



1. Please fill all the columns in the application invariably & no columns shall be left blank. If any information is not applicable mark as NA.
2. Wherever space is not sufficient, separate sheet may be used.
3. Corporation Bank reserves the right to reject any application.
4. Please tick ( ) whichever is applicable.
5. Applicant should submit duly filled application along with all relevant documents.

Affix recent  
pass port size  
Photograph  
of Applicant  
with signature

Affix recent  
pass port size  
Photograph  
of Co-applicant/  
Guarantor\*  
with signature

To:  
**The Branch Manager,**  
..... **Branch**

**Dear Sir,**

I/We hereby apply for a Corp Mitra loan of Rs..... (Rupees..... only).

To enable you to consider my/our application for loan, I/we furnish the following details.

PERSONAL DETAILS		
	APPLICANT	CO-APPLICANT /GUARANTOR*
<b>01. NAME IN FULL</b>	Mr/Ms.....	Mr/Ms.....
<b>02 FATHER'S/HUSBAND'S NAME</b>	MR.....	MR.....
<b>03. DATE OF BIRTH</b>		
<b>04. GENDER</b>	MALE : [ ] FEMALE: [ ]	MALE: [ ] FEMALE: [ ]
<b>05. MARITAL STATUS</b>	SINGLE [ ] MARRIED [ ] DIVORCEE [ ]	SINGLE [ ] MARRIED [ ] DIVORCEE [ ]
<b>06. No. OF DEPENDENTS</b>	CHILDREN..... OTHERS.....	CHILDREN..... OTHERS.....
<b>07. RELIGION</b>		
<b>08. EDU. QUALIFICATION</b>	GRADUATE [ ] POST GRADUATE [ ] OTHERS [ ]	GRADUATE [ ] POST GRADUATE [ ] OTHERS [ ]
<b>IF PROFESSIONAL</b>	DOCTOR [ ] CA [ ] ENGINEER [ ] MBA [ ] OTHERS (SPECIFY) ..... [ ]	DOCTOR [ ] CA [ ] ENGINEER [ ] MBA [ ] OTHERS (SPECIFY) ..... [ ]
<b>09. A. STATUS B. CATEGORY</b>	RESIDENT [ ] NRI [ ] PIO [ ] SC [ ] ST [ ] OBC [ ] OTHERS [ ]	RESIDENT [ ] NRI [ ] PIO [ ] SC [ ] ST [ ] OBC [ ] OTHERS [ ]
<b>10. PAN NO</b>	No.....ISSUED BY.....	No.....ISSUED BY.....
<b>11. PASSPORT NUMBER</b>	No.....ISSUED BY..... VALID TILL.....	No.....ISSUED BY..... VALID TILL.....
<b>12. VOTER ID NUMBER</b>		
<b>13. DRIVING LICENCE NO.</b>		
<b>14. RESIDENTIAL ADDRESS</b>	..... CITY:.....PIN : ..... PHONE : MOBILE: EMAIL:..... OWNED [ ] RENTED [ ] EMPLOYER'S [ ] PERIOD OF STAY ..... YEARS.	..... CITY:.....PIN : ..... PHONE : MOBILE: EMAIL:..... OWNED [ ] RENTED [ ] EMPLOYER'S [ ] PERIOD OF STAY ..... YEARS.
<b>15. PERMANENT ADDRESS.</b>	..... CITY:.....PIN : ..... PHONE : MOBILE:	..... CITY:.....PIN : ..... PHONE : MOBILE:
<b>16. OCCUPATION</b>	EMPLOYED [ ] PROFESSIONAL [ ] BUSINESS [ ] SELF EMPLOYED [ ] AGRICULTURE & ALLIED ACTIVITIES [ ] OTHERS (SPECIFY) ..... [ ]	EMPLOYED [ ] PROFESSIONAL [ ] BUSINESS [ ] SELF EMPLOYED [ ] AGRICULTURE & ALLIED ACTIVITIES [ ] OTHERS (SPECIFY) ..... [ ]
<b>17. NET WORTH</b>	Rs.	Rs.

Note : Full details to be furnished in the Statements of Assets and Liabilities by the applicant & co-applicant/Guarantor

\*Only in exceptional cases, third party guarantee is permitted instead of Co- applicant.

EMPLOYMENT DETAILS		
	APPLICANT	CO –APPLICANT/GUARANTOR*
01. EMPLOYER NAME		
02. EMPLOYER TYPE	Central [ ] State [ ] PSU [ ] Others [ ]	Central [ ] State [ ] PSU [ ] Others [ ]
03. EMPLOYER ADDRESS: (Mention the address of the Office presently you are based at )	..... CITY:.....PIN :..... State :..... Office Phone No..... Ext No..... Email.....	..... CITY:.....PIN :..... State:..... Office Phone No..... Ext No..... Email.....
04. WORKING SINCE	Date:	Date:
05. WHETHER THE JOB IS TRANSFERABLE	YES : [ ] NO: [ ] If yes: With in State [ ] All India [ ]	YES : [ ] NO: [ ] If yes: With in State [ ] All India [ ]
06. REMAINING SERVICE	.....Years	.....Years.
07. DESIGNATION & DEPARTMENT	Designation: Department:	Designation: Department:
08. DETAILS OF PREVIOUS EMPLOYMENT IF ANY (Please mention Name of the employer,no of years of service, etc	..... ..... .....	..... ..... .....
09. INCOME DETAILS	APPLICANT	CO-APPLICANT/GUAANTOR*
1. Gross Salary 2. Other income (specify: ) 3. Total Income (1+2) 4. Statutory Deductions (PF+Tax+SSS,etc ) 5. Other Deductions (LIC direct payment etc) 6. Net Income (Enclose Income Proof)	Rs..... Rs..... Rs..... Rs..... Rs..... Rs.....	Rs..... Rs..... Rs..... Rs..... Rs..... Rs.....

**ADDITIONAL INFORMATION**

PRESENT BANKERS	APPLICANT	CO-APPLICANT /GUARANTOR*
NAME OF THE BANK/S & BRANCH		
DEALING WITH SINCE		
CREDIT FACILITIES ENJOYED ,IF ANY.	A/C NO. LIMIT (in lacs) Bal.O/S(in lacs) EMI(Rs.)	A/C NO. LIMIT (in lacs) Bal.O/S(in lacs) EMI(Rs.)
Whether any relative is working in our Bank?	[ ] Yes [ ] No. If yes, his/her details: .....	[ ] Yes [ ] No. If yes, his/her details: .....
OTHER INFORMATION	APPLICANT	CO APPLICANT /GUARANTOR*
Saving habits	No Savings [ ] PPF/NSC/Pension fund [ ] Bank Deposit/Mutual fund/others [ ]	No Savings [ ] PPF/NSC/Pension fund [ ] Bank Deposit/Mutual fund/others [ ]
Borrowing history	Loans / Credit Cards [ ] Credit Card only [ ] No loans /Credit Cards [ ]	Loans / Credit Cards [ ] Credit Card only [ ] No loans /Credit Cards [ ]
Family Medical History	Critical illness in family [ ] No illness [ ] No Critical illness require regular treatment [ ]	Critical illness in family [ ] No illness [ ] No Critical illness require regular treatment [ ]
Method of repayment	Post dated cheques [ ] Salary deduction [ ] Standing instructions [ ]	Post dated cheques [ ] Salary deduction [ ] Standing instructions [ ]
Projected Income	Stable Income[ ] Irregular/varying Income[ ] Decline in Income [ ] No much variation [ ]	Stable Income [ ] Irregular/varying Income [ ] Decline in Income [ ] No much variation [ ]
Two references (To be provided by the borrower)	Name:..... Phone:..... How do you know..... Know since.....	Name:..... Phone:..... How do you know..... Know since.....
	Name:..... Phone:..... How do you know..... Know since.....	Name:..... Phone:..... How do you know..... Know since.....

**LOAN DETAILS**

LOAN AMOUNT	TYPE OF LOAN	REPAYMENT PERIOD
Rs.	OD [ ] DEMAND LOAN [ ]	.....Months. ( In case of Demand Loan)

**APPLICABLE FOR EMPLOYEES OF INSURANCE COMPANY**

Date of entry in to service : Employee Number:	Designation :	Scale/ Class :
Whether confirmed in the service : Yes [ ] No [ ]	Salary is routed through the branch : Yes [ ] No [ ]	
Whether irrevocable letter of authority of the employee to route the salary through the branch or to remit the loan instalments directly to the Bank till closure of the loan in full, is acknowledged by the employer? Yes [ ] No [ ]		

**APPLICABLE FOR AGENTS OF LIC OF INDIA**

Date since when as an agent : Agent Number:	Commission is routed through the branch : Yes [ ] No [ ]				
Whether irrevocable letter of authority of the agent to route the commission through the branch or to remit the loan instalments directly to the Bank till closure of the loan in full, is acknowledged by the employer? Yes [ ] No [ ]					
Details of Commission received during the preceding five years.	First year	Second year	Third year	Fourth year	Fifth year

**DETAILS OF CORP MITRA GOLD LOAN AVAILED, IF ANY**

Date of Loan	Amount of Loan	Present Balance	EMI
	Rs.	Rs.	Rs.

**DETAILS OF COLLATERAL SECURITIES OFFERED**

(Amount in Rupees)

TYPE OF SECURITY	DESCRIPTION OF THE SECURITY	VALUE
NSC's (Furnish Face value)		
LIC Policies (Furnish surrender value)		
Immovable Property (Furnish market value)		
Others (Specify)		

I/We declare that all the particulars and information furnished above are true, correct and complete and they shall form the basis of any credit decision to be taken by the Bank. I/We have not ever been adjudicated insolvent nor any insolvency proceedings are pending against me/us. I/ We further understand that the loan is at the sole discretion of the Bank. I/We confirm that the funds shall be used for the stated purpose only and shall not be used for speculative/anti-social purposes. I/We authorize Corporation Bank to conduct such checks as it considers necessary in its sole discretion and also to authorize the Bank to release such information or any other information in its records to any agency for the purpose of credit appraisal/sharing or for any other purposes. Further, the guarantor is not a close relative of the borrower.

**Place:**

**Date:**

**Signature of the Applicant**

**Signature of the Co-applicant / Guarantor\***

## CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION

Please mark [    ] the documents that are produced

Common Documents		Yes	No
1	Address Proof & Age Proof of applicant and co-applicant/ guarantor (Voter Identification Card, Passport, SSC Certificate or PAN - Card/ Ration Card/Driving Licence, etc)		
2	Net-worth Statements - Details of Assets and Liabilities of Applicant / Co-applicant/Guarantor [Format available in the Branch].		
3	Two Passport size photographs of the Applicant /Co-applicant / Guarantor.		
4	For employees: Last 3 months Salary Certificate. (showing particulars of deductions for other loans, if any)		
5	For agents : 3 years commission calculation sheets & documentary proof. IT Return/Order for the last 3 years, if any.		
6	Irrevocable letter of authority addressed to the employer to remit salary/commission through the branch or to remit EMI directly to the bank, duly acknowledged by the employer.		
7	In case LIC policy is offered as security, surrender value certificate issued by LIC shall be produced.		

NOTE: The checklist is only indicative. The Check List is intended to help the loan applicants to become aware of basic requirements, which will enable the Bank to process the application quickly. The bank reserves the right to accept or reject any application, without assigning any reasons. Neither the Bank nor any of its officials is liable for any delay and/or lapse on part of any third party.



COMPUTATION OF ELIGIBLE LOAN AMOUNT & EMI ( FOR EMPLOYEES )				Rupees
A	Loan amount sought by the applicant			
B	Where salary is routed through the branch & Irrevocable letter of authority is acknowledged by the employer:	Demand Loan	Over Draft	
		12 times of <b>Gross</b> salary ( item No. 1 x 12 months)	6 times of <b>Gross</b> salary ( item No. 1 x 6 months)	
C	Where salary is routed through the branch but Irrevocable letter of authority is <b>NOT</b> acknowledged by the employer:	6 times of <b>Net</b> salary ( item No. 3 x 6 months)	6 times of <b>Net</b> salary ( item No. 3 x 6 months )	
D	Loan amount as per repayment capacity of the Applicant			
1	Net monthly income of applicant available for repayment of proposed loan as arrived at item No (6) in computation of income : Rs.....			
2	EMI factor for Rs.1 lakhs for the repayment period for prescribed ..... % of interest ( in case of Demand loan) :Rs.....			
3	Notional interest for 30 days for Rs.1 lakh at prescribed .....% of interest ( in case of Over Draft) :Rs.....			
4	Eligible loan amount (is arrived at by dividing net income available (D.1) by (D.2) OR ( D.3) (Since EMI factor is for Rs.1 lakh, loan amount will be in multiples of Rupees Lakhs only)			
E	<b>PERMISSIBLE LOAN AMOUNT</b> : (Lowest amount from A, B, C , D, above)			
F	EMI for proposed loan: EMI factor (D.2)..... X ..... Permissible loan (E)			
G	Repayment Period.. .....months for Demand loan	Running account repayable on demand subject to annual review		
COMPUTATION OF INCOME FOR AGENTS OF LIC				( Amount in Rupees)
A	Commission received during the immediate preceding three financial years.	I year	II year	III year
B	Average annual Commission for the last three years ( Total arrived at item No. A divided by 3)			
C	50% OR 60% OR 70% of average annual commission (item No. B ) as the case may be			
D	Annual deductions ( EMI / Notional interest if any) towards existing loans.			
E	Net annual income available for repayment of proposed loan ( item no. C- D )			
COMPUTATION OF ELIGIBLE LOAN AMOUNT & EMI ( FOR AGENTS OF LIC OF INDIA )				Rupees
A	Loan amount sought by the applicant			
B	60 % OR 30% of Average annual commission received for immediately preceding Three years ( as arrived at item No.B in computation of income for Agents )			
C	Maximum unsecured loan as per scheme ( including Corp Mitra Gold loan )	Rs. 1,50,000 OR 50,000		
	Less: Out standing balance in Corp Mitra Gold loan , if any	Rs.....		
D	Loan amount as per repayment capacity of the Applicant			
1	Net monthly income of applicant available for repayment of proposed loan as arrived at( item No. E divided by 12 months) in computation of income for agents : Rs.....			
2	EMI factor for Rs.1 lakhs for the repayment period for prescribed ..... % of interest ( in case of Demand loan) :Rs.....			
3	Notional interest for 30 days for Rs.1 lakh at prescribed .....% of interest ( in case of Over Draft) :Rs.....			
4	Eligible loan amount (is arrived at by dividing net income available (D.1) by (D.2) OR ( D.3) (Since EMI factor is for Rs.1 lakh, loan amount will be in multiples of Rupees Lakhs only)			
E	<b>PERMISSIBLE LOAN AMOUNT</b> : (Lowest amount from A, B, C , D , above )			
F	If Permissible loan amount is above Rs.0.50 lakhs or Rs.1.50 lakhs (Depending upon submission of irrevocable letter of authority acknowledged by the employer ) shall be fully secured by collateral securities after maintaining prescribed margin on such securities.			
G	EMI for proposed loan: EMI factor (D.2) ..... X ..... Permissible loan (E)			
H	Repayment Period .. .....months for Demand loan	Running account repayable on demand subject to annual review		

**DETAILS OF DEVIATIONS PERMITTED BY THE COMPETENT AUTHORITY**

Sanctioning Authority	Sanction Reference	Date of Sanction	Nature of Deviations permitted

Please enclose sanction letter.

We have appraised the loan proposal as per the scheme guidelines, applicable as on date, and after due compliance of check list for appraisal of Corp Mitra loan annexed herewith.

We recommend for sanction of loan under Corp Mitra loan as per the terms & conditions mentioned above .

Date: **Officer /Credit Officer**

**Submitted to the Branch Manager for Sanction:**

Orders of Branch Manager:

- Sanctioned Corp Mitra loan of Rs.....(Rs.....only.) as recommended above.
- Not Sanctioned/ Rejected for the reason:.....
- Submitted to Zonal Manager/Retail Hub ..... with recommendation for sanction of the proposal as per the terms & conditions mentioned herein.

Date: **Branch Manager**

<b>CHECK LIST FOR APPRAISAL OF LOAN UNDER CORP MITRA SCHEME</b>		YES	NO	NA
1	In case of agent, age of the applicant is below <b>65</b> years.			
2	In case of employees , applicant is permanent employee.			
3	One Employee/Agent can join as co-applicant/guarantor for one loan only.			
4	In case of agent, he should have been agent for the last 5 years & receiving regular commission.			
5	For agent, loan is arrived at <b>60% OR 30%</b> average annual commission of immediately preceding 3 years, depending upon submission of irrevocable letter of authority letter acknowledged by the employer .			
6	Whether salary/commission income only is considered as per the extant guidelines?			
7	Where salary is routed & irrevocable authority letter is acknowledged by the employer, maximum loan is <b>12</b> times of monthly of gross salary without quantitative restrictions.			
8	Where salary is routed but irrevocable authority letter is NOT acknowledged by the employer, maximum loan is 6 times of monthly of take home salary, for OD & DL.			
9	Only Demand loan is sanctioned to employee who is aged <b>55</b> years and above.			
10	Only demand loan is sanctioned to agent who is aged <b>60</b> years and above.			
11	In case of Demand Loan to the employees, repayment period should not exceed retirement date.			
12	In case of Demand loan to the agents, repayment period should not exceed 65 years of his age.			
13	Salary OR Commission is routed through the Branch.			
14	Whether proposed loan is within the delegated lending powers of branch manager?			
15	For agents, maximum unsecured loan is Rs.1.50 lakhs OR Rs. 0.50 lakhs depending upon submission of irrevocable letter of authority acknowledged by the employer , including loan under Corp Mitra Gold scheme.			
16	For agents, loan for over & above Rs.1.50 lakhs OR 0.50 lakhs as the case may be is secured by collateral security, net of margin.			
17	Co applicant's income is not considered to arrive at eligible loan amount.			
18	Applicant does not have any other unsecured loans except Corp Vidya ( as co obligant)			
19	Whether due diligence is done by the branch /Outside agency ? Observation: Positive [ ] Negative [ ]			