

ANNEXURE-VI

**FORMAT FOR LOAN APPLICATION UNDER MICRO CREDIT SCHEMES
(TO BE SUBMITTED BY NON GOVERNMENTAL ORGANIZATION
TO KSWDC LTD)**

1. ORGANIZATION DIRECTORY:

- a) Name of the organization :-----
- b) Address (PIN) :-----
- c) State :-----
- d) District :-----
- e) Block :-----
- f) Phone No. (with STD code) :-----
- g) Fax No. (if any) :-----
- h) Registration No. Of the Organization :-----
- i) Date of Registration :-----
- j) Date of Renewal, if any :-----
- k) Area of operation :-----
- l) Name of the Bank of Organization :-----
- m) Account No. :-----
- n) Name and Designation Chief Functionary :-----

2. Details of Socio-economic developmental programmes implemented by the organization during last 3 years (year-wise)

Year (1)	Name of the programme (2)	Funded by (3)	Amount received (4)	Achievements (5)

Note: Please enclose a copy of your annual reports of last three years.

3. Experience of the organization in CREDIT Activity during last three years Year wise)

Years	Activities of which loan given	No. of SHGs	No. of borrowers	Amount of loan disbursed	Amount which was due for recovery ie. Demand	Amount Actually Recovered	% of recovery to demand	Source of fund
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

4. Experience of the organization in thrift/savings and formation of SHGs. Please give details as below (position as on -----)

Sl. No	Name & address of SHG	Date of formation	No. of members	Savings Mobilized	Loan given out of savings	Amount Recovered	Amount of loan outstanding
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

5. Proposed lending programme in the current year:

Sl. No	Category of loan	Name of Activities	No. of SHGs	No. of Borrowers	Average Amount of loan per beneficiary	Total Amount Required (5X6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Total					

6. Sources available with the Organization

Sl.No	Source	Balance at the beginning of year	Amount expected during the current year	Total Amount
(1)	(2)	(3)	(4)	(5)
1	Own Sources			
2	Savings of SHGs/members			
3	Recovery of loans from SHGs/members			
4	Other sources such as grants/donations, etc			
5	Borrowings (other than this application of KSWDC)			
	Total			

7. Financial assistance required from KSWDC (ie. Para 5-6)

Sl. No	Category of loan	Name of Activities	No. of SHGs	No. of Borrowers	Average Amount of loan per beneficiary	Total Amount Required from KSWDC
(1)	(2)	(3)	(4)	(5)	(6)	(7)

8. Financial position of the organization as per Balance Sheet (As on -----)

- (i) Fixed Assets Rs.....
- (ii) Current Assets Rs.....
- (iii) Borrowing (details of borrowing if any may be given in the Performa below) Rs.....
- (iv) Other Liabilities Rs.....

9. Organizational Set-up and Training

(i) Details of Staff:

No. Of staff with the Organization	Trained	Untrained	Total
(1)	(2)	(3)	(4)
(a) Office /supervisory Staff			
(a) Field/extension staff			
Total			

(ii) Details of arrangements available with the organization for training of its staff/SHGs

10. Check List

(Please enclose the following)

Sl. No.	Details of enclosures	Yes/No	Annexure No.
(1)	(2)	(3)	(4)
1	Attested copy of the original Registration Certificate/renewals		
2	Attested copy of Memorandum of association /Byelaws		
3	Indicate the provision to borrow from outside agency (pl. Give para, page nos. Of byelaws)		
4	Main objectives/purpose/background of forming organization-a brief note	Page No. Para No.	
5	Bio-data of the chief functionary		
6	Composition of the current Managing Committee with name, designation and address of their members (with relevant copy of resolution of general body)		
7	Copy of the audited accounts and Balance sheet of the organization for the last three years		
8	Copy of the resolution passed by Management Committee seeking loan (amount Rs.....)from KSWDC		
9	Copies of Annual Reports of last three years		
10	Copies of testimonials received from funding agencies/Government Department etc. if any		

DECLARATION

I------(full name with designation) certify that the facts and figures furnished in the application form and the annexures are correct and tally with the records of our organization.

Place:

Date:

(Signature with Official Stamp
Name & Designation of Chief Executive)