



**STEEL AUTHORITY OF INDIA EMPLOYEES'
CO-OPERATIVE CREDIT SOCIETY LTD.**

(Regd. No. MSCS/CR-22/92)

“ISPAT COOPERATIVE HOUSE”

Registered Office : 12, Charu Chandra Place (East), Kolkata-700 033

Phone : 2424-7204

2424-0233

Fax : (033) 2424-0016

Mob. : 9674737958

LOAN APPLICATION

Short/Intermediate/Long Term)

(Delete which is not applicable)

Regd SI. No. _____

Date _____

CHECK LIST

1. Read the revised Loan Scheme (already circulated) carefully before filling up the application.
2. Properly indicate the Loan Category (Short/Intermediate/Long Term), Loan amount applied for, No. of Instalment as preferred, Purpose of Loan.
3. **KINDLY VERIFY**
 - (a) Whether you are eligible to apply for the amount of loan considering your period of Membership and repaying capacity (as per Rule, total deduction from pay must not exceed 75% of total emolument and Co-op. Loan deduction must not exceed 30% of total emolument excluding Reward)
 - (b) Whether recovery to be completed two months before the date of your retirement.
 - (c) Renewal of Loan : After recovery of 50% of the instalments repayable in 12 instalments and rest only after recovery of 1/6th of the instalments.
 - (d) Loan application and Bond must be properly filled up and signed. Signatures must tally with the Specimen Signature Card.
 - (e) Maximum Loan Rs. 25,00,000- (in combination of one Short Term and one Intermediate Term/Long Term).
4. **DO NOT FORGET TO MENTION**
 - (a) Name (b) Designation (c) Memb. No. (d) Emp. No. (e) Place of Posting (f) Residential Address (g) Date of Birth and Retirement and (h) Date of Joining in SAIL.
5. **PRE-RECEIPT** is to be signed by Members, outside Kolkata and those, who desire to transfer the Sanctioned amount of SD account of the Co-op. Society.
6. **CURRENT PAY SLIP** to be enclosed.
7. Mention your **SDA/c No.** For transfer of net amount sanctioned.
8. Indicate **Mode of Payment.**

**The Chairman / Secretary / Chief Executive Officer
Steel Authority of India Employees'
Co-operative Credit Society Limited
“Ispat Cooperative House”
12, Charu Chandra Place (East), Kolkata-700 033**

Dear Sir,

Kindly sanction me a Short/Intermediate/Long Term Loan of Rs. _____ (Rupees) _____
_____) repayable in _____ instalments for
the purpose of _____
_____ as per particulars recorded hereinunder.

1. Name (in full) _____
2. Designation _____ ^{Capital} Emp.No. _____ Memb.No. _____
3. Office/Branch/Divn _____
4. Office Address _____

5. Phone No./Mobile No. _____ e-mail Id : _____
6. Date of Birth _____ Date of Joining in SAIL _____ Date of Retirement _____
7. Present pay position (current pay slip enclosed):
- (a) Present Basic Pay Rs _____ (b) Gross Earning Rs. _____
- (c) Total Deduction Rs _____ (d) Net Earning Rs. _____
8. (a) Existing Intermediate/ (b) Existing Short
- Long Term Loan Rs _____ Term Loan Rs. _____
- Recovery per month Rs _____ Recovery per month Rs. _____
9. (a) Other Income, (b) Other Debt payment,
- if any (per month) Rs _____ if any (per month) Rs. _____
10. Whether pay is under attachment by any Court of Law: Yes / No.
11. **Submission of Document(s) for House Building Loan (Please tick ✓ Where applicable)**

Purpose	Document(s) to be submitted
A) Construction of House	Certified copy of the Sanctioned Building Plan
B) Purchase of Ready Built Flat/House	Certified copy of the Agreement with the Seller/ Allotment Letter of the Flat.
C) Additional Construction/Repairing/ Renovation of existing House	Any one of the following documents:- i) Certified copy of the sanctioned Building Plan ii) Current Tax Receipt/Mutation Certificate of the Building. iii) Certificate issued by the Gram Panchayet. iv) Copy of the House Building Loan Sanctioned Letter issued by SAIL.
D) Additional Construction/Repairing/ Renovation of Flat	Any one of the following documents :- i) Certified copy of the Allotment Letter/ Possession Certificate of the Flat. ii) Copy of the House Building Loan Sanctioned Letter issued by SAIL iii) Current Tax Receipt/Mutation Certificate of Flat

12. Mode of Payment: (Please tick at your choice)

- (a) By A/c payee cheque receivable from Society's Principal Office Payment counter/ Ispat Bhavan / Sail House / Ispat Cooperative House.
- (b) Transfer to SD A/c. No.....at Society's Ispat Bhavan / Sail House / Ispat Cooperative House.
- (c) Through online remittance (Cheque leaf to be attached).
- (d) Through monthly Branch Remittance (In case of Members posted at Branch Office other than Kolkata).

I do hereby certify that the above particulars are correct to the best of my knowledge. The Bond and the Current Pay slip are enclosed. (a) Short Signature _____

Date: _____ (b) (Full Signature as per Specimen Signature card)

Accomp: as above.

NOTE : (Pre-receipt shall be signed by the Member posted outside Kolkata and for transfer of net amount to Co-op. Savings Deposit A/c.)

PRE-RECEIPT

Received Rs. _____ (Rupees _____)

_____ only) from Steel Authority of India Employees' Co-operative Credit Society Ltd. Kolkata towards Loan of Rs. _____ sanctioned against application

dated _____ (a) Short Signature _____

Date : _____ (b) _____
(Full Signature as per Specimen Signature card)

: BOND :

01. I, Sri /Smt. (IN CAPITAL LETTERS) _____
a Member of the Steel Authority of India Employees' Co-op. Credit Society Ltd. bearing Memb.
No. _____ Son/daughter/wife of Sri / Smt. / Late _____
having Permanent address (IN CAPITAL LETTERS) Village/Road _____
P.O. _____ Thana _____ Dist _____ State _____ do hereby
acknowledge that subject to the Bye-laws of the Society. I have received from the said Society a loan of
Rs. _____ (Rupees _____ only)
repayable in _____ instalments.

02. I do undertake to pay interest on this loan or such portion of it as may remain unpaid from this date at the rate which is fixed at present or will be fixed by the General Meeting from time to time and repay this loan with interest in _____ consecutive monthly instalments or in accordance with the Bye-laws of the Society whenever I shall be called upon to do so.

If I fail pay interest or any instalment of principal on the due date or dates and if the Board of Directors do not grant extension of time, the whole loan with interest due thereon shall become immediately due and payable at once. I do further undertake to pay an additional interest on the loan as may be laid-down in the Bye-laws of the Society or any overdue payment from the date of default.

03. I further do agree that the loan shall be spent on account of _____
_____ within one month /fortyfive days from this date. If the loan is not so utilised. I pledge to repay the money with interest, together with such additional interest or cost, if any, as may be provided for in the Bye-laws of the Society or as may be decided by the Board of Directors.

I do hereby authorise the Society to demand recovery of the said loan of Rs. _____ together with interest due thereon by deduction in consecutive months from my pay or leave salary, as the case may be, through the Disbursing Officer of the Office in which I am at present or may infuture be employed in accordance with Section 60 of Multi-State Co-operative Societies Act. 2002 till this loan is finally liquidated.

04. If the Disbursing Officer fails to recover the dues of the Society from my pay on any occasion, I undertake the responsibility of paying the dues of the Society, directly to the Society or through the Disbursing Officer, to keep myself bound by the terms of this Bond.

05. I do further authorise the Society to direct me to pay my dues to the Society whenever I shall be called upon to do so.

06. If, however, my service ceases to exist for any reason before the whole amount of the loan of Rs. _____ is fully repaid. I do thereby undertake to repay the amount of outstanding loan together with interest due thereon from my retiring gratuity money, salary in the lieu of notice, pension, leave pay, bonus and allowances and accordingly authorise the Disbursing Officer concerned to recover the said amount from my dues against the Company on demand from the Society.

7 (i) In the event of ceasing to be a Member of the Society, I also hereby empower the Society to adjust all my personal credit available with the Society including MMBF, Fixed Deposits, Recurring Deposits, Re-investment Deposit Receipts, surrendered Value of assigned Life Insurance Policies and any other assigned Security before ascertaining the outstanding dues against me.

7(ii) I further undertake that in addition to the securities mentioned hereinabove, the said loan is also/shall be secured by a first/second charge in respect of the immovable property/ies owned/to be owned by me, which shall be liable for attachment in case of non-recovery of outstanding dues event after adjustment of above collateral securities.

Under the above conditions, I do execute this Bond after duly receiving the sum in full.

Specimen Signature

Name (in full) _____ (Short) _____

_____ (Full) _____

Emp. No. _____ Memb. No. _____ Designation _____

Office/Branch/Div. _____

Address _____

Witness No. 1 Signature (in full) _____ Name (in capital letters) _____ _____ Membership No. _____ Office/Branch/Divison _____ Address _____ _____ _____	Witness No. 2 Signature (in full) _____ Name (in capital letters) _____ _____ Membership No. _____ Office/Branch/Divison _____ Address _____ _____ _____
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FOR OFFICE USE ONLY

Short/intermediate/Long Term: _____

Loan paid by Cheque No. _____

Loan Amount Sanctioned: Rs. _____

Dated _____ on Online Remittance
on SBI (HQ) / HDFC / BOB (HQ) / AXIS Bank

No. of Instalment: _____

Additional share allotted _____ Nos.

For Rs. _____

For Rs. _____

Sr. Supervisor/Manager (HQ)

Director

Chief Executive Officer/Secretary/Chairman