



KVB VARTHAGAMITHRA / EASY TRADE FIN APPLICATION FORM

Branch: _____

I/We hereby apply for a KVB Varthagamithra / Easy Trade Fin loan of Rs. _____ from the bank as per the details furnished below:

(Separate Personal Profile has to be enclosed) Name of the Applicant(s):	<input type="radio"/> Individual	Customer ID :
	<input type="radio"/> Partnership	
	<input type="radio"/> Proprietorship	

Loan Amount : Rs. _____ Margin : _____ %

In case of Varthagamithra whether loan is requested as ☐ SOD ☐ STL

In case of STL, Repayment Period : _____ Months ROI : _____ %

Purpose :

Existence of Business : _____ Years

Name of the Guarantors – Relationship with the Applicant

Name of the Guarantors	Relationship
1.	
2.	
3.	
4.	
5.	

Security Details

Primary Security:	Collateral Security :

Key Financial Indicators

(Rs. in lakhs)			
Particulars	31/03/YY Audited	31/03/YY Audited	31/03/YY Audited
Net Sales /Receipts			
Other Income			
Net Profit/Loss			
Cash Profit			
Capital			
Tangible Net Worth			
TOL/TNW Ratio			
Net Working Capital			
Current Ratio			

In case of Easy Trade Fin loan, Please give the following detail (Mandatory) :

Previous year Turnover as per Sales Tax Return : Rs. _____ lakhs

DECLARATION

- I hereby declare that the particulars furnished above are true and correct to the best of my knowledge and I abide by the rules and regulations of the bank in force in respect of such advances.
- I/We undertake to inform KVB regarding any change in my/our occupation/employment and to provide any further information that KVB may require.
- I/We am/are aware that incase of EMI the repayments are by way of Equated Monthly Installments(EMIs) comprising principal and interest and are calculated on the basis of monthly interests.
- I/We hereby agree as a precondition to the loan sanctioned in my/our name that in case of default in the repayment of the loan or in the servicing of the interest thereon, the Bank and/or the Reserve Bank of India will have unqualified right to disclose or publish my/our name as defaulter in such manner and through such medium as the Bank and/or the Reserve Bank of India in their absolute discretion may deem fit.
- I/We have read understood and acknowledge and agree that KVB may refer my/our name to credit referencing agency/ies and/or make such references and enquires as the Bank may consider necessary. I/We hereby authorize to disclose such information relating to my/our credit facility to such parties as deemed necessary at the sole discretion of the Bank.
- I/we have/had no insolvency proceedings against me/us nor have I/We ever been adjudicated insolvent.
- I/We have read, understood, acknowledge and agree that a request and demand from any authority under the statutory law will be mandatorily complied by the Bank
- I/We agree to abide by all the terms and conditions of the Bank applicable to the above mentioned loan.

Signature of Applicant (s)

Date: dd/mm/yyyy

Signature of Guarantor(s)

Date: dd/mm/yyyy

CHECK LIST

- ☐ 1. Financial statements for the latest 3 years, Projection (in case of Varthagamithra), Projected profitability statement & DSCR Calculations (in case of Varthagamithra-STL)
- ☐ 2. Latest 3 years IT returns/Sales Tax/Wealth Tax returns of all the Individuals including partners/directors etc. (Sales Tax return must for Easy Trade Fin)

For Bank Use

Referred By:

MIS CODES	
Customer ID	
Industry Code	
Organisation Code	
Priority Code	NA
SME	NA
CRMC Rating	NA
Investment in Plant & Machinery	NA
Asset Classification	
Group	
Operations	

Date of Visit of unit:

Name of the officer/manager who has visited the unit:

Brief observations of the unit visit made:

Brief History:

Brief about the project/Present Request:

Credit Rating :

Separate credit rating sheet will be attached.

Comments on the financial performance of the applicant:

Net Sales :

Other Income:

Net Profit / Cash Profit :

Capital and Tangible Network:

TOL/TNW ratio & Current ratio:

ASSESSMENT OF LOAN [Vartagamitra]

Assessment of loan is to be done based on any one of the following methods [Nayak Committee Method / Turnover Method based on the track record of the borrower, type of trade, etc.

In case of varthagamithra in the form of TL, please give profitability projections & DSCR calculations in the format enclosed.

ASSESSMENT OF LOAN [For Easy Tradein]

Previous Year Turnover as per sales tax Return : Rs. _____ lacs
Eligible Limit is at 20% of the Turnover : Rs. _____ lacs
Limit Requested / recommended : Rs. _____ lacs

Branch Recommendations:

DO Recommendations:

Department Observations:

Department Recommendations:

Remarks of Sanctioning Authority :

Sanction Conditions: (Scheme Specific Conditions)

	KVB VARTHAGAMITHRA SCHEME	EASY TRADE
Nature of Facility	SOD(RE) / Short Term Loan	SOD (RE)
Eligibility	Traders (Individual / proprietary or partnership firms)	Individuals / Sole proprietary concerns / and Partnership firms engaged in trade dealing in auto spares and certain commodities / products, and whose turn over does not exceed Rs.40.00 lacs and who are not preparing pucca financial statements as required by the bank
Purpose	For working capital requirements	Working capital requirements
Loan Amount	Upto Rs. 30 lacs	Maximum Rs. 8 lacs per borrower. (Limit should be restricted to 20% of previous year sales)
Priority classifications	Advances granted to retail traders dealing in essential commodities (fair price shops) consumer co-operative stores are to be classified under priority sector Advances granted to private retail traders with credit limits not exceeding Rs.20 lakhs are to be classified under priority sector.I	Advances granted to retail traders dealing in essential commodities (fair price shops) consumer co-operative stores are to be classified under priority sector Advances granted to private retail traders with credit limits not exceeding Rs.20 lakhs are to be classified under priority sector.I
Margin	50%	50% of the value of security properties offered as described in the Security coloumn.
Rate of Interest	BPLR minus 0.50% with a minimum of 13.50%	Upto 2 lakhs : 13.50% Above 2 lakhs : 14.00%
Disbursement	-	-
Processing Charges	Fresh : 0.40% Renewal: 0.30%	Fresh: 0.40% Renewal: 0.30%
Documentation Charges	-	-
Prepayment Charges	2% of the prepaid amount (only in case of TL)	NA
Primary Security	Residential / Commercial land and building property with 50% margin – when immovable properties are insufficient to cover the required margin of 50%. Term Deposits / NSCs / Life Insurance Policies [all or any of them] may also be accepted to cover the difference amount in full with the following conditions: 1. The instruments should be in the name/s of applicant, proprietor / partner/s of the applicant firm. 2. Surrender value alone to be considered in case of insurance policies. 3. For NSCs, lock in period [if any] should have been completed and face value has to be taken.	Residential / Commercial land and building property with 50% margin – when immovable properties are insufficient to cover the required margin of 50%. Term Deposits / NSCs / Life Insurance Policies [all or any of them] may also be accepted to cover the difference amount in full with the following conditions: 1. The instruments should be in the name/s of applicant, proprietor / partner/s of the applicant firm. 2. Surrender value alone to be considered in case of insurance policies. 3. For NSCs, lock in period [if any] should have been completed and face value has to be taken.
Collateral Security	Hypothecation of Stock	Hypothecation of stocks
Guarantor	Partners and Title - holders of the property (Inc case of lady partners/proprietrix husband guarantee to be executed)	Partners and Title - holders of the property
Repayment	SOD shall be for a period of one year which shall be reassessed and renewed before the expiry of the due date based on the financial / operational performance. Short term loans shall be considered for a maximum period of 60 months, repayable in monthly installments with interest at monthly rests.	SOD shall be for a period of one year which shall be reassessed and renewed before the expiry of the due date based on the financial / operational performance.
Other Terms & Conditions	a) Insurance of Securities for full value b) Entire business operations to be routed through SOD(RE) a/c. c) A minimum period of one year of existence of business operations is necessary for Trade Borrowers to be eligible under Varthaga Mitra Scheme d) Assessment of Working Capital shall be made as per Nayak Committee Method / Traditional method based on track record of the borrower, type of trade etc.	1. Branch should take into consideration the sales as shown in the Sales Tax assessment order of the previous year for limit calculation. 2. The loan assessment is to be done at 20% of previous year turnover as per sales tax assessment order. 3. Branch Managers should make proper market enquiries, visit the

	<p>e) Agricultural land should NOT be accepted as security.</p> <p>f] The bankability of the proposal viz., credit worthiness, integrity, business performance, financial parameters, etc., should be taken into account, while considering applications for such advance.</p> <p>g] Branch Officials should visit the business premises, before sanctioning an advance and also at least once in a quarter to ensure proper conduct of the business.</p> <p>h] Credit requirement upto an amount of Rs. 3.00 lacs may be considered preferable as Loan repayable on monthly basis, for small traders / businessmen.</p> <p>i] The sanction shall be reported in the monthly sanction report to respective authorities.</p> <p>j] For extending working capital facility / term loan, the stocks are to be hypothecated to us.</p> <p>k] Monthly stock statements need not be insisted upon.</p> <p>l] The primary and collateral securities should be insured for full value in the joint names of the bank and the borrower. In other words, insurance cover shall be taken for primary security in the form of building for full value as mentioned in Engineer's report and for collateral security in the form of stock in trade for peak level of stock maintained.</p> <p>m] The condition of bringing the account to credit balance atleast once a year need not be insisted upon.</p> <p>However, the following conditions should be ensured;</p> <ol style="list-style-type: none"> 1. The entire sales and purchases are routed through the account only. 2. Operations in the account are healthy and brisk. 3. Payment of interest / instalments is prompt. 4. Any aberrations noticed in the conduct of the account be brought to the knowledge of the sanctioning authority for timely review / necessary instructions / action, etc. <p>n] The working capital requirement of commission agents may also be considered under the scheme.</p> <p>o] Minimum 3 months direct / indirect banking relationship of the applicant is necessary. The banking relationship means the applicant should have an account in the form of savings / current / deposit / other loans account with satisfactory conduct or should have indirect banking relationship as a Partner / Director / Guarantor for the other accounts with us. Depending on merit of each case on selective basis, the stipulation may be waived by Divisional Office/Central Office. Divisional Office may permit relaxation to the loans under their delegated powers and to the loans under MDP. Central Office may permit relaxation for the loans under its delegated powers on merit.</p>	<p>business premises to ensure credit worthiness and integrity etc., before taking up the proposal.</p> <p>4. Branch Managers should conduct periodical visit (atleast once in a quarter) to the business premises to ensure proper conduct of the business.</p> <p>5. Declaration should be obtained from the borrower giving details about the investment in the business.</p> <p>6. Loans extended under this scheme should be reported under Priority Sector - Retail Trade.</p> <p>7. The primary and collateral securities should be insured for full value in the joint names of the bank and the borrower. In other words, insurance cover shall be taken for primary security in the form of building for full value as mentioned in Engineer's report and for collateral security in the form of stock in trade for peak level of stock maintained.</p> <p>8. Minimum 3 months direct / indirect banking relationship of the applicant is necessary. The banking relationship means the applicant should have an account in the form of savings / current / deposit / other loans account with satisfactory conduct or should have indirect banking relationship as a Partner / Director / Guarantor for the other accounts with us. Depending on merit of each case on selective basis, the stipulation may be waived by Divisional Office/Central Office. Divisional Office may permit relaxation to the loans under their delegated powers and to the loans under MDP. Central Office may permit relaxation for the loans under its delegated powers on merit</p> <p>9. The sanction shall be reported in the monthly sanction report to respective authorities.</p>																																										
Sanctioning Authority	<table> <tr> <th></th><th>Per Borrower</th><th>Overall</th></tr> <tr> <td>Branches :</td><td></td><td></td></tr> <tr> <td>Large</td><td>: Rs.03.00 Lac</td><td>Rs.30.00Lac</td></tr> <tr> <td>Very Large</td><td>:Rs.05.00 Lac</td><td>Rs.50.00Lac</td></tr> <tr> <td>Chief manager Branches/DOs</td><td>: Rs.10.00 Lac</td><td></td></tr> <tr> <td>AGM DO</td><td>: Rs.25.00 Lac</td><td></td></tr> <tr> <td>DGM DO</td><td>: Rs.30.00 Lac</td><td></td></tr> <tr> <td>DGM CO :</td><td></td><td></td></tr> <tr> <td>GM,CO :</td><td></td><td></td></tr> <tr> <td>CGM,CO :</td><td></td><td></td></tr> <tr> <td>ED :</td><td></td><td></td></tr> <tr> <td>CHAIRMAN :</td><td></td><td></td></tr> <tr> <td>ADVANCE COMMITTEE :</td><td></td><td></td></tr> <tr> <td>BOARD : No max cap</td><td></td><td></td></tr> </table>		Per Borrower	Overall	Branches :			Large	: Rs.03.00 Lac	Rs.30.00Lac	Very Large	:Rs.05.00 Lac	Rs.50.00Lac	Chief manager Branches/DOs	: Rs.10.00 Lac		AGM DO	: Rs.25.00 Lac		DGM DO	: Rs.30.00 Lac		DGM CO :			GM,CO :			CGM,CO :			ED :			CHAIRMAN :			ADVANCE COMMITTEE :			BOARD : No max cap			Branch Managers : Rs.8.00 Lacs
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Documents	<ol style="list-style-type: none"> 1. DPN 2. VMOD 1 3. TL 1 [in case of term loans] 4. HPLV 3 [in case of term loans] 5. EM 1 6. EM 5 7. EM-2 (if necessary) 8. CD 1 9. CD 11 10. CD 16 11. CD 19 12. CD 31 13. CD 58 14. H 135 15. H 136 16. OCC 2 	<ol style="list-style-type: none"> 1. DPN 2. VMOD 1 3. EM 1 4. EM 5 5. EM-2 (if necessary) 6. CD 1 7. CD 11 8. CD 16 9. CD 19 10. CD 31 11. CD 58 12. H 135 13. H 136 14. OCC 2
Implementing Branches	All Branches	All Branches except Rural