



# RESERVE BANK OFFICERS' CO-OPERATIVE CREDIT SOCIETY LTD., MUMBAI

(Regd. No. BOM / BANK / 32 - 1967)

C/o. Reserve Bank of India, Amar Bldg., 3rd Floor, Sir P. M. Road, Mumbai - 400 001.

## INSTRUCTIONS

1. MEMBER SHOULD SUBMIT HIS OWN SALARY SLIP OF PREVIOUS MONTH WITH LOAN APPLICATION.
2. MEMBER SHOULD INFORM THE SOCIETY ON HIS TRANSFER TO OTHER CENTER/DEPARTMENT FOR CONTINUITY OF RECOVERY.
3. MEMBER SHOULD QUOTE HIS LEDGER FOLIO, EMPLOYEE & P.F. INDEX NUMBER WHILE CORRESPONDING WITH THE SOCIETY.
4. ALL SIGNATURES MUST BE ATTESTED BY BANK'S/OFFICER DULY AUTHENTICATED WITH A RUBBER STAMP.
5. UPTO RS. 40 LAKH TWO SURETIES / RS. 40-60 LAKH THREE SURETIES / ABOVE RS. 60 LAKH FOUR SURETIES

Application for : **LONG TERM LOAN (FRESH / ADDITIONAL / RENEWAL)**

I, the member of the Society hereby apply for sanction of \_\_\_\_\_ Loan of ₹ \_\_\_\_\_ for the purpose of \_\_\_\_\_

I desire to repay the said loan in \_\_\_\_\_ monthly instalments of ₹ \_\_\_\_\_ each.

I undertake to produce, on demand, evidence regarding utilisation of the loan for the above purpose. I agree to abide by the bye - laws and the rules of the Society now in force as may be modified or altered from time to time. I authorise the Society to deduct the amount required towards Share Capital, Capital Deposit, Previous loan balance with interest, other society dues etc., from the amount the loan sanctioned.

I have borrowed from **(Society/Co-op. Bank)** \_\_\_\_\_ and the outstanding balance of ₹ \_\_\_\_\_ as on \_\_\_\_\_ (Dues Certificate of lending institute is to be enclosed) may be deducted from the loan sanctioned and be remitted to the above Society / Bank.

I hereby declare that the above information furnished by me is true and correct.

Full Name of Applicant \_\_\_\_\_ Office \_\_\_\_\_ Dept./Centre \_\_\_\_\_

(1) Basic Pay Rs. \_\_\_\_\_ (2) Employee No. \_\_\_\_\_ (3) P. F. Index No. \_\_\_\_\_

(4) Date of Retirement \_\_\_\_\_ (5) Saving Bank A/c. No. \_\_\_\_\_ (6) L. F. No. \_\_\_\_\_

(7) PAN No. \_\_\_\_\_ (8) Mobie No. \_\_\_\_\_ (9) Email \_\_\_\_\_

Date \_\_\_\_\_ 20

Signature of Borrower \_\_\_\_\_

## FOR OFFICE USE

Name : Ms./Smt./Shri \_\_\_\_\_ Emp. No. \_\_\_\_\_ L. F. No. \_\_\_\_\_

Dept./Office \_\_\_\_\_ Eligibility (Gross x 50) Rs. \_\_\_\_\_

Last Loan Rs. \_\_\_\_\_ Paid on \_\_\_\_\_

Previous Loans (Pr. Loan)	Loan Proposed	Amt. in Rupees					
	Long Term Loan						
	Less						
	Pr. L. T. Loan Outstanding						
	Int. on L. T. Loan						
	Capital Deposit						
	Share Capital						
	Incidental Charges						
	Other Socy/Co-op. Bank Dues						
	TOTAL RECOVERY						
	NET PAYABLE						

Certified that the application has been duly processed as per the books/rules of the society and the particulars mentioned above are true and correct. The signature of the applicant/ sureties have been verified.

The loan amount of Rs. \_\_\_\_\_ may please be sanctioned.

Clerk          Accounts Officer          Dy. Manager / CEO

**Loan of ₹ \_\_\_\_\_ Sanctioned**

Chairman / Secretary / Jt. Secretary  
Vice-Chairman / Member of Managing Committee

Particulars	Date	Initial	NEFT DETAILS	SPECIAL INSTRUCTIONS
Inward No.			Beneficiary Name	
Processed by on			Name of the Bank & Branch	
Checked by A.O. on			Address	
Posted in Ledger			IFSC of Banks Branch	
Posted in Recovery List			Account No.	
Paid / Cheque / Draft			Disbursed by Cheque/Bank Draft No. _____	
Despatched on			drawn on _____	
			Dated _____ credited to S. B. A/c. No. _____ on _____	
			Clerk          Accounts Officer          Dy. Manager/CEO	
			P.T.O	

# RESERVE BANK OFFICERS' CO-OP. CREDIT SOCIETY LTD., MUMBAI

## LOAN REPAYMENT AGREEMENT

Special  
Adhesive  
of Rs. 100/-

1. I, the undersigned, (full name) Ms/Smt/Shri \_\_\_\_\_ acknowledge having received from the RESERVE BANK OFFICERS' CO-OP. CREDIT SOCIETY LTD., MUMBAI (HEREINAFTER REFERRED TO AS "the Society") the amount of Long Term Loan ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ ) for the purpose stated in the application.
2. I agree that I will repay the said loan by monthly instalments of Rs. \_\_\_\_\_ each with additional monthly instalment of interest thereon as specified by the society from time to time. I undertake to repay the said loan on the due date/s and to employ the loan for the purpose stated in the application for the said loan.
3. I hereby agree that my employer, (viz. RBI) shall be competent to deduct from my salary or wages payable to me, an amount as advised by the Society and to pay the amount so deducted to the society in satisfaction of the said loan & the interest thereon owing by me to the Society under the above mentioned loan. In case of cessation of my employment in the RBI for any reason entire amount of loan and interest thereon becomes due for repayment forthwith and I hereby agree that the RBI shall be competent to deduct first the amount towards repayment of my dues as advised by the Society from the pay, allowance, provident fund, gratuity, commutation of pension, pension, family pension, etc., payable to me by the RBI and to pay the said amount so deducted to the Society in satisfaction of the loan & interest thereon owing by me to the Society.
4. I undertake to purchase the goods mentioned in the application (hereinafter referred to as the 'said goods') and the said goods shall stand hypothecated in favour of the Society. I undertake to maintain the said goods in good condition. I also declare that I have not taken loan for the said goods from any other institution.
5. Such of the Loan above 15 times of pay shall be secured against general lien on various deposits held by me with the Society or also by pledging/creating specific/general charge on unit certificates, share bonds, Securities, certificate of Mutual Fund etc. held by me discharged in favour of the society.
6. In case of default on my part in repaying any of the instalments of the loan and payment of interest thereon on due dates or in the event of breach of any of items of this agreement and/or of any of your rules, you shall be entitled to take possession of the said goods and dispose them of for the purpose of recovering your dues in whatever manner you shall deem fit without being liable to any claim, suit or any other proceeding. In the event of any shortfall I shall pay the balance to you on demand.
7. Until I have repaid the loan in full together with interest provided herein, I shall not sell, pledge, hypothecate or otherwise encumber or dispose of or part with the said goods without your prior approval in writing. You shall also be entitled to inspect or cause to be inspected the said goods through a person or persons nominated by you and I shall give free access to your nominee(s) for inspecting the said goods at any reasonable time during the day. I undertake to maintain the goods in good condition and repair normal wear and tear expected.
8. I accept and agree to abide by the Byelaws of the Society now in force and/or as may be modified/ altered from time to time. I also undertake that I will not borrow from any other Co-op. Credit Society till the said loan is repaid by me in full.
9. We the undersigned Sureties, hereby undertake to be jointly and severally liable to the Society for the due repayment of the said loan and interest thereon in accordance with the above conditions and the Byelaws and the Rules of the Society. We also agree that our employers shall be competent to deduct from the salary or the Wages payable to us the amount of the said loan with interest thereon as advised by the society in case of cessation of employment of the borrower in the RBI for any reason. We hereby agree that the RBI shall be competent to deduct first the amount towards repayment of the dues under the above loan as advised by the Society from the pay, allowances, provident fund, gratuity, commutation of pension, pension, family pension etc., payable to us by RBI and to pay the amount so deducted to the Society in satisfaction of the said loan and interest thereon owing by the borrower to the Society, in case of cessation of our employment for any reason.
10. We undertake to advise/inform the Society any change in the status of the surety and arrange to substitute him/her by another acceptable surety.
11. On demand I promise to pay to the society a sum of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_ )

Revenue  
Stamp of  
Re. 1/-  
be affixed

**12. Upto Rs. 40 Lakh Two Sureties / Rs. 40-60 Lakh Three Sureties / Above Rs. 60 Lakh Four Sureties**

\_\_\_\_\_  
Signature of Borrower

1. Signature of Surety _____	2. Signature of Surety _____
Full Name _____	Full Name _____
Centre _____ Designation _____	Centre _____ Designation _____
Employee No. _____ L.F. No. _____	Employee No. _____ L.F. No. _____
S.B. A/c. No. _____ P.F. No. _____	S.B. A/c. No. _____ P.F. No. _____
Date of Retirement _____	Date of Retirement _____
3. Signature of Surety _____	4. Signature of Surety _____
Full Name _____	Full Name _____
Centre _____ Designation _____	Centre _____ Designation _____
Employee No. _____ L.F. No. _____	Employee No. _____ L.F. No. _____
S.B. A/c. No. _____	S.B. A/c. No. _____
P.F. Index No. _____	P.F. Index No. _____
Date of Retirement _____	Date of Retirement _____

**All Signatures Attested / Verified**

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

S.B. A/c. No. \_\_\_\_\_

(Please refer Loan Instruction No. 4 & 5)

**For outstation members Attestation / Verification to be done by the Dept. / Office / Representative.**