



## LOAN, APPLICATION FORMS, DOCUMENTS, STATEMENTS ETC. RELATED TO MICRO CREDIT (SELF HELP GROUP)

SHG - (i)

### ANNEXURE – I

(To be stamped as a general Power of Attorney)

#### Inter-se Agreement to be executed by the member of the Self Help Group

THIS AGREEMENT  
made \_\_\_\_\_ this \_\_\_\_\_ day  
of \_\_\_\_\_ 200\_\_\_\_\_

Between

Shri/Smt./Kum./ \_\_\_\_\_

Son/Wife/Daughter of \_\_\_\_\_,

aged \_\_\_\_\_ years \_\_\_\_\_

residing at \_\_\_\_\_; and

2. Shri/Smt./Kum. \_\_\_\_\_

Son/Wife/Daughter of \_\_\_\_\_,

aged \_\_\_\_\_ years \_\_\_\_\_

residing at \_\_\_\_\_; and

3. ....

4. ....

5. ....
6. ....
7. ....
8. ....
9. ....
10. ....
11. ....
12. ....
13. ....
14. ....
15. ....
16. ....
17. ....
18. ....
19. ....
20. ....

who are members of the \_\_\_\_\_ group, hereinafter referred to collectively as "The Self-Help Group (SHG) Members", which express on shall, unless repugnant to the context or meaning, include every member of the said SHG and their respective legal heirs, executors and administrators.

WHEREAS all SHG members are residents of \_\_\_\_\_ Village in \_\_\_\_\_ taluka of the \_\_\_\_\_ State and are known to each other.

WHEREAS the SHG members above-named have joined voluntarily together and formed the SHG with intent to carry on savings and credit and other economic activities for mutual benefit subect to the terms and conditons hereinafter appearing :

**NOW THEREFORE THIS AGREEMENT WITNESSETH THAT :**

1. Each members of the SHG shall save a sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) or such sum as may be decided by the Group, on weekly/fortnightly/monthly basis which shall be deposited with the authorised member of the group.

2.

Each member shall strive for the success of the SHG and shall not act in any manner detrimental to the business interests of the SHG.

3.

The SHG members shall be jointly and severally liable for all the debts contracted by the SHG.

4.

All assets and goods acquired by the SHG shall be in the joint ownership of all the members of the SHG and shall ordinarily be in the constructive custody of such Members as may be authorised by the Group and shall be kept at the place of business at \_\_\_\_\_ which shall not be changed without consent of the SHG members.

5.

The SHG members hereby duly elect and appoint

Shri/Smt./Kum. \_\_\_\_\_ as \_\_\_\_\_,

Shri/Smt./Kum. \_\_\_\_\_ as \_\_\_\_\_

Shri/Smt./Kum. \_\_\_\_\_ as \_\_\_\_\_

[by whatever name designated] to look after and manage the day to day affairs of the SHGs activities and also act in their name and on their behalf in all matters relating thereto. The authorised representatives, may however, be removed at any time by majority vote of the members and new representatives elected.

6.

Each of the SHG members hereby agrees to abide by and ratify all such act, deeds and things as the authorised representatives may do in the interest of the said activities.

7.

The authorised representatives shall take decision in the day to day working of the SHG and each representative shall actively involve herself or himself and cooperate in looking after the day -to-day affairs of the SHG activities in particular to attend to the following activities.

Every member of the SHG hereby authorises the representatives to apply for the loan on behalf of the SHG and execute necessary agreements/documents on behalf of the SHG for the purpose. The authorised representative may collect loan amounts from the bank on behalf of SHG, deposit the same in the savings account of the SHG for onlending to members in accordance with the decision of the SHG and also deposit recovery of loan instalment from memebtrs in the loan account/s of SHG with the bank.

8.

The SHG members hereby specifically authorise the representatives :

- (i) To open Savings, Fixed Deposits and other accounts in (.....) bank approved by the SHG and operate the same under the joint signature of any two of the following authorised representatives.

Shri/Smt./Kum. \_\_\_\_\_

Shri/Smt./Kum. \_\_\_\_\_

Shri/Smt./Kum. \_\_\_\_\_

- (ii) To keep or cause to be kept proper books of accounts of the savings, made by the Members, loans granted to them and the recoveries made from them and render every year accounts to the SHG members for their approval and adoption;
- (iii) To receive all payments due to the SHG and issue requisite receipts or acknowledgement and on behalf of the SHG;
- (iv) To institute and defend on behalf of the SHG members any legal proceedings and safe guard the interests of each member of the said SHG and for this purpose engage or disengage lawyer or advocate or agent and incur the necessary legal expenses in connection therewith.

9.

In the event of death of any of the members of the SHG, his/her legal heirs shall be entitled for benefits and be liable for the obligations of the deceased member under this agreement.

10.

It is agreed that no new person shall be inducted as a member of the SHG without consent of the existing members.

IN WITNESS WHEREOF the aforesaid members of the SHG have set their respective hands hereunto the place \_\_\_\_\_ and on \_\_\_\_\_ day of \_\_\_\_\_ month year first herein appearing.

Name of member  
SHG

Signature/s/Thumb of the  
impression

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.
- 15.
- 16.
- 17.
- 18.
- 19.
- 20.

WITNESSES :

- 1.
- 2.

**(Note : The SHG shall not consist more than 20 persons)**

**ANNEXURE - II****Application to be submitted by SHG to Bank Branch while applying for loan assistance**

Name of the Self-Help Group :

Address :

Formed/Established on

Registered : Yes/No

If registered : give number and date  
and furnish true copy of the  
Certificate of Registration

Number of members in the Group :

Name of SHPI/NGO/VA assisting the Group :

To. :

Date :

The Branch Manager

\_\_\_\_\_

Bank

\_\_\_\_\_

Branch

Dear Sir,

**APPLICATION FOR LOAN**

We the duly authorised representatives of the above SHG hereby apply for a loan aggregating Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ only) for on-lending to our Members. The financial particulars of the  
group as on \_\_\_\_\_ are given in the enclosed sheet.

(date)

2.

**REPAYMENT SCHEDULE**

We agree to repay the loan amount as per the repayment schedule which may be fixed by the bank.

3.

A copy of the inter-se Agreement executed by all the members of the group authorising us interalia to borrow on behalf of the SHG is enclosed.

4.

We hereby declare that the particulars given above are true and correct to the best of our knowledge and belief.

5.

We hereby authorised the Bank to disclose all or any particulars or details or information relating to our loan accounts with the Bank, to any other financial institution including NABARD, Government or any agency as may be considered necessary or desirable by the Bank. It will be in order for the Bank to disqualify the SHG from receiving any credit facilities from the Bank and/or recall the entire loan amount or any part thereof granted on this applicaton, if any of the information pertaining to the Group, furnished herewith is found incorrect and/or containing misrepresentation of facts.

Yours faithfully

1.

2.

(Authorised representatives)

**SELF HELP GROUP**

Financial Particulars as on \_\_\_\_\_  
(Date)

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Sr. No.	Particulars	Amount (in Rs.)
1.	Savings from Members	
2.	Seed Money from SHPI (NGO/VA), if any	
3.	Borrowings Outstanding : (Please specify source)	
4.	Loans outstanding against members	
5.	Amount in default, if any, against members	
6.	Recovery percentage :	
7.	Cash/bank balance	

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(Authorised Representative)

(Authorised Representative)

## ANNEXURE - III

## Format of Articles of Agreement for use by banks while financing Self-Help Groups

The Articles of Agreement made on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_ at \_\_\_\_\_ By and  
 Between M/s \_\_\_\_\_ (name of SHG) \_\_\_\_\_ an  
 unregistered associaton of persons/individuals having its office at \_\_\_\_\_  
 represented by its authorised representative Shri/Smt. \_\_\_\_\_, \_\_\_\_\_ and  
 \_\_\_\_\_  
 (Name) (Designation)  
 Shri/Smt. \_\_\_\_\_, \_\_\_\_\_  
 (Name) (Designation)

who are fully authorised by all the members of the SHG, (a copy of such Authorisaton is annexed hereto and forms part of this agreement), hereinafter referred to as the "borrower", which expression shall unless repugnant to the subject or context thereof, mean and include members of the unregistered association for the time being, their respective successors, legal heirs, administrators and assigns of the one part and Punjab & Sind Bank a body corporte constituted under the Banking Companies (Acquisition & Transfer of undertaking) Act 1980 having its Head office at 21 Rajendra Place, New Delhi and the Branches, interalia, one at \_\_\_\_\_ hereinafter called "the Bank" which expression shall unless repugnant to the subject or context thereof mean and include its successors and assignees of the second part.

Whereas the borrower is an unregistered association of persons who have interse agreed to help each other as Self-Help Group with a view to developing and ameliorating the socio-economic conditions of their members.

,

,

★

★

Whereas having formed the association as a Self-Help Group, the Borrower as per application dated \_\_\_\_\_ made by the said Shri/Smt. \_\_\_\_\_, \_\_\_\_\_ and

(Name)

(Designation)

Shri/Smt. \_\_\_\_\_, \_\_\_\_\_

(Name)

(Designation)

duly authorised to borrow in terms of its (Designation) resolution dated (copy enclosed), requested the Bank to grant a loan/extend credit facility of Rs. \_\_\_\_\_ up to the limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for on lending to its members.

★

And whereas the Bank has agreed to grant the \*loan/extend credit facility to the borrower on certain terms and conditions.

And whereas the Bank and the borrower are desirous of reducing the agreed terms into writing.

Now, therefore, this agreement witnesseth as follows :

1.

The Bank has agreed to grant and the borrower has agreed to borrow by way of term loan/cash credit (clean) upto to the limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and the bank has opened. (SPECIFY THE KIND OF LOAN ACCOUNT) a/c No. \_\_\_\_\_ of date \_\_\_\_\_ in the name of the borrower in its book of accounts.

2.

In case the facility availed is cash credit the Borrowers will operate the cash credit account satisfactorily and within the limit and the borrower shall repay the outstanding liability in the account inclusive of interest and other charges debited from time to time on demand without demur.

3.

★

In case loan availed is Demand Loan, without prejudice to the right of the Bank to recall the loan on demand the Borrower undertakes to repay the loan with (\*Delete whichever is not applicable) interest and other charges within the period stipulated in terms of sanction.

4.

In case the credit facility availed of by the borrower is a term loan the same shall be repayable in instalments in the manner specified herebelow in the repayment schedule (to be specified). Besides the borrower will pay interest at the rates that may be prescribed for such lending by RBI/NABARD from time to time.

5.

It is clearly understood by and between the parties hereto that in the event of the borrower's failure to utilise the proceeds of the credit facility for the purpose for which the same has been made available by the Bank to the borrower, the borrower shall repay immediately on demand without demur together with interest without prejudice to Bank's right to initiate other legal action.

6.

The borrower shall pay interest on the loans to be calculated on the daily balances in the loan account and be debited thereto at quarterly rests or as the Bank may decide.

7.

The borrower should utilise the proceeds of the credit facility for the purpose of lending to its members to improve the socio-economic conditions of their members and their families.

8.

The borrower shall repay the credit facility availed of together with interest payable as per the interest rates that may be fixed by RBI/NABARD from time to time for such lendings.

9.

The borrower shall be liable to repay the facility on demand together with the interest and other charges payable by the borrower to the Bank in accordance with the rules of the Bank.

**REPAYMENT SCHEDULE**

(Please specify)

In witness whereof the parties hereto have affixed their signature on the \_\_\_\_\_date and the \_\_\_\_\_month and \_\_\_\_\_ year first herein above written.

**For SHG**

**For Punjab & Sind Bank**

1. Authorised Representative
2. Authorised Representative

Manager

## ANNEXURE - IV

## SPONSORSHIP LETTER FROM NGO/SHPI

To :

Date :

The Branch Manager

\_\_\_\_\_ Bank

\_\_\_\_\_ Branch

**Sub : Linking of SHG with bank Submission of proposals - reg.**

Dear Sir,

We forward herewith the loan proposals from the following SHGs for availing credit facilities from your bank under the SHG-Bank linkage programme.

*			
<u>Sl. No.</u>	<u>Name of ther SHG*</u>	<u>No. of members</u>	<u>Loan required</u>
1.			
2.			

Kindly consider the request and do the needful at your earliest.

With regards

Yours faithfully

Signature  
(        )

\*

\* To be used when NGO/SHPI is sponsoring SHGs loan application to bank for direct linkage.

**ANNEXURE - V**

**Application to be submitted by VA/SHPI to Branch  
while applying for loan assistance for on-lending to SHGs**

Name of the Voluntary Agency/Self-Help Promoting Institutions :

Address :

Formed/Established on :

Registration No.

(Furnish true copy of  
certificate of registration)

**Type of activities undertaken :**

.....

Date :

To

The Branch Manager

\_\_\_\_\_ Bank

\_\_\_\_\_ Branch

Dear Sir,

**APPLICATION FOR LOAN**

We hereby apply for a loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_  
only) required by us for the purpose of on-lending to the Members of \_\_\_\_\_ [No.] \_\_\_\_\_ Self-Help Groups as per list  
enclosed.

2.

**REPAYMENT SCHEDULE**

We agree to repay the loan amount as per the repayment schedule which may be fixed by the bank.

3.

Particulars of loans extended to SHGs and existing liabilities from other financial institutions/agencies along with audited balance sheet for the last three years is enclosed.

4.

We hereby declare that the particulars given above are true and correct to the best of our knowledge and belief.

5.

We hereby authorise the Bank to disclose all or any particulars or details or information relating to our loan accounts with the Bank, to any other financial institutions including NABARD, Government or any agency as may be considered necessary or desirable by the Bank. It will be in order for the Bank to disqualify our organisation from receiving any further credit facilities from the Bank and/or recall the entire loan amount or any part thereof granted on this application, in case any information furnished herewith is found incorrect and/or containing misrepresentation of facts.

Yours faithfully

Signature

(President)

Signature

(Secretary)

(Also affix official stamp of the Agency)

**NAME OF THE VA/NGO/SELF-HELP PROMOTING INSTITUTION**

**Particulars of SHGs proposed to be assisted**

Name of the SHG	Address	Date of formation	Number of members	
			Female	Male
(1)	(2)	(3)	4( a)	4( b)

1.

2.

3.

4.

Total Savings	Total lendings outstanding against members	Recovery percentage	Remarks if any
(5)	(6)	(7)	(8)

1.

2.

3.

4.

[Secretary]

[President]

**ANNEXURE - VI**

(To be stamped as an Agreement)

**Format of Articles of Agreement for use while financing Self-Help Groups through Voluntary Agency/SHPI (Self Help Promoting Institution) (Society/Charitable Trust registered Under the Respective Acts)**

The Articles of Agreement on this \_\_\_\_\_ day of \_\_\_\_\_ 200\_\_\_\_\_ at \_\_\_\_\_  
 By and Between M/s. \_\_\_\_\_ a voluntary agency registered as a Society/a Charitable Trust  
 under the Societies Registration Act, 1860/ \_\_\_\_\_ Trusts Act, \_\_\_\_\_ having its  
 office at \_\_\_\_\_ represented by its

\*President/Trustee Shri/Smt.

\*and its Secretary Shri/Smt.

who are duly authorised and empowered under the Rules and By-Laws to execute contracts on behalf of the Society/Trust, hereinafter called the "borrower" which expression shall, unless repugnant to the subject or context thereof, mean and include their successors, and assigns of the one part and Punjab & Sind Bank a body corporate constituted under the Banking Companies (Acquisition and Transfer of undertaking) Act 1980 having its Head Office at 21 Rajendra Place, New Delhi and the branches inter alia one at \_\_\_\_\_ hereinafter called "Bank" which expression shall, unless repugnant to the subject of context thereof, mean and include its successors and assignees of the second part.

Whereas, the borrower is a registered Society/Trust which has undertaken to promote and help the Self-Help Group (SHGs) with a view to developing and ameliorating socio-economic conditions of the members of the SHGs and their families.

Whereas the Borrower has requested the Bank for \*grant of a loan/extending credit facility of Rs. \_\_\_\_\_ upto the limit of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) for onlending to the Self-Help Groups (SHGs) for meeting the credit requirement of their members as per the SHGs request.

And whereas the Bank has agreed to extend credit facility to the borrower represented by its President and Secretary as per the Bye-Laws of Society/Trust on certain terms and conditions.

(\*Delete whichever is not applicable)

And whereas the Bank and the borrower have agreed to charge interest at different levels/rates as hereunder :

(i)

Bank to V.A./SHPI

(ii)

V.A./SHPI to SHG

(iii)

SHG to members - As decided by SHG and/or as may be fixed from time to time by RBI/NABARD.

And whereas the Bank the borrower are desirous of reducing the agreed terms into writing.

Now, therefore, this agreement witnesseth as follows :

1.

The bank has agreed to grant and the borrower has agreed to borrow by way of term loan/cash credit (clean) upto to the limit of Rs.\_\_\_\_\_ (Rupees\_\_\_\_\_only) and the bank has opened (SPECIFY THE KIND OF LOAN ACCOUNT) a/c No.\_\_\_\_\_ of \_\_\_\_\_ in the name of the borrower in its book of accounts.

2.

In case the facility availed is cash credit the Borrowers will operate the cash credit account satisfactorily and within the limit and the borrower shall repay the outstanding liability in the account inclusive of interest and other charges debited from time to time on demand without demur.

3.

In case loan availed is Demand Loan, without prejudice to the right of the Bank to recall the loan on demand the Borrower undertakes to repay the loan with interest and other charges within the period stipulated in terms of sanction.

4.

In case the credit facility availed of by the borrower is a term loan the same shall be repayable in instalments in the manner specified here below in the repayment schedule, (to be specified). Besides the borrower will pay interest at the rates that may be fixed from time to time by RBI/NABARD for such lendings alongwith other costs/charges as may be levied by the Bank.

5.

It is understood by and between the parties hereto that in the event of the borrower's failure to utilise the proceeds of the credit facility for the purpose for which the same has been made available by the Bank to the borrower, the borrower shall repay immediately on demand without demur together with interest without prejudice to Bank's right to initiate other legal action.

6.

The borrower shall pay interest on the loans to be calculated on the daily balances in the loan account and be debited thereto at quarterly rests or as the Bank may decide.

7.  
The borrower should utilise the proceeds of the credit facility for the purpose of onlending to SHGs to improve the socio-economic conditions of their members and their families.

8.  
The borrower shall repay the credit facility availed of together with interest at the rate that may be fixed by the RBI/NABARD from time to time for such lending. The borrowers shall be liable to pay interest on overdue interest in the event of failure to repay the facility availed in the stipulated manner.

9.  
The borrower shall be liable to repay the loan on demand together with the interest and other charges payable by the borrower to the Bank, without any demur. The borrower is not permitted/has no right to defer payment of the dues herein on the ground that he has not been able to receive/release the dues from its debtors for any reason whatsoever.

### REPAYMENT SCHEDULE

(Please specify)

In witness whereof the parties hereto have affixed their signature on the \_\_\_\_\_ date and the \_\_\_\_\_ month and \_\_\_\_\_ year first herein above written.

FOR PUNJAB & SIND BANK

For (Name of the Voluntary Agency (V.A.) or Self Help Promoting Institution (SHPI) a registered Society/Trust under Society's/Trust's Registration Act

MANAGER

1. PRESIDENT

2. SECRETARY