



HO : 112, JC Road, Bangalore - 560 002

### APPLICATION FORM FOR LOANS TO MICRO & SMALL ENTERPRISES (MSEs)

(To be submitted along with documents as per the checklist)

From:

Sri/Smt./M/s.....

.....

.....

To:

The Manager

Canara Bank

Branch: .....

Dear Sir,

I/We request you to grant me/us the banking facilities indicated below. The necessary particulars are given below.

1. NAME OF THE ENTREPRENEUR	
2. REGD. OFFICE ADDRESS	
3. ADDRESS OF THE FACTORY/SHOP	
4. WHETHER BELONGS TO SC/ST/OBC/ MINORITY COMMUNITY	
5. TELEPHONE NO. (OFFICE) (RESIDENCE)	
FAX NO.	
MOBILE NO.	
EMAIL ADDRESS	
6. CONSTITUTION	INDIVIDUAL/PROPRIETORSHIP/PARTNERSHIP/PRIVATE LIMITED COMPANY /LIMITED COMPANY/CO-OPERATIVE SOCIETY/OTHERS
7. PAN CARD NO.	
8. TIN NO.	
9. DATE OF ESTABLISHMENT/INCORPORATION	
10. SSI REGISTRATION NO./ ENTREPRENEUR'S MEMORANDUM REF. NO.	

11. NAME OF THE PROPRIETOR/PARTNERS/DIRECTORS OF THE COMPANY/KEY FUNCTIONARY & THEIR ADDRESS

Name	Age	Academic Qualification	Residential Address	Telephone No.	Experience in the line of activity

12. ACTIVITY

EXISTING
PROPOSED #

# If a different activity other than the existing activity is proposed

13. NAMES OF ASSOCIATE CONCERNS AND NATURE OF ASSOCIATION

Name of the Associate concern	Address of the Associate concern	Present Banker	Nature of Association	Extent of interest as a proprietor / partner/director or just investor in associate concern

14. PRESENT BANKER/BANKING WITH: ..... BANK

..... BANK

It is certified that our unit has not availed any loan from any other Bank/Financial Institution in the past and I/we are not indebted.
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15. WHETHER AVAILED ANY CREDIT/OTHER FACILITY: YES/NO

16. IF BANKING WITH US:

- A. CUSTOMER NO./ACCOUNT NO.
- B. RELATION OF THE PROP/PARTNER/DIRECTOR WITH THE OFFICIALS OF THE BANK/DIRECTOR OF THE BANK


## 17. CREDIT FACILITIES (EXISTING)

Type of facility	Limit	Outstanding (as on .....)	Security offered	Rate of interest	Repayment terms
Overdraft					
Cash credit Book debt finance Packing credit					
Bill finance - CDB SDB BE SUPPLY BILLS FDB/FBE/PSCFC					
Other short term loan					
Term loan/DPG					
Letter of credit					
Bank guarantee					

DETAILS OF CREDIT FACILITIES ENJOYED WITH OTHER BANKS TO BE FURNISHED AS ABOVE SEPARATELY IN THE FORM OF AN ANNEXURE

## 18. CREDIT FACILITIES REQUESTED/REQUIRED:

Type of facility	Limit	Security offered	Rate of interest	Repayment terms
Overdraft				
Cash credit Book debt finance Packing credit				
Bill finance - CDB SDB BE SUPPLY BILLS FDB/FBE/PSCFC				
Other short term loan				
Term loan/DPG				
Letter of credit				
Bank guarantee				

In case of term loan requirements, the details of land, building, machinery/equipments to be given

Type of asset - Land					
Purpose for which required	Whether allotted /purchased	Name of the authority who allotted the land/Vendor	Total cost of acquisition (including stamp duty & registration)	Promoter's contribution	Loan required
Type of asset - Building					
Purpose for which required	Whether to be purchased/ constructed	Name of the vendor/ contractor/architect	Total of acquisition/ construction	Promoter's contribution	Loan required
Type of asset - Machinery/Equipment					
Name of the machinery/ equipment	Need for the machinery/ equipment	Whether imported/ indigenous	Total cost of the machinery/ equipment (in case of imported machine, the break up of insurance, custom duty to be given)	Promoter's contribution	Loan required

19. Whether willing to offer collateral security: Yes/No

If not, seeking cover under Credit Guarantee Fund for ..... Yes/No  
Micro & Small Enterprises (CGMSE):

20. Details of collateral security offered, if any, including third party guarantee:

(As per RBI guidelines, banks are not to insist for collateral security for loans upto Rs.5 lacs to MSME unit)

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21. PAST PERFORMANCE/FUTURE ESTIMATES (Actual performance for 2 previous years, estimates for current year and projection for next to be furnished for working capital facilities. However, for term loans facilities, projections to be furnished till the proposed period up to the repayment of loan)

Amount in Rs.lacs	Past Year II (Actuals)	Past Year I (Actuals)	Current year (Estimates)	Next Year (Projections)
Gross sales				
Net sales				
Net profit (after tax)				
Depreciation				
Capital (Net worth in case of companies)				

22. STATUS REGARDING STATUTORY OBLIGATIONS

Sl.No	Statutory obligation	Whether complied with (Yes/No)(If not applicable, then write - NA)	Remarks (Any details in connection with relative obligation to be given)
1	Registration under Shops & Establishment Act		
2	Registration under SSI (Provisional/Final) of filing of Entrepreneur's Memorandum		
3	Drug license		
4	Latest Sales Tax Return filed		
5	Latest Income Tax Return filed		
6	Clearance from Pollution Control Authority		
7	Any other statutory dues remaining outstanding		

23. SPACE FOR AFFIXING PHOTO/S

**SIGNATURES OF THE PROPRIETOR/PARTNER/DIRECTOR WHOSE PHOTO IS AFFIXED ABOVE**

Only one photo of the individual/proprietor/each partner/each working director is required to be affixed. Each photo will be certified/attested by the authorized official of the Branch duly affixing his name and signature on the photograph with Branch stamp. The name of Branch Official to be put his/her name below his signature.

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

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

There are no overdues/statutory dues against me/us/promoters except as indicated in the application; No legal action has been/is being taken against me/us/promoters;

I/We shall furnish all other information that may be required by you in connection with my/our application which may also be exchanged by you with any Agency you may deem fit; and,

You, your representatives, or the Reserve Bank of India or any other Agency as authorized by you, may, at any time, inspect/verify my/our assets, books of accounts, etc. in our factory/business premises as given above.

Place:

Date:

SIGNATURE/S

PROPRIETOR/PARTNER/DIRECTOR OF THE UNIT/FIRM

केनरा बैंक  Canara Bank

To

..... Branch

.....  
.....**ACKNOWLEDGMENT (FOR RECEIPT OF APPLICATION FOR CREDIT FACILITY)**

Dear Sir,

We acknowledge receipt of your application for credit facility.

It will be our endeavour to convey our decision on the said application within \_\_\_\_\_ days / weeks from now.

Your proposal falls within the powers of our higher authorities. Hence, it will be our endeavour to convey our decision thereon within \_\_\_\_\_ days/weeks from now. However, this period is exclusive of transit period between these two offices and the time taken by them to collect the additional details/documents needed by them to process the applications.

Place:

Date:

Manager/Senior Manager/Chief Manager (Branch Seal)

APPLICATION INWARD NO. /DATE

----- TEAR HERE -----

केनरा बैंक  Canara Bank

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Place:

Date:

Manager/Senior Manager/Chief Manager (Branch Seal)

APPLICATION INWARD NO. /DATE

## CHECKLIST (TO BE GIVEN TO THE NEW CUSTOMERS BY BRANCH) OF DATA TO BE KEPT READY/SUBMITTED BY THE CUSTOMER

1. Proof of identify - Voter's ID card/passport/driving license/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/voter's ID card of proprietor, partner or director (if a company)
3. Proof of business address
4. Proof of Minority/SC/ST issued by the competent authority
5. Memorandum and Articles of Association of the Company/Partnership Deed of the partnership firm/Trust Deed of the Trust/Bye Laws of the Society, etc.
6. Assets and liabilities statement of promoters and guarantors along with latest income tax returns.
7. Rent agreement (if business premises is on rent)
8. Clearance from Pollution Control Board/Sanction from Electricity Board for supply of water, if applicable
9. Copy of SSI registration/Entrepreneur's Memorandum if applicable
10. Profile of the unit (includes names of the promoters, directors of the unit/company, the activity being undertaken, addresses of all offices/plants, shareholding pattern etc.
11. Last 3 years Balance Sheets of the unit/s alongwith income tax/sales tax returns etc. (applicable for all cases of loans above Rs.25000/-). However, for cases below Fund Based limits of Rs.20 lacs, if Audited Balance Sheets are not available, unaudited Balance Sheets may be acceptable as per extant instructions of the Bank. For cases of Rs.20 lacs and above, the Audited Balance Sheets are necessary. In case the Audited Balance Sheet is more than 6 months old, Provisional Balance Sheet of recent date to be submitted. (In case of loans upto Rs.25000/-, drawing of financial statement is a statutory requirement, the same to be submitted along with the application).
12. Projected Balance Sheets for the next 2 years in case of working capital limits and for the period of the loan in case of term loan (for all cases of above Rs.25000/-).
13. Form of Credit Monitoring Arrangement (CMA) data in the prescribed format of the Bank (applicable in case of aggregate fund based working capital limit of Rs.1 crore and above).
14. In case of take over of advances, letters of sanction for facilities being availed from existing bankers/financial institutions along with detailed terms and conditions, pass sheet/statement of account for the last 12 months.
15. Position of accounts from the existing bankers/financial institution and confirmation about the asset being Standard with them.
16. Project report (for loans of Rs.10 lacs and above) containing details of the promoter, product choice, market survey, industry profile, government consents, location, process of production, collaboration/patent/technical know how, cost of the project, means of finance, project schedule, gestation period, marketability, selling arrangements, management, operating/profitability statements, fund flow analysis, break even analysis, ratio analysis, working capital assessment, SWOT analysis (strength, weakness, opportunity, threats) and such other details (applicable in case of term loans - new/expansion/modernization projects).
17. Project implementation progress report issued by Chartered Accountant/Chartered Engineer (in case of term loans sought in respect of projects already under implementation/expansion/ modernization of the existing units already undertaken).
18. Month wise sales, production, imported raw materials, indigenous raw material, value of stocks in process, finished goods (quantity and value to be indicated in all cases), debtors, creditors, bank's outstanding for working capital limits , term loan limits, bills discounted etc.
19. Photocopies of the lease deed/title deeds of all the properties being offered as primary/collateral security.
20. Last 3 years Balance Sheets of the Associate/Group Companies (if any).
21. Latest Credit Risk Rating Report (not older than 12 months) obtained if any from any recognized credit risk rating agency (CRISIL, ICRA, Dun & Brad Street, Fitch, SMERA etc).
22. If the unit is export oriented, details of products being exported, quantum of exports made in the last 3 years, details of pending GR forms.

(The checklist is only indicative and not exhaustive. Depending upon the local requirements at different places, addition could be made as per necessity)

**DETAILS OF FEE, TIME NORMS FOR DISPOSAL OF LOAN APPLICATIONS & CREDIT FACILITIES AVAILABLE**

**A. Fees/charges etc. payable for processing proposals relating to Micro & Small Enterprises (Priority Sector)**

**1. Processing charges (to be paid by the applicant at the time of submission of loan application form)**

	Loan amount	Micro & Small Enterprises (Priority Sector)
Short term loans repayable within 12 months	Upto Rs.25000/-	Nil
	Above Rs.25000/-	0.1% of the loan amount with a Minimum of Rs.250/- and Maximum Rs.1 lac
Short term loans repayable over 12 months and upto 36 months	Irrespective of the loan amount	Upfront fee at 0.50% of the loan amount without any upper ceiling
Term loans	Upto Rs.25000/-	Nil
	Above Rs.25000/-	Upfront fee at 1% of the loan amount. No maximum.

**2. Refund of processing charges in case of:**

- a. Non sanction of loan by the Bank: Refund in full
- b. Part sanction of loan by the Bank: Pro-rata will be refunded
- c. Non availment of loan by the borrower or if the borrower fails to comply with the Bank's requirement in furnishing the necessary information/documents: No refund

**3. Pre-payment penalty**

No penalty for prepayment of loans. Where subsidy is involved, guidelines as per the respective scheme shall be applicable.

**4. Other charges**

DD commission for loan disbursement for purchase of assets will be collected from the borrower in case of loan other than Government sponsored schemes.

**5. Out of pocket expenses including legal charges, remittances by post**

All out-of-pocket expenses actually incurred by the Bank for servicing the borrowal account such as inspection, pre-sanction and post-sanction visits, recovery visits, insurance, valuation charges payable to approved valuers in respect of land, building, plant, machinery, vehicles, sending notices, etc should be paid by the applicant/borrower.

**6. Inspection charges - Weaker Section (Small/Margin farmers, persons belonging to SC/ST, rural artisans etc)**

- i. Loan amount upto Rs.25000/- : Nil
- ii. Loan amount above Rs.25000/- and upto Rs.2 lacs: Rs.10/- per inspection per borrower subject to a maximum of Rs.150/- per year
- iii. Loan amount above Rs.2 lacs: Rs.50/- per inspection or actual expenses incurred whichever is higher with a maximum of Rs.200/- per year

## 7. Inspection charges - Other than weaker sections

- i. Loan amount upto Rs.5000/-: Nil.
- ii. Loan amount above Rs.5000/- upto Rs.25000/-: Rs.10/- per inspection per borrower subject to maximum of Rs.50/- per year per borrower.
- iii. Loan above Rs.25000/- and upto Rs.2 lacs: Rs.20/- per inspection or actual expenses incurred whichever is higher with a maximum of Rs.250/- per borrower.
- iv. Loan above Rs.2 lacs: Rs.50/- per inspection per borrower or actual expenses incurred whichever is higher.

## 8. Ledger folio charges

In case of running working capital facilities like OD/OCC etc: Rs.100/- per ledger page

## B. Time norms for disposal of loan applications

## Micro &amp; Small Enterprises

- |                                     |         |
|-------------------------------------|---------|
| 1. Loans upto Rs.25000/-            | 2 weeks |
| 2. Beyond Rs.25000/- upto Rs.5 lacs | 4 weeks |
| 3. Over Rs.5 lacs upto Rs.25 lacs   | 6 weeks |
| 4. Over Rs.25 lacs                  | 8 weeks |

## C. Credit facilities available

## 1. Credit facilities with incentives:

- a. Technology Upgradation Fund(TUF) scheme
- b. Credit Linked Capital Subsidy (CLCS) scheme
- c. Prime Minister's Employment Generation Programme (PMEGP)scheme
- d. New Central Sector Scheme for Rejuvenation, Modernization & Technology Upgradation (REMOT) scheme for coir industry
- e. Integrated Development of Leather Sector scheme (IDLSS)
- f. Loans to institutions under Interest Subsidy Eligibility Certificate of Khadi & Village Industries Commission (KVIC-ISEC).
- g. Scheme for Energy Savings for SMEs
- h. Soft loan scheme for Solar Water Heaters

## 2. Other facilities (Illustrative only):

- a. Collateral free loans upto Rs.5 lacs to Micro & Small Enterprises
- b. Guarantee cover under Credit Guarantee Fund Scheme for Micro & Small Enterprises
- c. Composite loan scheme
- d. Artisan credit card
- e. Laghu Udyami Credit Card scheme
- f. Doctor's Choice
- g. Bill of exchange facility (BE-SE) facility

## D. General conditions:

Eligibility	Generally individuals, proprietorship concerns, partnership firms, corporates etc.
Margin	Upto Rs.25,000/- Nil Over Rs.25,000/- 15% to 25% as determined by Bank

Security	A. Assets created out of loans shall be taken as security for the advance B. No collateral security/third party guarantee in respect of loans: a. Upto Rs.5 lacs b. Upto Rs.50 lacs in respect of units whose track record and financial position are good as per Bank records and such accounts are covered under guarantee scheme of CGMSE C. For loans beyond above limits, collateral security/third party guarantee as determined by the Bank
Rate of interest	Upto Rs.50,000/- at less than BPLR Above Rs.50,000/- upto Rs.2 lacs at BPLR Above Rs.2 lacs: Graded rate of interest basing on parameters/scoring norms

Note: Before issuing the application form to the applicant, branches to ensure that the details of fee, other service charges & rate of interest mentioned in the relevant portion of the application are as prevailing at the time of issuing the application.

**Checklist for the Branches to ensure the following:**

Appropriate application for the type of credit facility sought is issued	Yes/No
Applicant unit fits into the definition of MSME as per the guidelines	Yes/No

**Applicant unit is eligible for:**

Cover under CGMSE	Yes/No
Subsidy under Technology Upgradation Fund(TUF) scheme	Yes/No
Subsidy under Credit Linked Capital Subsidy (CLCS) scheme	
Subsidy under Prime Minister's Employment Generation Programme	Yes/No
Subsidy under New Central Sector Scheme for Rejuvenation, Modernization & Technology Upgradation (REMOT) scheme for coir industry	Yes/No
Subsidy under Integrated Development of Leather Sector scheme	Yes/No
Relief under economic stimulus package to MSME sector	Yes/No
Debt Restructuring of MSME unit	Yes/No
Rehabilitation/Nursing of Sick small enterprises/Sick industrial unit	Yes/No
Standby credit for capital expenditure of SMEs	Yes/No
Reimbursement of capital expenditure incurred by SMEs	Yes/No
BE-SE (BE-SSI) facility	Yes/No
Standby term loan scheme for Apparel Exporters in SME sector	Yes/No
Scheme for Energy Savings for SMEs	Yes/No
Loan scheme for Solar Water Heaters	Yes/No
Loan scheme for acquisition of ISO 9000 series certification	Yes/No
Artisan credit card	Yes/No
Laghu Udyami Credit Card scheme	Yes/No
Composite loan scheme	Yes/No
Mahila Udyam Nidhi (MUN) scheme	Yes/No
Financing under Joint liability groups (Handloom weavers group/Agarbathi manufacturers group)	Yes/No
Doctor's Choice	Yes/No

Note: The above are only illustrative. Branches/offices have to check for the updated version of the scheme guidelines.