J&K Bank
Celebrating 75 years of Service

75 YEARS

Customer Id No. _____ (Office Use Only)

Account No. _____ (Office Use Only)

The Jammu & Kashmir Bank
Corporate Headquarters,
M.A. Road, Srinagar 190 001

Branch _____

Date _____

Micro Small Enterprises

Application Form (To be Submitted alongwith documents as per checklist given in appendix)

Applicable for Loans upto 50 Lacs

Name of the Enterprise _____

Registered office Address _____

Address of Factory | Shop _____

Whether belongs to (Tick ☑ as applicable) ☐ SC ☐ ST ☐ OBC ☐ Minority Community

Telephone (Office) _____ Mobile Number _____

E-mail Address _____ PAN Card No. _____

Constitution (Tick ☑ as applicable) ☐ Proprietary ☐ Partnership Firm ☐ Pvt. Ltd. ☐ Ltd. Company ☐ Co-Op. Society

Date of Establishment _____

Name of Proprietor / Partners / Directors of Company and their Addresses

Name	Age	Academic Qualification	Residential Address	Telephone No. Residence	Experience in the Line of Activity

Activity :

Existing _____

Proposed * _____

* If a different activity other than existing activity is proposed

Names of Associate Concerns and Nature of Associations :

Name of Associate Concern	Addresses of Associate Concerns	Presently Banking with	Nature of Association	Extent of Interest as Prop./ Partner / Director or Just Investor in Associate Concern

Relationship of Proprietor / Partner / Director with the officials of the Bank / Director of the Bank

_____

Credit Facilities (Existing)

Type of Facility (Tick ☑ as applicable) ☐ **Cash Credit/SOD** ☐ **Term Loan** ☐ **LC/BG** ☐ **Others**

Limit (in Lacs) _____

Outstandings as on _____

Presently banking with _____

Security Lodged _____

Rate of Interest _____

Repayment terms _____

If Banking with this Bank, customer No. to be given here _____

It is certified that our unit has not availed any loan from any other Bank / Financial Institution in the past and ! am not indebted to any other Bank / Financial Institution other than those mentioned above

Credit Facilities (Proposed)

Type of Facility (Tick ☑ as applicable) ☐ **Cash Credit/SOD** ☐ **Term Loan** ☐ **LC/BG** ☐ **Others**

Limit (in Lacs) _____

Purpose for which required _____

Security Offered

Primary Security (Details with approx. value to be mentioned) _____

_____

Whether Collateral Security offered (Please mentioned yes or no)*

- **Cash Credit/SOD** ☐ **Yes** ☐ **No**
- **Term Loan** ☐ **Yes** ☐ **No**
- **LC/BG** ☐ **Yes** ☐ **No**

In case of term loan requirements, the details of machinery may be given as under :

Type of Machine _____

Purpose for which required _____

Whether imported or indigenous _____

Name of supplier _____

Total cost of machine (in case of imported machine, the breakup of basic cost, freight, insurance and customs duty may be given)

_____

Contribution being made by the promoters _____

Loan required _____

* Details of Collateral Security offered, if any, including 3rd party guarantee
(As per RBI guidelines banks are not to take collateral security for loans upto Rs.10 lakhs to MSME Units)

_____

_____

Past Performance / Future Estimates (Actual performance for two previous years, estimates for current year and projections for next year to be provided for working capital facilities. However, for term loan facilities projections to be provided till the proposed tenure of loan).

Rupee in Lacs	PAST YEAR - II (Actual)	PAST YEAR - I (Actual)	PRESENT YEAR (Estimates)	NEXT YEAR (Projection)
Net Sales				
Net Profit				
Capital (Net worth in case of Companies)				

Status regarding Statutory Obligations :

Statutory Obligation	Whether Complied with (Write Yes/No) if not applicable then write N.A.	Remarks (Any details in connection with the relevant obligation to be given)
1. Registration under Shops and Establishment Act.		
2. Registration under SSI (Provisional / Final)		
3. Drug Licence		
4. Latest Sales tax return filed		
5. Latest Income tax returns filed		
6. Any other statutory dues remaining outstanding.		

Space for Photograph	Space for Photograph	Space for Photograph

Signatures of Proprietor / Partner / Director whose Photo is affixed above

Only one photo of proprietor / each Partner / each working Director is required to be affixed. Each photo will be certified / attested by the Branch Team with name and signatures on the photograph with Branch stamp. The concerned staff will put his name below the signatures.

Date _____ Place _____

I/We certify that all information furnished by me/us is true; that

i) I/We have no borrowing arrangements for the unit except as indicated in the application;

ii) There is no overdues/statutory dues against me/us/promoters except as indicated in the application;

iii) No legal action has been / is being taken against me / us / promoters;

iv) I/We shall furnish all other information that may be required by you in connection with my/our application

v) This may also be exchanged by you with any agency you may deem fit and you, your representatives, representatives of the Reserve Bank of India or any other agency as authorised by you, may, at any time, inspect/verify my/our assets, books of account etc. in our factory/business premises as given above.

_____

Signature

Check List (To be given to the new customers by branch) of data to be kept ready by the customer

1 Proof of identity - Voter's ID Card / Passport /driving licence / PAN Card / signature identification from present bankers of proprietor, partner or Director (if a company).

2 Proof of residence - Recent telephone bills, electricity bill, property tax receipt / passport / voter's ID Card of proprietor, partner or Director (if a company).

3 Proof of business address

4 * Memorandum and articles of association of the Company/Partnership Deed of partners etc.

5 * Rent Agreement (if business premises on rent) and clearance from pollution control board if applicable.

6 * SSI registration / certificate if applicable.

7 * Profile of the unit (includes names of promoters, other directors in the company, the activity being undertaken, Addresses of all offices and plants, shareholding pattren etc. (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs.25 LACS).

8. Profile of promoters of unit as per annexure I.

9 * Assets and liabilities statement of promoters and guarantors alongwith latest income tax returns.

10 * Last three years balance sheets of the units alongwith income tax /sales tax returns etc. (Applicable for all cases from Rs.2 lacs and above). However, for cases upto credit limits of Rs.40 lacs if audited balance sheets are not available, then unaudited balance sheets are also acceptable as per extant instructions of the bank. For cases above Rs. 40 Lacs , the audited balance sheets are necessary.

11 * Projected balance sheets for the next two years in case of working capital limits and for the period of the loan in case of term loan. (For all cases of Rs.2 lacs and above) as per annexure IInd.

12 * In case of takeover of advances, sanction letters of facilities being availed from existing bankers/Financial Institutions alongwith detailed terms and conditions.

13 * Position of accounts from the existing bankers and confirmation about the asset being Standard with them (In case of takeover).

14 * Project report (for the proposed project if term funding is required) containing details of the machinery to be acquired, from whom to be acquired, price, names of suppliers,financial details like capacity of machines, capacity utilisation assumed, production, sales, projected profit and loss and balance sheets for the next 7to 8 years till the proposed loan is to be paid, the details of labour, staff to be hired,basis of assumption of such financial details etc. (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs.25 LACS).

15 * Manufacturing process if applicable, major profile of executives in the company, any tieups, details about raw material used and their suppliers, details about the buyers, details about major competitors and the company's strength and weeknesses as compared to their competitors etc. (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs.25 LACS).

16 * Photocopies of lease deeds/title deeds of all the properties being offered as primary and collateral securities.

17 * Last three years balance sheets of the Associate/Group Companies (If any). (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs.25 LACS).

18 * Review of account containing monthwise sales (quantity and value both), production (quantity and value), imported raw material(quantity and value), indigenous raw material (quantity and value), value of stocks in process, finished goods (quantity and value), debtors, creditors, bank's outstandings for working capital limits, term loan limits, bills discounted. (APPLICABLE FOR CASES WITH EXPOSURE ABOVE Rs.25 LACS).

(The check list is only indicative and not exhaustive and depending upon the local requirements at different places addition could be made as per necessity)