

LOAN APPLICATION FORM

(Kindly fill all the columns mentioned below, otherwise the form will be invalid and be rejected)

Application Date:

Location:

Employee Details:

Emp.Code	
Emp.Name	
Department	
Division	
Designation	
Date of Joining	
Contact No	

Loan Details:

Reason	
Proposed Amount	Rs.
Terms of Repayment (Not more than 6 Months)	

Remarks:**Previous Loan Details:**

Loan Amount	
MMM-YY (e.g: March-14)	
Cleared/Pending	
Pending Amount	Rs.

Signature of the Applicant**Terms**

- Should be taken or availed only once (1 time) a calendar year.
- Only for Medical Emergencies and Personal Marriage.
- Eligibility : Should have completed atleast 1 year of Service.
- Guarantor : He/She should be on an equal or higher grade/Designation.
- The loan amount shall not exceed 2 months gross salary (Basic+DA+HRA+Con+Spe. Allowance) of the employee.

Procedures

- Loan Application must be availed from the Corporate HR Department.
- For Personal Marriage - Attach or enclose a Copy of a Marriage Invitation.
- For Medical Emergencies - Attach or enclose a Valid Medical Report or Medical Certificate.
- Period of avail loan: 10th to 20th of every month, on or before 3PM.
- Other details kindly refer HR Policy

Guarantor Details & Acknowledgement:

Employee Code	
Employee Name	
Division	
Department	
Designation	
Contact Number	

- I hereby agree to repay the amount sum of Rs in the event of nonpayment by Mr./Ms. due to exigencies like abandoning the job without prior information by the loanee or any other natural/unnatural cause in 6 equal months or whichever is determined and communicated to me by HR.
- I will not stand as a guarantor for any other employee within our group companies until such time the loan repayment period is complete & over for this employee and repayments are secured.
- I have read and understood the guarantor terms & conditions explained above and I stand as the guarantor for Mr./Ms. and I am willing to comply with all repayment formalities such that the loan amount will be paid by me in cash or in any other modes of payment.

Signature of Guarantor**Amount Approved by the HOD: Rs.****Signature of the HOD****For HR Use Only**

I have verified & checked the above details. I declare that the details are true.

Signature of Site HR**Amount Eligible : Rs.****Signature of Corporate HR****Amount Approved: Rs.****Head of HR**