

No.

To,  
**The General Manager & CEO,**  
**KNS BANK** (The Kurla Nagarik Sahakari Bank Ltd.)  
312, Commercial 'A' Wing,  
Kohinoor City Mall, Kirol Road,  
Kurla (W), Mumbai - 400 070.

Account No. \_\_\_\_\_

Ledger No. \_\_\_\_\_

Date :

Dear Sir,

**Sub : Application for Cash Credit Limit / Renewal of Limit**

I/We beg to apply for cash credit limit/renewal of ₹. \_\_\_\_\_  
against the security as shown under item No. F below. My/Our financial position and  
other details are as under :-

**A) Constitution of the firm :**

- i] Name of the firm \_\_\_\_\_
- ii] Nature of business \_\_\_\_\_
- iii] Date of establishment \_\_\_\_\_ Telephone No. \_\_\_\_\_
- iv] Address \_\_\_\_\_
- v] Premises is on \_\_\_\_\_ basis and is in the name of \_\_\_\_\_
- vi] Information about the partners/proprietor :

S.No.	Name	Age	Relation	Share Holder No.	Address
1)					
2)					
3)					
4)					

vii] Partnership deed is made/not made.

viii] It is duly registered (copy attached).

**B) Purpose of the Loan : \_\_\_\_\_**

**C) Past Performance of the Business :(Position as on \_\_\_\_\_)**

- i] Value of opening stock ₹. \_\_\_\_\_
- ii] Total Purchase during the last year ₹. \_\_\_\_\_
- iii] Total Sales during the year ₹. \_\_\_\_\_
- iv] Value of stock at the end of the year ₹. \_\_\_\_\_
- v] Gross Profit for the last year ₹. \_\_\_\_\_
- vi] Net Profit for the last year ₹. \_\_\_\_\_
- vii] Amount of Sales tax paid ₹. \_\_\_\_\_ Upto \_\_\_\_\_
- viii] Amount of income tax pad ₹. \_\_\_\_\_ for the year

**D) Borrowings :**

1] From the Bank	Limit	Outstanding	
<u>Name of the Bank</u>	<u>Sanctioned ₹.</u>	<u>Security</u>	<u>₹.</u>
A]	_____		
B]	_____		
2] Borrowing from friends and relatives ₹.	_____		

**E) Other Liabilities :** \_\_\_\_\_

**F) Particulars of Security-Position as on**

S.No.	Description	Quantity	Rate	Value ₹.
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
	<b>Total</b>			

**G) Value of Furniture and Fixtures ₹.** \_\_\_\_\_

**H) Colatorial Security if any :**

- i] Particulars of Security : \_\_\_\_\_  
ii] Property held in the name of Shri : \_\_\_\_\_  
iii] Place \_\_\_\_\_ iv] Value ₹. \_\_\_\_\_

**I) Insurance :**

- i] Name of Insurance Co. \_\_\_\_\_  
ii] Policy No. \_\_\_\_\_ iii] Amount ₹. \_\_\_\_\_ iv] Due Date \_\_\_\_\_  
v] Yearly Premium ₹. \_\_\_\_\_ vi] Premium paid till \_\_\_\_\_

The Insurance Policy is in the joint name of the bank and ourselves. In case I/ We failed to renew the Policy or failed to pay the premium. I/We authorised you to renew the Policy or to pay premium as the case may be by debiting the requisite amount and your charges if any to my/our any account with you.

I/We also hereby declare that I/We am/are the absolute owner of the goods detailed at Item F above and that I/We have paid the full cost/value thereof.

**J) Licence :**

Licence of the establishment under Shops & Establishment Act is in my/our name and is renewed till \_\_\_\_\_. I shall not change or transfer, give on leave and licence, care taker or on any other manner, the said establishment to any other person or party without your consent in writing.

**K) Details regarding the Sureties :**

<b>SURETY No. [1]</b>		<b>SURETY No. [2]</b>	
i]	Name _____	i]	_____
ii]	Address _____	ii]	_____
	Office / Business _____		_____
	_____		_____
	Residence _____		_____
	Telephone No. _____		_____
iii]	Share holder No. _____	iii]	_____
iv]	Occupation _____	iv]	_____
v]	Yearly Income ₹. _____	v]	_____
vi]	Income tax paid ₹. _____	vi]	_____
vii]	Details of Property _____	vii]	_____
viii]	Value of Property ₹. _____	viii]	_____
ix]	Bank's Shares ₹. _____	ix]	_____
x]	Loan sanctioned ₹. _____	x]	_____
xi]	Outstanding ₹. _____	xi]	_____
xii]	Other suretyship liabilities ₹. _____	xii]	_____

**Signature [1]**

**Signature [2]**

i] I/We hereby declare that the information and the details furnished in this application are true and correct to the best of my/our knowledge and belief.

ii] I have not borrowed from any other source except as mentioned under Item No. 'D' above.

iii] I have read all the terms and conditions made by the bank governing this credit limit and I/We shall observe the same very strictly. The amendments in this respect made if any by the bank shall be binding on me/us.

Please sanction the limit at your earliest.

Enclosures :

- i] Balance sheet with Trading & Profit and Loss Account as on \_\_\_\_\_
- ii] Copies of orders of Income Tax/Sales Tax paid.
- iii] Up-to-date Rent paid receipt.
- iv] Copy of partnership deed.

**Yours faithfully**

## RECOMMENDATIONS :

Renewal \_\_\_\_\_

Existing limit ₹. \_\_\_\_\_ due date : \_\_\_\_\_

Turn over ₹. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Insurance ₹. \_\_\_\_\_ Up to \_\_\_\_\_

Demand ₹. \_\_\_\_\_ (Existing ₹. \_\_\_\_\_ + Additional \_\_\_\_\_)

Visit Report date : \_\_\_\_\_ With \_\_\_\_\_

Stock at visit ₹. \_\_\_\_\_ Drawing Power \_\_\_\_\_

A/c Operation Remarks : \_\_\_\_\_

Recommendations :- \_\_\_\_\_

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

**Date**

**Manager**

**(Branch Manager)**

\_\_\_\_\_ **Branch**

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### **RECOMMENDATIONS OF THE LOAN SUB COMMITTEE :**

The above loan proposal was discussed in our meeting held on \_\_\_\_\_  
and we hereby recommend a credit limit of ₹. \_\_\_\_\_  
against pledge/Hypothecation of goods till \_\_\_\_\_ on usual terms  
and conditions.

**Chairman**

**Loan Sub. Committee**

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### **SANCTION OF THE BOARD OF DIRECTORS :**

Date of Meeting \_\_\_\_\_ Resolution No. \_\_\_\_\_

Limit sanction of ₹. \_\_\_\_\_ till \_\_\_\_\_

**Chairman**

**Board of Directors**