

MAHILA SHAKTI KENDRA (MASK)

(Society Registration No. RS / SPR / 242 / C / 06 of 2006)

Eragoon, P.O. Balipara, District Sonitpur – 784 101, Asom

LOAN APPLICATION FORM

The President / Secretary

Mahila Shakti Kendra

Dear Madam

We are requesting you to grant our Self-Help Group a loan for a ____ year period. We are giving below the details of our group, the amount and the purpose / purposes for which we are applying for the loan:

1. Name of the SHG : _____
2. Address of the SHG: _____
3. Date of Establishment : _____
4. Number of Members : _____
5. Name of Bank : _____ Bank A/C No : _____
6. Total Group Capital (Inclusive of Savings, Int., Fines and any Gr. Profit) as at _____ Rs.: _____/-
7. Total Amount of loans outstanding among members, as at _____ : Rs : _____/-
8. Amount required: Rs: _____ /- (Rupees : _____) only.
9. Purpose of Loan
 - 9.1. For Group Activity : _____
 - 9.2. For further on lending to SHG Members as follows :

	<u>Name</u>	<u>Purpose</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

10. Whether a loan was taken before? Yes / No
11. If yes, was it repaid? Yes / No
12. How many times was loan taken in the previous three years ? / Not taken.
13. Any loan outstanding with MASK ? Yes / No. If Yes, Amount outstanding Rs : _____ /-
14. Any loan outstanding with the Bank or any other Financial Institution or NGO ? Yes / No
If Yes, Amount outstanding Rs : _____ /-
15. Resolution of the Group for Loan:
Date of Meeting : _____ No. of Members Present : ____ (True Copy of Res. to be enclosed)
16. Financial Statement of the Group As At _____ (Copy to be enclosed)

TERMS AND CONDITIONS

1. No. of installments: _____ Quarterly installment amount: Rs: _____ /-
2. Date of beginning the installments: _____
We will repay the whole loan after _____ months, but we will pay the interest quarterly.

3. Interest: We agree to pay an interest of Rs. 0.50 ps. per month for every Rs. 100/- which works out to 6 % interest per annum.
4. Service Charge : We agree to pay a service charge of Rs. 0.50 ps. per month for every Rs. 100/- which works out to 6 % interest per annum., for services rendered by MASK, -for supervising and monitoring the functioning and progress of our group and for conducting ongoing training programmes and other such services.
5. Fine: If the group fails to repay any installments, then a sum of Rs. 1/- shall be charged as fine on every Rs. 100/- that has to be paid as installment during that month, which works out to 12 % per annum.

6. Dates for quarterly installments: (Demand Schedule)

SL NO	DATE	AMOUNT	SL NO	DATE	AMOUNT	SL NO	DATE	AMOUNT
1			5			9		
2			6			10		
3			7			11		
4			8			12		

7. Default of Installments or Interest: In case the installments or interest are not paid as per the Loan Demand Schedule or in case the loan amount is misused, MASK has the right to recover any dues by confiscating either the assets purchased from the loans or any other personal assets belonging to any or all of the SHG members to recover the amount of the dues.
8. Misuse of Loan: The loan shall be used only by those members of the group whose names are mentioned above and the loan shall be used only for the purpose or purposes as mentioned above. In case the loan is taken for a common group activity, it shall be used only for the activity mentioned in the loan application above. No amount of the loan shall be used for lending outside the group, to any person / persons or group, who are not members. In case of misuse of the loan, MASK would have the right to demand immediate repayment of the loan with interest.

DECLARATION

We, the undersigned members of _____ (SHG) do hereby solemnly declare that all the information given above is true to the best of our knowledge and belief. We jointly and severally undertake to pay the quarterly interest and service charges due and to repay the loan in installments on the terms and conditions as stated above. Any alterations or changes in the terms and conditions or changes in the rates of interest and service charges, made by MASK, from time to time, with regard to loans, will be agreeable to us and binding on us. MASK is not bound to inform us personally, of any such alterations or changes that will be made. MASK has the right to inspect our books of accounts our minutes book and any other records or registers maintained by the group. MASK also has the right to assess or evaluate the group at any time. In case the loan is misused by any member or the group, MASK would have the right to demand full and immediate repayment of the loan with interest and service charges and we undertake to repay on demand the total amount due along with interest and service charges. In case we fail to pay any dues demanded, MASK has the right to confiscate any assets of the group or assets of any individual member or assets of all the members of the group, to recover any dues of the loan.

	N A M E S	DESIGNATION	SIGNATURES OF SHG MEMBERS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

Date: _____

Encl : True Copy of Group Resolution. (Seal of SHG) (Stamp and Signature of SHG President & Secretary)

(For the Office use only)

LOAN SANCTION

Field Staff's Report :

A. Regarding Books of accounts and Records and Registers:

1. Cash Book : _____
2. General Ledgers: _____
3. Loan Ledgers : _____
4. Minutes Book: _____
5. Savings Register : _____
6. Attendance Register : _____
7. Monthly Trial Balance : _____
8. Demand and Repayment Schedules : _____

B. Regarding Regularity in : *

- | | | | |
|---|-----------------------------------|--------------------------------------|----------------------------------|
| 1. Monthly Savings of Members : | <input type="text" value="Good"/> | <input type="text" value="V. Good"/> | <input type="text" value="Bad"/> |
| 2. Installments of Loans and Interest : | <input type="text" value="Good"/> | <input type="text" value="V. Good"/> | <input type="text" value="Bad"/> |
| 3. Attendance at Meetings : | <input type="text" value="Good"/> | <input type="text" value="V. Good"/> | <input type="text" value="Bad"/> |
| 4. Team Spirit and Group Pressure : | <input type="text" value="Good"/> | <input type="text" value="V. Good"/> | <input type="text" value="Bad"/> |

C. Latest Assessment / Rating of the Group : Date : _____ Percentage Obtained : ____ %

D. Recommendation :

On the basis of my inspection of the books of accounts and records and registers of the group and having monitored its functioning, and progress, my general opinion / assessment / rating of the group is :

and therefore, I sanctioning of the loan.

* Good = 90 % and above; Very Good = 100 % Bad = Below 90 %

Date : _____

Signature of Field Staff

Area Coordinator's Recommendation :

I Recommend / Do Not Recommend the loan for the following reasons :

1. _____
2. _____
3. _____

Date : _____

Signature of Area Coordinator.

Area Coordinator's Committee Decision : (Loan sanctioning authority of MASK)

The Loan has been sanctioned for an amount of Rs. _____ /- only, payable within ____ years, as per the demand scheduled mentioned in the application.

The loan has not been sanctioned for the following reasons:

1. _____
2. _____
3. _____

Date of Area Coordinators Committee Meeting : _____ Resolution No : _____

Date : _____

FOR MAHILA SHAKTI KENDRA

Signature of President or Secretary / Director