

**THE H.P. STATE COOPERATIVE BANK LTD;
HEAD OFFICE THE MALL SHIMLA-171001.**

The Manager
H.P. State Co-op. Bank Ltd.,
Branch Office.....

Latest
Pass Port Size
Photograph

Reg:- APPLICATION FOR TERM LOAN FOR PURCHASE OF VEHICLE

Please sanction a term loan of Rs..... in my favour for purchase of vehicle. All the requisite particulars are submitted hereunder for your perusal.

1. Personal data :
- i) Name of the applicant:.....
 - ii) Business address :.....
 - iii) Constitution :
 - iv) Experience :

Name(s) of proprietor/partners/office : Age
bearers of Coop. Society :

- (v) If already owning vehicles,
Details (like type, year :,
of manufacture, cost price,
present estimated value, income
there from, if a loan has been taken
against them, details). :
- (vi) Whether the vehicle will be
driven by the applicant. :
- (vii) Staff employed :
- (viii) In the case of owner drivers
(a) Number of dependents in the
family. :
- (b) Minimum sustenance amount :,
required for the family.
- (c) Present monthly income :
- (d) Whether belonging to :,
scheduled caste/tribe
- (e) If owning land, its size :

2. Data of the vehicle proposed :
to be purchased
- (i) Type, make and year of
manufacture :
 - (ii) Fuel used :
 - (iii) Dealer's name and address :
 - (iv) Cost:
(Performa invoice to be enclosed).
 - i) Chassis : Rs.
 - ii) Body Building : Rs.
 - iii) Others () : Rs.Total = : Rs.

Applicant's contribution (%) :

Loan required : Rs.

(v) If a working capital loan is required, Details relating to purpose (enclosing estimates/invoices, where applicable) amount involved etc.

(vi) Amount of working capital required :

3. Operational viability :

(i) Carrying capacity of the vehicles (Persons/load) :

(ii) Route on which or area where the vehicle will operate. :

(iii) Position relating to the obtaining of the necessary licence/permit. :

(iv) Anticipated monthly earnings. :Rs.

(v) Factors which ensure the applicant of achieving the above earnings and of a successful business in his area of operation. :

(vi) Particulars of Sales-tax & Income-tax assessments. :

4. Repayment

(i) Start-up period required :

(ii) Monthly repayment towards existing Bank loan : Rs.

Monthly repayment towards proposed Bank loan : Rs.

Monthly repayment towards other borrowings (to be specified). :Rs.

Total =(A)

Anticipated net cash accruals as per enclosure :(B)

Debt service ratio : B:A :

5. Security :

6. Any other remarks :

Date:.....

Place: :

(Signature of Borrower)

UNDERTAKING

I, _____ S/O, D/O, W/O Shri/Smt. _____ Aged _____ years permanent resident of Village _____ Post Office _____ Tehsil _____ District _____ H.P. do solemnly affirms and take on oath as under:-

1. That I am working in _____ department /institutions for the last _____ years as _____ and is a regular/ confirmed employees.
2. That I have applied to H.P. State Cooperative Bank limited, Branch Office _____ for sanction of a vehicle loan amounting to Rs. _____ (Rupees _____) only, for purchase of _____ (make of vehicle)
3. That I have not availed any loan from any Bank/Financial Institutions including H.P. State Co-operative Bank for purchase of vehicle as on date of this undertaking.
4. That to facilitate repayment of the loan applied, I have authorised my D.D.O to deduct my monthly salary equal to the amount of instalment as fixed by the Bank, if sanctioned and to remit the same to the H.P. State Cooperative Bank. Accordingly an undertaking from my D.D.O. (Shri _____ Designation _____) has been submitted.
5. I, _____ s/o of Shri _____, working as regular employee in the _____ department/institution for the last _____ years and holding the post of _____ solemnly affirm and undertake on oath as under :-
6. That as per last month's salary certificate, against my gross salary of Rs. _____ per month, I am drawing net salary of Rs. Per month which comes to _____% of my gross salary.
7. That my date of superannuating is _____ and as such the remaining service is for _____ years _____ months.
8. That I hereby authorise my DDO in terms of section 46 (1) of the H.P. State Cooperative societies Act, 1968 to deduct the loan instalments from my monthly salary for remitting into my loan account with the _____ Cooperative T&C Society. I hereby also declare that this authority shall not be revoked by me till fully liquidation of loan amount or written consent of the society.
9. That I further authorise my DDO that in case of my death, resignation, termination, superannuation, the dues payable to me shall be appropriated for liquidating the loan of the society and I shall not claim any relief in this regard as may be provided under any Act in force.
10. That I further nominate/authorise my DDO to receive the payment, if any, in case of my death or disability under Janta Insurance Scheme, Group Insurance or any other insurance schemes as purchased by me from time to time, for crediting the proceeds to the loan account with the society.
11. That as a proof of non-availing any vehicle loan from other Banks/Institutions I have submitted no objection certificate (NOC).

Certified that the undertaking as detailed above is true and nothing has been concealed there from. If any contrary fact is found, I shall be responsible and suitable action may be taken against me by the Bank / Department / Institution.

(Signature of Undertaker)

Name: _____

Address for correspondence: -

Place: _____

Date: _____

Annexure "D"

GUARANTOR'S UNDERTAKING WITH THEIR DDO'S CERTIFICATE UNDER SECTION 46 OF H.P. CO-OPERATIVE SOCIETIES ACT. 1968.

I _____ s/o,d/o,w/o Shri _____ Working as _____ (Designation) for the last _____ Years with _____ (Name of department) drawing a net monthly salary of Rs. _____/- (Rupees _____ only), hereby stand as guarantor for the repayment of loan of Rs. _____ being raised from the H.P. State Cooperative Bank Ltd.; by Shri _____ S/O, D/O, W/O Shri _____ together with interest to be accrued thereon till total liquidation of the loan.

I further authorise my DDO to deduct my salary in case of default made in repayment by Shri _____ (Borrower) on written demand of the aforesaid Bank to remit the same into the loan account of the above said borrower till total liquidation of the loan with interest accrued.

Date: _____

Place: _____

Signature of Guarantor

Name and Designation

Countersigned by DDO

Of the Guarantor

Name(DDO) _____ Designation _____

Dispatch No. _____ Dated _____

Annexure "C"

Employer/DDO Undertaking under section 46 of

H.P. State Coop. Societies Act, 1968

As per authorisation and request made by Shri/ Smt. / Miss _____ S/O, W/O, D/O, Shri _____, it is certified that he/she is in the regular service of this Deptt. i.e. _____ (Name of Department) holding a post of _____. He /She is in the regular service of this Deptt. for the last _____ years and is due to retire from the service of this Deptt. on _____.

I hereby undertake to recover the agreed loan installments every month from the salary bill of the aforementioned employee and to remit the amount by issuing of cheques/demand draft in favour of the H.P. State Coop. Bank Ltd. Branch Office _____ or by depositing cash through an authorised person of the Department to the credit/deposit of his/her loan account with the said Bank till the entire loan together with interest is fully repaid.

In case of he/her death, resignation from and/or termination of the service of the aforesaid employee from the Department / Institution, the total outstanding loan amount with interest shall be recovered from the terminal benefits payable to him/her and shall be deposited with the Bank.

Dispatch no. _____

Signature of DDO/Employer

Dated: _____

Designation _____

Department _____

Seal of Dept.

Annexure "B"

A) Name of Deptt. / Institution _____

S/No.	Name & designation of applicant borrower	Place of posting	Remaining services in years	Monthly gross Salary	Net Monthly salary drawn	Vehicle to be Purchased
1	2	3	4	5	6	7

Cost of Vehicle	Margin Money	Amount applied
8	9	10

