



Global Bank Limited

\_\_\_\_\_Branch

Date:

Re.: Request for various credit facilities

Dear Sir/Madam,

I/We request you to grant us various banking facilities as follows to our Firm/Institution.

Overdraft	Rs.	LC	Rs.
Working Capital	Rs.	Guarantee(BB)	Rs.
Importer's loan(TR)	Rs.	Guarantee(PB)	Rs.
Export Credit	Rs.		
Others	Rs.	Others	
Total Funded	Rs.	Total Non-Funded	Rs.

The information sheet of my/our firm/Institution as per bank's format duly signed & stamped is attached herewith for your necessary processing along-with photocopies of audited non-audited financials for the last.....year/(s). The required documents of the Firm/Institution as mentioned in the Information Sheet are also attached herewith.

In connection with availing of banking facilities, I/We undertake to abide by the rules and regulation of the bank. I/We also understand that it is at the sole discretion of the Bank Management to sanction the facility/(ies) and I/We will not object to the decision of the management to grant or to reject my/our application without assigning any reason whatsoever.

I/We authorize to debit my/our account no. .... for necessary loan processing charges as per the rules of the bank.

I/We further certify that the information stated in the attached Information Sheet is true and correct and they represent my/our business.

Sincerely Yours,

\_\_\_\_\_  
Authorized Signature/(s)  
& Seal of the Firm/Institution

Name of the Firm/Institution : \_\_\_\_\_  
Address : \_\_\_\_\_  
Phone No/Mobile No. : \_\_\_\_\_  
Email : \_\_\_\_\_  
Account No. & Customer ID : \_\_\_\_\_

<b>BASIC INFORMATION SHEET FOR NEW CREDIT FACILITIES</b>
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1. Name of Institution :
2. Account No. :
3. Form of Institution :
4. Nature of Business :
5. Year of Establishment :
6. Capital :
  - Authorized :
  - Issued :
  - Paid Up :
  - Fixed :
  - Working :
7. Address (Head Office) :
8. Address (Branch/Factory) :
9. Chief Executive :
10. Contact Person :
  - Telephone: \_\_\_\_\_ Fax : \_\_\_\_\_
  - Mobile : \_\_\_\_\_
  - Email: \_\_\_\_\_

11. Board of Directors:

Name	Address	Phone No.

12. Holding or Parent Company/Institution:

13. Major Institution in the Same Group (Please add separate sheet if the space is not adequate)

Institution	Legal Status	Year of Establishment	Major Activities	Last FY Turnover	Main Products

14. Promoters/major Shareholders

S.No.	Name	Address	Father's Name	Grandfather's Name

15. Profile of Promoters (Add separate sheet if the space is inadequate)

S.No	Name	Education	Major Experiences

16. Type of Properties held by promoters (Including members of joint family)

S.No	Type of property Land/Land& Building/Building	Ownership	Location of Property	Area of Land	Area of Building

17. Financial Assets (Including the institution and the members of the joint family)

S.No	Type of Assets (NSB/DB's/FDR's /Shares/Debentures)	Owner	Issued by	No./Value (Amount)	Date of Purchase	Expiry Date (If Applicable)
1						
2						
3						
4						
5						

18. Company/Institution Profile

a) Whether manufacturing, service or trading?

b) Whether retail or wholesale?

c) Approximate cash turnover (Daily/Weekly/Monthly/Yearly)?

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d) Organization Structure

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e) Management Detail:

i) First Line

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ii) Second Line

ii) Total Manpower

<b>Line</b>		<b>Staff</b>	
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f) Marketing Activities:

i) Products (Product mix. Variety, target market, use etc.)

ii) Pricing Policy (Penetration, Skimming, etc.)

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iii) Promotion Strategy (Discounts, incentives, advertisements, etc.)

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iv) Placement (Distribution channels, areas covered, medium used, etc.)

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g) Production Activities

(Machinery, raw materials, capacity, utilization, product mix, processes, etc.)

h) Technological Activities

(Machinery, raw materials, capacity, utilization, product mix, processes, etc.)

19. (i) Present bank/existing facilities enjoyed from Banks and financial institution by the institution. (Add separate sheet if space is inadequate)

Name of the Bank/ Financial Institution	Nature of facilities	Limits (In Rs.)	Present Outstanding (InRs.)	Securities Details

(ii) Present bank/existing facilities enjoyed from Banks and financial institution by the sister concern. (Add separate sheet if space is inadequate)

Name of the Bank/ Financial Institution	Nature of facilities	Limits (In Rs.)	Present Outstanding (InRs.)	Securities Details

20. Facilities requested from Global Bank Limited.

Type/Facilities			Limit	Remarks
	Funded/Non-Funded	Revolving/ Non-Revolving		

Note: If applying for project Financing, please attach Detailed Feasibility Report of the project.

21. Purpose/Reason for seeking such facility/facilities:

22. Details of securities Offered and documents attached:

22.1 Land and Building:

Owner	Relationship to the Company/proprietors	Location/Kitta No./Area	Estimated Value

### Mode of property transfer

Type	Date of Transfer
<input type="checkbox"/> Rajinama	
<input type="checkbox"/> Halai Dekhiko Bakaspatra	
<input type="checkbox"/> Family Separation	

### 22.2 Details of other securities proposed:

S.No	Type of securities	Ownership	Value of securities	Remarks
1				
2				
3				
4				

### 22.3 Documents attached (Photocopy)

- Title Deed (Lalpurja)
- Blue print of cadastral map (Napi Naksa)
- Recent land tax payment receipt from malpot office (Tiro tireko rashid)
- Wealth tax payment receipt of the borrower
- Copy of property transfer deed
- Certificate from municipality stating the name of land owners of four Corners along with kitta no. (Char-Killa Pramanit Gareko)
- Citizenship certificate of landlord
- Approved/Certified building drawing along with the approval (Naksha & Pass Certificate)
- "No objection Letter"(NOC) in case of collateral owned by third party (Manjurinama)
- NOC from legal hires of owner of the company/Institution mortgage of the property(ies)
- Relation certificate issued by local authority

### Financial Statements/Balance Sheets

Attached  please last three years audited/unaudited balance sheet/financial statements

Not Attached  please fill the attached financial chart for easy reference

### 23. Other document attached

- Article & Memorandum of association/partnership deed
- Registration certificate
- Tax clearance certificate/PAN Card /VAT Registration certificate
- Joint Venture Agreement (Wherever applicable)
- Resolution of partners/Board of Directors for availing banking facilities, authorization for loan operation, authorization to mortgage company's/Institution assets, provide undertaking, provide corporate guarantee
- Copy of citizenship certificate of major shareholders.

I declare that all the particulars and information given above are true, correct and complete and that they shall form the basis for any decision making in regard to any loan/facility.

I shall be ready to provide any other information/document as required by the Bank for further process.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Seal of the Company \_\_\_\_\_

Date: \_\_\_\_\_