



ASSAM FINANCIAL CORPORATION

MICRO FINANCE & NEW BUSINESS BRANCH

"Vittiya Bhavan", Md. Shah Road, Patanbazar, Guwahati-781008

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APPLICATION FORM FOR LOAN UNDER CHIEF MINISTER'S MICRO FINANCE SCHEME - "KHUDRA REEN"

1	Name of the Organisation		
2	Address	Registered Office	Address for Correspondence
	House No.		
	Street/Road Name		
	Village/ward No.		
	P.O.		
	P.S.		
	Block		
	District		
	Pin Code		
	State		
	Phone Number	Land line :	Mobile :
	E-mail address		
	Website		
3	Constitution		
4	Loan Amount applied for		

Seal & Signature of authorised signatory(ies)

5	Authority with whom registered		
	Registration Number & Date of Registration		
	Registration Valid up to		
	Details of other Registrations with Number, Date and Validity, if any.		
6	Whether the Memorandum of Association/Bye- Law permits the organization to borrow and lend money. If yes, mention the Clause No. of MoA/Bye-Law.		
8	Year of starting of Micro Finance Programme (Attach Balance Sheet/ Loan Ledger Abstract of the year of commencing Micro Finance)		
9	Area of Operation in Assam (Mention name of Districts)		
10	Details of Banker(s) of the Organisation :		
	Name of Bank with Address	Type of Account	Account No(s)

Seal & Signature of authorised signatory(ies)

11. Particulars of Chief Functionaries:-

Name	Address	Tel/ Mobile No	Designation	Qualification	Age (Yrs)	Years of experience in Micro Finance	Photographs of Chief Functionaries (Self attested)

Seal & Signature of authorised signatory(ies)

(Attach additional sheet if required)

12. Particulars of Board / Executive Members:

Name	Address	Tel/ Mobile No	Designation	Qualification	Age (Yrs)	Years of experience in Micro Finance	Photographs of Chief Functionaries (Self attested)

Seal & Signature of authorised signatmy(ies)

(Attach additional sheet if required)

13 (A). Organisational set-up and training to staff :

Category	Staff Trained in Micro-Finance operation	Others	Total staff
Field Supervisory Officer & Staff			
Supervisory Officer & Staff			
General Staff			
Total			

13 (B). Details of participation in training programme by the Chief Functionaries/Executive Members/others (enclose photocopy of certificates)

Sl. No.	Name of Participant	Name of Training Programme	Training Programme conducted by	Duration

Seal & Signature of authorised signatory(ies)

(Attach additional sheet if required)

14. Experience of the Organization in Micro Finance during last 3(three) years:-

Year	Amount of Loan Disbursed	Activities for which loan extended	Financial assistance extended to total number of :					Amount Recovered
			SHGs	JLGs	Male Borrowers	Female Borrowers	Total Borrowers	

Seal & Signature of authorised signatory(ies)

(Attach additional sheet if required)

15. Financial Assistance availed, if any, during the last 3(three) years:-

in lacs

Sl. No.	Name of Bank/Organization from whom loan availed	Year of availing loan	Loan Amount Availed	Rate of Interest	Loan Amount Repaid	Amount of Loan Outstanding (as on _____)

- 7 -

Seal & Signature of authorised signatory(ies)

(Attach additional sheet if required)

16. Proposed Business Plan for the Current Financial Year:-

Name of Bank/Organization with whom loan applied and or from whom loan availed	Loan Amount Applied for	Loan Amount Availed	Estimated number of beneficiaries proposed to be covered			
			SHGs	JLGs	Male Borrowers	Female Borrowers

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Seal & Signature of authorised signatory(ies)

DECLARATION

I/we hereby declare that the information furnished above is true to the best of my /our knowledge and belief. There are no over dues / statutory dues pending with any Bank/ Financial Institutions etc and no legal action has been /is being initiated against the organisation.

Date:

Signature of Authorised Signatory/ies.
with Name, Designation & Seal

Place:

1.....

.....

Name & Designation & Seal

2.....

.....

Name & Designation & Seal

3.....

.....

Name & Designation & Seal

LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION FORM

1. Copy of Article of Association, Memorandum of Association and Bye-Law of the organisation
2. Copy of Valid Registration Certificate(s) issued by competent Authority.
3. Copy of Resolution passed by the Board/EC on the following :
 - Allowing the concern to borrow Loan from Assam Financial Corporation, Guwahati for on-lending to SHGs/JLGs.
 - The Rate of Interest to be charged from the beneficiaries shall not exceed 20% p.a on Reducing Balance including all charges.
 - Authenticate the name(s) & designation of authorised signatory (ies) who shall communicate, sign and execute deeds & conduct all official correspondences & financial transactions with Assam Financial Corporation on behalf of the Organization..
4. Duly signed Bio-Data of the Chief Functionaries.
5. Copies of Audited Financial Statements/Balance Sheet along with Schedules and with separate sheet of income & expenditure and receipt & payments statement pertaining to micro finance operation exclusively for the last 3 (three) years.
6. Copies of Annual Reports duly approved by the Annual General Meeting (attach copy of Minutes/Proceedings) for the last 3 (three) years.
7. Self attested Passport size Photographs of the Chief Functionaries & Executive Members.
8. Residential Address (both temporary and permanent) of the Chief Functionaries, Directors and Executive Members with documentary proof .
9. Photocopies of Pan Card of Chief Functionaries, Directors and Authorised signatories.
10. Reference Letter from two referees of social repute, one of whom should be preferably from Bank or Financial Institution.
11. Copy of latest Report on rating of the organisation, if available.
12. Procedure for affixing Common Seal of the organisation to be intimated (for NBFC etc.)
13. Duly filled up enclosed statements from Sl No. 1 to 9 pertaining to Micro Finance Operation.
14. Business plan for utilization of proposed loan fund.
15. Copies of Operation Manual, Audit Manual, Credit Manual, H.R. Manual, if available.
16. Summary Report on Management Information System.
17. Copies of Proceedings/ Minutes of last 3 (three) Executive Committee/Board Meeting.
18. Loan Loss Reserve and Policy for loan loss and write off, if available.
19. Client dropout list.

NB:

1. *Loan Application Form shall be treated as submitted only on receipt of completely filled in loan form along with the enclosed statements (sl. no. from 1 to 9) and the required documents as stated above.*
2. *Documents to be submitted in a chronological order as per the above list*

Statement-2

Amount in rupees.

Due /Receipt Statements for all loan accounts (Loan Account wise) for the period..... tto

S.L No	Name of the SHG/JLG/Individual Loan	Code No, if any	Opening loan outstanding as on -----	Amt Disbursed	Date of Disbursement	Amount Due during the Period ----- to -----.		Amount Recovered during the period		Loan Outstanding as on -----
						Principal	Interest	Principal	Interest	
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										

Attach separate sheet , if required

Statement-3

Amount in ` (rupees)

Over Due Statement (Account Wise) of over due loan accounts for the period to

S.L No	Name of the SHG/JLG	Code No	Opening Overdue as on _____		Amount due during the period _____ to _____		Amount recovered during the period		Closing overdue as on _____		Total Over due as on _____	Loan Outstanding as on _____
			Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	(Principal + Interest)	
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												

Attach separate sheet, if required

Statement- 4

Amount in ` (rupees).

Statement of loan loss accounts(Account wise) for the period to

S.L No	Name of the SHG/JLG	Code No	Opening Overdue as on	Amount due During the period ____ to _____		Amount recovered during the period		Amount of Over Due as on _____		Closing overdue as on _____	Age of Over Due (Days)
			Prin + Intt.	Principal	Interest	Principal	Interest	Principal	Interest	Prin + Intt.	
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

Attach separate sheet , if required

Statement-5

Data/Information pertaining to micro finance operation for last 3(three) years:

SI No.	Particulars	FY:	FY:	FY:
1	No of Staff in Micro Finance Operation			
2	No of Credit Officers			
3	No. of members			
4	No of Women Mem bers			
5	No. of borrowers			
6	Nos of Women Borrowers			
7	Nos of SHGs			
8	No of JLGs			
9	Portfolios at Risk (>30 days)			
10	Rate of Interest of lending(Flat/Reducing)			
11	Frequency of Repayment by the SHGs/JLGs			
12	Processing Fee /Service Charge per loan			
13	Loan Application Cost			
14	Security Deposit per loan			

Statement-6

Income Statement of Micro Finance Operation for last 3(three) years:

in lacs

S.L No	Particulars	FY:	FY:	FY:
1	Interest Income (Current)			
2	Interest Income (Arrear)			
3	Interest on Investment			
4	Service Charge Income			
5	Late Fee Payment Charge Income			
6	Other receipt/Income			
	Total			

Statement-7**Expenditure Statement of Micro Finance Operation for last 3(three) years:**

` in lacs

S.L No	Particulars	FY:	FY:	FY:
1	Interest paid on borrowing			
2	Other Interest paid			
3	Salaries and Incentives.			
4	Administrative Expenses (rent, telephone, printing & stationery, bank charges ,commission etc)			
5	Travelling Expenses			
6	Depreciation			
7	Other Expenses			
8	Provision for loan loss			
	Total			

Balance Sheet for Micro Finance Operation for last 3(three) years.

Statement-9

ASSETS	FY:	FY:	FY:
Cash and Bank Balance (current accounts)			
Interest-bearing deposits			
Loan outstanding			
Current due loan			
Past-due loan			
Restructured loan			
Other current assets			
Long term investments			
Property and equipment (at Cost)			
Revaluation of fixed assets			
Less (Accumulated depreciation)			
<i>Net property and equipment</i>			
TOTAL ASSETS			
LIABILITIES			
Short term borrowings (commercial rate)			
Deposits, if any			
Long term debt (commercial rate)			
Long term debt (concessional rate)			
Loan Loss Reserve (Provisioning for loan loss)			
TOTAL LIABILITIES			
EQUITY			
Loan fund capital			
Inflation adjustment-equity			
Retained net surplus (deficit) prior years			
Current-year net surplus (deficit)			