

**ARYAVART BANK**

(A Joint Undertaking of Govt. of India, U.P. Govt. & Bank of India)  
Head Office: Gomti Nagar, Lucknow 226010

**Ref. HO/ADV/KKS/****Circular No. 05 / 216****Date: 05.01.2024**

The General Manager,  
The Assistant General Manager,  
The Chief Manager,  
All the departments,  
**Head Office**  
The Regional Manager,  
**All the Regions**  
&  
The Chief/Senior/ Branch Manager  
**All the Branches & Staffs**

**Sub: Pradhan Mantri Mudra Yojna – Master Guidelines**

Please refer to Bank's circular no. 01/58 dated 01.04.2019, 01/120 dated 14.05.2019 / 10.06.2019 and 01/252 dated 09.12.2019, thereby advising guidelines regarding subject scheme. In view of the various developments in the implementation of the scheme, we have revisited the scheme and accordingly advising the revised/updated guidelines on the scheme as under :

S. No.	Particulars	Description
1.	Objective	To fund the unfunded and to bring the millions of units which are existing outside the formal banking fold and are unable to sustain or grow due to lack of finance or relying on informal channels, which are expensive or unreliable by bringing such enterprises to the formal financial system and extending affordable credit to them.
2.	Target Client	<p>Non—Corporate Small Business Segment (NCSB) comprising of millions of proprietorship / partnership firms running as small manufacturing units, service sector units, shopkeepers, fruits / vegetable vendors, truck operators, food-service units, repair shops, machine operators, small industries, artisans, food processors, and others in rural and urban areas.</p> <p>With effect from 01.04.2016, additionally activities allied to agriculture e.g. pisciculture, beekeeping, poultry, livestock, rearing, grading, sorting, aggregation agro industries, dairy, fishery, agri-clinics and agribusiness centers, food &amp; agro-processing, etc (excluding crop loans, land improvement such as canals, irrigation, wells) and services supporting these, which promote livelihood or are income generating shall be eligible for coverage under PMMY.</p> <p>Weaver and artisans can also be covered under PMMY, as advised by Mission Mudra, DFS.</p> <p>Government and Bank schemes like NULM, NRLM, PMEGP, NHFDC, NSKFDC, NSFDC, NBCFDC, SRTO, DRI etc. involving individual enterprises and complying with conditions of PMMY.</p>
3.	Eligibility	Any individual including women, proprietary concern, partnership firm, private limited company or any other entity are eligible applicant under PMMY loans.



4.	Purpose	For setting up of new/upgrading existing Micro business enterprises in the manufacturing, processing, trading and service sector and carrying out activities allied to agriculture as mentioned above, financing to weavers and artisans (income generating activity)		
5.	Nature of Facility	Term Loan and/or Working Capital up to maximum Rs.10 lakhs.		
6.	Categorization	<b>SHISHU</b>	<b>KISHORE</b>	<b>TARUN</b>
7.	Extent of Finance	Loans up to Rs 50,000 including overdraft up to Rs 5,000 sanctioned under Pradhan Mantri Jan Dhan Yojana (PMJDY)	Loans from Rs 50,001 up to Rs 5.00 lakh.	Loans from above Rs 5.00 lakh up to Rs 10.00 lakh.
8.	Margin	NIL	15%	15%
9.	Free Code 3 (V option)	300	369	370
10.	Repayment	Maximum - 36 months for Demand Loan and 60 months for term loan excluding moratorium. Interest to be serviced as and when charged in case of Working Capital finance.		
11.	Method of Assessment	As per prescribed norms / Credit policy CC limit to be assessed as per Turnover Method		
12.	Security	<p>Primary Security-</p> <p>(i) Hypothecation of all assets acquired out of bank finance.</p> <p>(ii) Personal guarantee of promoters/directors.</p> <p>Collateral Security — NIL</p> <p>All eligible activity would be covered under the guarantee cover of NCGTC under 'Credit Guarantee Fund for Micro Units'. [No collateral security/third party guarantee to be obtained]</p> <p>Please refer Bank's circular no. HO/ADV/MS/04/155 dated 02.11.2022 for guidelines of CGFMU.</p> <p>Please note that the requirement of third party guarantee and Collateral security is waived till availability of CGFMU coverage in Bank. In case of otherwise, Collateral / third party guarantee will be obtained as per MSME norms prevailing in the Bank / as per government guidelines.</p>		
13.	Rate of Interest (ROI)	<p>✓ As prescribed by the Bank for micro accounts and activities allied to agriculture from time to time.</p> <p>✓ In case of Loan disbursed under special scheme like DRI, NHFDC/ NDFDC, NBCFDC, NSFDC, etc., ROI will be applicable as per the scheme.</p> <p>(Presently as per Circular No. 05/166 dated 18.10.2023 &amp; as amended time to time)</p>		
14.	Service Charges	As per extant guidelines. (Presently Circular No 05/181 dated 14.11.2023 prescribed for MSME and Priority Sector advances)		
15.	Sanction Delegation	As per existing delegation of powers. (Ref. Circular No. 4/150 dt 31.10.2022 & 05/118 dated 11.09.2023)		
16.	Insurance	All assets charged to bank to secure the advance to be adequately insured.		
17.	Due Diligence	Due diligence as per extant guidelines to be undertaken. KYC documents to be obtained and verified. An indicative list is enclosed herewith as Annexure -2.		





18.	Monitoring & Follow Up	Periodical inspection to be carried out regularly.
19.	Credit Rating	Exempted for all loans except SRTTO where Rating is to be obtained as per prescribed circular (05/215 dated 04.01.2024) of SRTTO;
20.	Pre-Sanction Inspection	Please refer to Circular No. 05/164 dated 16.10.2023 about General Guidelines for Pre-Sanction, Post- Sanction and Pre-Disbursement Compliance. Pre-Sanction Inspection report to be comprehensive. Complete information to be incorporated in all the points of the report. Photograph of proponent's work place, project place, residence, Property offered for Security to be invariably captured during pre-sanction inspection. Report to be prepared in the prescribed format. Inspection format detailed in Annexure -7 enclosed herewith.
21.	Post Sanction / Disbursement Inspection	Please refer to Circular No. 05/164 dated 16.10.2023 Report to be prepared in the prescribed format. Project verification to be done after each disbursement. Photograph of the assets financed by Bank to be taken and to be kept in record. Inspection format detailed in detailed in Annexure -8 enclosed herewith.
22.	Documentation	Prescribed security documents to be obtained and charge to be registered with appropriate authority in eligible cases; L-434 (D P Note) ; L-435 (Bearer Letter) ; L-515 ; DAL (Debit Authority Letter) ; L-440 (Installment Letter) ; AG-15 (Authority Letter) ; CHA-1 (stamped for Rs.100/-) for finance other than SRTTO ; CHA-2 (stamped for Rs.250/-) for SRTTO ; Form 29 & 30 (for SRTTO) ; Irrevocable Letter to Insurance Co. (for SRTTO) ; Copy of Insurance & RC , duly hypothecated in favor of bank ; Any other security document as per activity / purpose;
23.	Charge registration on the assets	Our charge on the assets to be registered with CERSAI in case of Stocks, Book-debts, Plant & Machineries, Tools & Equipment, etc. Our charge on vehicle to be registered with RTO.
24.	Credit Process Audit (CPA)	CPA (CPA-1 and CPA-2) to be carried out in case of loan (TL or CC) of Rs. 10 lakh & above. (Please refer to Circular No. 05/140 dated 21.09.2023)
25.	Check list for compliance	Compliance Checklist to be prepared as per Annexure 3 and signed by Branch Manager / Processing Officer.
26.	Disbursement	Disbursement to be made in stages and project verification to be done after each stage of disbursement. Quotation of the supplier to be counter signed by the borrower. Invoice / Bill will also be counter signed by borrower confirming received the assets financed by Bank. Complete procedures about Disbursement are given in Circular no. 05/164 dated 16.10.2023, 05/174 dated 30.10.2023 and 05/177 dated 03.11.2023.
27.	Monitoring & Follow Up	Periodical inspection to be carried out regularly.



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28.	Control Measures	Ref. Circular No. 05/169 dated 21.10.2023 – after sanctioning 20 accounts of Mudra Loan at Branch level w.e.f. 01.10.2023, administrative clearance is required to be obtained for another cycle of 20 MUDRA loan accounts to be sanctioned at branch level.
29.	Review of Account	Account to be reviewed annually. (Please Circular no. 04/244 dt 22.03.23) For Term Loan upto Rs. 5.00 lakh, review to be done in Statement Format, For Term Loan above Rs. 5.00 lakh, format as prescribed for new loan, to be used, For CC, format as prescribed for new limit to be used,
30.	Application & CBD-23	Duly filled application to be obtained in prescribed format. Every page to be signed by proponent and it should be properly dated. Recent passport color photograph to be pasted in Application and CBD-23. Documents to be obtained as per the checklist annexed with the application form. (Format of Applications & Checklist of documents detailed in Annexure 4 & 5)
31.	Proposal Format	Proposals should be prepared in the prescribed formats MSME II a & MSME II b enclosed herewith as Annexure 9 & 10.
32.	Other Terms & Conditions of Sanction	<ul style="list-style-type: none"> <li>• If CIR of applicant is below benchmark i.e. CIBIL &lt; 675 or CRIF / Equifax &lt; 700, prior permission of Regional Manager is required for considering the proposal for sanction;</li> <li>• Sanction Letter to be prepared in 2 copies in the bank's format – 1<sup>st</sup> copy to be handed over to the borrower and 2<sup>nd</sup> copy to be acknowledged/ signed at each page by borrower and kept in the record. Format of Sanction Letter available in annexure of Circular No. 04/83 dated 04.08.2022 ;</li> <li>• For Loans upto Rs.2.00 Lakh where Balance Sheet / Profit &amp; Loss Statements are not available, Financial Statements can be obtained on format enclosed herewith as Annexure 6;</li> <li>• For Rs.10.00 Lakh proposal Audited Financials and CMA data to be obtained as per Bank's Credit policy (reviewed on 29.08.2023)</li> <li>• Analysis of Financial Ratios will be as per benchmarks defined Bank's Credit Policy (reviewed on 29.08.2023);</li> <li>• Obtention of Udyam Registration Certificate (generated from Udyam Registration Portal) or Udyam Assist Certificate (generated from Udyam Assist Platform), please refer circular no. HO/ADV/DKS/02/115 dated 26.08.2020 and HO/ADV/KKS/05/167 dated 18.10.2023;</li> <li>• Stock Statements obtained on regular intervals to be updated in CBS without fail;</li> <li>• Sanction Expiry Date / Review date in ACLHM menu to be updated;</li> <li>• All Loans sanctioned under this category must be classified under Priority sector;</li> </ul>

All the Branches, Offices and staff members are instructed to please note the contents of the circular and ensure meticulous compliance of the instructions issued.

  
(Randhir Kumar)  
General Manager





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**Annexure-2 regarding Due Diligence and Compliance (Indicative list)****Pre-Sanction Compliance:**

- The proponent should be interviewed properly to know facts regarding purpose, Project viability, income generation, full history of the borrower /Borrowers antecedents, security offered, etc.
- Duly filled/complete Application Form/CBD-23 to be obtained in prescribed format. Every page to be signed by proponent and it should be properly dated.
- Documents to be obtained as per the checklist annexed to the application form of respective facility.
- Recent passport size colour Photographs should be used in application form as well as in CBD-23 form.
- All KYC documents should be verified from the originals. The KYC documents (preferably all available documents from borrower) should be used as input for generating CIRs (CIBIL/CRIF/Equifax).
- PAN Card /Aadhaar / Driving License / Election Card / Tax paid challan / Other Registrations / licenses / permissions / Financials – to be verified online through respective sites wherever available (viz PANcheck, UIDAI verification for Aadhar, GST verification, Udyam Registration verification, Parivahan Sewa for DL status, etc)
- Photograph of proponent's work place, project place, residence, property offered as security to be invariably captured during pre- sanction inspection and to be kept along with the inspection report as record.
- Pre sanction inspection report to be comprehensive, complete information to be incorporated in all the points of the report.
- Market enquiry about the applicant – our existing customer is the best source to enquire about the applicant antecedents.
- Extra precaution must be taken care if the offered property / borrower's residence/unit/shop/factory/office are on rent/lease.
- CERSAI search should be carried out in case of the landed property is proposed to be taken as security
- Title Search Report (NEC Report) to be obtained from Bank's panel advocate in Bank's Standard Format (HO Cir No. 01/251 dt 09.12.2019)
- Valuation report to be obtained in the Bank's format (HO Cir No. 04/238 dt 20.03.2023). As a measure of strengthening the Due Diligence of the property, valuers should include photograph of owner/representative with the property in the background
- Officer should keep a copy of valuation report/ copy of deed while carrying out the independent inspection of landed property.
- If any dissimilarity in Boundaries as mentioned in deed/ valuation report and as per physical verification is observed, proper justification/ reason to be noted down in the report.
- Due Diligence on suppliers of machinery, equipment etc to be carried out by obtaining status report from suppliers' Bankers wherever warranted.
- List of documents including mortgages, if any, to be obtained for new/enhanced exposure should be incorporated in the proposal. Document name along with Document code (say DP Note: L434, Hypothecation Agreement: CHA-1) to be clearly mentioned.
- Required information to be noted at each and every paragraph of the proposal. The comments should be comprehensive and should give a detailed view about why the loan should be sanctioned.
- Pre-disbursement conditions and post-disbursement conditions should be specifically mentioned in the credit proposal
- Compliance Check List to be invariably prepared for each proposal and signed by Branch Manager





**Post-Sanction & Pre-Disbursement Compliance:**

- Sanction Letter to be prepared in 2 copies in the bank's format –
  - At the top of 1<sup>st</sup> page of 1<sup>st</sup> copy, it should be written – '**Customer Copy**'. This copy is to be handed over to the Borrower.
  - At the top of 1<sup>st</sup> page of 2<sup>nd</sup> copy, it should be written – '**Bank Copy – To be signed/ acknowledged and to be returned to Bank**'
  - **Format of Sanction Letter available in annexure to Circular No. 04/83 dated 04.08.2022**
- Each page of the Bank's copy (2<sup>nd</sup> copy) must be signed by all the borrower(s) and guarantor(s) and it should be kept along with security documents.
- Security documents to be executed with proper stamping & to be checked by the processing officer by signing inside the 'Document Checked' seal.
- In case of landed property taken as security, CERSAI search to be done before EQM
- During EQM, signature along with photograph of the owner to be obtained in the attendance register of the oral assent.
- CPA for Rs.10 lakh to be carried out. **No disbursement to be made without closure of CPA.** (Ref. Circular No. 05/140 dated 21.09.2023)
- During CPA, the CPO should not only ensure the compliance of the terms but also the correctness of the reports by providing comments/observation on each and every pre-disbursement terms as per the sanction proposal.
- In case of Composite Loan (TL & WC), WC to be released after installation of machinery, equipment etc.
- In case of disbursement for TL below Rs.10 lakh, due diligence about the supplier to be carried out.
- Stipulated margin to be maintained at each stage of disbursement of TL
- Quotation of the supplier to be counter signed by the borrower.
- TL / WC to be released in phased manner as per the requirement
- Instead of handing over Pay order or Demand Draft to borrower, efforts to be made to pay directly to the Dealer with covering letter or fund transfer through NEFT/RTGS, for which crossed cheque may be taken from the dealer/ supplier.

**Post-Disbursement Compliance**

- Disbursement to be made in stages and project verification to be done after each stage of disbursement.
- End use of funds to be verified by carrying out post disbursement inspection and reports to be prepared in the bank's format as advised
- In case of construction, "Utilisation Certificate" to be obtained from empaneled Architect after the completion of construction.
- Original Invoice/ Bills be obtained should be countersigned by the customer (borrower) by stating "Received in good condition" and same to be kept in record along with security documents.
- Post disbursement inspection to be carried out after each stage of disbursement.
- Photograph of the assets financed by bank to be taken evidencing proper end use of funds and copy to be kept in record.
- Security (Stocks & EQM, if any) to be registered on CERSAI portal.



**Other important Instruction:**

- **Periodicity of Project Inspection / Obtention of Stock statements** to be maintained in following manner:

Type of Loan	Limit	Obtention of Stock and Book-Debt statements	Project Inspection
Term Loan / Over Draft	All A/cs	---	Half yearly
Cash Credit	Upto Rs. 2.00 lakh	Half yearly	Half yearly
	> Rs. 2.00 lakh to Rs. 5.00 lakh	Quarterly	Quarterly
	> Rs. 5.00 lakh & and above	Monthly	Monthly

- **Cash Disbursement** upto Loan amount of Rs. 50,000/- may be executed through SB/CD A/c of Borrower in minimum 2 stages (If other option of remittance to supplier is not possible due to genuine reason)

**Cash Disbursement through SB/CD A/c of Borrower for Loan above Rs. 50,000/- to be avoided.** If required permission from RM to be obtained.

**Note:** Fund remittance to supplier/s (in the form of NEFT/RTGS/DD/payorder) through SB/CD A/c of Borrower is not cash disbursement and therefore no permission is required in such case.





**Annexure-3 (Checklist on Compliance of Terms of Sanction)**

NAME OF THE A/C : \_\_\_\_\_ LIMIT/S RS. \_\_\_\_\_

	Particulars	Yes/ No/ N.A.
1	Proper application duly filled in and signed by borrower is obtained	
2	Statement of Assets & Liabilities CBD-23 duly filled in obtained from Borrower/Guarantor and verified on dated _____	
3	Pre Sanction Inspection carried out – Report dated _____ kept on record	
4	Proposal No. _____ sanctioned by _____ on _____ (date) kept on record	
5	Acknowledgement of letter for sanction terms & conditions obtained	
6	Proper Stamps as applicable for security documents paid	
7	All documents as stipulated duly signed by borrower's/guarantor's obtained on _____	
8	Firm's/Companies Seal/Common Seal affixed on documents	
9	All documents duly filled in checked by Mr./ Ms. _____ on _____	
10	RTO Extract/Copy of Registration book obtained- Bank's charge verified	
11	If Ltd. Co., then Board Resolution dated _____ is on record	
12	If Ltd. Co., then Certified Copy of Memorandum of Association and Articles of Association is on record	
13	If Ltd. Co., then search report from ROC's office dated _____ is on record	
14	If Ltd. Co., then charge on assets created on _____	
15	Charge on Stocks/ Book-debts / Plant & Machinery with CERSAI created on _____ Security Interest ID No. _____ Asset ID No. _____	
16	Insurance obtained for Rs. _____ expiring on (date) _____	
17	Processing, Docs, Insp. charges recovered on _____	
18	C.P.A. – I carried out on _____	
19	C.P.A.- II carried out on _____	
20	CPA-II closed on _____	
21	Post Sanction Inspection carried out on _____	
22	Invoice/ Bill obtained	

(Name \_\_\_\_\_ )  
 Disbursing Officer/Manager  
 Signature Code \_\_\_\_\_







### Application Form & Checklist for Loan under PMMY (For Loan upto Rs. 50,000/- under Shishu) - Annexure-4

Application No: \_\_\_\_\_

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

Branch : \_\_\_\_\_

Region: \_\_\_\_\_

I hereby apply for Cash Credit / Over draft / Term Loan of Rs. .... for:

Name of Applicant(s)			Father's/Husband's Name			
Constitution	Individual	Joint	Proprietor	Partnership	Other	
Residential Address	Rented/owned					
Business Address	Rented/owned					
Data of Birth				Sex: Male / Female		
Education Qualification	Illiterate	Upto 10th	Upto 12 <sup>th</sup>	Graduate	Professional	Others
KYC Documents	Voter ID No.	Aadhar No.	License No.		Any others	
ID Proof						
Address Proof						
Telephone no.			Mobile No:	Email:		
Line of Business Activity (Purpose)	Existing					
	Proposed					
Annual Sales (in lakh) :			Proposed:			
Skill Certified (1)	Self Skilled (2)		Unskilled (3)			
Experience						
Social Category:	General	SC	ST	OBC	Minority Community	
Minority	Buddhists	Muslims	Christians	Sikh	Jains	Zoroastrians
						Others
Loan Amount Required	CC/OD- Rs.			Term Loan		
Detail of Existing Accounts If any	Type:			Name of Bank Branch		
A/c no.	If Loan A/c, amount of Loan taken			Rs.		

#### Declaration:

I/We hereby certify that all information furnished by me/us is true, correct and complete. I/We have no borrowing arrangements for the unit except as indicated in the application form. There is/are no overdue / statutory due owed by me/us. I/We shall furnish all other information that may be required by Bank in connection with my/our application. The information may also be exchanged by you with any agency you may deem fit. You, your representatives or Reserve Bank of India or Mudra Ltd., or any other agency as authorised by you, may at any time, inspect/ verify my/our assets, books of accounts etc. in our factory/business premises as given above. You may take appropriate safeguards/action for recovery of bank's dues.

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

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

Thumb impression/Signature of Applicant(s)



**CHECK LIST: (Documents to be submitted along with the application)**

- 1) Proof of identity - Self attested copy of Voter's ID card/Driving License/PAN Card/Aadhaar Card/Passport/Photo IDs issued by Govt. authority etc.
- 2) Proof of Residence - Recent telephone bill / electricity bill / property tax receipt (not older than 2 months) / Voter's ID card / Aadhaar Card / Passport of Individual / Proprietor/Partners/Bank passbook or latest account statement duly attested by Bank officials / Domicile certificate / certificate issued by Govt. authority / Local Panchayat/ Municipality etc.
- 3) Applicant's Recent Photograph (2 copies) not older than 6 months.
- 4) Quotation of Machinery/other items to be purchased
- 5) Name of supplier / details of machinery / price of machinery and/or items to be purchased.
- 6) Proof of Identity/Address of the Business Enterprise -Copies of relevant licenses/ registration certificates/ other documents pertaining to the ownership, identity and address of business unit, if any
- 7) Proof of category like SC/ST/OBC/Minority etc. (not mandatory)







### Application Form & Checklist for Loan under PMMY (For Loan under Kishore and Tarun) - Annexure-5

Application No: \_\_\_\_\_ Date: \_\_\_\_\_

Branch : \_\_\_\_\_ Region: \_\_\_\_\_

#### A. For office Use:

Enterprise Name	Application Sl. No.	Name of the Branch	Category
			Kishore/Tarun

#### B. Business Information:

Name of the Enterprise							
Constitution (✓)	Proprietary	Partnership	Pvt. Ltd.	Ltd. Company	Any Others (specify)		
Current Business Address	State		PIN Code				
	Business Premises (✓)		Rented	Owned			
Telephone No.	Mobile No.		91				
E-mail:							
Business Activity	Existing						
	Proposed						
Date of Commencement (DD/MM/YYYY)							
Whether the Unit is Registered (✓)		Yes	No				
If Registered (Please mention: Registration no. And the Act under which registered )							
Registered office Address							
Skill Certified (1)		Self Skilled (2)		Unskilled (3)			
Social Category (✓)	SC	ST	OBC	Minority Community			
If Minority Community (✓)	Buddhists	Muslims	Christians	Sikhs	Jains	Zoroastrians	

#### C. Background Information of Proprietor/ Partners/ Directors:

S.No	Name	Date of Birth	Sex	Residential Address with Mobile No.	Academic Qualification	Experience in the line of activity (Years)
1.						
2.						

S.No	Id proof	Id proof no.	Address proof	Address proof no.	PAN Card/DIN No.	Relationship with the officials/ Director of the bank if any
1.						
2.						



**D. Names of Associate Concerns and Nature of Association:**

Names of Associate Concern	Address of Associate Concern	Presently Banking with	Nature of Association Concern	Extent of Interest as a Prop./Partner/ Director or JustInvestor in Associate Concern

**E. Banking/Credit Facilities Existing: (In Rs.)**

Type of Facilities	Presently Banking with	Limit Availed	Outstanding As on .....	Security lodged	Asset classification status
Savings Account		N. A.		N. A.	
Current Account		N. A.		N. A.	
Cash Credit					
Term Loan					
LC/BG					
If banking with this bank, customer ID 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 I/we am/are not indebted to any other Bank / Financial Institution other than those mentioned in column no. E above.					

**F. Credit Facilities Proposed: (In Rs.)**

Type of Facilities	Amount	Purpose for which Required	Details of Primary Security Offered (with approx. value to be mentioned)
Cash Credit			
Term Loan			
LC/BG			
Total			

**G. In case of Working Capital: Basis of Cash Credit Limit applied :(In Rs.)**

Actual Sales		Projected						
FY-	FY-	Sales	Working Cycle in Months	Inventory	Debtors	Creditors	Promoter's Contribution	Limits

**H. In case of Term loan requirements, the details of machinery/equipment may be given as under:**

Type of machine / Equipment	Purpose for which required	Name of Supplier	Total Cost of Machine	Contribution being made by the promoters(Rs.)	Loan Required (Rs.)
<b>Total</b>					
Repayment period with Moratorium period requested for					





**I. Past Performance / Future Estimates: (In Rs.)**

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 year of repayment of loan)				
Particulars	Past Year-II (Actual)	Past Year-I (Actual)	Present Year (Estimate)	Next Year (Projection)
Net Sales				
Net Profit				
Capital (Net Worth in case of Companies)				

**J. Status Regarding Statutory Obligations:**

Statutory Obligations	Yes/ No/ Not Applicable	Remarks
Registration under Shops and Establishment Act		
Registration under MSME/ Udyam Registration		
Business License		
Latest GST Return Filed		
Latest Income Tax Returns Filed		
Any other Statutory dues remaining outstanding		

**K. Declaration:**

I/We hereby certify that all information furnished by me/us is true, correct and complete. I/We have no borrowing arrangements for the unit except as indicated in the application form. There is/are no overdue / statutory due owed by me/us. I/We shall furnish all other information that may be required by Bank in connection with my/our application. The information may also be exchanged by you with any agency you may deem fit. You, your representatives or Reserve Bank of India or Mudra Ltd., or any other agency as authorised by you, may at any time, inspect/ verify my/our assets, books of accounts etc. in our factory/business premises as given above. You may take appropriate safeguards/action for recovery of bank's dues.

Space for Photo	Space for Photo	Space for Photo
(Signatures of Proprietor/partner/ director whose photo is affixed above)		

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

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



**CHECK LIST:** (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)

- Proof of identity - Self certified copy of Voter's ID card / Driving License / PAN Card / Aadhar Card/Passport.
- Proof of Residence - Recent telephone bill, electricity bill, property tax receipt (not older than 2 months), Voter's ID card, Aadhar Card & Passport of proprietor/Partners/Directors.
- Proof of SC/ST/OBC/Minority (Not Mandatory)
- Proof of Identity/Address of the Business Enterprise -Copies of relevant licenses/registration certificates/other documents pertaining to the ownership, identity and address of business unit.
- Applicant should not be defaulter in any Bank/Financial institution.
- Statement of accounts (for the last six months), from the existing banker, if any.
- Last two years balance sheets of the units along with income tax/sales tax return etc. (Applicable for all cases from Rs. 2.00 Lacs and above).
- Projected balance sheets for one year in case of working capital limits and for the period of the loan in case of term loan (Applicable for all cases from Rs.2 Lacs and above).
- Sales achieved during the current financial year up to the date of submission of application.
- Project report (for the proposed project) containing details of technical & economic viability.
- Memorandum and articles of association of the company/Partnership Deed of Partners etc.
- In absence of third party guarantee, Asset & Liability statement from the borrower including Directors & Partners may be sought to know the net-worth.





**Format of Financial Statement to be obtained where Balance sheet / Profit & Loss statement is not available (For Mudra Loans below Rs. 2.00 Lakh) Annexure 6**

Name of the Firm \_\_\_\_\_

A/c No. \_\_\_\_\_

(Rs. in \_\_\_\_\_)

S. No.	Details	Actual Previous FY _____	Estimated Current/Next FY _____
1	Opening Stock		
2	Purchases during the Year		
3	Sales during the Year		
4	Closing Stock		
5	Gross Profit (3+4)-(1+2)		
6	Less Operating Expenses		
7	Net Profit (5-6)		
8	<u>At the end of the Year</u> Capital		
9	Bank Loans O/s		
10	Liabilities		
11	Other Liabilities		
12	Receivables		
13	Other Receivables		
14	Cash & Bank Balances		

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

(Authorised Signatory)  
(Seal of the Firm)





**Pre-sanction inspection report for Fund Based Limits up to Rs.10 lakh (MSME, C&IC, Indirect Agri.) - Annexure 7**

BRANCH: \_\_\_\_\_ REGION: \_\_\_\_\_

DATE OF INSPECTION: \_\_\_\_\_

1.	Name of Applicant		
2.	Constitution		Individual / Sole Proprietor / Partnership Firm / Pvt. Ltd. Company
3.	If Company/ Partnership: Date of Incorporation/ Registration: Commencement of Operation (in case of Co.):		
4.	PAN No./GST Registration No./ Udyog Aadhar No.1 Importer Exporter- Code IEC (In case engaged in export or import) Any other Registration or License required for the activity.		
4a.	UDYAM Registration No (If applicable)		
5.	Whether KYC documents of the Applicants (OVDs#) obtained/ Verified (Name and verification source)		
6.	Business Premises: (Owned / Rented)		
6a.	Verification done physical/documentary (Please mention date of visit)		
6b.	Location / Distance from the Branch (Please attach location map and also Google map, if available)		
7.	Business/Activity (Present / Proposed)		
8.	If the account is new, name of the present bankers.		
9.	In case of Takeover, Name of Bank / FI, Reasons for shifting to our bank.		
10.	If existing account, banking with us since		
11.	Purpose of loan/advance.		
12.	Total cost of project and promoter's own contribution / margin.		
13.	<b>Facilities requested &amp; amount. (Fund Based / Non Fund Based)</b>		
Sr. No.	Facility	Limit requested (Amount in Lakh)	
		Existing	Proposed
a	Term loan		
b	Fund based working capital limits		
c	Total Fund Based A+B)		
d	Bank Guarantee		
e	Letter of Credit (I/F, DA/DP)		
f	Total Non-Fund Based (D+E)		
g	Total (C +F)		
14.	<b>Name(s) of Proprietor, Partners, Directors and Guarantors</b>		
	Name, Age & address	Mobile No. & email	Personal Qualification, Experience & abilities
			Net worth and basis of net worth
	Whether KYC documents/OVDs of Proprietor / Partners / Directors / Guarantors obtained and (Please provide name,		





	OVD number and source of verification wherever available).		
	Whether residence of Proprietor / Partners / Directors and all the guarantors visited by the inspecting officer. If so, date of visit and observations. (Any negative observation To be brought out)		
15.	<b>Details of Securities offered:</b>		
	Particulars of security	Value (Source to be mentioned for e.g. Invoice /valuation report quotations@ etc)	Residual Value for Proposed advance
	Principal		
	Collateral		
	<b>Total (Principal + Collateral)</b>		
	@Whether quotations pertain to authorized dealer and whether the same has been verified from the Dealer / supplier.		
16a.	Whether all statutory permissions / licenses obtained		
16b.	Whether NOC of Pollution Control Board obtained, if applicable?		

# officially valid documents for KYC purpose.

**17. Comments / Prima facie observations of the inspecting officer:** The comments of inspecting officer to cover following points: - (The comments of the inspecting officer shall be based on prima facie observations and not in depth analysis which is part of appraisal):

- Proponent's integrity, capacity & credit worthiness to carry out the proposed activity:
- Remarks on visit to Business Premises (i.e. business activity observed by him needs to be commented upon).
- Comments on availability of required infrastructural facilities for running the business like power, transportation, raw material, market, skilled / unskilled workers.
- Comment on land use nature of properties proposed to be mortgaged, if any.
- Comments on Prima facie technical feasibility and financial viability of the project:

**18. Recommendations:**

--

Signature:  
(Name/ PF No: )



**Post Disbursement Inspection Report - Annexure 8**

Branch: \_\_\_\_\_ Region: \_\_\_\_\_

Stock Inspected by		Inspection date						
1	Account							
2	Sanction	Authority					Date	
3	Principal Person							
4	Activity							
5	Location of Stocks							
Position of Account as on		(Amt in Rs '000')						
	Facility	S/L	VOS	D/P	D/L	O/S	Out of Order by	Since
6	<b>Value of Security</b> (on the day of inspection. In case the volume is very large, approx. value based on test check)				Value		Comments if any, on age of stocks/book debts or condition of security	
	a. Stocks							
	b. Book debts							
	c. Other principal security							
	Total							
7	<b>Insurance position</b> (Date of validity/amount/Bank's name in policy)							
8	Were storage conditions in order							
9	<b>Records</b> (Comments on maintenance of records & whether the statement agree with the Stock/Receivables register or Ledger)							
10	Is the name board of borrower and hypothecation board of bank displayed				Borrower	Yes/No		
					Bank	Yes/No		
11	Comments on test check of purchase invoices and sales invoices or copies of cash memos.							
12	Total cumulative sales upto the date of inspection during the current financial year							

13. Gist of discussion with the principal person \_\_\_\_\_

14. Major concern emerging from the visits including whether any sign of opening of account with any other Bank were visible. (To appraise the Branch head to initiate immediate remedial action) \_\_\_\_\_

15. Overall observations of the Inspecting officer: \_\_\_\_\_

(Signature of the inspecting Officer)

Note: The inspecting officer/Credit Deptt. to submit the same to the Branch Head for information.

**MSME-2.a (Annexure-9)**



**ARYAVART BANK**

----- Branch

**PROPOSAL FORM FOR ADVANCES TO MICRO AND SMALL ENTERPRISES  
(WITH LIMITS UPTO Rs. 2.00 LAKH)**

<b>PROPOSAL NO:</b>		<b>DATE:</b>		<b>NEW</b>	<b>/</b>	
<b>ACCOUNT:</b>						
<b>CLASSIFICATION:</b>	<b>MICRO</b>	<b>SMALL</b>	<b>MEDIUM</b>	<b>Manufacturing / Service Enterprises</b>		
<b>Advance since</b>					<b>Asset Code:</b>	
<b>Last Sanction/Review Date</b>						
<b>Authority</b>						

Whether-

S. No.	Particulars	Yes/No
1)	Advance to SC/ST -	
2)	Advance to Minority -	
3)	Under any Govt. Sponsored Programme If yes Name of the Scheme - .....	
4)	Woman Beneficiary (if yes % of holding-----% )	
5)	Whether covered under CGTMSE/NCGTC scheme If yes, Name of the trust: .....	
6)	VAT Registration	
7)	Whether registered with District Industries Centre ( Not Mandatory)	
8)	Whether member of any Association:	

**A: Borrower Details:**

I	Name of Account/Borrower:		
II	Established Since:		
III	Nature of business activity:		
IV	Constitution: Individual / Proprietor / Partner / Pvt. Ltd Co. etc.		
V	Address:	Office:	
		Factory/Godown	
VI	a) Name of Individual/ Proprietor/ Partner/ Director	Net Worth	
		Last Year	This Year
	b) Age in years :		
	c) Academic Qualifications		
	d) Residential address:		



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Date: 05.01.2024

	f) PAN card No.	
	g) Experience in the line of Activity:	
	h) CIR Score (CIBIL/CRIF/EQUIFAX)	

**B: Guarantor's Details (if applicable):**

a. Name		
b. Age (years):		
c. Occupation:		
d. Liabilities with us (if any)		
e. Residential address		
f. PAN		
g. CIR Score (CIBIL/CRIF/EQUIFAX)		

**C: Purpose of the Loan:** .....

.....

**D: Value/conduct of account- existing deposits (Rupees in lakhs)**

	Last Year		This year	
	Borrower	Group	Borrower	Group
Average current deposits				
Other Deposits				
Interest earnings				

**E: PROPOSED FACILITIES & SECURITIES (In Rs.)**

Facility	Limits Existing	Limits proposed	Security in brief	Value of security	Margin %	Rate of interest
a. Term Loan						
b. Cash Credit						
c. Overdraft						
d. Other						

**E: FINANCIAL POSITION:**

S. No.	Parameter	Amount (in Rs.)
1.	PRESENT SALES as on .....	
2.	PROJECTED SALES for .....	
3.	CAPITAL (OWN INVESTMENT IN BUSINESS)	
4.	FIXED ASSETS	
5.	STOCK	

**F. Present Position of the Account (as on \_\_\_\_\_)**

(Rs. In lakhs)

	SANCTIONED LIMIT	DRAWING LIMIT	OUTSTANDING	OVERDUE
a. Term Loan				
b. Cash Credit				
c. Overdraft				
d. Other				





**G. GROUP/ASSOCIATE CONCERNS:**

Liabilities of Group/ Associate concerns with us/ other banks	Limits availed	Outstanding Balance

**H. DUE DILIGENCE:**

1 Date of Inspection:

a) Name of Official:

b) Observations &amp; brief recommendations:

2. Verification of Business/Residential Address done on --/--/---- by .....

3. Verification of Certificates/Income Tax &amp; other related documents: Yes/No

4. Reports from Existing Banker obtained on --/--/----.

5. Asset &amp; Liabilities Statements verified: Yes/No

6. Market Enquiries done: yes/no;  
Findings

7. CIBIL/ECGC/RBI wilful defaulters' list checked – Findings:

Satisfactory/Unsatisfactory:

**I. SECURITY DOCUMENTS**

Security Documents Existing	Security Documents Proposed

**J. BRANCH COMMENTS & RECOMMENDATIONS:**

(Brief remarks on economics of the scheme, experience of the borrower, general dealings, repayment capacity, safety of the advance, incidental benefits to the Bank like acquiring new business etc.)

( )  
Recommending Officer  
Date:SANCTIONED Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_)( )  
Branch Manager. ....Branch  
Date-----

**ARYAVART BANK**

----- Branch

**PROPOSAL FORM FOR ADVANCES TO MICRO AND SMALL ENTERPRISES  
(WITH LIMITS ABOVE Rs. 2.00 LAKH UPTO Rs. 10.00 LAKHS)**

<b>PROPOSAL NO:</b>		<b>DATE:</b>		<b>NEW / REVIEW</b>	
<b>ACCOUNT:</b>					
<b>CLASSIFICATION:</b>	<b>MICRO</b>	<b>SMALL</b>	<b>MEDIUM</b>	<b>Manufacturing / Service Enterprises</b>	
<b>Advance since</b>				<b>Asset Code:</b>	
<b>Last Sanction/Review Date</b>					
<b>Authority</b>					

Whether-

S. No.	Particulars	Yes/No
1)	Advance to SC/ST -	
2)	Advance to Minority –	
3)	Under any Govt. Sponsored Programme If yes Name of the Scheme - .....	
4)	Woman Beneficiary (if yes % of holding-----% )	
5)	Whether covered under CGTMSE/NCGTC scheme If yes, Name of the trust: .....	
6)	VAT Registration	
7)	Whether registered with District Industries Centre ( Not Mandatory)	
8)	Whether member of any Association:	

**A: Borrower Details:**

I	Name of Account/Borrower:		
II	Established Since:		
III	Nature of business activity:		
IV	Constitution: Individual / Proprietor / Partner / Pvt. Ltd Co. etc.		
V	Address:	Office:	
		Factory/Godown	
VI	a) Name of Individual/ Proprietor/ Partner/ Director	Net Worth	
		Last Year	This Year





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Date: 05.01.2024

	b) Age in years :		
	c) Academic Qualifications		
	d) Residential address:		
	f) PAN card No.		
	g) Experience in the line of Activity:		
	h) CIR Score (CIBIL/CRIF/EQUIFAX)		

**B: Guarantor's Details (if applicable):**

a. Name		
b. Age (years):		
c. Occupation:		
d. Liabilities with us (if any)		
e. Residential address		
f. PAN		
g. CIR Score (CIBIL/CRIF/EQUIFAX)		

**C: Purpose of the Loan:** .....

.....

**D: Value/conduct of account- existing deposits (Rupees in lakhs)**

	Last Year		This year	
	Borrower	Group	Borrower	Group
Average current deposits				
Other Deposits				
Interest earnings				

**E: PROPOSED FACILITIES & SECURITIES (Rs in lakhs)**

Facility	Limits Existing	Limits proposed	Security in brief	Value of security	Margin%	Rate of interest
a. Term Loan						
b. Cash Credit						
c. Overdraft						
d. Other						



**E: FINANCIAL POSITION:****Summary of Working Results as at:****(Rupees in lakhs)**

Particulars	Last Year 31.03.____	This year 31.03.____	Ratios	Last Year 31.03.____	This Year 31.03.____
Net Worth			Current Ratio		
Sales			Debt Equity Ratio		
Other income			Debt Service Coverage Ratio		
Net Profit					
Current Assets					
Current Liability					
Net Block					
Depreciation					

**F. Present Position of the Account (as on \_\_\_\_\_)****(Rs. In lakhs)**

	SANCTIONED LIMIT	DRAWING LIMIT	OUTSTANDING	OVERDUE
a. Term Loan				
b. Cash Credit				
c. Overdraft				
d. Other				

**G. GROUP/ASSOCIATE CONCERNS:**

Liabilities of Group / Associate concerns with us/ other banks	Limits availed	Outstanding Balance

**H. DUE DILIGENCE:****1 Date of Inspection:**

a) Name of Official:

b) Observations &amp; brief recommendations:

2. Verification of Business/Residential Address done on -- / -- / ---- by .....





Ref. HO/ADV/KKS/05 / 216

Date: 05.01.2024

3. Verification of Certificates/Income Tax &amp; other related documents:

Yes/No

4. Reports from Existing Banker obtained on --/--/----

5. Asset &amp; Liabilities Statements verified: Yes/No

6. Market Enquiries done: yes/no;

Findings :

7. CIBIL/ECGC/RBI wilful defaulters' list checked – Findings:

Satisfactory/Unsatisfactory:

**I. SECURITY DOCUMENTS**

Security Documents Existing	Security Documents Proposed

**J. BRANCH COMMENTS & RECOMMENDATIONS:**

(Brief remarks on economics of the scheme, experience of the borrower, general dealings, repayment capacity, safety of the advance, incidental benefits to the Bank like acquiring new business etc.)

( )

Recommending Officer

SANCTIONED Rs. \_\_\_\_\_

Date:

(Rupees \_\_\_\_\_)

( )

Branch Manager/Senior Manager/Chief Manager/Regional Manager

Date-----

