

**SELF HELP GROUP LOAN APPLICATION FORM**

**Acknowledgement**

(To be handed over to SHG after submission of the Application Form)

**Received the following Application form for loan**

|   |  |
|---|--|
| <b>Name of SHG</b>                              |  |
| <b>Address</b>                                  |  |
| <b>Application No</b>                           |  |
| <b>Savings Account No</b>                       |  |
| <b>Date of Receipt of Application by branch</b> |  |

**Signature**

**Branch:**

**Bank:**

**Date:**



|               |  |
|---------------|--|
| Form No       |  |
| Bank          |  |
| Branch        |  |
| SB Account No |  |

| <b>For Official Use Only</b>      |             |
|-----------------------------------|-------------|
| Customer ID                       |             |
| Loan A/c No                       |             |
| Loan Type (CC/TL)                 | Cash Credit |
|                                   | Term Loan   |
| Product code                      |             |
| Date of Sanction                  |             |
| Sanctioned Amount in Rs.          |             |
| Loan Terms (In case of term loan) |             |

## SELF HELP GROUP LOAN APPLICATION FORM

|                            |                      |                   |  |
|----------------------------|----------------------|-------------------|--|
| Name of the SHG            |                      |                   |  |
| Date of Formation          |                      | No of SHG members |  |
| Address                    | Village/ City: ..... | Block             |  |
|                            | GP:                  | District:         |  |
| SB A/C No                  |                      |                   |  |
| Loan A/c No (if any)       |                      |                   |  |
| Supporting Agency (If any) |                      |                   |  |
| Application for Loan Cycle |                      |                   |  |

### Self Help Group Loan Application Form

**To:**

**The Branch Manager**

\_\_\_\_\_ Bank  
 \_\_\_\_\_ Branch

Dear Madam/Sir,

**Sub: -Application for credit linkage**

|   |   |   |
|---|---|---|
| <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 80px; margin: 0 auto;">                 Affix<br/>passport<br/>Size<br/>photograph             </div> | <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 80px; margin: 0 auto;">                 Affix<br/>passport<br/>Size<br/>photograph             </div> | <div style="border: 1px solid black; border-radius: 15px; padding: 10px; width: 80px; margin: 0 auto;">                 Affix<br/>passport<br/>Size<br/>photograph             </div> |
| Name:   | Name:   | Name:   |
| Designation:  | Designation:  | Designation:  |
| Address:  | Address:  | Address:  |
| Mobile:   | Mobile:   | Mobile:   |
| Saving Bank A/c No.   | Saving Bank A/c No.   | Saving Bank A/c No.   |

1. We, the duly authorized representatives of \_\_\_\_\_ (name of SHG)  
\_\_\_\_\_ Village / City \_\_\_\_\_ Block \_\_\_\_\_ District  
hereby apply for a loan aggregating Rs. \_\_\_\_\_/- (Rupees  
\_\_\_\_\_ only) by way of Cash Credit (CC) / Term Loan (TL) for on-lending to our  
members. A copy of resolution taken by our Self Help Group in this regard is attached.
2. A copy of the member-wise requirement of loan is enclosed (*Compulsory from 3<sup>rd</sup> linkage  
onwards*).
3. We agree to repay the Term Loan amount as per the repayment schedule which may be  
fixed by the Bank.

‘or/and’

We agree to operate the Cash Credit account satisfactorily and within the limit and shall  
repay the interest charged in the Cash Credit account from time to time or on demand  
without demur as per the terms and conditions stipulated by Bank.

4. A copy of the Inter-se Agreement executed by all the members of the group authorizing us  
*inter alia* to borrow on behalf of the SHG is enclosed.
5. We hereby declare that the particulars given above are true and correct to the best of our  
knowledge and belief.
6. We hereby authorize the Bank to disclose all or any particulars or details or information  
relating to our loan accounts with the Bank, to any other financial institution including  
NABARD, Government or any agency as may be considered necessary or desirable by the  
Bank. It will be in order for the Bank to disqualify the SHG from receiving any credit  
facilities from the Bank and or recall the entire loan amount or any part thereof granted on  
this application, if any of the information pertaining to the group, furnished herewith is  
found incorrect and/or containing misrepresentation of facts.
7. We undertake that the Credit Information Bureau (India)Ltd. and any other agency so  
authorized may use, process the said particulars disclosed by the Bank in the manner as  
deemed fit by them and 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.
8. A copy of the financial status of our SHG as on ..... (date) is attached.

Yours faithfully,

1.

2.

3.

**[Signature of Authorized Representatives of SHG with Seal]**

**FINANCIAL STATEMENT OF ..... (NAME OF SHG) AS ON .....(DATE)**

| <b>Liabilities</b>                |               | <b>Assets</b>                  |               |
|-----------------------------------|---------------|--------------------------------|---------------|
| <b>Particulars</b>                | <b>Amount</b> | <b>Particulars</b>             | <b>Amount</b> |
| Outstanding C/C of Bank           |               | Cash in hand                   |               |
| Outstanding T/L of Bank           |               | Deposit with Bank              |               |
| Outstanding loan of VO/Federation |               | Deposit with Federation        |               |
| Savings of members                |               | Loan outstanding from members  |               |
| Other Liabilities (Specify.....)  |               | Other Assets (Specify .....) ) |               |
| Surplus                           |               |                                |               |
| <b>Total</b>                      |               | <b>Total</b>                   |               |

**Details of Corpus**

| <b>Particulars</b>   | <b>Amount (Rs)</b> |
|--|--------------------|
| Total Savings of members:  |                    |
| Total interest and other incomes:  |                    |
| Revolving Fund/ Grant Assistance received from project/ department/ other agencies |                    |
| Other Receipts (Specify .....) )   |                    |
|  |                    |
| <b>Total</b>   |                    |

(Amount in Word.....)

We certify that the above statement is true and can be verified from the books of accounts maintained by our Self Help Group.

Signature  
(Designation .....)

Signature  
(Designation .....)

Signature  
(Designation .....)

**Seal of Self-Help Group**

**RESOLUTION BY SHG FOR TAKING LOAN FROM BANK**

Name of SHG: .....  
 Address: .....  
 Date of Formation: .....  
 Total no of Members: ..... Name of Facilitating Agency: .....

**Resolution for taking loan from bank**

Today on ..... (Date), at the meeting of..... (Name of SHG) at..... (meeting place of SHG / address) in presence of all its members, it is resolved that our..... (Name of SHG) will seek loan of Rs ..... (in words) ..... from..... bank. It has also been further resolved that Smt..... (Designation .....); Smt..... (Designation .....) and Smt ..... (Designation .....) will sign all the necessary document related to the loan application to bank on behalf of the ..... (Name of SHG). We also authorize them to execute the acknowledge of debts as may be required by the Bank.

We all members hereby agree to the above decision.

| <b>Sl. No</b> | <b>Name of SHG members</b> | <b>Name of Father/Husband</b> | <b>Gender (Male/ Female)</b> | <b>Signature /Thumb Impression</b> |
|---------------|----------------------------|-------------------------------|------------------------------|------------------------------------|
| 1             |                            |                               |                              |                                    |
| 2             |                            |                               |                              |                                    |
| 3             |                            |                               |                              |                                    |
| 4             |                            |                               |                              |                                    |
| 5             |                            |                               |                              |                                    |
| 6             |                            |                               |                              |                                    |
| 7             |                            |                               |                              |                                    |
| 8             |                            |                               |                              |                                    |
| 9             |                            |                               |                              |                                    |
| 10            |                            |                               |                              |                                    |
| 11            |                            |                               |                              |                                    |
| 12            |                            |                               |                              |                                    |
| 13            |                            |                               |                              |                                    |
| 14            |                            |                               |                              |                                    |
| 15            |                            |                               |                              |                                    |
| 16            |                            |                               |                              |                                    |
| 17            |                            |                               |                              |                                    |
| 18            |                            |                               |                              |                                    |
| 19            |                            |                               |                              |                                    |
| 20            |                            |                               |                              |                                    |

Signature  
(Designation .....)

Signature  
(Designation .....)

Signature  
(Designation .....)

**Seal of Self-Help Group**

**Annexure - III**

**DETAILS OF MEMBER WISE LOAN REQUIREMENT (AS PER MICRO CREDIT PLAN)**

(Compulsory from 3<sup>rd</sup> credit linkage onwards)

**Name of the SHG** .....

**Date of formation:** ..... **No. of Members:** .....

**Address:** .....

**Member-wise details of proposed investment, sources of fund & resultant Net Surplus of the family**

| Sl. No. | Name of member* | Purpose of investment | Amount of loan Required from SHG (Rs.) | Total Annual Income from various sources: -IGAs, Wages, Grants from Govt. etc. (Rs) | Total Annual Expenditure (Rs.) | Annual net income before repayment of loan installment (Rs.) | Annual repayment for the proposed loan & existing loan, if any (Rs.) | Annual Surplus (Rs.) |
|---------|-----------------|-----------------------|--|---|--------------------------------|--|--|----------------------|
| 1       |                 |                       |  |   |                                |  |  |                      |
| 2       |                 |                       |  |   |                                |  |  |                      |
| 3       |                 |                       |  |   |                                |  |  |                      |
| 4       |                 |                       |  |   |                                |  |  |                      |
| 5       |                 |                       |  |   |                                |  |  |                      |
| 6       |                 |                       |  |   |                                |  |  |                      |
| 7       |                 |                       |  |   |                                |  |  |                      |
| 8       |                 |                       |  |   |                                |  |  |                      |
| 9       |                 |                       |  |   |                                |  |  |                      |
| 10      |                 |                       |  |   |                                |  |  |                      |
| 11      |                 |                       |  |   |                                |  |  |                      |
| 12      |                 |                       |  |   |                                |  |  |                      |
| 13      |                 |                       |  |   |                                |  |  |                      |
| 14      |                 |                       |  |   |                                |  |  |                      |
| 15      |                 |                       |  |   |                                |  |  |                      |
| 16      |                 |                       |  |   |                                |  |  |                      |
| 17      |                 |                       |  |   |                                |  |  |                      |
| 18      |                 |                       |  |   |                                |  |  |                      |
| 19      |                 |                       |  |   |                                |  |  |                      |
| 20      |                 |                       |  |   |                                |  |  |                      |
| Tota.   |                 |                       |  |   |                                |  |  |                      |

(\*) To be written in order of priority & rotation plan as decided in SHG meeting