



STATE BANK OF INDIA STAFF ASSOCIATION
CO-OPERATIVE SOCIETY ODISHA LTD., CUTTACK- 753002

TERM LOAN APPLICATION FORM

FRESH/RENEWAL

Date : \_\_\_\_\_

Membership No. \_\_\_\_\_ Name of the borrower: \_\_\_\_\_

Designation: \_\_\_\_\_ Age \_\_\_\_\_ Branch \_\_\_\_\_

Purpose / Reason for Loan : HOUSING/ (LONG TERM/ CONSUMER)
(Delete whichever is not applicable)

Substantive Pay (Basic) Rs. \_\_\_\_\_, Period of Service : \_\_\_\_\_ Years

Amount of Loan applied for Rs. \_\_\_\_\_

FOR OFFICE USE ONLY

Date of Receipt of Application : \_\_\_\_\_

Amount of Last Loan granted : Rs. \_\_\_\_\_

Present Balance (in case of renewal) : Rs. \_\_\_\_\_

If not sanctioned, reason : \_\_\_\_\_

Loan Sanctioned : Rs. \_\_\_\_\_

(a) Less Present Balance : Rs. \_\_\_\_\_

(b) Less Cost of Shares : Rs. \_\_\_\_\_

(c) Less PGF : Rs. \_\_\_\_\_

(d) Less any other due : Rs. \_\_\_\_\_

(e) Total : Rs. \_\_\_\_\_

Net Amount Payable : Rs. \_\_\_\_\_

Remitted vide Cheque No. \_\_\_\_\_ Dt. \_\_\_\_\_ for Rs. \_\_\_\_\_

Chief Executive

RECOMMENDATION / CERTIFICATE

Certified that Shri/Smt. \_\_\_\_\_ is not a member of any other Cooperative/Society.
of similar nature and the dues to the association by Loanee and Guarantors are paid up-to-date.

2. Further certified that I have scrutinised the Loan Application and verified the purpose mentioned therein which is
considered genuine. I have also verified the salary particulars of the borrower and I am satisfied that his/her take home
salary is sufficient to cover up the loan instalments to be deducted.

3. I, therefore, recommend for consideration of the loan application.

DGS/AGS
SBISA, Bhubaneswar

Unit Secretary, SBI Staff Association

.....Unit

To  
The Committee of Management,  
State Bank of India Staff Association Co-operative Society Odisha Ltd. Cuttack

Gentlemen,

I request you to grant me a Term Loan for Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only)  
upon my \_\_\_\_\_ shares in the above named Society. I shall repay the Loan in 120/60 (as the case may be)  
instalments being payable on the 1st day of every month. The purpose for which this loan is required is \_\_\_\_\_.

In this connection I request you to allot me further \_\_\_\_\_ shares of Rs.10/- each for Rs. \_\_\_\_\_  
of the Society. I agree to accept the same or less number subject to the conditions laid down in the articles of association of the  
Society. I furnish below a detail statement of my assets and liabilities for your kind information and necessary action.

- i) Amount of Property : Rs. \_\_\_\_\_
- ii) Amount of Debt. : Rs. \_\_\_\_\_
- iii) Monthly Income (Salary & other sources) : Rs. \_\_\_\_\_
- iv) Monthly Expenditure (including the instalment of  
Principal and interest on Prior debts, if any) : Rs. \_\_\_\_\_
- v) Available surplus for repayment of the  
loan applied for : Rs. \_\_\_\_\_

I undertake to abide by strictly all terms and conditions stipulated by the Society and any modifications there to made here after  
from time to time. I am fully aware that any breach of the terms and conditions stipulated or any misutilisation of the amount of  
the loan will attract suitable measures under the provisions laid down in the Orissa Co-operative Societies Act, 1962, and shall  
render myself liable for any type of action as per articles of association of the SBISA Co-operative Society Odisha Ltd., Cuttack.

**Yours faithfully,**

Signature \_\_\_\_\_

Full Name \_\_\_\_\_  
(In Block Letters)

Designation \_\_\_\_\_

Branch/Office \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

*Placed in the Committee Meeting*

*dated \_\_\_\_\_*

*Sanctioned for Rs. \_\_\_\_\_*

*(Rupees \_\_\_\_\_ only)*

***President***

**FORM OF DECLARATION**  
**State Bank of India Staff Association Co-operative Society Odisha Ltd. Cuttack - 2**  
**TERM LOAN**

I hereby authorise the State Bank of India, its successors and assignees to recover the outstanding balance of the Term Loan taken by me from the STATE BANK OF INDIA STAFF ASSOCIATION CO-OPERATIVE SOCIETY ODISHA LTD., from the Provident Fund & Pension Fund, Gratuity, etc. payable by the Bank to me in the event of termination of my service with the Bank due to retirement or resignation or dismissal or to my nominee or my legal heir(s) in the event of my death, and pay the amount to the State Bank of India Staff Association Co-operative Society Odisha Ltd. Cuttack on being advised by them of the actual amount recoverable, under advice to the Society.

I hereby declare that any objection, if raised by me or in the event of my death by my nominee or legal heir(s) to pay, out of my Provident Fund & Pension Fund, Gratuity etc, the outstanding due to the Society for the loan taken by me will not be tenable and that the Bank will be within its rights to pay the Provident Fund & Pension Fund, Gratuity etc. to me or to my nominee or to my legal heir(s), as the case may be, after deducting there from the dues of the Society.

I further declare that this authority shall not be revoked by me without the written consent of the State Bank of India Staff Association Co-operative Society Odisha Ltd. Cuttack-753002.

Full Sign./LT. Impression of Borrower

**WITNESS**

Signature (in full) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
State Bank of India \_\_\_\_\_  
Date : \_\_\_\_\_

Signature (in full) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
State Bank of India \_\_\_\_\_  
Date : \_\_\_\_\_

**LETTER OF AUTHORITY**

To  
The S.B.I. Staff Association Co-op. Society Odisha Ltd., Cuttack-2

Dear Sirs,

In terms of the \_\_\_\_\_, I, the undersigned an employee of the State Bank of India, hereby authorise you to recover by deduction from the salary payable to me by the State Bank of India, a sum of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ ) only each month representing the monthly instalment by which I have undertaken to repay the loan taken ,by me from the S.B.I S.A. Co-op, Society Odisha Ltd. Cuttack in terms of the Bond executed by me on the \_\_\_\_\_ .

I hereby agree and declare that I shall not be entitled to withdraw or revoke the authority until the whole of my debt to the S.B.I S.A. Co-op Society Odisha Ltd. is liquidated.

***Yours faithfully,***

**WITNESS**

Signature \_\_\_\_\_  
Full name \_\_\_\_\_  
Designation \_\_\_\_\_  
Branch/Office \_\_\_\_\_

Signature \_\_\_\_\_  
Full name \_\_\_\_\_  
Designation \_\_\_\_\_  
Branch / Office \_\_\_\_\_

For SBI Staff Association .....Unit

Unit Secretary

# LETTER OF AUTHORITY

To  
The Chief General Manager  
State Bank of India, Local Head Office, Bhubaneswar

Dear Sir,

In terms of the \_\_\_\_\_, I, the under signed an employee of the State Bank of India, hereby authorise you to recover by deduction from the salary payable to me by the State Bank of India, a sum of Rs. \_\_\_\_\_ ( Rupees \_\_\_\_\_ ) only each month representing the monthly instalment by which I have undertaken to repay the loan taken by me from the S.B.I S.A. Co-op. Society Odisha Ltd. Cuttack in terms of the Bond executed by me on the \_\_\_\_\_ .

I hereby agree and declare that I shall not be entitled to withdraw or revoke the authority until the whole of my debt to the S.B.I S.A. Co-op Society Odisha Ltd. Cuttack is liquidated.

***Yours faithfully,***

**WITNESS**

Signature \_\_\_\_\_

Full name \_\_\_\_\_

Designation \_\_\_\_\_

Branch/Office \_\_\_\_\_

Signature \_\_\_\_\_

Full name \_\_\_\_\_

Designation \_\_\_\_\_

Branch / Office \_\_\_\_\_

For SBISA .....Branch

Unit Secretary

For SBISA Co-operative Society Odisha Ltd.

Hony. Secretary

# LOAN BOND

## STATE BANK OF INDIA STAFF ASSOCIATION CO-OPERATIVE SOCIETY ODISHA LTD.

KNOW ALL MEN by these presents that I, \_\_\_\_\_  
Son of / Wife of / Husband of \_\_\_\_\_, a member of the State  
Bank of India Staff Association Co-operative Society Odisha Limited, (Registered under the Orissa Co-operative Societies Act,  
1962) have received from the said Society a loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_

only) subject to the Bye-Laws, present or future, of the Society and on the terms and conditions hereunder appearing :

1. I hereby covenant and agree to pay the Cooperative interest on the said loan from the date of the execution of these documents at the rate of .....% per annum or at such rate as may be from time to time fixed by the said Society.
2. I further covenant and agree to repay to the said Society the said loan in monthly instalment as noted in the loan application or in accordance with the terms of the said Bye-Laws.
3. I further agree that the said sum of money borrowed by me from the Society shall be spent for the purpose (s) of \_\_\_\_\_ (Purchase of Land/Construction/Renovation/Extension of house and/or medical treatment/purchase of consumer durables/ceremonial expenses/education or other activities as specified in my loan application) within one month from this date and I undertake to furnish such proof as may be reasonably required by the said Society.
4. If the money borrowed as aforesaid is found to have been spent for any other purpose(s) or not so applied, I undertake to repay the said money with interest within one month from the date of demand.
5. I do hereby further agree to sign and give a letter of authority in the prescribed form to the Chief General Manager or Dy. General Manager or Asst. General Manager or Branch Manager of State Bank of India as the case may be, authorising him to deduct every month out of my salary the amount as shown in the said letter of authority and pay the same to the said Society to be applied towards my loan account with the said Society and I also agree that I shall not withdraw or be entitled to revoke the said authority until the whole of my debts with interest to the said Society is liquidated and that I shall sign all papers and statement that may be required by them or the Bank effectuate the management aforesaid.
6. I do hereby also agree that any representation to the Bank or the Offices there of in any way bearing or connected with this shall always be made by me through the Society.
7. (a) I do hereby further agree to sign and give a letter of authority on the prescribed form to the Chief General Manager or Dy. General Manager or Asst. General Manager or Branch Manager of the State Bank of India, as the case may be, authorising him to deduct any sum intimated by the Society, in the event of my retirement or resignation or dismissal or death from my dues payable by the Bank to me or to my nominee or legal heir(s) on account of my salary and allowances (including salary in Lieu of notice), allowance, bonus, provident & pension fund, leave pay, gratuity and / or any other dues on my account whatsoever, and pay the same to the Society to liquidate my debts to the Society in full.  
(b) I also declare that I shall not withdraw or be entitled to revoke the said authority nor shall be entitled to furnish any other authority or to submit any representation to the contrary, as to the disposal of my dues from the Bank without written consent of the Society.
8. I do hereby also agree to sign and make over full receipt for the amount of my salary or other dues from the Bank after deduction of the amount paid or to be paid to the Society by the State Bank of India pursuant to my letter of authority.

Under the above conditions I execute this bond after having duly received the full sum.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 200

Full Signature \_\_\_\_\_

FULL NAME (IN BLOCK LETTERS) \_\_\_\_\_

Father's/Husband's Name \_\_\_\_\_

Permanent Address \_\_\_\_\_

Present Address \_\_\_\_\_ State Bank of India \_\_\_\_\_

We hereby agree to be surety/sureties for the above mentioned debtor and bound ourselves to be jointly and severally liable (1) for the repayment of the above loan with interest and any cost incurred in connection with collection and (2) for expenditure on the subject mentioned in the Bond.

Dated this ..... Day of..... 200

(1)  
Signature (in full) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
State Bank of India \_\_\_\_\_

(3)  
Signature (in full) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
State Bank of India \_\_\_\_\_

(2)  
Signature (in full) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
State Bank of India \_\_\_\_\_

(4)  
Signature (in full) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
State Bank of India \_\_\_\_\_

(5)  
Signature (in full) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
State Bank of India \_\_\_\_\_

(6)  
Signature (in full) \_\_\_\_\_  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Father's Name \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
\_\_\_\_\_  
State Bank of India \_\_\_\_\_

Certified that the applicant and the guarantors have signed in my presence.

Unit Secretary

State Bank of India Staff Association .....Unit

# STATEMENT / INFORMATION

1. Details in respect of plot of Land/House/Flat etc. proposed to be bought / constructed / renovated / extended.

- a) Full Name of the seller(s)/Vender(s) \_\_\_\_\_
- b) Registration No. \_\_\_\_\_ and allotted Letter No. \_\_\_\_\_  
(In case of registrar body)
- c) Situated at \_\_\_\_\_
- d) Total area of the plot to be purchased \_\_\_\_\_ Plot No. \_\_\_\_\_ khata No. \_\_\_\_\_  
Mauza \_\_\_\_\_ Thana No. \_\_\_\_\_ District \_\_\_\_\_
- e) Total cost of the land :
- f) Plinth area of the building :
- g) Carpet area of the building :
- h) Cost of land and building :
- i) Allotment letter ( In case of Govt./Semi Govt./Co-op. Sector etc.) :
- j) Agreement (in case of private sources)
- k) Holding No. :

## 2. I hereby declare that

- i) I am not a member of any other employees Co-op./Co-op. Society of similar nature nor I have availed any loan from it.
- ii) I have read the Articles of Association and agree to abide by the same.
- iii) Amount of housing loan availed from SBI / other financial agency Rs. \_\_\_\_\_ (sanctioned letter of State Bank & other financial agency is to be enclosed).

I Certify that the particulars given above are correct and nothing has been concealed by me which would prejudice or affect my right to apply for a loan from the Cooperative under the above referred scheme.

**Full Signature of the borrower**

### WITNESS

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Full name \_\_\_\_\_

Full name \_\_\_\_\_

Designation \_\_\_\_\_

Designation \_\_\_\_\_

Branch/Office \_\_\_\_\_

Branch / Office \_\_\_\_\_

I have scrutinised the particulars mentioned above and found those in order. I recommend for sanction of the loan.

Date : \_\_\_\_\_ For SBI Staff Association

Place : \_\_\_\_\_ Unit Secretary.....Unit

## ANNEXURE-I

(To be typed on non-judicial stamp paper)  
(LOAN FOR HOUSING PURPOSE ONLY)

IN THE COURT OF SRI \_\_\_\_\_ EXECUTIVE MAGISTRATE \_\_\_\_\_

DIST \_\_\_\_\_ /NOTARY PUBLIC.

### AFFIDAVIT

I Sri/Smt. \_\_\_\_\_  
aged about \_\_\_\_\_ years, S/o \_\_\_\_\_ permanent resident of Village/  
Town \_\_\_\_\_ P.O. \_\_\_\_\_, Via. \_\_\_\_\_,  
P.S. \_\_\_\_\_, Tahasil \_\_\_\_\_, District \_\_\_\_\_, State \_\_\_\_\_  
at present working at SBI \_\_\_\_\_ do hereby solemnly affirm this affidavit on oath as follows:

01. That, I am the deponent of this affidavit.
02. That, I have obtained the land mentioned in the Schedule below from \_\_\_\_\_ on dated \_\_\_\_\_ vide Sale/Lease Deed No./ Partition Deed No. \_\_\_\_\_ at as consideration value/present value of Rs. \_\_\_\_\_ become the absolute owner of the land mentioned in the schedule below.
03. That, the land mentioned below is free from all sorts of liens & lispendens, attachments any kind of what- soever & the said property is absolutely clear, free & marketable & it is fit for creating Negative lien charge of S.B.I STAFF ASSOCIATION CO-OPERATIVE SOCIETY ODISHA LIMITED, CUTTACK without affecting the previous charges.
04. As I am requiring extra amount to construct the house/ to complete the half constructed house I am entering an aggrement with S.B.I.Staff Association Co-operative Society Odisha Ltd.,Cuttack not to transfer the schedule land by way of sub-lease, gift, sale or exchange till the loan is completely liquidated.
05. That, the below mentioned land is not hit by any restriction of Urban land ceiling Regulation Act, 1976 & the same is not under any claim of development Authorities.
06. That, the land in question has not been attached in any Civil, Criminal or Revenue proceedings and that the land in question is not subject to matter of litigation in any judicial proceedings and that no receiver had ever been appointed in respect of the land in question. .
07. That, I have paid all relevant taxes, rents upto date for the land mentioned in the schedule below.
08. I hereby agree and undertake to abide the term & conditions of the S.B.I STAFF ASSOCIATION CO-OPERATIVE SOCIETY ODISHA LIMITED., CUTTACK for the Negative Lien Charge by way of Equitable Mortgage.

#### 09. SCHEDULE OF PROPERTY

Dist: \_\_\_\_\_ D.S.R.O. \_\_\_\_\_ P.S. \_\_\_\_\_

Town/Mouza \_\_\_\_\_ Khata No. \_\_\_\_\_ Plot No. \_\_\_\_\_

Total area \_\_\_\_\_

That, the facts stated above are true to the best of my knowledge, and belief as derived from the documents.

**Identified By**

**Deponent**

Advocate

The above named deponent who is identified by Shri \_\_\_\_\_

Advocate being present in my Court states on oath that facts stated above are true to the best of his/her knowledge & belief.

**EXECUTIVE MAGISTRATE**



**ANNEXURE-II**  
**(LOAN FOR HOUSING PURPOSE ONLY)**  
**BEFORE THE EXECUTIVE MAGISTRATE/NOTARY PUBLIC**  
**AFFIDAVIT**

I Sri/Smt. \_\_\_\_\_

S/o./W/o./D/o. \_\_\_\_\_

aged \_\_\_\_\_, working as \_\_\_\_\_ At \_\_\_\_\_ P.O. \_\_\_\_\_,

P.S. \_\_\_\_\_, Dist. swear on oath and state as follows:

1. That I am an employee of the S.B.I, \_\_\_\_\_, and also a member of the State Bank of India Staff Association Co-operative Society Odisha Ltd., Cuttack.
2. That I desire to avail the loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) from SBI Staff Association Co-operative Society Odisha Ltd., Cuttack to purchase house site/land as per agreement entered into with the seller as per the schedule below.
3. That I intend to give the said land in equitable Mortgage to be created in favour of the S.B.I Staff Association Co-operative Society Odisha Ltd., Cuttack in lieu of the loan as and when required. The Society can also realise the loan from me.
4. The said land will be used for purpose of construction of house.
5. That I undertake to execute any agreement or deed in future if required by the Cooperative in-this connection.
6. This affidavit will be submitted before the S.B.I. Staff Association Co-operative Society Odisha Ltd., Cuttack for necessary action.

7. SCHEDULE OF PROPERTY

Dist: \_\_\_\_\_ D.S.R.O. \_\_\_\_\_ P.S. \_\_\_\_\_

Town/Mouza \_\_\_\_\_ Khata No. \_\_\_\_\_ Plot No. \_\_\_\_\_

Total area \_\_\_\_\_

8. That, the facts stated above are true to the best of my knowledge, and belief as derived from the documents.

**Advocate**

**Deponent**

The above named deponent who is identified by Shri \_\_\_\_\_

Advocate being present in my Court states on oath that facts stated above are true to the best of his/her knowledge & belief.

**EXECUTIVE MAGISTRATE**

**ANNEXURE-III**  
**AGREEMENT OF SALE**  
**(FOR HOUSING LOAN ONLY)**

I, Sri/Smt. \_\_\_\_\_  
aged about \_\_\_\_\_ years, S/o/W/o/D/o \_\_\_\_\_ permanent resident of  
Village/Town \_\_\_\_\_ P.O. \_\_\_\_\_, Via. \_\_\_\_\_,  
P.S. \_\_\_\_\_, Tahasil \_\_\_\_\_, District \_\_\_\_\_, State \_\_\_\_\_  
residing at \_\_\_\_\_ and working as \_\_\_\_\_ do hereby agree to sell the lands/house  
site/building described in the schedule below to Sri \_\_\_\_\_ aged about  
\_\_\_\_\_ years, S/o \_\_\_\_\_ permanent resident of Village/Town  
\_\_\_\_\_ P.O. \_\_\_\_\_, State \_\_\_\_\_ residing at  
\_\_\_\_\_ and working as \_\_\_\_\_ for a consideration of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only) and in the furtherance of this agreement and after taking a sum of  
Rs. \_\_\_\_\_ out of the consideration as part payment in the performance of the contract I deliver the same to  
the possession of Sri \_\_\_\_\_ (Vendee) and I agree  
to execute the sale deed within \_\_\_\_\_ months with effect from to-day and I agree to take the rest of the  
consideration money at the time of registration of the sale and my Vendee having agreed to the terms as aforesaid  
acknowledges this Agreement by putting his signature in my presence and I put my signature in this Agreement in the  
presence of my Vendee and the witnesses all of whom in evidence of this Agreement put here under the signatures.

Witnesses

1. \_\_\_\_\_ (Vendor)  
2. \_\_\_\_\_ (Vendee)

**SCHEDULE OF PROPERTY**

Plot No. \_\_\_\_\_ Area \_\_\_\_\_ in Khata No. \_\_\_\_\_ in  
Mouza \_\_\_\_\_ P.S. \_\_\_\_\_ Tahasil \_\_\_\_\_  
District \_\_\_\_\_ valuation at Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_)  
bounded by

East \_\_\_\_\_ West \_\_\_\_\_ North \_\_\_\_\_ South \_\_\_\_\_

along with the sketchmap of the area/building and the revenue village.

\_\_\_\_\_  
Vendor

## TIPS FOR TERM LOAN

### GUIDE LINES TO FILL UP LOAN APPLICATION FORMS

1. Loan for Housing Purpose and other activities as specified in this application.  
For Clerical Staff : Maximum Rs. 2,00,000.00  
For Subordinate Staff : Maximum Rs. 1,40,000.00
2. To construct house, to complete half constructed house, members are requested to submit the application along with the Affidavit (ANNEXURE-I) and other relevant supporting papers.
3. To purchase a plot from an individual members are requested to submit the application along with Affidavit (ANNEXURE-II) and the offer letter of the seller (ANNEXURE-III) with all the supporting papers.
4. Unit Secretaries and sureties are requested to verify the authenticity of the purpose before signing the loan application form.
5. Before forwarding the application form Unit Secretaries are further requested to verify the take home salary of the concerned member. The take home salary must be sufficient enough to cover the monthly loan instalments and his/her sustenance.
6. **Latest Salary Certificate issued by the Salary disbursing authority must be attached or else the Term Loan application is liable to be rejected.**