)****Particulars of Sales Tax & Income Tax assessment**


**WORKING CAPITAL REQUIREMENT FOR ANTICIPATED TURNOVER**

	Value	Margin Amount ( % )	Permissible Limit
Average level of stocking required at one time (Rs.)			
Average level of outstanding debtors at any one time (Rs.)			
Total (Rs.)			

Working Capital required (Rs.)

Credit available from Suppliers

Repayment programme, if any, for the loan


**FINANCE FOR EQUIPMENT**

Requirements (proforma invoices / estimates to be attached)

Sl. No.	Item	Supplier	Cost

Total (Rs.)

LESS : Applicants contribution (Rs.)

Loan required from the Bank (Rs.)

Need for the equipment

--

**REPAYMENT PROGRAMME**

How long will it take for the equipment to be erected / anticipated sales to be reached?


Start up period required

Repayment Programme

Security

Primary

Collateral security. If any,

If there is a Co-obligant / Guarantor, his borrowing in any capacity from the Bank to be mentioned

Other remarks.


SIGNATURE OF THE INTERVIEWER

SIGNATURE OF THE APPLICANT

Place

Date 

--	--	--	--	--	--	--	--	--	--



Interview Form (for professional / self employed)

**PROFESSIONAL DETAILS**

Professional qualification

Past experience

Date of setting up the business / profession | | | | | | | | | |

Factors assuring the applicant of successful business

**PAST INCOME AND EXPENSES**

Average monthly income in the past year (Rs.)

Average monthly expenses (Rs.)

Net savings per month (after tax) (Rs.)

Particulars of Income Tax &amp; Sales Tax Assessments (Rs.)

**WORKING CAPITAL REQUIREMENTS**

Details regarding the need for Working Capital

Amount of Working Capital required (Rs.)

Less: Applicant's contribution (%)

Bank loan required (Rs.)

**ANTICIPATED INCOME AND EXPENSES**

Anticipated monthly income

Basis for the anticipation

Anticipated monthly expenses break up of expenses

Net Surplus (after tax) (Rs.)

**REPAYMENT PROGRAMME**

Start up period, if required, with reasons

Repayment schedule for Term loans (equipment / building finance)

For Working Capital (where applicable)

Total monthly repayment obligations

Towards the Bank (Rs.)

Towards any other obligation (Rs.)

SIGNATURE OF THE INTERVIEWER

SIGNATURE OF THE APPLICANT

Place

Date | | | | | | | | | |



Name of the Bank Official who conducted the interview \_\_\_\_\_

Remarks of the Bank \_\_\_\_\_

Facilities recommended / Sanctioned

Facility	Existing Limit	Proposed Limit	Margin, repayment schedule, ROI, etc.
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Stipulations, if any \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommended

Sanctioned

RECOMMENDING OFFICER

SANCTIONING OFFICER

Place \_\_\_\_\_

Date | | | | | | | | | |



Name of the Unit:

[illegible]



#### IV. MARGIN SECURITY FEE DETAILS AND TIME NORMS

**Margin:** 15% to 25% of the total loan requirement. Where subsidy is available and which is not less than 15% of the loan amount no further margin need be provided.

**Security:** The collateral security by way of immovable properties or third party guarantee is necessary where primary security is inadequate or for any other valid reasons.

**Fees / charges, etc. payable for processing proposals relating to Priority / Non priority sector advances (other than agricultural advances) upto Rs. 2 Lakhs**

##### 1. Processing charges (to be paid by the applicant at the time of submission of loan application form)

	Loan Amount	Small Enterprises (Priority Sector)	Medium Enterprises (Non Priority Sector)
Short term loans repayable within 12 months	Upto Rs. 25,000/- Above Rs. 25,000/- and upto Rs. 2 Lakhs	Nil 0.1 % of the loan amount with a minimum of Rs. 250/- and maximum Rs. 1 Lakh	Rs. 50/- 0.25% of the loan amount with a minimum of Rs 100/- . No maximum charges
Short term loans repayable over 12 months and upto 36 months	Irrespective of the loan amount	Upfront fee at 0.50% of the loan amount without any upper ceiling	Upfront fee at 0.50% of the loan amount without any upper ceiling
Term Loans	Upto Rs. 25,000/- Above Rs. 25,000/- and upto Rs. 2 Lakhs	Nil Upfront fee at 1% of the loan amount. No Maximum	Nil Upfront fee at 0.50% of the loan amount with a minimum with a maximum

##### 2. Refund of Processing Charges in case of:

Non - Sanction by the Bank: Refund in full

Part Sanction: Pro-rata will be refunded

Non availment of loan by the borrower fails to comply with the Bank's requirement in furnishing the necessary information / documents:  
No refund

##### 3. Pre-payment penalty

No penalty for prepayment of loans. Where subsidy is involved, guidelines as per the scheme shall be applicable.

##### 4. Other charges

DD commission for loan disbursement for purchase of assets will be collected from the borrower in case of loan other than Government sponsored schemes.

##### 5. Out-of-Pocket expenses including legal charges, remittances by post

All out-of-pocket expenses actually incurred by the Bank for servicing the borrowal account such as inspection, pre-sanction and post-sanction visits, recovery visits, insurance, valuation charges payable to approved valuers in respect of land, building, plant, machinery, vehicles, sending notices, etc should be paid by the applicant / borrower.

##### 6. Inspection charges - Weaker Sections ( small / margin farmers, persons belonging to SC / ST, rural artisans, etc.)

Loan amount upto Rs. 25,000/-: NIL

Loan amount above Rs. 25,000/- and upto Rs. 2 Lakhs: Rs. 10/- per inspection per borrower subject to a maximum of Rs. 150/- per year

##### 7. Inspection charges - Other than weaker sections

Loan amount upto Rs. 25,000/-:

Small Enterprises ( Priority ): NIL

Medium Enterprises ( Non Priority ): Rs. 50 per inspection per borrower subject to a maximum of Rs. 500/- per year

Loan amount above Rs. 25,000/- upto Rs. 2 lakhs:

Small Enterprises ( Priority ): Rs. 10/- per inspection per borrower subject to a maximum of Rs. 150/- per year

Medium Enterprises ( Non Priority ): Actual expenses incurred with a minimum of Rs. 100/- per inspection and a maximum of Rs. 1000/- per year

##### 8. Ledger Folio Charges

In case of running working capital facilities like OD/OCC etc: Rs. 100/- per ledger page

**Note:** The specific charges mentioned above are based on the existing guidelines in this regard. However, whenever there is / are changes in the quantum of charges specified above, the same shall be furnished in the appropriate column mentioned above.

##### 9. Time norms for disposal of loan applications

	Small & Medium Enterprises	Traders
Loan amount upto Rs. 25,000/-	2 weeks	2 weeks
Beyond Rs. 25,000/- upto Rs. 5 Lakhs	4 weeks	8 - 9 weeks
Over Rs. 5 Lakhs	8 weeks	8 - 9 weeks



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## Acknowledgement for Receipt of Application for Credit Facility

To

M/s

Branch

Dear Sir,

☐ Upto Rs. 2 Lakhs

1. We acknowledge receipt of your application for credit facility.
2. It will be our endeavour to convey our decision on the said application within \_\_\_\_\_ days / weeks from now.
3. Your proposal falls within the powers of our higher authorities. Hence, it will be our endeavour to convey our decision thereon within \_\_\_\_\_ days / weeks from now. However this period is exclusive of transit period between these two offices and the time taken by them to collect the additional details / documents needed by them to process the application.

☐ Beyond Rs. 2 Lakhs

1. We acknowledge receipt of your application dated \_\_\_\_\_ for credit facility.
2. Additional details / documents / information required to be submitted by you \_\_\_\_\_
3. Contact in case of need after \_\_\_\_\_ days / weeks.

Shri / Smt.

Designation

Phone No.

Place

Date | | | | | | | | | |

Manager / Senior Manager / CM / AGM with Branch seal

Tear here

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Place

Date | | | | | | | | | |

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