

The Hyderabad District Cooperative Central Bank Ltd.,

LOAN POLICY for COMPUTER LOAN

S. No	FEATURE	POLICY GUIDELINES
1	Objective	To benefit the students and employees to continue with their virtual online sessions at Home in a smooth way in the current COVID scenario.
2	Description	For the purchase of Personal Computer/Laptops/Tablet/Smart Phones.
3	Credit Rating Criteria	1. CIBIL score of the Applicant, Surety should be 650 and above with no installment overdues/ delinquencies in preceding 1 year of CIBIL score (if the applicant is a student, then Parent/ Guardian's CIBIL score is taken into consideration). 2. If the surety is a Govt. Employee, CIBIL score of the surety is not mandatory.
4	Maximum Loan	Maximum Rs. 50,000/- per applicant.
5	Rate of Interest	11% per annum.
6	Penal Interest	2% will be charged if in case of default.
7	Repayment Period	The loan shall be repaid within 12 months in monthly instalments.
8	Sanctioning Authority	Sanction/ Disbursement & Documentation part done at Branch Level by the Branch Manager.
9	Pre Disbursement Verification and Sanction	Branch Manager is the Sanctioning Authority and any other Staff other than the Branch Manager should do the verification of the residence & income details of the applicant and should submit a report to the Branch Manager. Branch Manager should duly scrutiny the documents and ensure compliance to the policy and sanction the loan.
10	GL CODE & Description	5377 (COMPUTER LOANS).
11	EMI (for 50,000/-)	4420/- shall be charged per month.

12	Eligibility Criteria	<p>The Applicant may be a</p> <p>1. Student IF STUDENT, The Parent/Guardian should be an Employee working in any PSU/ Central/ State Govt./ Corporate / Private Company (or) Self-employed/ Professional in any Business should submit source of income.</p> <p>2. Other than Student if Employee/Self-Employeed, Working in any PSU/ Central/ State Govt./ Corporate / Private Company (or) Self-employed/ Professional in any Business should submit source of income.</p>
13	Security	<p>1. if student -> SURETY of Parent/Guardian who are Employee working in any PSU/ Central/ State Govt./ Corporate / Private Company (or) Self-employed/ Professional in any Business.</p> <p>2. if Employeed/Self-employeed -> SURETY of who are Employee/Self-Employeed working in any PSU/ Central/ State Govt./ Corporate / Private Company (or) Self-employed/ Professional in any Business.</p> <p>3. If the Applicant is a Govt. Employee/ Private Employee earning Net Salary of more than 25,000/- per month, with CIBIL more than 700 and without any delinquency in the preceding one year then Surety is not mandatory.</p>
14	Margin Money	10% of the Total Cost of the Product to be paid by the Applicant.
15	Income Criteria of Applicant & Surety	<p>if the applicant is a STUDENT, then Parent/ Guardian has to repay the loan.</p> <p>IF EMPLOYEED Pay slips from the working organization, if pay slips cannot be produced then a letter from the Employer stating tenure of work & income of the borrower.</p> <p>IF SELF EMPLOYED One year bank statement with average balance of 10,000/- per month.</p>

16	Documents Required for Security	<p>IF STUDENT</p> <p>1. A Copy of Student ID Card along with Guardian's / Parent's</p> <p>a) if employed, Employee ID Card, Latest Six months Pay Slips along with Bank Account Statement for 6 months(latest).</p> <p>b) if self-employed, Income Proof, Bank Account Statement for 6 months(latest).</p> <p>IF OTHER THAN STUDENT</p> <p>a) if employed, A Copy of Employee ID Card along with Latest Six months Pay Slips, Bank Account Statement for 6 months(latest).</p> <p>b) if self-employed, Pay slips from the organization (or) a letter from the Employer stating tenure of work & income of the borrower along with one year bank statement with an average balance of 10,000/- per month.</p>
17	Membership fee	<p>1. B-Class membership fee of Rs. 100/-</p> <p>2. Admission fee of Rs 10/-</p>
18	Processing fee	500/- shall be charged per loan + GST.
19	General Documentation required for both applicant and the Guardian/ Surety	<p>1. Application Form.</p> <p>2. Copy of KYC Documents of applicant and Parent/Guardian & Surety.</p> <p>3. Passport size photos (3)</p> <p>4. Savings account with our Bank (Minor Accounts must be opened if in case the applicant is a minor).</p> <p>5. Demand Promissory Note.</p> <p>6. Loan Agreement.</p>
20	Disbursement	<p>Demand draft to be issued in favour of the seller.</p> <p>(or)</p> <p>NEFT/RTGS to the Bank Account of the Seller.</p> <p>(or)</p> <p>Disbursement can be made for the Products purchased within 3 months before the application date. Such disbursement can be made on receipt of the bills by crediting the amount to the savings account of the borrower maintained with our Bank.</p>

**** EMI for 1,000/- is Rs.88.38/- (multiply accordingly)**



GRAMS: "HYCOC BANK"

THE HYDERABAD (RR) DISTRICT CO-OP. CENTRAL BANK LTD.

Estd.: 20.12.1957

Email: ceo_hyd@hyddccb.org

R.No.: 21603

Head Office, Station Road, Nampally, HYDERABAD - 500 001.
Phone Nos.: 6675 8303/04/05/06/08/09 & 6675 6508; Fax No.: 6675 8304/6682 3910.

_____ Branch

APPLICATION FOR COMPUTER LOAN

Photo of the
Applicant with
signature

Photo of the
Surety/ Parent/
Guardian with
signature

1 GENERAL

Full Name of the Applicant	
Father's/ Husband's name	
Date of birth / Age of the applicant	
Marital Status	
PAN No.	
Present Address with Telephone Nos.	
No. of years staying in the present address	_____ years
Permanent Address(Is permanent address same as present address)(if not same, mention)	Yes/ No
Email	
Bank Account No.	
Name of the Bank with Address	
Account Type	
Balance O/S as on date	

IF THE APPLICANT IS A STUDENT

Name of the School/ College	
Studying in which Standard/Year	
Address of the School/College	
Latest ID Card(to be enclosed)	
Admission No. in the School/ College	

DETAILS OF THE PARENT/GUARDIAN

Name	
Relationship with the Applicant	

2 PROFESSIONAL DETAILS

A) IF SALARIED

Name of the Organization/ Employer	
Organization Type	PSU/ Central/ State Govt./ Private Company
Designation	
Employee No.	
Office Address with Ph. No.:	
Tenure in Present Organization	_____ (Years/Months)

B) IF SELF-EMPLOYEED

Name of the Firm/ Business Type	
Proprietorship/Partnership	
No. of years in the Business	
Trade Licence No.(License copy to be enclosed)	
Address of the Firm/ Business with land marks	
Electricity Bill of the firm to be enclosed(if available)	

3 INCOME DETAILS

A) IF SALARIED

SALARY PARTICULARS	
Basic Pay	
Dearness Allowance	
Other Allowances	
Gross Salary per month	
Total Deductions	
NET SALARY PER MONTH	

B) IF SELF-EMPLOYEED

BUSINESSMAN/ SELF EMPLOYED/ PROPRIETARY OR PARTNERSHIP FIRM	
Income/ Financial Details	
Source of Income	
Gross Annual Income	
Net Annual Income	
Frequency(Monthly/ Quarterly/ Half yearly/ Yearly)	

4 PRODUCT DETAILS

Product Category (TV/ Washing Machine, Refrigrator/AC)(mention if any other)	
Manufacturer (Brand Name)	
Date of Manufacture	
Model Number of the Product	
Supplier / Dealer	
Warranty of the Product(in years)	

5 LOAN DETAILS

Loan Amount Required	
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A) Actual Cost of Product	
B) Cost for extended warrenty (if any)	
C) Installation and Demo Cost	
D) Others accessories for the Product (Screen Guards, Stands, stabilizers, etc) (mention if any other)	
TOTAL COST of the Product (A+B+C+D)	
Margin money (to be paid by the applicant)	

Signature of the Applicant:

BRANCH MANAGER

Date of the Application:

Place:

SURETY PARTICULARS

1	Full Name of the Surety	
2	Father's/ Husband's name	
3	Date of birth / Age of the surety	
4	Full residential address with Telephone Nos (residential proof should be produced)	

1	EMPLOYEE PARTICULARS	
	i) Designation	
	ii) Name of the Institution	
	iii) Address of the institution with Telephone nos.	
	iv) Date of joining the institution	
	v) Whether permanent/temporary	
2	SALARY PARTICULARS	
	Basic Pay	
	Dearness Allowance	
	Other Allowances	
	Gross Salary per month	
	Total Deductions	
	Net Salary per month	

IF SELF-EMPLOYEED

1	Nature of Business	Manufacturing Company/ Services Company/ Trading Company/ Trading Firm/ Others
	Business Name	
	Trade Licence No.(copy to be enclosed)	
2	Income/ Financial Details	
	Gross Annual Income	
	Net Annual Income	
	Bank Account No.	
	Name of the Bank with Address	
	Account Type	
	Balance O/S as on date	

DECLARATION BY THE APPLICANT & SURETY

The particulars given above are true and correct and we request you to sanction a Vehicle Loan of Rs._____. I/We have gone through the rules and regulations governing the sanction of the above loan and abide by the said terms and conditions now in force or changes that may be made from time to time.

I/We agree to repay this amount with interest at _____% per annum with monthly compounding within _____ months from the date of sanction.

Without prejudice to the right of recovery under any law for the time being in force, I/we hereby consent out of free will that in case of default I/we hereby jointly and severally agree that the Bank is entitled to recover the amount from us by invoking the provisions of TSCS Act (Act VII of 1964) or in any other manner deemed fit by the Bank.

Name of the Applicant	Signature of the Applicant
Name and Address of the Surety	Signature of the Surety



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Branch: _____

**LOAN APPRAISAL UNDER COMPUTER LOAN/ CONSUMER
DURABLE LOANS**

1. Applicant's Name :
2. Father/ Husband's Name :
3. Age :
4. Permanent Address :

5. No. of Dependants :
6. Occupation :
7. Net Monthly Income :
8. Loan Amount Required :
9. Repayment Proposed :
 - i) Principal : Rs. _____/-
 - ii) Interest : Rs. _____/-
10. Value of connection :
(is he/she maintaining any
account with our branches
please specify nature of
accounts with A/c numbers)

Details of the Surety:

1. Full Name :
2. Father/ Husband's Name :
3. Permanent Address :
4. Occupation :
5. Net Income :

• **Recommendations of the Branch Manager:**

Branch Manager



E-Mail: hyd.dccbanc@gmail.com

THE HYDERABAD DISTRICT CO-OP. CENTRAL BANK LTD.

Head office: Nampally Station Road, Hyderabad 500001.
Phone Nos.: 6675 8303/04/05/06/08/09 & 6675 6508; Fax No.: 6682 3910.

Ref no: LT/Other NFS/2020-21

Branch:

Date:

SANCTION ORDER – COMPUTER LOANS

Sub: Sanction of Loan amount of Rs. _____/- under Consumer Durable Loans - Communication – Reg.

Ref: Loan Application dated: _____.

With reference to your loan application, we are pleased to sanction a loan of Rs. _____/- (Rupees _____) to Sri/Smt. _____ S/o, W/o, D/o _____ R/o _____ subject to the fulfillment of the following terms and conditions.

1. B – Class membership fees of Rs. 100/-, Rs. 10/- towards admission fee & Processing fees of Rs. 500/- + GST to be remitted in the Branch.
2. Loan Agreement and Demand Promissory Note for the loan amount disbursed and should be executed on non-judicial Stamp Paper.
3. Rate of interest shall be charged @11% per annum with monthly installments. 2% penal interest will be charged on overdue instalments.
4. The repayment is insisted on monthly basis. Equated installments of the loan amount (EMI) is Rs. _____/-.
5. The repayment tenure will be upto 12 months only.
6. It will be open to the bank to depute its officer for verification of loan and proper utilization of loan at any point of time.

If the above terms and conditions are acceptable to you, you may contact our Branch and fulfill all the above requirements for release of the loan immediately.

Branch Manager

To

Sri/Smt. _____ S/o, W/o, D/o _____ R/o _____

Copy to

The Branch Manager for information.