

**Scrutiny Sheet (At a glance)**

1	Customer Name	:-	
2	Address With Mob. No.	:-	
3	Whether salaried or Not if Salaried then -	:-	Gross Salary :- Deduction :- Net Salary :-
4	Salary A/C is maintained at	:-	JSCB or ..... Bank Salary A/c No. ....
5	Eligible Loan Amount	:-	Gross Salary .....x 15=..... Or Rs. 10,00,000/- whichever is less.
6	Remaining Service Period	:-	
7	Loan Repayment Period	:-	
7	Net take Home –	:-	(Net Salary Less Existing EMI)/ Gross Salary x 100 =.....%
8	Employee & Employer Declaration	:-	Taken/ Not taken
9	Two guarantors	:-	Obtained / Not obtained
10	Any Existing loan with JSCB	:-	If yes, Loan A/C No..... Loan Amount..... O/S.....  (In case of Personal Loan, the Existing Personal Loan must be closed before recommending to Credit Committee)

Scrutineer Name & Signature

**JHARKHAND STATE CO-OPERATIVE BANK LTD**

**APPLICATION FORM FOR NOMINAL MEMBERSHIP OF THE BANK**

1. Name of applicant: \_\_\_\_\_

2. Address :

a) Office with phone, fax no. : \_\_\_\_\_  
and mail ID \_\_\_\_\_

b) Business/unit with phone : \_\_\_\_\_  
Fax no. and mail ID \_\_\_\_\_

3. Name of Proprietor/Partner/Directors \_\_\_\_\_

/Committee member with address \_\_\_\_\_

Phone /fax no./And mail ID. \_\_\_\_\_

4

Name of partner/Directors value of shares/Committee members	Father's name percentage of partnership	No. and

5. Other Occupation, If any : \_\_\_\_\_

a) Name of the employer : \_\_\_\_\_  
With address : \_\_\_\_\_

b) Monthly income : \_\_\_\_\_

6. Liabilities/borrowing

S. No.	Amount	Purpose	Security	Term of repayment	present outstanding

7. Account with our Bank and branch \_\_\_\_\_  
 a) Date of opening \_\_\_\_\_  
 b) Present balance \_\_\_\_\_

8. Account with other Bank and branch \_\_\_\_\_  
 a) Date of opening \_\_\_\_\_  
 b) Present balance \_\_\_\_\_

9. I/we hereby confirm that

a) I/ we am /are willing to become nominal member of the bank in terms of Bye-laws no.2 (d) of the bank.

b) I /we deposit a Cheque/DD/Cash for (Rupees \_\_\_\_\_) as admission fee for becoming a nominal member of the bank.

c) I /we enclose Partnership Deed/Article and Memorandum of Association of the Company/society for your record and reference.

d) I /we am/are aware that becoming nominal of the bank, I/we are not having voting right in the GM of meeting and also am/are not entitled to share in the properties of the Bank and also am/are not eligible for the membership of the managing committee of the Bank.

e) I /we further understand that being nominal member, I/we am /are not getting immunity to the jurisdiction of the certificate court in the certificate proceeding or other proceeding under the Bihar Public Demand Recovery Act 1973 and any other legal Recovery measures.

Date \_\_\_\_\_

Place \_\_\_\_\_

Signature of applicant

10. Recommended for admission as nominal member of the Bank.

Date \_\_\_\_\_

Branch Manager

11. Approved for admission as nominal member of the Bank.

Date \_\_\_\_\_

Authorized Signatory

**LOAN APPLICATION FORM FOR ALL RETAIL SCHEMES**

1. Loan Application For: \_\_\_\_\_

Photographs of  
the  
Borrower/autho  
rised signatories

Photographs of  
the Guarantor

2. Detail of Applicant & Co-Applicants

Name	Father/Mother/ Husband Name	DOB/Age	Sex M/F	Category Gen./ST/ SC/OBC	Community	Educational Qualification
1.						
2.						
3.						

3. Identity Details

Name	Name	Name
Voter Card No.	Voter Card No.	Voter Card No.
PAN/GIR	PAN/GIR	PAN/GIR
Passport No.	Passport No.	Passport No.
Driving Licence No.	Driving Licence No.	Driving Licence No.
Ration Card No.	Ration Card No.	Ration Card No.
Debit/Credit Card No.	Debit/Credit Card No.	Debit/Credit Card No.
Any other Identity	Any other Identity	Any other Identity

**Note: Attach the duly attested photocopy of the above documents**

4. Address:

First Applicant	Second Applicant	Third Applicant
Name	Name	Name
Permanent Address	Permanent Address	Permanent Address
City	City	City
Pin	Pin	Pin
Closest Landmark	Closest Landmark	Closest Landmark
Residing since	Residing since	Residing since
Mobile No.	Mobile No.	Mobile No.
Tel.No.	Tel.No.	Tel.No.
e-mail ID No.	e-mail ID No.	e-mail ID No.



**5. Details of work and work place**

Present Address (Correspondence Address)	Present Address (Correspondence Address)	Present Address (Correspondence Address)
City	City	City
PIN	PIN	PIN
Tel. No.	Tel. No.	Tel. No.
Mobile No.	Mobile No.	Mobile No.

**A. For Salaried Persons**

Name & Address of your Employer	Name & Address of your Employer	Name & Address of your Employer
Designation	Designation	Designation
Identity Card No.	Identity Card No.	Identity Card No.
Date of Joining	Date of Joining	Date of Joining
Date of Retirement	Date of Retirement	Date of Retirement
Gross Salary	Gross Salary	Gross Salary
Deduction	Deduction	Deduction
Net Salary	Net Salary	Net Salary
Other details	Other details	Other details

**B. For Business/ Industry/Profession/Vocation/Economic Activity:**

Name of the Business Entity	Name of the Business Entity	Name of the Business Entity
Line of Activity	Line of Activity	Line of Activity
Percentage of Share in Business	Percentage of Share in Business	Percentage of Share in Business
Whether Women Entrepreneur If Yes %share in business	Whether Women Entrepreneur If Yes %share in business	Whether Women Entrepreneur If Yes %share in business
Constitution	Constitution	Constitution
Date of Constitution/ Reconstitution	Date of Constitution/ Reconstitution	Date of Constitution/ Reconstitution
Date of Commencement of Business	Date of Commencement of Business	Date of Commencement of Business
Office Address	Office Address	Office Address
Phone(S)	Phone(S)	Phone(S)
Factory/Work Station address	Factory/Work Station address	Factory/Work Station address
Man behind the shows	Man behind the show	Man behind the show
Annual Income based on last 3 years IT Returns	Annual Income based on last 3 years IT Returns	Annual Income based on last 3 years IT Returns
Main Activity	Main Activity	Main Activity
Rs.	Rs.	Rs.
Allied Activity	Allied Activity	Allied Activity
Rs.	Rs.	Rs.
Total Income in Rs.	Total Income in Rs.	Total Income in Rs.
Rs.	Rs.	Rs.

**6. Details of Bank Accounts:**

Name of the Bank	Nature of A/c & A/c No.	Dealing with the Bank since	Amount Of Loan if any	Present position of Account/Outstanding

**7. Particulars of Family Members of the Applicants/Co-Applicant(S):**

Name	DOB/Age	Married/Single	Relationship with The borrower	Whether dependent or Not

**8. Details of Immovable & Moveable Property: {Applicant & Co-Applicant(S)}****A. Immovable Assets:**

Type of Residential Ownership: Self Owned/Ancestral House Flat/ Company or Employer provided accommodation.

Name(s) of Regd. Owners	Applicant 's Share	Description Res./Comm./Agri. Land	Total Area/Size of Land holding	Location/C omplete Address	Rented/ Self-occupied	Market Value	Realizable Value	Whether any dispute Litigation pending?

(Attach Photocopies of documents of immovable property.)

Type of Residential Ownership: Self Owned/Ancestral House or Flat/Company or Employer provided Accommodation.

Whether any Loan outstanding? Yes/No

**B. Movable Assets (FDRs/NSC/KVP/LIP/ Other paper Securities /Vehicles/Bank Balance/etc.**

Name of Regd. Owner	Description of Article Owned	Distinctive No./ Regd. No. in case of vehicle	Year of purchase	Purchase Value	Present Value/ Surrender value in case of LIP
1.					
2.					
3.					

**C. Liabilities:**

S. No.		Loan from Bank/FIs	Friends/Relatives	Any other Loan/Liability	Total

Net Worth of the Applicant(s)

1. Rs. \_\_\_\_\_ + (B) Rs. \_\_\_\_\_ - (C) Rs. \_\_\_\_\_ = Rs. \_\_\_\_\_  
 2. Rs. \_\_\_\_\_ + (B) Rs. \_\_\_\_\_ - (C) Rs. \_\_\_\_\_ = Rs. \_\_\_\_\_  
 3. Rs. \_\_\_\_\_ + (B) Rs. \_\_\_\_\_ - (C) Rs. \_\_\_\_\_ = Rs. \_\_\_\_\_

**9. (1) Details of Guarantor(s)**

First Guarantor	Second Guarantor
Name	Name
Permanent Address	Permanent Address
City	City
Pin	Pin
Closest Landmark	Closest Landmark
Residing since	Residing since
Mobile No.	Mobile No.
Tel.No.	Tel.No.
e-mail ID No.	e-mail ID No.
Present Address (Correspondence Address)	Present Address (Correspondence Address)
City Pin	City Pin
Mobile/Tel. no.-	Mobile/Tel. no.-
Id Proof Details-	Id Proof Details-

**9. (2) Details of Immovable & Movable Properties of Guarantor(s)**

**A. Immovable Assets**

Name(s) of Regd. Owners	Applicant's Share	Description Res./Comm./Agri. Land	Total Area/Size of Land holding	Location/ Complete Address	Rented/ Self-occupied	Market Value	Realizable Value	Whether any dispute Litigation pending?

(Attach Photocopies of documents of immovable property.)



**B. Movable Assets (FDRs/NSC/KVP/LIP/ Other paper Securities /Vehicles/Bank Balance/etc.**

A-24-5/6

Name of Regd. Owner	Description of Article Owned	Distinctive No./ Regd. No. in case of vehicle	Year of purchase	Purchase Value	Present Value/ Surrender value in case of LIP
1.					
2.					
3.					

**C. Liabilities:**

S. No.	Name of the Person	Loan from Bank/FIs	Friends/Relatives	Any other Loan/Liability	Total

**Net Worth of the Guarantor(s)**

4. (A)Rs. \_\_\_\_\_ + (B)Rs. \_\_\_\_\_ - (C) Rs \_\_\_\_\_ = Rs \_\_\_\_\_

5. (A)Rs. \_\_\_\_\_ + (B)Rs. \_\_\_\_\_ - (C) Rs \_\_\_\_\_ = Rs \_\_\_\_\_

6. (A)Rs. \_\_\_\_\_ + (B) Rs. \_\_\_\_\_ - (C) Rs \_\_\_\_\_ = Rs \_\_\_\_\_

10. Proposed Repayment Period (For Term Loan) \_\_\_\_\_ Moratorium/start –up period \_\_\_\_\_

11. for Working Capital,

Amount Required \_\_\_\_\_

12. Purpose and Justification

13. Complete details/description of property (ies) & other Movable Assets offered as collateral security. (i.e. location & Address, Description, Area, Name of owners Market/ Realisable Value etc.)



**Declaration by the Applicant(s)**

I/We confirm/affirm and undertake as under:

A-24-6/6

1. That no insolvency proceedings initiated against me/us not I/we ever been adjudicated insolvent.
2. That neither I have defaulted of any Bank or Financial Institution nor any of account has been written off by any Bank/ Financial Institution, and that my name does not appear in RBI/ECGC caution list/Defaulter list etc.
3. That I am/we are related/not related to any of the Director of the Bank.
4. That I am/we are /are not a close relative to any staff member of the Bank.
5. That I/we have read the application form and am/are aware of all the terms and conditions of availing finance from Jharkhand State Co-operative Bank Ltd. to make reference and inquiries related to information in this application which JSCB Ltd. considers necessary. Further, I/we also authorise JSCB Ltd to exchange, share, part with all information related to me/our loan details and repayment history information to other Bank/ FI/ Credit Bureaus/Agencies as may be required and shall not hold JSCB Ltd. liable for use of this information.
6. That I/we shall furnish any information required by the Bank to process my application for loan and also to be bound by the rules or by revised additional terms and conditions which may at any time hereafter be made while the loan obtained by me is still outstanding. I/we undertake to inform JSCB regarding change in my/our residence/employment.
7. I/we shall abide by the Repayment Schedule as fixed by the Bank for liquidation of my loan liability in full.
8. That all the particulars and information given in the application is correct, complete and up-to-date in all respect and I/we have not withheld any information.

Signatures of Applicant(s)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

Place \_\_\_\_\_ Place \_\_\_\_\_ Place \_\_\_\_\_

**Jharkhand State Cooperative Bank Ltd**  
**(Pre-sanction Cum Recommendation report)**

Proposal \_\_\_\_\_

Date \_\_\_\_\_

Recommending/Authority \_\_\_\_\_

1. Name of the borrower :- \_\_\_\_\_
2. Address: \_\_\_\_\_  
\_\_\_\_\_
3. Borrowing need Rs \_\_\_\_\_
4. Purpose of Loan \_\_\_\_\_
5. Guarantors
  - (a) Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
  - Phone/ fax/ E-mail \_\_\_\_\_
  - (b) Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_
  - Phone/ fax/ E-mail \_\_\_\_\_
6. Collateral security \_\_\_\_\_
7. Inspection report
  - a) Name of the Visiting Officer :
  - b) Name of the applicant :
  - c) Amount of Loan Applied For :
  - d) Date of visit :
  - e) Name of the person to contacted :
  - f) Address & Phone no. :
8. Observations of the officer conducting Pre sanction visit
9. Appraisal
  - I. Net Worth of borrower, Salaried/ professionals/ businessman of worth Rs . \_\_\_\_\_, basis of worth (To attach IT returns/ salary's slip)
  - II. Net Worth of Co-borrower, Salaried/ professionals/ businessman of worth Rs . \_\_\_\_\_, basis of worth (To attach IT returns/ salary's slip)
  - III. Net Worth of guarantors, Salaried/ professionals/ businessman of worth Rs . \_\_\_\_\_, basis of worth (To attach IT returns/ salary's)

IV. Net Worth of guarantors, Salaried/ professionals/ businessman of worth Rs . \_\_\_\_\_, basis of worth (To attach IT returns/ salary's)

V. Calculation of maximum eligibility of loan(Please show calculation)

VI. Maximum permissible Bank Finance(MPBF)

As per funding scheme of

- a) Housing loan \_\_\_\_\_
- b) Car Loan \_\_\_\_\_
- c) Consumer loan \_\_\_\_\_
- d) Education loan \_\_\_\_\_
- e) Personal loan \_\_\_\_\_
- f) Small road \_\_\_\_\_
- Transport operator \_\_\_\_\_
- g) Over draft \_\_\_\_\_
- h) Other Scheme \_\_\_\_\_

VII. Margin money \_\_\_\_\_

VIII. Rate of interest \_\_\_\_\_

10. Terms of finance

- i. \_\_\_\_\_
- ii. \_\_\_\_\_
- iii. \_\_\_\_\_
- iv. \_\_\_\_\_
- v. \_\_\_\_\_

11. Special features, if any observed during the appraisal of the loan proposal

\_\_\_\_\_

12. Sanction/ recommendation

I thereby recommend loan amount of Rs. \_\_\_\_\_ (Rs.in words \_\_\_\_\_) to Shri \_\_\_\_\_ at the Interest Rate of \_\_\_\_\_%, Margin of \_\_\_\_\_% Period \_\_\_\_\_ Security and terms \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

Appraising officer

Recommending Authority



(To be notarized.)

Branch Manager

Jharkhand State Co-operative Bank Ltd.

Branch \_\_\_\_\_

Dear Sir,

I/We ..... in my/our capacity as well as on behalf of Ms ..... (Name of the account) hereby declare that:-

**GENERAL DECLARATION/ UDNDEERTALKING**

- 1) There is no outstanding of interest/Taxes/Govt. Dues against me/us or the properties owned by me/us and mortgaged to the Bank.
- 2) I/We have never defaulted nor any other branch of your Bank / any other Bank/ Financial institution. I/We have never sought any rebate /relief/concession in settlement of my / our account from any Financial Institution.
- 3) I/ We hereby authorize/empowers and give irrevocable and unconditional consent to the Bank to disclose my/ our name to third person) including company/firm etc) institution and statutory Body. General public any authority under any law for the time being in force in writing and/ or publication and I/We shall not question/ challenging and dispute such act of the bank.
- 4) I/ We hereby declare the names of my/our **Legal Heirs as under :-**

NAME	AGE	RELATION	ADDRESS

- 5) I/ We am /are agreeable for the Bank to charge interest at monthly intervals as per RBI guidelines and the same shall be paid as and when due.
- 6) I/We shall obtain No Objection from the Bank before availing Credit facilities from other Financial Institution/Banks for further expansion/taking up new activities or setting up/investing in the subsidiary whether in same business line or unrelated business.
- 7) I/We agree that the Credit facilities shall be availed within 6(Six) months of its sanction failing which the sanction shall lapse.
- 8) I/We undertake not to withdraw the Unsecured Loan given to the Firm/Company without the knowledge of the Bank.
- 9) I/We hereby declare that the balance in the Cash Credit/Term Loan account as confirmed by me or any one of the undersigned person shall be deemed to be in the knowledge and confirmed by me or all of us.

**SPECIAL DECLARATION /UNDERTAKING**

I/We undertake that the firm of the company shall maintain a current Ratio of 1:33 and any shortfall in margin of additional financial needs shall be managed from our own source.

Signature of Borrower/ Proprietor/Partner(s)/Director(s)/Guarantor/Mortgagor

## AGREEMENT PERSONAL LOAN / OVERDRAFT

Self Attested  
Photo graph of  
Borrower &  
attestation of B.M  
with Seal

Special Adhesive stamp for Agreement.

To,

The Jharkhand State Co-operative Bank Limited

Place: \_\_\_\_\_

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

In consideration of The Jharkhand State Co-operative Bank Limited (hereinafter called the Bank) having at my/ our request granted and/ or agree to grant Banking facilities to \_\_\_\_\_ (hereinafter called "the Borrower"), I/we \_\_\_\_\_ so as to bind my/ our successors, representatives and assigns (jointly and severally) guarantee to the Bank payment of all sums which now are or may at any time or times be due to the Bank upon account(s) Loan/Overdraft or any other account special or otherwise, or by the discount of or otherwise in respect of bills of exchange, promissory notes, or other negotiable securities drawn, accepted or endorsed by or otherwise kept or to be kept in the name(s) of the Borrower in the books of the Bank at \_\_\_\_\_ with interest on the sums due on the said account or accounts from the date or dates of advance till repaid a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) at the rate of \_\_\_\_\_ percent per annum over Bank rate subject to a minimum of \_\_\_\_\_ percent per annum quarterly rests together with commission, bank charges, legal and other necessary expenses connected therewith, the Bank being entitled to place to the debit of the said account or accounts not only all sums drawn out of the account(s) upon draft or orders signed by the Borrower or any other person duly authorised to operate on the account(s) but also all or any other debts or liabilities of the Borrower to the bank of any description now due or incurred or which may hereinafter be due or incurred. Provided, however, that the bank shall at any time and from time to time be entitled to give notice to Borrower and to me/ us of its intention to charge the rate and terms of interest herein before mentioned and may thereafter change interest at such rate and on such term as it may specify and this document shall be constructed as if such revised rate and terms were expressly mentioned herein and were agreed to be paid and secured.

2. I/ we declare that my/ our liability under this guarantee shall be limited and restricted to the sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_) with interest at the rate aforesaid but subject to such limit shall nevertheless be a continuing guarantee to the bank as hereinafter specified for all sums whatsoever which may at any time be or become payable by the Borrower to the bank with interest at the rate aforesaid till repayment together with commission, bank charges, legal and other expenses which the Bank may incur in enforcing or seeking to enforce any security for or obtaining or seeking to obtain payment of all or any part of the money hereby guaranteed or otherwise in respect of this agreement.

3. I/ we further declare the this guarantee subject to the provisions of clause 2 hereof shall be extended in the event of any acknowledgement of debt and/ or part payment of the capital and/ or



payment of interest or any part thereof made by the Borrower within the meaning of Sections 18 and 11 of the Limitation Act 1963 and such acknowledgement and/ or part payment of capital or payment of interest shall be deemed to have been made for the Borrower and also by me/ us as agent for the or on behalf of the Borrower and for this purpose this guarantee shall not be treated as discharging me/ us from liability under this guarantee but subject to the said clause 2 hereof shall be a continuing guarantee to the Bank.

4. I/ we further declare that upon any acknowledgement of debt and/ or part payment of the capital and/ or payment of interest or any part thereof this guarantee shall be deemed to have commenced a fresh starting point for limitation against me/ us from the date of said acknowledgement and on payment and for that the relation of Borrower and guarantor would give rise to an implied authority on the part of the Borrower to make payment on my/ our behalf.

5. If the Borrower shall become insolvent or go into liquidation or enter into a composition with creditors, the Bank shall be at liberty to prove for the whole of the moneys so owing to it in priority to any right or proof on my/ our part and to accept any composition as if this guarantee had not been given and to appropriate any dividends or other payments in reduction of any obligation of the Borrower in priority to any claim by me/ us in respect thereof and so that his guarantee shall apply to and secure any ultimate balance which shall remain due to the Bank. The full amounts hereby guaranteed shall be payable by me/ us until the Bank shall have received from all sources one hundred paise in the rupees on the ultimate balance remaining due against the Borrower.

6. After the Bank has received in full its dues any claim on my/ our part to any excess or any securities remaining in the Bank's hands shall be a matter of adjustment between the Bank and me/ us as the guarantor and any person or persons laying claim thereto.

7. I/ we further agree and declare that this guarantee shall remain full in force and continue to be enforceable for a further period of twenty four months from the date preceding the day of its becoming enforceable and/ or discharged and for that purpose the liability either Borrower and/ or myself/ ourselves shall remain in full force even after the extinction of liability on my/ our part on account of acknowledgement of debt and/ or the last part payment of Borrower and/or payment of interest as herein before mentioned or otherwise and that this guarantee shall not be revoked till expiry of the said twenty four months notwithstanding the envisaged extinction of liability which may be deemed to have occurred on the aforesaid events and after the expiry of the said twenty four months this guarantee shall be deemed to be discharged.

8. This guarantee shall remain in force and be applicable notwithstanding any change in the partners constitution of the firm of Borrower by the death or retirement of any of the present or future partners or by the accession of any new partner or partners or any change in the constitution of the Borrower either as a private or a public limited company or in any form whatsoever and no such changes in the constitution of the Borrower shall impair or discharge my/ our liability under this guarantee.

9. In order to give effect to this guarantee, I/ we declare that the bank shall be at liberty to act as though I/ we were the Borrower and I/ we hereby waive all and any of my/ our rights as surety, which may at any time be inconsistent with any of the above provisions.

10. A statement or demand signed by the Bank or its Manager or its any other authorised official showing that any sum is due to the Bank hereunder shall be conclusive evidence that such sum is in fact due and any demand or legal proceeding shall be sufficiently served if sent by prepaid post to my/



our address last known to the Bank of stated herein and shall be deemed to have reached me/ us in course of post.

11. Notwithstanding anything herein before contained this guarantee shall extend to all accounts of the Borrower whether the same are the Borrower's sole accounts or the accounts on which the Borrower is or may become liable jointly with any other person or in any manner whatsoever, and shall not be effected by any change in the constitution of the Bank, its successors or assigns or by its absorption of or its amalgamation with any other Bank or Banks.

12. In case I/ we fail to pay the Bank's dues within one month from the date of receipt of demand notice from the Bank in pursuance of the guarantee furnished by me/ our name(s) and address along with the details of outstanding dues payable by me/ us as guarantors to the Bank and also other relevant details in the Newspaper and other publicity media.

In witness whereof we, the borrower have hereunto set out hands and seals this day of \_\_\_\_\_ the year \_\_\_\_\_

For and on behalf of the \_\_\_\_\_

**Authorised Signatory**

(Borrower)

Name -----

Address -----

**Authorised Signatory**

(Borrower)

Name -----

Address -----

**Authorised Signatory**

(Borrower)

Name -----

Address -----

**Signature of Branch Manager**

Name \_\_\_\_\_

**Jharkhand State Co-operative Bank Ltd**

**LETTER OF GENERAL LIEN AND SET-OFF FOR BORROWING ARRANGEMENTS**

**(From the Borrower(s)/Guarantor/Co-obligants)**

Special Adhesive Stamps for Agreement

To,

**The Jharkhand State Co-operative Bank Limited**

Place: \_\_\_\_\_

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

Dear Sir(s),

In consideration of your from time having made advances and / or making advances to me /us and /or giving me /us banking accommodation and facilities. I/we irrevocably agree with you as follows:-

OR,

In consideration of your from time having advances and / or making advances to M/s \_\_\_\_\_ and / or giving to them banking accommodation and facilities, in respect of which I/we am/are liable to you as guarantor/ co-obligant I/we irrevocably agree with you as follows:-

1. That you may hold all securities belonging to me/us (which may now be in your possession or which may at any time hereafter come into your possession) and the proceeds thereof, respectively, not only for specific advance made thereon but also as collateral security for any other money now due or which may to any time be due from me/us to you, whether singly or jointly with another or others.

OR,

That you may hold all securities belonging to me/us (which may now be in your possession or which may at any time hereafter come into your possession) and the proceeds thereof respectively, not only for the specific advance made thereon but also as collateral security for any other moneys now due or which may at any time be due from me/us to you. Whether singly or jointly with another or other or by virtue of my /our obligation to you as guarantor/co-obligate or otherwise.

2. That in addition to any general lien or similar right to which you as bankers may be entitled bylaw, you may at any time and without notice to me /us combine or consolidate all or any of my/our accounts with and liabilities to you and set-off or transfer any sum or sums standing to the credit of any one or more of such accounts in towards satisfaction of any of my/our liabilities

to you on any other account or in any other respect, whether such liabilities be actual or contingent primary or collateral and liabilities be actual or contingent primary or collateral and several or joint.

OR,

That in addition to any general lien or similar right to which you as bankers may be entitled by law, you may at any time and without notice to me/us combine or consolidate all or any of my/our accounts with and liabilities to you and set-off or transfer any sum or sums standing to the credit of any one or more of such accounts in or towards satisfaction of any of my/our liabilities to you on any other account or in any other respect whether such to you of any other respect whether such liabilities be actual or contingent, primary or collateral and several or joint or by virtue of my/ our obligation to you as guarantor.co-obligant or otherwise.

In witness whereof we, the borrower have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_ the year \_\_\_\_\_ at \_\_\_\_\_.

For and on behalf of the \_\_\_\_\_.

1. Authorized Signatory (Borrower)

Name.....

Address .....

2. Authorized Signatory (Borrower)

Name.....

Address .....

3. Authorized Signatory (Guarantor)

Name.....

Address .....

4. Authorized Signatory (Guarantor)

Name.....

Address .....

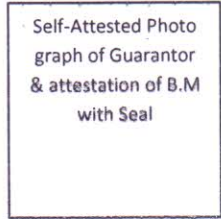
**Signature of Branch Manager**

**Name \_\_\_\_\_**

**Jharkhand State Co-operative Bank Ltd.**



LETTER OF GUARANTEE  
(FOR FIRST GUARANTOR)



Special Adhesive Stamp for Agreement

To,

The Jharkhand State Co-operative Bank Limited

Place: \_\_\_\_\_

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

Dear Sir,

1. In consideration of The Jharkhand State Co-operative Bank Limited (here in after called the Bank) giving /having given credit accommodation or granting/having granted following credit facilities viz.

Nature of Facility	Limits
1. _____	_____
2. _____	_____
3. _____	_____

To, \_\_\_\_\_  
 by making, opening continuing a loan/cash /overdraft/cash credit account or by discounting purchasing and/or negotiation bills with or without security and/or in consideration of Bank opening and giving letters of credit and/or trust receipt facilities in favor of \_\_\_\_\_ on terms and conditions that may be settled between you and the said \_\_\_\_\_ at any time from time to time without reference to me/us, I/we \_\_\_\_\_ having office at/ residing at \_\_\_\_\_ jointly and severally and irrevocably hereby agree with and guarantee to you, the due payment and discharge two days after demand in writing, without demur or protest of all amounts due and payable to you by \_\_\_\_\_ (hereinafter called " the Principal" ) at any time and also for all bills Principal's signature in respect of said facilities together with interest Banking and other charges and expenses that the Bank may in course of business charge against the Principal together with all relative interest charges costs (as between attorney and client) and expenses PROVIDED ALWAYS that total amount which I/we shall be liable to pay under the guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_), or such less sum as may be due apart from and in addition to interest thereon at the rate of \_\_\_\_% or at such other rate which may then be payable by the Principal or which may have been notified by the Principal, from the date of Principal's default until payment, and also Banking, legal and other costs charges and expenses for the consideration aforesaid I/we jointly and severally further agree as follows:-



1. This guarantee shall be continuing security binding me/our personal representative until the expiration of three calendar months from the receipt by the Bank of a notice in writing to discontinue in and not with standing the such discontinuance by or any release or granting of time or indulgence to anyone or more of us this guarantee shall remain a continuing security as to the others and if discontinued by the notice this Guarantee shall nevertheless as the party of parties giving such notice continue to be available (subject to the aforesaid limit of total amount) for and shall extent for all indebtedness and liabilities of the Principal to you at the date of receipt of such notice whether then certain or contingent or whether then payable forthwith or at some future time or times and for and to all credit facilities granted and to all cheques, drafts, bills, notes and negotiable instruments drawn by or for the account of Principal on you and dated or purporting to be dated on or before such date although presented to or paid by you after such date and all guarantees signed by the Principal and delivered to you on or before such date and that in the event of my/or any of us dying or becoming under disability the liability of the executors, administrators or legal representatives of such person so dying and of his estate shall continue until the expiration of three calendar months from the receipt by the Bank of a written notice given by such legal representatives (or the survivors or survivor of me/us) to determine this guarantee. You shall be at liberty on receipt of any such notice as contemplated in this clause and anytime within the three calendar months to open a fresh account and/or to grant fresh facilities to the Principal and to appropriate thereto all payments subsequently made to you by the Principal and not expressly appropriated to the old account prejudice to my/our estates liability to the extent aforesaid.
2. The guarantee is additional and without prejudice to any securities or obligation which you may now or hereafter have from us, from the Principal or anyone else in respect of any indebtedness or liabilities hereby guaranteed and all rights and remedies in respect thereof are reserved.
3. This guarantee shall be continuing Guarantee and shall not be considered as wholly or partially satisfied or exhausted by any payments from time to time made to the Bank or any settlement of any account or by reason of the account being brought to a credit at any time or from time to time and its being reduced or being extinguished and thereafter reopened. The guarantee shall continue in force notwithstanding the discharge of the Principal by operation of law or my death or the death of any of us and shall cease only on payment of the amount guaranteed hereunder either by me or any of us.
4. I/we expressly agree that the Bank shall have full discretionary power, without my/our further assessment or knowledge and without discharge or in any way affecting my/our liability under this guarantee from time to time at any time to negotiate with the Principal and settle and or after the terms and conditions to promise to grant time or indulgence to or not to sue the Principal or any other person liable with or for the Principal, whether as guarantor or otherwise or make any other arrangement with the Principal or any persons so liable with or for the Principal as the Bank may think fit and to hold over , renew very exchange or release in whole or in part from time to time any securities held or to be held by the Bank for or on account of the money and liabilities intended to be hereby secured or any part thereof. I/we also agree that I/we shall not be discharged from my/our liability by your releasing the



Principal or by any act or omission of yours which may be to discharge the Principal or by any act of yours which would, but for this present provision be inconsistent with my/our rights as surety or by your omission to do any act, which but for this present provision your duty to me/us would have required you to do. I/we hereby consent to each and every of the acts mentioned above as you may think fit. Moreover though as between the borrower and me/us I am/we are sureties only, I/we agree that as between yourselves and me/us I am/ we are borrowers jointly with him and accordingly I/we shall not be entitled to any or the rights conferred on sureties by section 133,134,135,139 and 141 of the Indian contract act.

5. I/we waive in the Bank's favour all or any of my/our rights against the Bank or the Principal as may be necessary to give effect to any of the provisions of this guarantee.
6. I/we further agree that in respect of my/our liability here under the Bank shall have a lien on securities belonging to me/us now or hereafter held by the Bank and all moneys now or here after standing to my/our credit with the Bank on current or nay other account.
7. I/We further agree to indemnify and keep the Bank indemnified against all claims, demands, losses, damages, costs(on full indemnity basis) and expenses whatsoever which the Bank may suffer, pay of incur by reason of any default on the part of the Principal.
8. And this guarantee shall be applicable to the ultimate balance that may become due to the Bank from the Principal and until the repayment of such balance the Bank shall be entitled to retain, realize, or otherwise dispose off in such a manner as the Bank may think fit any securities now or hereafter held by the Bank and without any liability to account to me/us for my/our nay portion of such securities or of the proceeds or thereof until all your claims have been fully satisfied, and in the mean time, I/we will not take any steps to enforce any right or claim against the Principal in respect or any money paid by me/us to the Bank here under. And further if the Bank should receive payments from the Principal or any version on behalf of the Principal or from any security held by the Bank, or if the Principal shall become insolvent or go into liquidation or compound with his creditors, the Bank shall be at liberty without discharging my/our liability to make or assent to any compromises, compositions or arrangements or to prove and to rank as creditor in respect of the amount as claimable by the Bank or any other items thereof, and to receive dividends thereupon and all such payments and dividends received shall be treated as payments in gross and my/our liability shall extend to the ultimate balance after deducting such payments and to the entire exclusion and surrender of all my/our rights as sureties in competition with the Bank despite any rule of law or equity to the contrary notwithstanding.
9. Any acknowledgement in writing by the Principal of the indebtedness to the Bank shall also be binding and conclusive on and against me/us or my/our respective, heirs, executors, administrators and legal representatives and/or my/our successors and assigns in all Courts of law or otherwise and the Principal shall be my agent for giving such acknowledgements from time to time on behalf of myself/ ourselves, Principal and my/our heirs, executors, administrators and legal representatives and/or my/our successors and assigns.
10. A demand in writing shall be deemed to have been duly given to me/us or my/our heirs or assigns by leaving the same at my/our last known address hereunder written and shall be effectual notwithstanding any change of address or notwithstanding notice thereof to the Bank,



and such demand if sent by post shall be deemed to be received by me/us or my/our heirs/ assigns 24 hours after posting thereof and shall be sufficient if signed by any office of the Bank and in proving such service it shall be sufficient to prove that the letter containing the demand was properly addressed and put into the post.

11. The guarantee hereby given in independent and distinct from any security that the Bank has taken or may take in any manner whatsoever whether it be by way of hypothecation/pledge and/or mortgage and/ or other charge over goods, moveable, immoveable or other assets and/or any other property movable/immovable upon any understanding faith or belief that the Bank has taken and/or may hereafter take any/or such security and I/we and the Guarantor will not claim to be discharged to any extent because of the Bank's failure to take any of such other security or in requiring or obtaining any or other such security or losing, for any reason whatsoever, including reasons attributable to its default and negligence, benefit of any or other security or any of rights to any or other such security that have been or could have been taken.
12. Any account settled or started between you and the Principal or admitted by the Principal shall be accepted by me/us as conclusive evidence. A certificate in writing signed by any officer of the Bank stating the amount in any particular time payable under this guarantee shall be conclusive evidence against me/us.
13. Should the Principal by a limited company corporate or incorporated body, committee, firm partnership, trustees, society or debtors on a joint account, the provisions herein before contained shall be construed and take effect where necessary as if words importing the singular number included also the plural number. This guarantee shall remain effective notwithstanding any death, retirement, change, accession, or addition as fully as if the person or persons constituting or trading or acting as such body, committee, firm partnership, trustees, society or debtors on a joint account at the date of the Principal's default or at any time previously was or were the same on the date thereof.
14. In the event of there being more than one guarantor the liability of the remaining guarantors shall not be affected or released or given up by time or other indulgence to one or more of the guarantors nos. by the death of any one or more the guarantors until notice shall have been given to the Bank as provided in clause I hereof.
15. The Bank shall be entitled to fix with the Principal a period for such loan overdraft/ cash credit account facility and to after or to extend such a period from time to time. The Bank shall be entitled for time to time to take renewals of hundies, promissory notes or other documents and securities from the Principal. The Bank shall be entitled to take one hundi or promissory note or other documents for the whole amount hereby guaranteed or the split up the amount and take separate documents for each part and take and such documents from the Principal and other persons whose identity may vary from time to time. My/ our liability under this guarantee shall not be discharged or affected in any way by reason of any such or similar acts or dealings.
16. In order to give effect to this guarantee you shall be entitled to act as if I was/ we were the Principal debtors to you for all payments and covenants contained in the said deeds and documents hereby guaranteed by me/us as aforesaid.

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D-13-5/5

17. This guarantee shall endure for the benefit of your successor and assigns and shall be irrevocable until discharged by me/us of all my/ our obligations hereunder,
18. This guarantee is and shall be binding upon me/ us and my/ our respective heirs, executors and administrators and shall not be affected by the insolvency or death of me/ us or any of us.

In witness whereof we, the borrower have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_ the year \_\_\_\_\_ at \_\_\_\_\_.

For and on behalf of the \_\_\_\_\_

**Signature of Guarantor**

Name \_\_\_\_\_

Address \_\_\_\_\_

**Signature of Branch Manager**

Name \_\_\_\_\_

**Jharkhand State Co-operative Bank Ltd.**



**LETTER OF GUARANTEE**  
(FOR SECOND GUARANTOR)



**Special Adhesive Stamp for Agreement**

To,

**The Jharkhand State Co-operative Bank Limited**

Place: \_\_\_\_\_

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

Dear Sir,

1. In consideration of The Jharkhand State Co-operative Bank Limited (here in after called the Bank) giving /having given credit accommodation or granting/having granted following credit facilities viz.

Nature of Facility	Limits
1. _____	_____
2. _____	_____
3. _____	_____

To, \_\_\_\_\_

by making, opening continuing a loan/cash /overdraft/cash credit account or by discounting purchasing and/or negotiation bills with or without security and/or in consideration of Bank opening and giving letters of credit and/or trust receipt facilities in favor of \_\_\_\_\_ on terms and conditions that may be settled between you and the said \_\_\_\_\_ at any time from time to time without reference to me/us, I/we \_\_\_\_\_ having office at/ residing at \_\_\_\_\_ jointly and severally and irrevocably hereby agree with and guarantee to you, the due payment and discharge two days after demand in writing, without demur or protest of all amounts due and payable to you by \_\_\_\_\_ (hereinafter called " the Principal" ) at any time and also for all bills Principal's signature in respect of said facilities together with interest Banking and other charges and expenses that the Bank may in course of business charge against the Principal together with all relative interest charges costs (as between attorney and client) and expenses PROVIDED ALWAYS that total amount which I/we shall be liable to pay under the guarantee shall not exceed Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_), or such less sum as may be due apart from and in addition to interest thereon at the rate of \_\_\_\_% or at such other rate which may then be payable by the Principal or which may have been notified by the Principal, from the date of Principal's default until payment, and also Banking, legal and other costs charges and expenses for the consideration aforesaid I/we jointly and severally further agree as follows:-



1. This guarantee shall be continuing security binding me/our personal representative until the expiration of three calendar months from the receipt by the Bank of a notice in writing to discontinue in and not with standing the such discontinuance by or any release or granting of time or indulgence to anyone or more of us this guarantee shall remain a continuing security as to the others and if discontinued by the notice this Guarantee shall nevertheless as the party of parties giving such notice continue to be available (subject to the aforesaid limit of total amount) for and shall extent for all indebtedness and liabilities of the Principal to you at the date of receipt of such notice whether then certain or contingent or whether then payable forthwith or at some future time or times and for and to all credit facilities granted and to all cheques, drafts, bills, notes and negotiable instruments drawn by or for the account of Principal on you and dated or purporting to be dated on or before such date although presented to or paid by you after such date and all guarantees signed by the Principal and delivered to you on or before such date and that in the event of my/or any of us dying or becoming under disability the liability of the executors, administrators or legal representatives of such person so dying and of his estate shall continue until the expiration of three calendar months from the receipt by the Bank of a written notice given by such legal representatives (or the survivors or survivor of me/us) to determine this guarantee. You shall be at liberty on receipt of any such notice as contemplated in this clause and anytime within the three calendar months to open a fresh account and/or to grant fresh facilities to the Principal and to appropriate thereto all payments subsequently made to you by the Principal and not expressly appropriated to the old account prejudice to my/our estates liability to the extent aforesaid.
2. The guarantee is additional and without prejudice to any securities or obligation which you may now or hereafter have from us, from the Principal or anyone else in respect of any indebtedness or liabilities hereby guaranteed and all rights and remedies in respect thereof are reserved.
3. This guarantee shall be continuing Guarantee and shall not be considered as wholly or partially satisfied or exhausted by any payments from time to time made to the Bank or any settlement of any account or by reason of the account being brought to a credit at any time or from time to time and its being reduced or being extinguished and thereafter reopened. The guarantee shall continue in force notwithstanding the discharge of the Principal by operation of law or my death or the death of any of us and shall cease only on payment of the amount guaranteed hereunder either by me or any of us.
4. I/we expressly agree that the Bank shall have full discretionary power, without my/our further assessment or knowledge and without discharge or in any way affecting my/our liability under this guarantee from time to time at any time to negotiate with the Principal and settle and or after the terms and conditions to promise to grant time or induigence to or not to sue the Principal or any other person liable with or for the Principal, whether as guarantor or otherwise or make any other arrangement with the Principal or any persons so liable with or for the Principal as the Bank may think fit and to hold over , renew very exchange or release in whole or in part from time to time any securities held or to be held by the Bank for or on account of the money and liabilities intended to be hereby secured or any part thereof. I/we also agree that I/we shall not be discharged from my/our liability by your releasing the



Principal or by any act or omission of yours which may be to discharge the Principal or by any act of yours which would, but for this present provision be inconsistent with my/our rights as surely or by your omission to do any act, which but for this present provision your duty to me/us would have required you to do. I/we hereby consent to each and every of the acts mentioned above as you may think fit. Moreover though as between the borrower and me/us I am/we are sureties only, I/we agree that as between yourselves and me/us I am/ we are borrowers jointly with him and accordingly I/we shall not be entitled to any or the rights conferred on sureties by section 133,134,135,139 and 141 of the Indian contract act.

5. I/we waive in the Bank's favour all or any of my/our rights against the Bank or the Principal as may be necessary to give effect to any of the provisions of this guarantee.
6. I/we further agree that in respect of my/our liability here under the Bank shall have a lien on securities belonging to me/us now or hereafter held by the Bank and all moneys now or here after standing to my/our credit with the Bank on current or nay other account.
7. I/We further agree to indemnify and keep the Bank indemnified against all claims, demands, losses, damages, costs(on full indemnity basis) and expenses whatsoever which the Bank may suffer, pay of incur by reason of any default on the part of the Principal.
8. And this guarantee shall be applicable to the ultimate balance that may become due to the Bank from the Principal and until the repayment of such balance the Bank shall be entitled to retain, realize, or otherwise dispose off in such a manner as the Bank may think fit any securities now or hereafter held by the Bank and without any liability to account to me/us for my/our nay portion of such securities or of the proceeds or thereof until all your claims have been fully satisfied, and in the mean time, I/we will not take any steps to enforce any right or claim against the Principal in respect or any money paid by me/us to the Bank here under. And further if the Bank should receive payments from the Principal or any version on behalf of the Principal or from any security held by the Bank, or if the Principal shall become insolvent or go into liquidation or compound with his creditors, the Bank shall be at liberty without discharging my/our liability to make or assent to any compromises, compositions or arrangements or to prove and to rank as creditor in respect of the amount as claimable by the Bank or any other items thereof, and to receive dividends thereupon and all such payments and dividends received shall be treated as payments in gross and my/our liability shall extend to the ultimate balance after deducting such payments and to the entire exclusion and surrender of all my/our rights as sureties in competition with the Bank despite any rule of law or equity to the contrary notwithstanding.
9. Any acknowledgement in writing by the Principal of the indebtedness to the Bank shall also be binding and conclusive on and against me/us or my/our respective, heirs, executors, administrators and legal representatives and/or my/our successors and assigns in all Courts of law or otherwise and the Principal shall be my agent for giving such acknowledgements from time to time on behalf of myself/ ourselves, Principal and my/our heirs, executors, administrators and legal representatives and/or my/our successors and assigns.
10. A demand in writing shall be deemed to have been duly given to me/us or my/our heirs or assigns by leaving the same at my/our last known address hereunder written and shall be effectual notwithstanding any change of address or notwithstanding notice thereof to the Bank,



and such demand if sent by post shall be deemed to be received by me/us or my/our heirs/ assigns 24 hours after posting thereof and shall be sufficient if signed by any office of the Bank and in proving such service it shall be sufficient to prove that the letter containing the demand was properly addressed and put into the post.

11. The guarantee hereby given in independent and distinct from any security that the Bank has taken or may take in any manner whatsoever whether it be by way of hypothecation/pledge and/or mortgage and/ or other charge over goods, moveable, immoveable or other assets and/or any other property movable/immovable upon any understanding faith or belief that the Bank has taken and/or may hereafter take any/or such security and I/we and the Guarantor will not claim to be discharged to any extent because of the Bank's failure to take any of such other security or in requiring or obtaining any or other such security or losing, for any reason whatsoever, including reasons attributable to its default and negligence, benefit of any or other security or any of rights to any or other such security that have been or could have been taken.
12. Any account settled or started between you and the Principal or admitted by the Principal shall be accepted by me/us as conclusive evidence. A certificate in writing signed by any officer of the Bank stating the amount in any particular time payable under this guarantee shall be conclusive evidence against me/us.
13. Should the Principal be a limited company corporate or incorporated body, committee, firm partnership, trustees, society or debtors on a joint account, the provisions herein before contained shall be construed and take effect where necessary as if words importing the singular number included also the plural number. This guarantee shall remain effective notwithstanding any death, retirement, change, accession, or addition as fully as if the person or persons constituting or trading or acting as such body, committee, firm partnership, trustees, society or debtors on a joint account at the date of the Principal's default or at any time previously was or were the same on the date thereof.
14. In the event of there being more than one guarantor the liability of the remaining guarantors shall not be affected or released or given up by time or other indulgence to one or more of the guarantors nos. by the death of any one or more the guarantors until notice shall have been given to the Bank as provided in clause I hereof.
15. The Bank shall be entitled to fix with the Principal a period for such loan overdraft/ cash credit account facility and to alter or to extend such a period from time to time. The Bank shall be entitled for time to time to take renewals of hundies, promissory notes or other documents and securities from the Principal. The Bank shall be entitled to take one hundi or promissory note or other documents for the whole amount hereby guaranteed or the split up the amount and take separate documents for each part and take and such documents from the Principal and other persons whose identity may vary from time to time. My/ our liability under this guarantee shall not be discharged or affected in any way by reason of any such or similar acts or dealings.
16. In order to give effect to this guarantee you shall be entitled to act as if I was/ we were the Principal debtors to you for all payments and covenants contained in the said deeds and documents hereby guaranteed by me/us as aforesaid.



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D-13-5/5

17. This guarantee shall endure for the benefit of your successor and assigns and shall be irrevocable until discharged by me/us of all my/ our obligations hereunder,
18. This guarantee is and shall be binding upon me/ us and my/ our respective heirs, executors and administrators and shall not be affected by the insolvency or death of me/ us or any of us.

In witness whereof we, the borrower have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_ the year \_\_\_\_\_ at \_\_\_\_\_.

For and on behalf of the \_\_\_\_\_

**Signature of Guarantor**

Name \_\_\_\_\_

Address \_\_\_\_\_

**Signature of Branch Manager**

Name \_\_\_\_\_

**Jharkhand State Co-operative Bank Ltd.**

**DEMAND PROMISSORY NOTE**  
(Individual joint and Several)

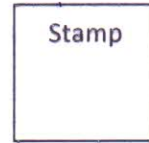
Rs \_\_\_\_\_  
On Demand, I /we,

Date \_\_\_\_\_

(1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_

(5) \_\_\_\_\_ singly/jointly and severally promise  
To pay to The Jharkhand State Co-operative Bank Limited or their order at \_\_\_\_\_ the  
Rupees \_\_\_\_\_ for value received with interest at the rate of  
\_\_\_\_\_ per cent per annum over and above the published Reserve Bank of  
India rate, with a minimum of \_\_\_\_\_ % with \_\_\_\_\_ rests.



**DECLARATION**

The Board meeting dt. \_\_\_\_\_ (1) \_\_\_\_\_  
has resolved that the Director (2) \_\_\_\_\_  
of the Company shall sign the (3) \_\_\_\_\_  
Promissory Note with the common (4) \_\_\_\_\_  
Seal of the Company thereto. Signature. (5) \_\_\_\_\_

**WAIVER OF PRESENTATION OF PRONOTE**

To,

**The Jharkhand State Co-operative Bank Limited**

Dear Sir,

With reference to the promissory note for Rs. \_\_\_\_\_ executed  
by Me / us this day in your favour, I / we dispense with and waive presentment of the pronote to me/  
us for the purpose of payment. I / we also waive my right to take advantage of any default in  
presentment for payment. I/we further waive any demand and notice to me/us for this purpose of  
payment of the pronote by me.

Yours faithfully

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To,

.....

.....

.....

Reg: AUTHORITY FOR DEDUCTION FROM PF/ GRATUITY/OFFICE TERMINAL BENEFITS.

I hereby authorize you to deduct from the proceeds of my provident Fund/Gratuity/ any other terminal benefits on my termination from service with you for any reason or my death an amount equivalent to the total outstanding amount in my Loan A/c, together with interest upto the date of adjustment, with Jharkhand State Co-operative Bank, ..... Branch .

Even in case of my death this authority will remain in force and may be treated as an agreement for repayment of total loan amount to the Bank before releasing the benefits to my nominees or heirs.

The authority is irrevocable and can not be modified or cancelled until and unless the Bank revokes the same in writing. I have no right in future to revoke this and department should not entertain any request by me for the same. I authorize Jharkhand State Cooperative Bank to collect the payments as and when required.

Signature of Employee

Date

Name:-

.....

(Authority)



To,

Dated .....

The Branch Manager

Jharkhand State Co-operative Bank Ltd.

..... Branch.

Sub : Sanction of Consumer/Clean/Personnel Loan to our employee on our Undertaking

This is to certify that Shri/Smt ..... son/ Daughter of Sri ..... Resident of ..... is posted permanently in our office as ..... (Designation of the Employee) and is a confirmed employee of our Deptt./office since ..... His last gross Salary drawn for the month of..... was Rs..... and net take home pay for the same month was Rs.....

His date of birth is ..... and will retire on .....

This certificate is being issued for the purpose of obtaining loan by the above employee under your consumer finance clean loan and personnel loan starting from succeeding month from date of disbursement.

We recommend this loan case for sanction on the basis of following understanding & agreement entered on behalf of this organization by us where the under signed has got full authority to issue the same:-

1. We undertake up transfer the salary of the employee to your bank where he will maintain his saving account(Authority of which has been obtained by us from the employee)

or

We undertake up deduct/recover the monthly installment of Rs .....per month from the salary of the employee and remit to you every month (Authority of which has been obtained by us from the employee)

or

We undertake that in case employee deposited the installment by way of cheque and its subsequent dishonor or bouncing due to lack of fund. We shall proceed with departmental action against the employee.

2. We undertake that in case the employee ceases to be in service due to termination, resignation /death or for any reason, we will obtain your no objection certificate before releasing the PF/Gratuity or any other benefits to above Employee and remit your dues out of the final settlement for adjustment of his loan account we confirm having received the authority for this from the employee.

3. We undertake & confirm that no transfer/disciplinary proceedings and pending against the employee and in normal course will continue in this office for next 5 years. However, in case of premature transfer, pay slip etc. will be forwarded only after the adjustment of his loan account with you. We undertake to inform the bank immediately of the place of transfer and your liability will be in corroborated on all personal records of the employee, and this undertaking will be passed to the new employer which will be binding on him in case account is not adjusted till then.
4. We undertake & confirm that the Department has neither issued any similar undertaking to pay to any other Bank nor will issue in future for this Employee until he settles the Loan account with you. We also confirm that he has not obtained any such Loans in past.
5. We undertake & confirm that the employee has sufficient means to repay the loan regularly out of his monthly salary and there is no known liability against him. We confirm that the assets purchased put of the loan will be used exclusively by the employee and his own family members for personal use.

The above undertaking will be biding on our organization and cannot be modified or scrapped without written consent of the bank and shall remain in force not withstanding any change in status of the undersigned.

This undersigned confirms that the organisation has vested the powers to him to issue this undertaking on its behalf for its employees and enter into agreement with the bank.



SIGNATURE

(Employee)

Name & Seal .....

Designation of Authority .....

Full Address & Tel. No. ....

.....

.....

.....

(SIGNATURE)