

EDP No. _____
The Secretary,

APPLICATION FOR LOAN

Form No. _____

Bharat Petroleum Corporation Employee's Co-operative Thrift & Credit Society Ltd.

28A, ECE House, KG Marg, Cannaught Place, New Delhi-110001
(Regn. No.139 Dt. 9.3.1931)

Photograph
Compulsory

Dear Sir,

I hereby apply for an Ordinary/Special/Extra Ordinary loan ₹ _____ Rupees _____
only, subject to the bye-laws of the Society, to be repaid in _____ equal monthly instalments commencing from _____ 20____
I also request you to deduct the balance of the current loan (if any) from the sanctioned amount of this loan.

Date _____ 20____

Yours faithfully,

PARTICULARS ABOUT APPLICATION

(Signature in full)

1.	Name in Block letters (As per Bank Records)	D.O.B. :	Mob. :
2.	Office and Deptt. in which employed : (Full Address with pin code)	(O) Ph. No.	
3.	Residential Address : (Full Address with pin code)	(R) Ph. No.	
4.	Name of Bank	Branch :	Account No. :
*5.	Present liability to the Society, if any : ₹	* Serial No. 5 to 7 to be filled by society.	
*6.	Paid up value of the Share in the Society : ₹		
*7.	Amount of Deposit in the Society : Withdrawal ₹	Non-withdrawal ₹	
8.	Whether a member of Provident Fund :	Date of Joining Fund :	
9.	Date of Joining BPCL	Date of Joining Society :	
10.	Monthly basic salary : ₹		
11.	Purpose for which the loan is required :		
12.	Outside debt which I owe this day is :	Secured	Unsecured

In the event of above loan being granted we are prepared to be sureties for it and to jointly and severally liable (1) for its repayment with interest and any cost incurred in collection and (2) for its use in accordance with the purpose by the applicant.

Surety 1

Surety 2

1.	EDP No. :		
2.	Name in Block letters :		
3.	Office and Deptt. in which employed :		
4.	Date of Birth :		
5.	Residential Address With Pin Code :		
6.	Whether a member of the provident Fund		
7.	Date of joining Fund/BPCL :		
8.	Length of Service :		
9.	Monthly Basic Salary : ₹		
10.	Eligible for Surety (Amount) : ₹		
11.	Signature in full :		
12.	Date :		

For Office use only :

Sanctioned ₹ _____ (Rupees _____) on _____
Vide Cheque No. _____ Dt. _____ Name of Bank _____ ₹ _____
Repayable in _____ Instalments (As per Borrower Bond No. IX)

President / Vice President

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**Bharat Petroleum Corporation Employee's Co-operative
Thrift & Credit Society Ltd.**

28A, ECE House, KG Marg, Conaught Place, New Delhi-110001

(Regn. No.139 Dt. 9.3.1931)

Secretary's report on the loan application dated the _____ 20____ from instalments.

Shri _____ for ₹ _____ Payable in _____ monthly Insatments

QUESTION**SECRETARY'S REPLIES**

- | | |
|---|---|
| 1. Has the applicant paid up this due share instalments ? | 1. _____ YES/NO
_____ |
| 2. Has the applicant got any previous loan due from her / his ? Give particulars. | 2. Last loan was sanctioned for ₹ _____
on _____
and the balance due now is Rupees _____
_____ |
| 3. Whether regular or irregular in her / his previous transaction, if irregular, how many defaults did she / he made. | 3. _____
_____ REGULAR/IRREGULAR
_____ |
| 4. Is the amount applied for within the applicant's _____ months pay shown in the application? Give sanctioned M.C.L. | 4. _____ YES
_____ MCL- ₹ _____

_____ |
| 5. Is she / he making regular Monthly Savings Deposits ? | 5. _____ YES/NO
_____ |
| 6. Is she / he is default for the above for any month ? | 6. _____ YES/NO
_____ |
| 7. Are all the sureties eligible to stand as surety ? | 7. _____ YES/NO

_____ |
| 8. Remarks _____

_____ | |

Dated _____ 20 ____

Secretary / Joint Secretary

Bharat Petroleum Corporation Employee's Co-operative Thrift & Credit Society Ltd.

28A, ECE House, KG Marg, Cannaught Place, New Delhi-110001

(Regn. No.139 Dt. 9.3.1931)

BORROWER'S BOND IN RESPECT OF LOAN AND ITS REPAYMENT

The Bharat Petroleum Corporation Employee's Co-operative Thrift & Credit Society Ltd. (Registered under the Delhi State Co-operative Societies Act 1972) granting me a loan of Rs _____

(Rupees _____)

I _____ as member of the Society, I _____ do hereby after having received the amount of loan of ₹ _____ undertake as under:-

- (i) Agree to use the whole of the said loan for the purpose given in my application dated _____ 20__ and for no other purpose.
- (ii) Agree to furnish, within one month, proof to the satisfaction of the Management Committee of the Society, that the said loan has been applied for the purpose mentioned in my application and in case of my failure to furnish the proof within 15 days, Society is entitled to forthwith demand repayment of the entire loan from me together with interest thereon at the rate of ____% per annum. I hereby authorized and request the Bharat Petroleum Corporation Ltd my employer to deduct the same from any money due to me by the said Company and to pay the same on my behalf to the Society.
- (iii) Agree to be bound by and to observe the bye-laws and rules of the said Society relating to loan made to members.
- (iv) Agree to repay the said loan to the Society in equal monthly instalments plus interest on the outstanding balance for the time being at the rate of ____% per annum the first instalment of principal and interest being recovered from my pay for the month in which the loan is advanced.
- (v) Agree that if at any time I fail to pay to the Society or the Society is unable to recover the full amount of any monthly instalment plus interest for two consecutive months or if I fail to furnish within 15 days sureties in place of those previously furnished, should the Management Committee so require the entire balance of loan, with interest thereon at the aforesaid forthwith become payable to the Society and may be recovered in one or more instalments as the Management Committee may decide.
- (vi) Authorise and request Bharat Petroleum Corporation Ltd. my employer to deduct from my monthly pay bills or other such money as may from time to time be due to me by the said Company such sums which will for the time being cover the balance outstanding in the loan account including interest or other dues and to pay the same to the Company.
- (vii) Authorise and request Bharat Petroleum Corporation Ltd. my employer in the event of my death / termination / retirement / resignation / seeking voluntary retirement before closure of this loan with interest thereon fully paid by me / recovered from me, to deduct from the monies due to me or standing to my credit and due to my estate on account leave encashment / Provident Fund / Gratuity / Bonus for which I / my legal heir(s) may become entitled for such amount outstanding loan with interest to the Society and receipt issued by the Society in satisfaction of my loan will be a valid discharge on my / my legal heir(s)'s behalf for settlement of the amount out of my terminal dues
- (viii) Agree that I shall liquidate my loan amount with interest from my own source before seeking refund of my share money / withdrawable & non-withdrawable deposits.
- (ix) I have executed this bond after having received the sum of ₹ _____ (Rupees _____) by cheque after adjustment of my previous loan of ₹ _____.
- (x) Agree that in the event of deposit of cheque of the loan amount in my Bank account at my request (details provided by me in column no. 4 of the loan application) the same will be a valid receipt for the loan availed by me.

IN WITNESS WHERE OF I have hereunto set my hands this _____ day of _____ 20__

1st witness :-

Signature of Witness in full

Name
 E.D.P. No. Designation
 Address
 Pin No.
 Ph. (O) (R) (M).....
 E-mail :.....

Signature of Borrower in full

Name
 E.D.P. No. Designation
 Address
 Pin No.
 Ph. (O) (R) (M).....
 E-mail :.....

2nd witness :-

Signature of Witness in full

Name
 E.D.P. No. Designation
 Address
 Pin No.
 Ph. (O) (R) (M).....
 E-mail :.....

Received Rs.
 Rupees
 (Cheque No. Cheque Dt.
 Bank Name



(Applicant's Signature)

Bharat Petroleum Corporation Employee's Co-operative Thrift & Credit Society Ltd.

28A, ECE House, KG Marg, Cannaught Place, New Delhi-110001

(Regn. No.139 Dt. 9.3.1931)

Sureties Agreement for Repayment of Loan

1. On the Bharat Petroleum Corporation Employee's Co-operative Thrift & Credit Society Ltd agreeing to lend to _____ (hereinafter called the Borrower) the sum of ₹ _____ on the condition that the Borrower shall furnish sureties for the repayment thereof in equal instalments plus interest on the outstanding balance at the rate of interest ____% per annum.

I/We, the undersigned _____ and _____ being myself /ourselves members of society jointly and severally bind my self / ourselves to pay to the Society the said loan and any monthly instalments thereof and interest thereon, as and when the same shall from time to time become due to the society, whenever the borrower shall make default in payment of the said loan or any of the monthly instalments thereof or interest thereon in accordance with the terms of the agreement executed by the borrower and with the bye laws rules of the Society.
2. I/we agree that the Society may grant time or other indulgence to the Borrower and accept or make and composition or arrangement with him when and in such manner as the society may think expedient and such extension in time will not affect our liability.
3. If and whenever the borrower shall make default in payment as aforesaid I/We hereby authorized Bharat Petroleum Corporation Employee's Co-operative Thrift & Credit Society Ltd my/our employer (Bharat Petroleum Corporation Ltd.) to deduct from the monthly pay bill or other money as may from time to time be due to me / us or either or us; by the said office, such sums as will for the time being cover the monthly instalments and interest due by the borrower and to pay the same to the Society.
4. I/we agree that the authority herein-before given to the said Company shall effect so long as the said loan, or any part thereof or any interest thereon remains unpaid, and the same shall not effect the right of the society any other remedies unpaid for the recovery of any money which becomes due by me/you to the society.

IN WITNESS WHERE OF I/We have here upto set my hands this day of20....

All witnesses must be disinterested parties and can sign as witness only if the signature they are witnessing is actually in their presence.

1st witness :-

Signature of Witness in full

Name

E.D.P. No.Designation

Address

.....Pin No.

Ph. (O)(R) (M).....

E-mail :.....

Surety No. 1

Signature of surety in full

Name

E.D.P. No.Designation

Address

.....Pin No.

Ph. (O)(R) (M).....

E-mail :.....

2nd witness :-

Signature of Witness in full

Name

E.D.P. No.Designation

Address

.....Pin No.

Ph. (O)(R) (M).....

E-mail :.....

Surety No. 2

Signature of surety in full

Name

E.D.P. No.Designation

Address

.....Pin No.

Ph. (O)(R) (M).....

E-mail :.....

REQUIRED DOCUMENT

1. Photo copy of BPCL I-Card (Both side) Self attested
2. Photo copy of latest pay slip self attest
3. Photographs (Only Applicant)
4. Photocopy of Bank Passbook/Statement of front page

} **COMPULSORY**

Above mentioned documents also required from the surety.