

BUSINESS LOAN APPLICATION FORM

PLEASE FILL THE FORM IN BLOCK LETTERS

Form No.

Date:

To be filled by the applicant

Applicant Name:

Gender: M F Other

Address:
 State: PIN:

Mobile: Email:

GSTIN:

Type of Entity:

Individual Proprietor Partnership LLP Pvt Ltd Public Ltd Other (Specify) _____

Co-applicant / Guarantor details: Co-applicant Guarantor

Name:

Gender: M F Other Individual Non-Individual

Address:
 State: PIN:

Mobile: Email:

GSTIN:

Co-applicant / Guarantor details: Co-applicant Guarantor

Name:

Gender: M F Other Individual Non-Individual

Address:
 State: PIN:

Mobile: Email:

GSTIN:

Co-applicant / Guarantor details: Co-applicant Guarantor

Name:

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GSTIN:

Co-applicant / Guarantor details: Co-applicant Guarantor

Name:

Gender: M F Other Individual Non-Individual

Address:
 State: PIN:

Mobile: Email:

GSTIN:

To be filled by the applicant

Type of Loan Facility	Loan Facility applied for	Purpose of Loan / Facility
<input type="checkbox"/> Business Loan – Term Loan <input type="checkbox"/> Business Loan – Overdraft <input type="checkbox"/> Funding Against Credit Card Receivables (FCCR/RFCCR) <input type="checkbox"/> Loans for Professionals	Amount INR _____ Tenure (Month) <input type="checkbox"/> 12 <input type="checkbox"/> 18 <input type="checkbox"/> 24 <input type="checkbox"/> 30 <input type="checkbox"/> 36 <input type="checkbox"/> 48 <input type="checkbox"/> 60	<input type="checkbox"/> Business Improvement / Expansion <input type="checkbox"/> Working Capital <input type="checkbox"/> Other (Specify) _____

Reference (Not related to applicant / co-applicant / guarantor):

Ref Name 1:

Contact:

Ref Name 2:

Contact:

Declaration

In compliance to RBI circular Ref DBOD No. Dir BC.4/13.03.00/2012-13, clause 2.2.1 on granting loans and advances to relatives of directors and clause 2.2.2 on restrictions on grant of loans and advances to officers and relatives of senior officer of banks.

For individual / sole proprietor applicants

- a. Do any of the applicants happen to be directors or relatives of a director of a banking company (Including Kotak Mahindra Bank & its subsidiaries), as defined in the said circular Yes No
- b. Do any of the applicants happen to be relatives of a senior officer of the bank as Defined in the said circular Yes No

For Non-individual applicants

- c. Do any of the partners / directors in the firm / company happen to be directors or relatives of a director of a banking company (Including Kotak Mahindra Bank & its subsidiaries), as defined in the said circular Yes No
- d. Do any of the partners / directors in the firm / company happen to be relatives Of a senior officer of the bank as Defined in the said circular Yes No

Declaration

I/We declare that all the particulars and information given in the application form are true, correct and complete and the same shall form the basis of any loan Kotak Mahindra Bank Limited (hereinafter mentioned as "the Bank") may grant to me/us. I/We have had no insolvency proceedings against me/us nor have we ever been adjudicated insolvent and further confirm that I/We have read the brochure and understood the contents. I am/we are aware that the monthly instalment comprising of Principal and Interest will be calculated on the basis of monthly rests. I/We are aware that the options / types of Interest and the frequency of rest cannot be changed and that such change(s) may be permitted only at the sole discretion of a Bank on such terms as may be decided by the Bank from time to time. I/We understand and agree that in case of rejection of my/our application, documents submitted for the processing of my application shall not be returned to me/us. I/We agree that the Bank may take up such reference and make such enquires in respect of this application, as it may deem necessary. I/We acknowledge and give consent that the Bank may obtain / disclose / share any / all information pertaining to me / us from / with any banks / financial institutions / credit bureaus / third parties for any purpose whatsoever. I/We undertake to inform the Bank regarding any change in my / our occupation / employment / constitution and to provide any further information that the Bank may require. The Bank may make available any information contained in this form and other documents submitted to the Bank and information pertaining to the loan to any institution or body. The Bank may seek / receive information from any source / person to consider this application. I/We further agree that my/our loan application shall be governed by the rules of the Bank, which may be in force from time to time. I/We agree that the processing fees payable to the Bank or collected upfront, shall not be refunded under any circumstances if my/our application for loan is rejected by the Bank on any ground whatsoever or once the loan has been sanctioned by the Bank, irrespective of whether I/We finally avail the same. I/We undertake that the facility will be used for the purpose it is granted by the Bank / declared by me / us at the time of availing the facility and not for investment in stock market in any form or any speculative, anti-social or any purpose nor permitted by law. I/We understand that this requirement is in line with the RBI regulation. I/We understand that if it is found by the Bank at a later date that the facility granted to me/us is being used for any other purpose than the purpose for which it was granted, then the Bank will have the right to recall the facility at any time. I/We am / are aware that any new phone number, mobile number, e-mail id provided by an existing customer while opting for any other product of Bank (e.g credit card, personal loan etc.) shall be automatically updated in the bank records in lieu of the phone number, mobile number, e-mail id provided at the time of opening the account or previously registered with the Bank. All further intimations / communications pertaining to the Bank account shall also be sent by the Bank only to the new phone number, mobile number, e-mail id and no intimations / communications shall be sent to the phone number, mobile number, e-mail id provided at the time of opening the Bank account or previously registered with the Bank. I authorize the Bank, its group companies and their agents to exchange or share all the information relating to me / us, any information related to my / our repayment history with banks, financial institutions, credit bureaus, agencies, statutory bodies etc. as may be required or as they deem fit.

I / We have read and understood the MITC (Most Important Terms & Conditions) of the applied loan and confirm having received the MITC sheet which also contains all the applicable charges / fees / levies etc. applicable on the said loan / facility.

I / We am / are aware that my / our loan account / facility is governed by various policies of the Bank and other important information which are amended from time to time as per directives from RBI, and that the same can be accessed through Customer Corner of the Bank via the Bank's website i.e. www.kotak.com or at the following link: <http://www.kotak.com/bank/common/customer-corner.htm>.

I / We acknowledge and given consent, that Kotak Mahindra Bank Limited may obtain / disclose / share any / all information pertaining to me / us from / with any banks / financial institutions / credit bureaus / third parties for any purpose whatsoever. With reference to my Loan / Facility application, I / We authorize Kotak Mahindra Bank Ltd. for generation of bureau reports of the related party as provided below. I / We understand that the details of the related party as provided below shall be shared with CIBIL / Bureau as per the normal banking practice.

Sr. No.	Name	Relation	Designation

Insurance Details (Optional):

Would you like to avail insurance policy from Kotak Mahindra Bank? Yes No
 If yes, would you like the premium and other charges to be funded by Kotak Mahindra Bank? Yes No

Signature and Photo of Applicant / Co-applicant / Guarantor

Signature / Official Stamp of the Applicant	(Photo)	<p>Primary Applicant</p> <p>Name: _____</p> <p>Place: _____ Date: _____</p>
Signature / Official Stamp	(Photo)	<p><input type="checkbox"/> Co-applicant <input type="checkbox"/> Guarantor</p> <p>Name: _____</p> <p>Place: _____ Date: _____</p>
Signature / Official Stamp	(Photo)	<p><input type="checkbox"/> Co-applicant <input type="checkbox"/> Guarantor</p> <p>Name: _____</p> <p>Place: _____ Date: _____</p>

**MOST IMPORTANT TERMS AND CONDITIONS (MITC)
 BUSINESS LOAN (BL) & BUSINESS LOAN OVERDRAFT (BL OD)**

Schedule of Charges

Processing Fee (Non-refundable)	Maximum 2% of the loan / facility amount (Plus Taxes as applicable) NIL Processing Fees for total loan facility up to ₹5 Lakhs availed by micro and small Enterprises subject to URC submission prior to disbursal
Documentation Charges	Loan amount up to INR 10 lakh: INR 3,500/- (Plus Taxes as applicable)
	Loan amount above INR 10 lakhs: INR 6,000/- (Plus Taxes as applicable)
Cheque dishonour Charges	INR 750/- (Plus Taxes as applicable) per instance.
Charges for Copy of any Document	INR 500/- (Plus Taxes as applicable) per instance.
Repayment Mode / Account swap charges	INR 500/- (Plus Taxes as applicable) per instance.
Charges for Duplicate NOC / No Dues Certificate	INR 500/- (Plus Taxes as applicable) per instance.
Charges for copy of Credit Bureau Report (to Customer who has availed Loan /Facility from us)	INR 100/- (plus taxes as applicable) per instance for Individuals
	INR 500/- (Plus taxes as applicable) per instance for non-individuals
Prepayment Charges	The borrower shall be liable to pay up to 4% foreclosure / closure charges of the outstanding (Plus taxes as applicable) Micro and Small Enterprises are exempted from closure charges subject to such closure being through own source of funds. The borrower entities shall be required to submit proof(s) qualifying as own source of funds to the satisfaction of the Bank.
Charges specific to Term Loans:	
Substitute Interest (Penal Interest)	Up to 3% p.m. (plus taxes as applicable) compounded monthly on the Amount Due but unpaid from the Date of the Amount falling Due till the Date of actual Payment.
Collection Charges (in case of Default)	Up to 3% (plus taxes as applicable) of Cheque / instrument Dishonour Charges plus Substitute Interest.
Charges for Amortisation Schedule/ Account Statement	Free once in a Financial Year. Thereafter, INR 500/- (plus taxes as applicable) per instance
Charges specific to Overdraft Facility:	
Annual Review / Renewal Charges	Up to 2% of renewal limit (Plus Taxes as applicable)
Over-line Rate / Penal Interest in case of over-line accounts	Up to 3% p.m. (plus taxes as applicable). This would be changed on the amount over and above the sanctioned limit on a given day.
Non-utilisation Charges	Up to 2% of limits, if utilization of limits for the quarter is below 60%;
Charges for Interest Certificate	Free once in Financial year. Thereafter, INR 250/- (plus Taxes as applicable) per instance.

Notes:

- Competitive Interest rates
- Stamp Duty on Loan Agreement / Overdraft Agreement, Guarantor Agreement, etc., varies from State/UT to State/UT. Stamping Charges, Notarisation Charges, Charge Creation on Collateral Security, etc., as per RBI/Statutory Notifications, as applicable
- Charges for other Services which is not specified above would be specified as applicable when the Customer applies for those Services and the same shall be payable by the Borrower. e.g. Revalidation of Sanction, Change in Collateral, Re-scheduling of Loan, Change in EMI Date, Solvency Certificate Issuance Charges, etc.,
- Taxes / other statutory levies may be charged to the Borrower if applicable as per Government / RBI directives.
- Any charges are applicable subject to regulatory / statutory feasibility. Any relaxations available to specific borrower categories / groups, if any, shall be applicable to such beneficiaries.
- Bank reserves the right to modify any charges from time to time or to introduce any new charges, as it may deem appropriate and will publish them on the bank's website (www.kotak.com)
- BLIOD NUC charges will be Nil, as mentioned in the terms and conditions in the online journey.

Default:

In case of default (i.e., if the amount due is not paid by the due date), the bank will try to inform the customer by Post / FAX / Telephone / E-mail / SMS and / or through authorized representatives appointed for collection purposes, about repayment of the loan/facility due and payable by the borrower. Any authorized representative so appointed by the bank, shall adhere to the board approved policy on collection of dues and repossession of security.

Indicative List of Documents

To process your loan / facility application, we would require documents which are applicable to your business profile from the list given below,

1. Mandatory KYC* documents for all applicants.
 - Proof of Identity – Voter's ID Card / Aadhaar Card / Passport / Driving License / PAN Card / Signature identification form present banker of Proprietor / Partner / director (if a company) etc.
 - Proof of Residence – Recent Telephone bill / Electricity bill / Property tax receipt / Passport / Voter's ID Card of Proprietor / Partner / Director (if a company) etc.
2. Ownership proof and telephone bills.
3. For a partnership Firm – Latest partnership deed, PAN of the firm and office address proof.
4. For a company – Certificate of incorporation, MOA & AOA, PAN, latest share holding pattern and office address proof.
5. I.T. returns for last 2 or 3 years (as applicable) with computation of income for both business and individuals i.e. partners / directors. Audited financial statements for last 2 or 3 years (as applicable) along with all schedules & annexure and Tax Audit Report. In case company, Auditor's Report, Director's Report & Notice of AGM are also required.
6. Sanction letters / Repayment tracks for all loans and facilities availed.
7. Net worth statements of partners / directors.
8. Industry / sector specific documents with respect to mandatory licenses / registrations / qualification etc.
9. Any other document as may be required.

*As per RBI directive, customer shall be required to submit KYC documents of Beneficial Owner (BO) i.e. natural person, who on his own or together or through one or more person, exercised control through ownership or who ultimately has a controlling ownership interest (for more details, please refer to RBI circular DBOD.AML.B.C. No. 71/14.01.00/2012-13 dated January 18, 2013)

- In case applicant is a registered entity and an unlisted company on any stock exchange where BO / BOs hold more than 25% shares or capital or profits. In the said company, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.
- When applicant is Partnership / LLP firm where BO / BOs hold more than 15% capital or profits in the firm, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.
- When applicant is Association of Persons (AOP) or Body of Individuals (BOI) where an individual/s hold more than 15% property or capital or profits in the association / BOI, then KYC documents along with BO Form of all such BO / BOs are required to be submitted.

For bank use only
Sourcing Details
 Direct Branch DSA Other (Specify) _____

 RM Name:

 CRN:

 DSA Name:

 CRN:

 Branch Name:

 Branch Code:

 Other:

 CRN:

 Executive Name:

 CRN:
Customer Service / Infoline / Associates

 Visit us at: www.kotak.com

Call us at: 1860 266 2666 (Local call rates apply) (9:00 AM to 7:00 PM Monday to Saturday excluding holidays)

All correspondence should be addressed to "Kotak Consumer Asset" at:
KOTAK MAHINDRA BANK LTD.,

4th Floor, Zone I, Building No. 21, Infinity Park,

Off Western Express Highway, Gen A.. Vaidya Marg,

Malad (E), Mumbai-400 097, India,

Regd. Office: 27 BKC, C27, G Block, Bandra Kurla Complex, Bandra (E) Mumbai-400 051.


Acknowledgment Slip

 Date:

Application Number: _____

Received from _____ application for a Loan / Facility

of ₹ _____ We have received cheque/draft no. _____ for ₹ _____

drawn on _____ towards the application fee payable. In case of any queries relating to your application, please contact

_____ Your Sales Executive/Relationship Manager at _____

For any queries/Issues related to services provided by Kotak Mahindra Bank Ltd. or its outside service providers, you may please contact us on the phone number/ email id provide on back of this sheet.

