



Application No. _____

THE MAHARASHTRA MANTRALAYA AND ALLIED OFFICES CO. OP. BANK LTD.

Mantralaya Compound, Mumbai- 400 032.

L.F.No. _____

Loan Account No. _____

Saving A/C No. _____

Telephone No. (O) _____

(R) _____

APPLICATION FOR SHORT LOAN

(INCOMPLETE APPLICATION WILL NOT BE ACCEPTED)

To,
Chairman
The Maharashtra Mantralaya & Allied Offices Co-op. Bank Ltd.

Sir,
I hereby apply for a Short Loan from the Bank for Rs.

And I agree to abide by the Rules and Bye Laws of the Bank, I give Below the requisite particulars for the information of the Board of Directors.

1. a) Fullname (Block Letters) (First Surname)	<input type="text"/>
b) Designation	<input type="text"/>
c) ID Number	<input type="text"/>
2. a) Full residential address	<input type="text"/>
b) Address of Permanent Native Place:	<input type="text"/>
3. Office Name Full address:	<input type="text"/>
4. a) Monthly salary Rs.	<input type="text"/>
b) Family monthly income	<input type="text"/>
c) Number of dependents	<input type="text"/>
5. a) Date of Birth	<input type="text"/>
b) Date of employment	<input type="text"/>
c) Date of superannuation	<input type="text"/>
6. Purpose for which loan is required	_____

7. Witness Name	Signature	
1) _____	_____	A/c. No. <input type="text"/>
2) _____	_____	A/c. No. <input type="text"/>

Place :

Date :

Signature of Applicant

INFORMATION TO BE SUPPLIED BY THE BANK

1. Applicant's A/c No. Application Form No.
2. Address of Application correct as per record & Proof Yes/No
3. If not, Necessary changes made in record Yes/No
4. Applied Amount Rs. (_____)
5. a) Date of Previous Short loan
- . b) 12 months for Previous loan are completed Yes/No
6. Previous loan balance
- | | |
|-----------------------------|---------------------------------------|
| a) Long Loan Rs. _____ | Thrift fund Balance Rs. _____ |
| b) Short Loan Rs. _____ | |
| c) Emergency Loan Rs. _____ | Short Loan Admissible Rs. _____ |
| d) Education Loan Rs. _____ | |
| e) Computer Loan Rs. _____ | Previous Short loan Balance Rs. _____ |
| f) Medical Loan Rs. _____ | |
| h) Housing Loan Rs. _____ | Net amount payable Rs. _____ |
| Total Rs. _____ | |
7. Other Deposit Balance Rs. _____
8. T.F. recovery of member is received from department for last two months Yes/No
9. Is applicant defaulter Yes/No
If yes details about default _____
11. Is Surety defaulter Yes/No
If yes details about default _____
12. Is any other discrepancies in documents Yes/No
If yes details be given _____
- a) _____
- b) _____
13. Retirement dates are correct as per bank's record Yes/No
if yes details are as — _____
14. Early retirement date is of any one before repayment of loan Yes/No
If yes details are _____

Scrutinized by Clerk. Shri / Smt _____ Signature _____ Date _____

Checked by Supervisor Shri / Smt _____ Signature _____ Date _____

I Verified all the above information & found correct

Recommended for sanction / Pending /rejection as-

- 1.
- 2.
- 3.
- 4.

Branch Manager Name Shri/ Smt. _____ **Signature** _____ **Date** _____

Sanction / Pending / Rejected for Rs. _____

(_____)
Chief Executive Officer

Date _____

Scrutiny Committee's Remarks: Approved/Recommended for sanction/ Rejected / Pending Date _____

Signatures Director

Chairman of Vice-Chairman

Approved / Sanction / Rejected / Pending in Board's Meeting dated _____

Director

Chairman of Vice-Chairman

POST DISBURSEMENT PROCEDURE

1) Loan disbursed on _____ vide register No. _____ page No. _____

2) Amount Disbursed Rs. _____ (_____)

3) Voucher or Computer Scroll No. _____

4) Copy of Agreement & Related papers send to D.D.O. on _____ with acknowledgement _____

5) Original Loan Papers Handed over for filing to Shri _____ on _____

I Verified all the above information and found correct.

(Branch Manager)