

FIRST LOAN

SOL ID	
Inward No.	
Date	

(FOR OFFICE USE ONLY)

Shri/Smt.		
Date of Membership	Date of Confirmation/ Joining	Date of Retirement

LOAN	Date	Amount
First Loan granted on		
Difference		
Article Loan granted on		
Difference		
Special Loan granted on		
Difference		
NEW	DIFFERENCE	RENEWAL

R U P E E S

1. Net Pay									
2. Basic Pay									
3. Eligibility (Basic X)									
4. Loan Applied									
5. Loan Recommended									
6. Capital Deposit Required									
7. Capital Deposit Balance									
8. Capital Deposit Recovery									
RECOVERY FROM LOAN									
9. First Loan									
10. Article Loan									
11. Special Loan									
12. Interest on First Loan									
13. Interest on Article Loan									
14. Interest on Special Loan									
15. Capital Deposit									
16. S G Fund (Pension / NPS)									
17. TOTAL (9 to 16)									
18. Loan Sanctioned (Col. 5)									
Less : Recovery (Col. 17)									
19. NET PAYABLE									

Membership No. _____

Certified that all the above particulars are correct as per books/rules of the society.		
_____ Maker	_____ Checker	_____ Manager

RECOMMENDATIONS									
20	Loan Applied (Col. 4)	Rs.							
21	Loan Sanctioned (Col. 18)	Rs.							

ORDERS OF THE COMMITTEE
EXECUTIVE-SUB-COMMITTEE

The Loan recommended in Col. 5 sanctioned. Recovery (Col. 17) be made. Net amount (Col. 19) be paid.

Secretary / Asst. Secretary Chairman / Vice Chairman

LOAN DISBURSEMENT DATE

Credit Rs. _____

being the amount of Loan Rs. _____
Less : Recoveries Indicated in Col. 17

R u p e e s

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on _____
Loan Credited to **IDBI Bank A/c. No.**

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*** Applicant's Signature**

Date : _____ V. No.: _____

M. No. _____

No. of Installments		Principal Previous		Principal Current	
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The Secretary,
IDBI Staff Co-op. Credit Society Ltd.,
Mumbai - 400 005.



Dear Sir,

FIRST LOAN AGREEMENT
(SUBJECT TO JURISDICTION OF MUMBAI)

THIS AGREEMENT is executed by
.....(Name & address) hereinafter called the "Borrower") at..... on this.....day of.....20..... in favour of IDBI Staff Co-operative Credit Society having its registered office at (hereinafter called "Society").

WHEREAS at the request of the borrower, the Society has granted Long Term Loan of Rs.
(Rupeesonly)
(hereinafter referred to as "The Loan") for the purpose mentioned in the application dated
(Application) upon the representations, undertakings & affirmations made by the Borrower in the Application and on the terms and conditions stated hereinafter as may be modified from time to time.

I, NOW IN CONSIDERATION, of the Borrower agreeing to borrow from the Society and the Society agreeing to lend and advance the Loan to the Borrower(s), the Borrower hereby agrees, undertakes and declare as under:
The undersigned, (full name) Smt. / Shri. _____
_____ acknowledge having received from the IDBI Staff Co-op. Credit Society Ltd., Mumbai (hereinafter referred to as "The Society") the amount of Long Term Loan Rs. _____
(Rupees: _____)
for the purpose stated in the application.

1. The Borrower agrees to repay the said Loan by monthly installments of Rs. _____ each with additional monthly installments of interest thereon at the rate of. or as specified by the Society from time to time. The Borrower shall repay the said Loan on the due date/s and shall utilize the Loan proceeds only for the purpose stated in the Application.
2. The Borrower agrees and confirms that his/her employer viz:, IDBI Bank Ltd. / SIDBI/ICMS/IDBI Intech (hereinafter called the Employer) unconditionally and irrecoverably has been authorized by him/her and shall be competent to deduct from his/her salary or wages payable, any amount as advised by the Society towards the installments/repayment of the Loan together with interest. The Society shall have absolute right to demand any amount which has fallen due and not paid by the Borrower, from the Borrower's employer and to pay the amount so deducted to the Society in satisfaction of the said loan & the interest thereon owing by the Borrower to the Society under the above mentioned loan.
3. In case of cessation of the Borrowers employment with the Employer in IDBI Bank Ltd. / SIDBI / IDBI Intech/ICMS for any reason, entire amount of the Loan and interest thereon shall becomes due for repayment forthwith and the Borrower hereby agrees that the Society is authorized to make a demand to the Employer, and the Employer shall be competent to deduct first the amount towards repayment of the Borrowers dues as advised by the Society from the pay, allowance, provident fund, gratuity, commutation of pension, pension, family pension, lien to his bank account, etc., payable to the Borrower by IDBI Bank Ltd./SIDBI / IDBI Intech/ICMS and to pay the said amount so deducted to the Society towards the satisfaction of the Loan together with interest thereon by the Borrower to the Society.
4. The Borrower agrees that the loan together with interest shall be secured by (i) a Demand Promissory Note (ii) general lien on various deposits held by the Borrower with the Society and/or (iii) also by pledging/creating specific / general charge on unit/certificates of Share, bonds, securities, certificate of mutual funds etc., held by the Borrower and (iv) a right to set off various deposits held by the Borrower with Society in case of a event of default.
5. The Borrower agrees and undertakes that the Society has all the right to realize the dues in the Loan account by debiting my deposit / other accounts maintained with the Society and the Borrower authorizes the Society to do so without any notice. In case of any default in payment of principal and / or interest of the Loan, the Society shall be free to take any legal action against the Borrower to recover the amounts due from him/her.

* Signature of Borrower

6. The Borrower accepts and agrees to abide by the Byelaws of the Society now in force and / or as may be modified/ altered from time to time. The Borrower also undertakes that he/she shall not borrow from any other Co-op. Credit Society till the said loan is repaid by the borrower in full.

IN WITNESS WHEREOF the Borrower has set his/her hand to these presents on this day written above.

*** Signature of Borrower**

7. We, the undersigned have noted the contents mentioned in para (1 to 6) above. The Borrower is known to us and has requested us to stand as sureties for the Loan and we have agreed voluntarily to become the Sureties for the Loan in consideration of the above. We hereby agree. and undertake to be jointly and severally liable to the Society for the due repayment of the said Loan with interest thereon in accordance with the above terms and conditions of the Loan Agreement, conditions and the Byelaws and Rules of the Society amended from time to time. We also agree and confirm that our Employers viz IDBI Bank Ltd./SIDBI/IDBI Intech/ICMS are unconditionally and irrecoverably authorized by us and shall be competent to deduct from the salary or the wages payable to us, such amount of the said Loan with interest thereon as may be advised by the Society in case of cessation of employment of the borrower in the IDBI Bank Ltd./SIDBI/IDBI Intech/ICMS or any reason whatsoever. We hereby agree that our Employer viz IDBI Bank Ltd./SIDBI/IDBI Intech/ICMS shall be competent to deduct first the amount towards repayment of the dues under the above Loan as advised by the Society from the pay, allowances, provident fund, gratuity, commutation of pension, pension, family pension, lien in the bank account etc, payable to us by the IDBI Bank Ltd. /SIDBI/IDBI Intech/ICMS (our Employer) and to pay the amount so deducted to the Society in satisfaction of the said Loan and interest thereon owing by the Borrower to the Society, even in case of cessation of our employment for any reasons.

8. We agree and undertake to inform the Society about any change in the present employment/ cessation of job with the present Employer. In such an event (resignation/cessation) we shall be discharged from liability as Surety only if any other Surety is substituted in our place by other acceptable Surety to the satisfaction of the Society. The dues will not be settled unless a new Surety is substituted in our place.

9. On demand I promise to pay to the Society a sum of Rs. _____
(Rupees _____)

*** Signature of Borrower**

SURETIES MUST BE IDBI SOCIETY'S MEMBER

Sign of Surety _____ Sign of Surety _____

Full Name _____ Full Name _____

SOL ID _____ Designation _____ SOL ID _____ Designation _____

Society Membership No. _____ Society Membership No. _____

Pan No. _____ Pan No. _____

Mobile No. _____ Mobile No. _____

Date of retirement _____ Date of retirement _____

**All Signature verified by Supervisor
or officer IDBI/SIDBI/ICMS/Intech**
Signature _____
Name _____
Designation _____
Emp. Code : _____

The Secretary,
IDBI Staff Co-op. Credit Society Ltd.,
Mumbai - 400 005.



Dear Sir,

DEMAND PROMISSORY NOTE
(SUBJECT TO JURISDICTION OF MUMBAI)

Place _____

Date _____

Rs. _____

ON DEMAND I, Shri/Smt/Ms. _____ son /
wife / daughter of Shri. _____ aged about _____ years,
residing at _____
promise to pay to the IDBI Staff Co-operative Credit Society Ltd., or Order the sum of Rs. _____
(Rupees _____ only) together with interest thereon
at the rate of _____ per annum compounded monthly / quarterly / half yearly / yearly for value
received.

* Signature verified

* Signature

One Rupee
Revenue
Stamp And
Sign Across the
stamp

Name : _____

Authorised Officer of Society



FORM K

(See rule 45(1) of the Maharashtra Co-operative Society`s Rules, 1961)

To,
The Secretary,
IDBI Staff Co-operative Credit Society Ltd.,
Mumbai - 400 005.

I (Name) of
(Address)

.....
am/have become a member of more than one Co-operative Credit Society / Co-operative Bank.
names of which are given below

- (1)
- (2)
- (3)
- (4)

I do hereby declare as required by rule 45 of the Maharashtra Co-operative Societies Rule 1961 that I shall borrow only from:

**** IDBI Staff Co-operative Credit Society Ltd., ****

WITNESS:

SIGNATURE :
FULL NAME :
SOCIETY A/C. No. :
PLACE :
DATE :

APPLICANT

SIGNATURE :
FULL NAME :
SOCIETY A/C. No. :
PLACE :
DATE :

CHECKLIST

Ensure that —

I. Filling up this form is mandatory for sanction of loan.

- II. You and witness have signed the form
- III. Savings account no. of the applicant and the witness is written.
- IV. Names of the Co-operative Credit Society /Co-operative Bank with address are written.
- V. Loan liability Certificate from which you have borrowed should be attached with this form.

CHECK LIST FOR THE LOAN FORM

- First page - Signature and account no. in which the loan to be credited (right hand side mid)
- Second page - Completely filled by applicant with signature at bottom.
- Third page - Signature of Borrower on right hand side.
Please fill the details.
Loan sanctioned amount and EMI will be filled by Society.
- Fourth page - (1) Signature (ii) of borrower on right hand side.
(2) Suretie's signature and their details. (Sureties should be member of Society and if you're applying for more than 1 Loan then sureties must be different for each Loan.
(3) Signature of officer, other than sureties, and applicant in all signature verified supervisor box.
- Fifth page - Demand Promissory Note completely filled by applicant along with ₹ 1/- Revenue Stamp.
- Documents required with the Loan Form:
 - I) Applicant's three (3) month's salary slip
 - II) Latest salary slip of both sureties
 - III) Applicant's Address Proof (Any One)
 - 1) Adhaar card
 - 2) Driving License
 - 3) Passport
- Applicant's NPS/PF Statement
- Details for Stamp paper/ESBTR/ E-stamp / Franking :
(For E-stamp & ESBTR) Amount - Rs. 100/-
1st Party - Applicant's Name
2nd Party - IDBI Staff Co-op Credit Society Ltd.
PAN - AAAAI0083Q
Article Code - 5(h) A (iv)
Consideration Amount - Amount of Loan.

(For Stamp paper)
Please write following line on stamp paper
"This stamp paper is an integral part of the Loan Agreement between (applicant's name) & IDBI Staff Co-op Credit Society Ltd." *Make sure the applicant and sureties also sign on stamp paper.
(Make sure the applicant and sureties also sign on stamp paper.)

(Note: If you're applying for more that 1 Loan, then different sureties are required foe each Loan)