

LOAN APPLICATION

The President / Secretary

_____ Group

Village: _____

District: _____

Dear Sir / Madam

I am requesting for a loan from the group. I am giving below the following details to facilitate the process for sanctioning my loan.

1. Full name of the Applicant: _____
2. Amount required: Rs. _____/- (Rupees: _____) only.
3. Purpose: _____
4. Whether a loan was taken before? Yes / No
5. If yes, was it repaid? Yes / No
6. How many times was loan taken in the current year? _____ / Not taken.
7. The total savings of the applicant at the time of submitting the loan application: Rs. _____/- (Rupees: _____) only.

I undertake to repay the loan on the terms and conditions as stated below:

1. No. of installments: _____ Monthly installment amount: Rs. _____/-
Date of beginning the installments: _____

OR

I will repay the whole loan after _____ months, but I will pay the interest as per the rules and regulations of the Group.

2. Interest: The rate of interest shall be Rs. _____/- per month for every Rs. 100/- which works out to _____ % interest per annum. The interest will be charged only on the balance amount due to be paid.
3. Fine: If a person fails to repay the amount on installments, a sum of Rs. _____/- shall be charged as fine on every Rs. 100/- that has to be paid as installment during that month.
4. Dates for monthly installments:

SL NO	DATE	AMOUNT	SL NO	DATE	AMOUNT	SL NO	DATE	AMOUNT	SL NO	DATE	AMOUNT
1			5			9			13		
2			6			10			14		
3			7			11			15		
4			8			12			16		

All the facts given above are true.

I trust you will sanction the amount of loan I have requested for.

Thanking You,

Yours sincerely

Date:

Place:

Signature / Thumb impression of the applicant.

(For the Office use only)

LOAN SANCTION

The loan application of Sri/ Smt _____ dated _____ was discussed in the meeting held on _____ and the application requesting an amount of Rs. _____/- only, was sanctioned for Rs. _____/ (Rupees _____) only / not sanctioned by a majority vote.

Date:

President / Secretary
(Stamp and Signature)

PROMISORY NOTE

I, Sri / Smt _____ a member of _____
Group have received a sum of Rs. (Rupees.....)
only, for my family expenses/business on

I promise that I shall repay the amount with interest on installments by If I fail to repay the amount on installments I shall pay the fine as stated in the Rules and Regulations of the group. I shall hand over the installment amount, interest and the fine to the Secretary. The assets which I shall buy from this loan shall belong to the group as long as I do not repay the full amount. Only when I repay the full amount shall these assets be mine.

I hereby accept that if I fail to repay the amount received as stated in the Application form, the group can take any action against me according to the Rules and Regulations of the group.

Date:

Signature / Thumb impression of the Recipient

Witnesses:

Name

Signature

1.

2.

PROMISORY NOTE

I, Sri/ Smta member of
Group have received a sum of Rs. (Rupees.....)
only, for my family expenses/business on

I promise that I shall repay the amount with interest on installments by If I fail to repay the amount on installments I shall pay the fine as stated in the Rules and Regulations of the group. I shall hand over the installment amount, interest and the fine to the Secretary. The assets which I shall buy from this loan shall belong to the group as long as I do not repay the full amount. Only when I repay the full amount shall these assets be mine.

I hereby accept that if I fail to repay the amount received as stated in the Application form, the group can take any action against me according to the Rules and Regulations of the group.

Date:

Signature / Thumb impression of the Recipient

Witnesses:

Name

Signature

1.

2.

APPLICATION FOR MEMBERSHIP ADMISSION

The President / Secretary
.....Group
Village
District:

Dear Sir / Madam,

I wish to be enrolled as a member of the Group. I am giving below my Bio-data for membership.

1. Name:.....
2. Father's / Husband's Name:.....
3. Age of the applicant:..... years.
4. No. of members in the family:
5. Education Qualification: / Illiterate.
6. Land holding:Bigas / Landless.
7. Any earning member in the family? Yes / No
8. If yes, what is the monthly salary / income? Rs.(Rupees)only

The above stated facts are true to the best of my knowledge. I am willing to pay the admission fee and the monthly savings according to the Rules and Regulations. I promise to accept and abide by the Rules and Regulations of the Group. If I do not abide by the Rules and Regulations of the Group then the group can terminate my membership or expel me from the group.

I look forward to being admitted as a member of the Group.

Thanking you,

Yours sincerely

Date:

Place:

Signature / Thumb impression of the applicant

DECISION ON THE APPLICATION FOR MEMBERSHIP

Sri / Smt
Village:

Dear Sir / Madam

We hereby inform you that your application for membership into our group, dated, was discussed at our meeting dated and you have been admitted / not admitted into the group, by a majority vote.

Reasons for Non-Admission:

- 1.
- 2.

Yours Sincerely

Date:

President / Secretary
(Stamp and Signature)

RESIGNATION LETTER

The President / Secretary
..... Group
Village:.....
District:

Dear Sir / Madam,

I regret to inform you that I, Sri. / Smt..... would like to resign from my membership in the group, for the following reasons.

- 1.
- 2.

I have a sum of Rs.(Rupees) as my total capital , to my credit with the group. Kindly accept my resignation and pay me the balance on my amount after deducting my dues (loans, interest or fines), as per the rules and regulations of the group.

Thanking you,

Yours sincerely

Date:

Signature / Thumb impression of the Applicant

ACCEPTANCE OF RESIGNATION LETTER

Sri / Smt
Member of : Group.

Dear Sir / Madam

We hereby inform you that we have received your resignation letter dated We have discussed your resignation letter in our meeting datedand your request has been unanimously approved. You will therefore cease to be a member of our group from.....

You have a total capital of Rs. (Rupees.....) only, to your credit, which is due to you. As per the rules and regulations of our group, the said amount will be paid to you at the Annual Meeting Day, of which you will be informed.

Thanking you,

Yours sincerely

Date:

President / Secretary
(Stamp and Signature)