



Application for Loan under
ASSAM GRAMIN VIKASH BANK

H.O. : Guwahati

Personal Loan Scheme

To,

**The Branch Manager
Assam Gramin Vikash Bank**

.....Branch

Applicant's
Photograph
(Applicant 1)

Applicant's
Photograph
(Applicant 2)

Dear Sir,

I/We request you to sanction a loan of Rs. _____
(Rupees _____) only under Personal Loan
Scheme of the Bank. I/We furnish the following information.

	<u>Applicant -1</u>	<u>Applicant-2</u>
1. Name of the Applicant (s) :		
2. Age and Date of Birth :		
3. Name of Father/Husband :		
4. Address of the Applicant and Tele. No./Mobile No. :		
i) Residence :		
ii) Office :		
5. <u>For Salaried Applicant</u>		
i) Name and address of the Employer with Contact No. :		
ii) Applicant's designation/position : in the Employer's organization and period since when employed i.e. Date of Joining		
6. <u>For Professional and Self-Employed applicant</u>		
i) Name and address of his/her firm/company and details.		

(2)

Applicant -1

Applicant-2

- ii) Line of activity of the firm/ company or the profession :
- iii) Applicant's designation/ position in the firm/company and period since when engaged :
- iv) Nature and value of securities : offered

7. For Salaried Applicant

- i) Monthly gross salary and net take home salary for the month of _____ (to be certified by the employer)

Applicant-1

Applicant-2

Gross Salary		Deductions		Gross Salary		Deductions	
Basic	Rs. _____	PF	Rs. _____	Basic	Rs. _____	PF	Rs. _____
DA	Rs. _____	IT	Rs. _____	DA	Rs. _____	IT	Rs. _____
HRA	Rs. _____	Loan	Rs. _____	HRA	Rs. _____	Loan	Rs. _____
Others	Rs. _____	Others	Rs. _____	Others	Rs. _____	Others	Rs. _____
Total	Rs. _____	Total	Rs. _____	Total	Rs. _____	Total	Rs. _____

Net Take Home Salary Rs. _____ Net Take Home Salary Rs. _____

ii) For Professional and Self Employed applicant

Applicant-1

Applicant-2

Gross Annual Income : Rs. _____ Rs. _____
(To enclose latest Income Tax Assessment Order/Return filed)

8. Particulars of a/c maintained with :
this branch or any other branch
of this Bank or any other bank

9. Purpose of Loan :

10. Amount of Loan applied for : Rs. _____

11. Two persons who can be referred :
to for information (Please give
names and address with Contact No.)

(3)

I/We undertake to repay the loan innos. monthly instalments of such amount to be fixed by you. Commencing one month after the disbursement.

I/We also undertake to abide by the terms and conditions laid down by the Bank in respect of the loan. If sanctioned and agree to the Bank recalling the entire loan in the event of coming across any incorrect statement on my part.

I/We also enclose herewith the following papers/documents for your persual and doing the needful.

A Letter of Authority addressed by me/us to my/our employer/employers authorizing them to deduct such sum beginning from such month as may be stipulated by the Bank from my/our monthly salary and remit the same to you for deposit to my/our loan account till full liquidation of the same together with interest and other charges and also authorizing them to pay the outstanding loan, if any, out of my terminal benefits in case of my/our death, retirement, resignation or discontinuance of the service and also an undertaking from my/our employer/employers confirming the same.

Copy of my/our photo-identity card(s) issued by Election Commission /PAN Card from IT authorities.

Pay slip issued by my/our employer/employers for last two months/ copy of Income Tax Return filed with the Income Tax authorities for the last two years.

Copy of Form 16 in respect of financial year ended..... for tax deducted at source from income chargeable under the head "Salaries".

Employer's certificate about my/our name(s), address(es), designation(s) and the period(s) of completed service.

Proof of my/our professional qualification, particulars of profession and period of engagement in such profession.

Copy of my/our bank pass book(s) with your bank for last 3 months.

I/We hereby declare that

The statements given above are true and correct.

No part of the loan will be utilized for any purpose other than that stated.

Yours faithfully,

Date :

Signature of applicant-1 :

Place :

Signature of applicant -2:

Witness Signature

Full Name

Address

Mobile No.