

Bank of Baroda SME Banking

Loans to Traders for Working capital / Overdraft against property.

The Manager
 Bank of Baroda
 _____ Branch

Re: Application for Working Capital limits /Overdraft against Property Limits for AED

I/We apply for working capital finance of AED _____ under the above scheme.

The Details of my/our business are furnished below

I) GENERAL

Name of the applicant/firm

Date of establishment

Constitution

Address of the firm & Tel. No

Residential Address & Tel No. of the Proprietor/partner

1.

2.

3.

Share holding pattern

NAME OF PARTNERS/ PROPRIETORS/ DIRECTORS	NATIONALITY	Share value	Share in Equity of the business %

NAME OF GUARANTORS, if any	NATIONALITY		Share in Equity of the business, IF ANY

TRADE LICENCE AND CHAMBER OF REGISTRATION DETAILS : (Attach Copy)

TRADE LICENCE NO.	DATE OF ISSUE	DATE OF EXPIRY
LATEST REGD. NO.	DATE OF ISSUE	DATE OF EXPIRY

PASSPORT DETAILS OF THE PROMOTERS / GUARANTORS : (Attach Copy)

NAME	PASSPORT NO	ISSUED AT	ISSUE DATE	EXPIRY DATE

Present Banker Name Type of A/c Facility

Whether the business premises are own / rented / leased

Experience in Present line of activity

Names, Addresses & Tel .No of associate concerns, if any

Their Bankers

Goods/Commodities traded in

Sources/major suppliers of the goods/commodities

II) Business Performance (Attach audited balance sheet, if available and / or statement of bank account for last one year.)

A) Performance in the past three years

	Year	Sales	Net Profit	Net Worth
1)				
2)				
3)				

B) Projected Turnover

- 1) Projected turnover for Current year
- 2) Month wise Achievement till date during the current year

3) Projected turnover for Next Year along with justification in case it is varying with past trends in sales.

III) WORKING CAPITAL REQUIREMENT FOR PROJECTED TURNOVER

- a) Average level of stocking required at any one time
 - b) Credit available from suppliers
 - c) Working Capital Requirement (A-B) _____
- Repayment program for the loan _____

IV) SECURITY

a) Fixed Assets:

Location

Area

Purchase Value

Owned by

Whether unencumbered:

Yes/No

b) Details of cash margin offered

Total Value of Security (A+B)

V) OTHER INFORMATION

I / We request you to sanction overdraft / loan of AED
business as per Bank's scheme.

for running of my/our

Yours faithfully,

(Signature of the applicants/firm)

Place:

Date:

Documents attached

1. Copy of audited balance sheet for last three years and / or statement of bank account for last one year.
2. Copy of trade license and chamber of commerce registration.
3. Copy of passport of the proprietors / partners / shareholders.
4. Documents evidencing that the person applying has necessary borrowing powers to borrow on behalf of the firm i.e., power of attorney, memorandum of associates, etc.