

**One-time restructuring request and application letter
for non-individual entities**

(On letter head of the Firm/Company)

Date:

To,

Axis Bank Ltd.

Dear Sir/ Madam,

Subject: One-time restructuring request - Customer ID: _____ in the name of _____ (Name/s applicant/s)

I/We hereby request you to restructure the below mentioned loan account/s linked to Customer ID _____ under the guidelines issued by RBI for Resolution Framework for COVID-19 related stress guidelines.

Loan Details-

Sr. No.	Account no.	Type of Loan	Loan Amount (INR)	Account to be restructured (Y/N)
1				
2				
3				

(Please attach separate annexure if there are more than 3 loans.)

Reason for restructuring request in detail: (supported by documents mentioned in [Annexure III](#))

1. 2. 3. 4. 5. Period of restructuring loan (6/12/18/24 Months) -

Additional information:

Other ongoing loans/ working capital limits as on the date of application (Status as on 31-03-2020):

Name Bank/ FI	Type of Loan	Loan / Limit Amount (INR)	EMI (INR)	Moratorium availed (Y/N)	Repayment Bank A/c	Security	Applied for restructuring (Y/N)

(Please attach separate annexure if there are more than 3 loans)

Other ongoing loans as on the date of application (status as on date):

Name Bank/ FI	Type of Loan	Loan / Limit Amount (INR)	EMI (INR)	Moratorium Availed (Y/N)	Repayment Bank A/c	Security	Applied for restructuring (Y/N)

(Please attach separate annexure if there are more than 3 loans)

Working capital limits and utilization as on date:

Fund Based				Non Fund Based			
Financier	Limit	Utilization	Utilization%	Financier	Limit	Utilization	Utilization%
Total				Total			

Details of ECLGS loans availed:

Financer Name	ECLGS facility availed (INR)	Date of disbursement

Debtors ageing as on date:

Name of debtor	(< 90 days)	90 to 180 days	(> 180 days)	Total

Attach annexure for larger number of records.

For all debtors > 90days – please provide reason for such delay.

Creditors & Stock:

Particulars	As on 31-03-2020	As on date
Creditors (INR Lacs)		
Stock value (INR Lacs)		
Total outside liability		

Salary and Wages:

Details	As on 31-03-2020	As on date
Total No of Employees (incl. daily wages /labour)		
Total monthly Salary /Labour Payment		

Electricity Bills details (Copies of bills to be attached)

Months	Business / Factory premises	Residence of Proprietor/ Promoter/ Co-applicant
Jan 2020		
Feb 2020		
Mar 2020		
Apr 2020		
May 2020		
Jun 2020		
Jul 2020		
Aug 2020		
Sep 2020		

I/We hereby confirm that my/our business and earnings have been impacted by the economic fallout from COVID-19 related stress, which has affected my ability to repay the loan in short term.

Declaration:

I/ We declare that the information and date furnished by us to the Bank are true and correct. We undertake that:

- a) CIBIL and any other agency so authorised may use, process the said information and data disclosed by the Bank in the manner as deemed fit by them; and
- b) CIBIL and any other agency so authorised may furnish for consideration, the processed information and data disclosed or product there of prepared by them to Bank/ Financial Institution and any other credit grantors or registered users, as may be specified by RBI on this behalf.

I/We hereby agree that:

- a) Bank's decision will be final and binding.
- b) Bank will charge a one – time restructuring fee of INR 2500 plus GST in case my/our request is approved by the Bank.

I/We hereby agree to provide/execute all the documents as may be required by the Bank.

Yours sincerely,

For _____

Authorized Signatory

Applicant

Co-Applicant/s

Guarantor/s

Annexure III

List of documents to be enclosed with the application

1. Last two years balance sheets (wherever applicable as per statutory requirements / Bank's instructions) of the units along with income tax/sales tax return, etc.
2. CA certified provisional / audited financials F.Y. 2019-20. [For business entity, promoters and B.O.]
3. Projected financials for F.Y. 20-21 & 21-22 and documents in support of the same.
4. Projected balance sheets for two years in case of working capital limits and for the period of the loan in case of Term Loan.
5. Sales achieved during the current financial year up to the date of submission of application/ Provisional Balance sheet as at Previous Quarter End.
6. Asset & Liability statement of Proprietor/ Partners/ Directors.
7. If funds proposed to be infused by borrower, please specify sources.
8. Detailed particulars of securities primary/collateral proposed, if any.
9. Details of all liabilities of the enterprise, including the liabilities owed to the State or Central Government and unsecured creditors, if any.
10. Supporting details for the suggested remedial measures with the estimated time frame by the enterprise to justify the action plan /solution.
11. KYC documents of borrower/s, guarantors & Beneficial Owners (BO).
12. For Individual borrowers - Voter ID, Passport, Driving License, UID.
13. For non-individual entities – KYC documents as per Bank's policy as per nature of entity.
14. MSME certificate (wherever applicable).
15. GST certificate.
16. Business Bank statements 12 months for all applicants (along with promoters/ co-app/ BO personal bank statements).
17. GST returns for F.Y 2019-20 and from April 20 till date/ Form 26AS - F.Y 2019-20 and F.Y 2020-21 (YTD) wherever applicable.
18. In case of remuneration/salary / share of profit from partnership/LLP/other firms, financial statements of these firms for F.Y.18-19 & 19-20 with GST returns for F.Y. 20-21 (YTD).
19. Board Resolution for applying for restructuring (wherever applicable).

Note: All documentation needed from all loan borrower(s) including guarantors should be self-attested.