

Let your business touch new horizons
with our smart financing options



Loan Against Property

APPLICATION FORM

Form No.:

To be filled in by the applicant

Type of Loan / Facility

Loan / Facility applied for

- ☐ **Loan against Property**
- ☐ **Loan for purchase of commercial property**
- ☐ **Overdraft against Property**
- ☐ **Lease Rental Discounting**

Amount ₹ _____

Tenure (Years) _____

Amount ₹ _____

Tenure (Years) _____

Purpose of Loan / Facility

- ☐ Business Improvement / Expansion
- ☐ Construction of Business Premises
- ☐ Personal Expenses
- ☐ Working Capital Finance
- ☐ Purchase of Asset for Business purpose
- ☐ Purchase of Machinery:

- Type of machine: _____
- Purpose: _____
- Imported/Indigenous: _____
- Name of supplier: _____
- Total Cost: _____
- Contribution by Promoters: _____
- ☐ Others (pl. specify) _____

For Bank use only:

DMA/DST Details:

DMA Name:		DMA CRN:	
DST Name:		DST CRN:	
RM Name:		RM CRN:	
Manpower Agent Name:		Manpower Agent CRN:	
Referral Agent Name:		Referral Agent CRN:	
		Opportunity ID:	

Cross Sell Date Capture

Bank Branch Name:		Bank Branch CRN:	
Sales Executive Name:		Sales Executive CRN:	
Sourcing Agent Name:		Sourcing Agent CRN:	
Cross-Sell RM Name:		Cross-Sell RM CRN:	
Call Centre Agent Name:		Call Centre Agent CRN:	
Privy / Wealth Name:		Privy / Wealth CRN:	

Please tick your option

RO/PB Team CRN:		Corp. Salary Team CRN:	
Acquisition Team CRN:			

Processing Fees Details

Cheque/DD No.	Instrument date: DD/MM/YYYY	Drawn on/ Bank and Branch	Amount (in Rs)

Date of Issue

[illegible]

For Non-individual Applicant

Business Constitution	☐ Prop. concern	☐ Partnership Firm	☐ Private Ltd. Co.	☐ Public Ltd. Co.	☐ Society	☐ Trust	☐ HUF	☐ Others																
Nature of Business	☐ Trading	☐ Manufacturing	☐ Export/Import	☐ Services	☐ Others																			
Industry / Sector / Activity																								
Current Office Address																								
City																	PIN							
Telephone	STD Code														Fax									
E-mail ID																								
Date of Incorporation	D	D	M	M	Y	Y	Y	Y											PAN					
Additional Office Address (Factory/Shop/Branch)																								
City																	PIN							
Telephone	STD Code														Fax									
E-mail ID																								
GSTIN																								

Individual / Sole Proprietor

Date of Birth										Marital Status	☐ Single	☐ Married	☐ Divorced	☐ Widowed	
Gender	☐ Male	☐ Female	☐ Transgender	No. of Dependents	☐ Children _____	☐ Others _____									
Religion	Category								☐ SC	☐ ST	☐ OBC	☐ Minority Community	☐ Others _____		
Father's Name															
Mother's Maiden Name															
Spouse's Name															
PAN/GIR Number										(if not available, please fill up Form 60/61 as applicable)					
Aadhaar No.										Passport No.					
Voters ID No.															
Driving License No.															
Education	☐ Non graduate	☐ Graduate	☐ Post graduate	☐ Professionally qualified (Doctors, CAs, Engineers etc)											

[illegible][illegible]

Business ☐ Trading ☐ Manufacturing ☐ Export/Import ☐ Services ☐ Others _____

Self Employed Professional ☐ CA ☐ Doctor ☐ Engineer ☐ Architect/Interior Decorator ☐ Others _____

☐ Current Office ☐ Current Resi. ☐ Mobile

[illegible]

☐ Co-Applicant
 ☐ Co-Borrower
 ☐ Guarantor

Existing CRN

Individual / Sole Proprietor

Personal Details

Name (Mr./Mrs./Ms./Dr.)																																
Relationship with Applicant																																
Date of Birth	D	D	M	M	Y	Y	Y	Y	Marital Status	☐ Single	☐ Married	☐ Divorced	☐ Widowed																			
Gender	☐ Male	☐ Female	☐ Transgender	No. of Dependents	☐ Children	☐ Others																										
Religion	Category ☐ SC ☐ ST ☐ OBC ☐ Minority Community ☐ Others																															
Father's Name																																
Mother's Maiden Name																																
Spouse's Name																																
PAN/GIR Number	(if not available, please fill up Form 60/61 as applicable)																															
Aadhaar No.																Passport No.																
Voters ID No.																																
Driving License No.																																
Education	☐ Non graduate ☐ Graduate ☐ Post graduate ☐ Professionally qualified (Doctors, CAs, Engineers etc)																															
Contact Details																																
Current Resi. Address																																
City																										PIN						
Telephone	STD Code																				Mobile											
E-mail ID																																
Residence	☐ Owned ☐ Rented ☐ Co-Provided ☐ Parental ☐ Others																															
Years at Current Residence											Years in this city																					
Permanent Resi. Address (if different from above)																																
City											PIN											Tele.	STD Code									
Current Office Address																																
City																										PIN						
Telephone	STD Code																				Fax											
E-mail ID																																

Occupation Details

Business	☐ Trading	☐ Manufacturing	☐ Export/Import	☐ Services	☐ Others
Self Employed Professional	☐ CA	☐ Doctor	☐ Engineer	☐ Architect/Interior Decorator	☐ Others

Preferred Mailing Address	☐ Current Office	☐ Current Resi.	Preferred Contact No.	☐ Current Office	☐ Current Resi.	☐ Mobile
GSTIN						

☐ Co-Applicant
 ☐ Co-Borrower
 ☐ Guarantor

Existing CRN

Non-individual

Business Entity Details

Name																															
Business Constitution	☐ Prop. concern	☐ Partnership Firm	☐ Private Ltd. Co.	☐ Public Ltd. Co.	☐ Society	☐ Trust	☐ HUF	☐ Others																							
Nature of Business	☐ Trading	☐ Manufacturing	☐ Export/Import	☐ Services	☐ Others																										
Industry / Sector / Activity																															
Current Office Address																															
City																										PIN					
Telephone	STD Code																				Fax										
E-mail ID																															
Date of Incorporation	D	D	M	M	Y	Y	Y	Y	PAN																						
Additional Office Address (Factory/Shop/Branch)																															
City																										PIN					
Telephone	STD Code																				Fax										
E-mail ID																															
GSTIN																															

☐ Co-Applicant
 ☐ Co-Borrower
 ☐ Guarantor

Existing CRN

Individual / Sole Proprietor

Personal Details

Name (Mr./Mrs./Ms./Dr.)

Relationship with Applicant

Date of Birth Marital Status ☐ Single ☐ Married ☐ Divorced ☐ Widowed

Gender ☐ Male ☐ Female ☐ Transgender No. of Dependents ☐ Children ☐ Others

Religion Category ☐ SC ☐ ST ☐ OBC ☐ Minority Community ☐ Others

Father's Name

Mother's Maiden Name

Spouse's Name

PAN/GIR Number (if not available, please fill up Form 60/61 as applicable)

Aadhaar No. Passport No.

Voters ID No.

Driving License No.

Education ☐ Non graduate ☐ Graduate ☐ Post graduate ☐ Professionally qualified (Doctors, CAs, Engineers etc)

Contact Details

Current Resi. Address

City PIN

Telephone STD Code Mobile

E-mail ID

Residence ☐ Owned ☐ Rented ☐ Co-Provided ☐ Parental ☐ Others

Years at Current Residence Years in this city

Permanent Resi. Address (if different from above)

City PIN Tele. STD Code

Current Office Address

City PIN

Telephone STD Code Fax

E-mail ID

Business ☐ Trading ☐ Manufacturing ☐ Export/Import ☐ Services ☐ Others

Self Employed Professional ☐ CA ☐ Doctor ☐ Engineer ☐ Architect/Interior Decorator ☐ Others

Preferred Mailing Address ☐ Current Office ☐ Current Resi. Preferred Contact No. ☐ Current Office ☐ Current Resi. ☐ Mobile

GSTIN

☐ Co-Applicant
 ☐ Co-Borrower
 ☐ Guarantor

Existing CRN

Non-individual

Business Entity Details

Name

Business Constitution ☐ Prop. concern ☐ Partnership Firm ☐ Private Ltd. Co. ☐ Public Ltd. Co. ☐ Society ☐ Trust ☐ HUF ☐ Others

Nature of Business ☐ Trading ☐ Manufacturing ☐ Export/Import ☐ Services ☐ Others

Industry / Sector / Activity

Current Office Address

City PIN

Telephone STD Code Fax

E-mail ID

Date of Incorporation PAN

Additional Office Address (Factory/Shop/Branch)

City PIN

Telephone STD Code Fax

E-mail ID

GSTIN

☐ Co-Applicant
 ☐ Co-Borrower
 ☐ Guarantor
 Existing CRN ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐
 Individual / Sole Proprietor

Personal Details

[illegible]

Contact Details

Current Resi. Address																																				
City																	PIN																			
Telephone		STD Code										Mobile																								
E-mail ID																																				
Residence		☐ Owned ☐ Rented		☐ Co-Provided		☐ Parental		☐ Others																												
Years at Current Residence						Years in this city																														
Permanent Resi. Address (if different from above)																																				
City												PIN										Tele.					STD Code									
Current Office Address																																				
City																	PIN																			
Telephone		STD Code										Fax																								
E-mail ID																																				

Occupation Details

Business ☐ Trading ☐ Manufacturing ☐ Export/Import ☐ Services ☐ Others _____

Self Employed Professional ☐ CA ☐ Doctor ☐ Engineer ☐ Architect/Interior Decorator ☐ Others _____

Preferred Mailing Address

GSTIN

[illegible]

Business Entity Details

Business Entity Details																					
Name																					
Business Constitution	☐ Prop. concern	☐ Partnership Firm	☐ Private Ltd. Co.	☐ Public Ltd. Co.	☐ Society	☐ Trust	☐ HUF	☐ Others													
Nature of Business	☐ Trading	☐ Manufacturing	☐ Export/Import	☐ Services	☐ Others																
Industry / Sector / Activity																					
Current Office Address																					
City																PIN					
Telephone	STD Code										Fax										
E-mail ID																					
Date of Incorporation	D	D	M	M	Y	Y	Y	Y	PAN												
Additional Office Address (Factory/Shop/Branch)																					
City																PIN					
Telephone	STD Code										Fax										
E-mail ID																					
GSTIN																					

Continued.....

Details of Proprietors / Partners / Directors of Firm / Company & their addresses (Please include all applicants of the loan & associate concerns)

Name	Age (yrs)	Academic Qualification	Residential Address	Tele. No. (Residence)	Experience in the line of activity (yrs)
Firm / Company:					
Firm / Company:					
Firm / Company:					

Existing Credit Facilities (Please include all applicants of the loan)

Facility in favour of	Type of Facility	Limit / Loan (In Lacs)	Outstanding as on _____ (In Lacs)	Bank/ Financier	EMI (in Rs.)	Repayment Terms / Tenor	Balance Term	Securities Lodged

Past Performance / Future Estimates (Please include all applicants of the loan)

Parameter (In Lacs)	(Actual) Past Year 1 _____	(Actual) Past Year 2 _____	(Estimate) Present Year _____	(Projection) Next Year _____
Firm / Company:				
Net Sales				
Net Profit				
Capital (Net worth if company)				
Firm / Company:				
Net Sales				
Net Profit				
Capital (Net worth if company)				

Bank Account Details

Name of Account Holder	Bank / Branch	T ype of Account	Account Number	CC/OD Limit (in Lacs)	Banking Since

Status regarding Statutory Obligation

Whether complied with, select Yes / No. If not applicable, select NA			Remarks
1	Registration under Shop and Establishment Act	☐ Yes ☐ No ☐ NA	
2	Industry Specific License (_____)	☐ Yes ☐ No ☐ NA	
3	Latest Sales Tax Return Filed	☐ Yes ☐ No ☐ NA	
4	Latest Income Tax Return Filed	☐ Yes ☐ No ☐ NA	
5	Any other statutory dues remaining outstanding	☐ Yes ☐ No ☐ NA	

Details of Collateral Securities Offered, if any
Property

Owner name

Address

Area

City PIN

Type of Property ☐ Commercial ☐ Resi ☐ Industrial ☐ Plot ☐ Others _____ Ownership ☐ Solo ☐ Joint

Occupation Status ☐ Self occupied ☐ Rented ☐ Vacant ☐ Under construction ☐ Others _____

Age of Property (yrs) Land Area Built up Area

Other Collateral Securities

(As per RBI guidelines, Banks are not to take collateral security for loans upto Rs. 10 lakhs to MSME Units)

Details of Vehicle Owned

Owner Name

Vehicle Type ☐ 2 Wheeler ☐ 4 Wheeler Relationship with Owner

Model Registration No.

Insurance Details (Optional)

I/We wish to apply for the term cover for group of borrowers ☐ Yes ☐ No

Whether the applicant(s) would like the premium and other charges to be funded by Kotak Mahindra Bank for availing Benefit under the above term cover. ☐ Yes ☐ No

References (Not related to you)

Name

Tele. STD Code Mobile

Name

Tele. STD Code Mobile

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 officers 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 senior officers of the bank, as defined in the said circular ☐ Yes ☐ No

For Non-individual Applicants

- a) 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
- b) Do any of the partners/directors in the firm / company happen to be relatives of senior officers 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 confirm that 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 installment 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 the 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 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, antisocial 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 (eg- 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/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>.

Photograph of Primary Applicant Please paste recent passport-sized photograph and sign across it	Signature of Primary Applicant (Individual/Sole Proprietor) Name _____ Place: _____ Date: _____	Signature of the Primary Applicant (Non-Individual) Name _____ Place: _____ Date: _____
Photograph of 1st Co-applicant/ Coborrower/Guarantor Please paste recent passport-sized photograph and sign across it	Signature (Individual) Name _____ Place: _____ Date: _____ ☐ Co-Applicant 1 ☐ Co-Borrower 1 ☐ Guarantor 1	Signature (Non-Individual) Name _____ Place: _____ Date: _____ ☐ Co-Applicant 1 ☐ Co-Borrower 1 ☐ Guarantor 1
Photograph of 2nd Co-applicant/ Coborrower/Guarantor Please paste recent passport-sized photograph and sign across it	Signature (Individual) Name _____ Place: _____ Date: _____ ☐ Co-Applicant 2 ☐ Co-Borrower 2 ☐ Guarantor 2	Signature (Non-Individual) Name _____ Place: _____ Date: _____ ☐ Co-Applicant 2 ☐ Co-Borrower 2 ☐ Guarantor 2
Photograph of 3rd Co-applicant/ Coborrower/Guarantor Please paste recent passport-sized photograph and sign across it	Signature (Individual) Name _____ Place: _____ Date: _____ ☐ Co-Applicant 3 ☐ Co-Borrower 3 ☐ Guarantor 3	Signature (Non-Individual) Name _____ Place: _____ Date: _____ ☐ Co-Applicant 3 ☐ Co-Borrower 3 ☐ Guarantor 3

NOTE: Please ensure that you get the perforated acknowledgement copy duly filed in by our sales representative

Barcode

FORM NUMBER

To be filled in by Applicant (kindly tick the card of your choice)

Kotak Royale Signature Credit Card

- Upto 30,000 bonus Reward Points.
- Visa Lounge access Program.
- Earn upto 4X Reward Points.
- No Joining Fee & Annual Fee


Kotak League Platinum Credit Card

- Earn upto 8X Reward Points
- Fuel Surcharge Waiver

1. Nil ☐ Nil - No Joining Gift

2. Rs. 499 + GST ☐ No Reversal Joining Gift:
Movie Ticket Discount
Voucher worth Rs. 500/-

• Annual Fees : ₹ 499#

• Annual Fee Waiver Condition:

Minimum retail spends of Rs. 50000 in a year.

*Fees and Charges mentioned above are as of date of application and subject to change. Refer www.kotak.com for latest version of MITC

APPLICANT 1

Name as desired on the Card		Maximum 19 characters	Mobile Number	
CRN/Customer ID			Permanent Phone	
PAN Number		I want to apply for	☐ Royale Signature Credit Card	☐ League Platinum Credit Card
GSTIN				

APPLICANT 2

Name as desired on the Card		Maximum 19 characters	Mobile Number	
CRN/Customer ID			Permanent Phone	
PAN Number		I want to apply for	☐ Royale Signature Credit Card	☐ League Platinum Credit Card
GSTIN				

APPLICANT 3

Name as desired on the Card		Maximum 19 characters	Mobile Number	
CRN/Customer ID			Permanent Phone	
PAN Number		I want to apply for	☐ Royale Signature Credit Card	☐ League Platinum Credit Card
GSTIN				

APPLICANT 4

Name as desired on the Card		Maximum 19 characters	Mobile Number	
CRN/Customer ID			Permanent Phone	
PAN Number		I want to apply for	☐ Royale Signature Credit Card	☐ League Platinum Credit Card
GSTIN				

SIGN UP & DECLARATION

Credit Card account(s) for all spends, fees and other charges, interest, etc. on my Card(s). Service tax and surcharge at applicable rates will be charged on all fees, charges, interest, etc. and I agree to pay the Bank may at its sole discretion accept or reject either one or both cards applied for by me in this application. I further agree to be fully liable and authorise the Bank to debit My Kotak Mahindra Bank. I hereby declare that the particulars contained herein above are complete, true and correct to the best of my knowledge and Kotak Mahindra Bank Ltd. ("Bank") is entitled to verify the same directly or through any third-party agency. I authorise the Bank and its affiliates to use information from this application for administrative purpose. I confirm that I am a resident of India. I further understand that same. In case, I have applied for an Add-On Card(s) I will be billed separately for the Add-On Card in the respective monthly statements(s). I will be liable for all charges incurred on the Add-On Card. I undertake to notify the Bank immediately of any change in the above details and information given by me. I hereby declare that I have read the Terms and Conditions for the Bank's credit Card and I agree that I will be bound by these Terms and Conditions including those excluding/limiting the Bank's liability. I agree to receive my Cardholder(s) Agreement in the electronic format & I understand that upon my request, print copy of the same would be couriered to me by the Bank. I further agree and understand that all documents given to the Bank in connection with this application including, but not limited to photocopies of original documents, signatures verification, address verification and bank details shall become the property of the Bank and shall not be returned to me. I hereby confirm that I have read & understood the terms and conditions governing the entire business relationship with the Bank and relating to various services including but not limited to Cardholder Agreement, ATMs, Phone Banking, Home Banking, Net Banking and Bill Payment. I understand that the Bank may at its absolute discretion, discontinue or modify any of these services completely or partially without any prior notice to me. I authorise the Bank, its group companies and their agents to exchange or share all the information relating to me and my repayment history with banks, financial institutions, credit bureaus, agencies, statutory bodies etc. as may be required or as they deem fit.

☐ I want to apply for Kotak Credit Card ☐ I want to apply for Kotak Credit Card ☐ I want to apply for Kotak Credit Card ☐ I want to apply for Kotak Credit Card

Date:

Date:

Date:

Date:

Name

Name

Name

Name

Applicant 1 Signature

☐ Domestic Usage only

☐ Domestic & International Usage

Applicant 2 Signature

☐ Domestic Usage only

☐ Domestic & International Usage

Applicant 3 Signature

☐ Domestic Usage only

☐ Domestic & International Usage

Applicant 4 Signature

☐ Domestic Usage only

☐ Domestic & International Usage

I agree that if I have selected the Credit Card with Domestic & International usage, the entire credit limit on the card will available for both Domestic and International Transactions. The said credit limit will also be applicable to the Add-On card, subject to the spending limit as agreed by the Primary Applicant if any.

Applicant 1 Signature

Applicant 2 Signature

Applicant 3 Signature

Applicant 4 Signature

Credit Cards are issued in select locations only. Credit Card applications received from non-sourceable locations will not be processed for Credit Card issuance.

FOR BANK USE

Card Sales Executive		Other Card Sales Executive		Source Code	
Fee Code		Channel Code		Promo Code	
				DSE CODE	

Check your application status

VISIT www.kotak.com | SMS CCAPP <space> <application reference number> to 5676788

FORM NUMBER

APPLICANT 1 CHECKLIST
 (TO BE FILED BY CREDIT CARD SALES)

Sr. No.	BANK CHECKLIST	CHECKED WITH BCIF
1.	Customer Name	☐
2.	Customer CRN	☐
3.	Customer Pancard	☐
4.	APAC ID	☐

APPLICANT 2 CHECKLIST
 (TO BE FILED BY CREDIT CARD SALES)

Sr. No.	BANK CHECKLIST	CHECKED WITH BCIF
1.	Customer Name	☐
2.	Customer CRN	☐
3.	Customer Pancard	☐
4.	APAC ID	☐

APPLICANT 3 CHECKLIST

Sr. No.	BANK CHECKLIST	CHECKED WITH BCIF
1.	Customer Name	☐
2.	Customer CRN	☐
3.	Customer Pancard	☐
4.	APAC ID	☐

APPLICANT 4 CHECKLIST

Sr. No.	BANK CHECKLIST	CHECKED WITH BCIF
1.	Customer Name	☐
2.	Customer CRN	☐
3.	Customer Pancard	☐
4.	APAC ID	☐

Checker EMP CODE :

Name :

Signature :

MOST IMPORTANT TERMS AND CONDITIONS (MITC) LOAN AGAINST PROPERTY (LAP)
Schedule of Charges:

1. Processing Fee (Non-refundable) and other applicable statutory levies)	Maximum 3% of the Loan / Facility Amount (plus GST (Goods and Services tax)
2. Documentation Charges	Maximum ₹5000/- (plus GST and other applicable statutory levies) below 2.00 Cr and ₹10000/- (plus GST and other applicable statutory levies) above 2.00 Cr loan amount
3. Cheque dishonour Charges	₹ 750/- (plus GST and other applicable statutory levies) per instance.
4. Charges for Copy of any Document	₹ 500/- (plus GST and other applicable statutory levies) per instance.
5. Repayment Mode / Account swap	₹ 500/- (plus GST and other applicable statutory levies) per instance.
6. Charges for Duplicate NOC / No Dues Certificate	₹ 500/- (plus GST and other applicable statutory levies) per instance.
7. Charges for copy of CIBIL Report (to Customer who has availed Loan Overdraft from us)	₹ 50/- (plus GST and other applicable statutory levies) per instance.

Charges specific to Term Loans:

1. Prepayment Charges	- No Prepayment/Foreclosure is allowed till the lapse of Lock in Period of 6 months after EMI Commencement - After the Lock-in-period, Part Prepayment of minimum Rs. 25,000/- and maximum upto 25% of outstanding Loan Amount can be Made without any Prepayment Charges every 6 months. The minimum period between any two prepayment shall be atleast 6(six) months. - For any Part Prepayment in excess of 25%, 4% (plus GST and other applicable taxes) of the excess prepayment Amount will be charged as Prepayment charges. - For Full Prepayment any time after the Lock-in Period, Prepayment Charges shall be 4% (plus GST and other applicable taxes) of the Foreclosure Loan Amount plus Amounts prepaid during the last 12 months. - Nil foreclosure charges for term loan given to individual @floating rate of interest.
2. Substitute Interest (Penal Interest)	3% p.m. (plus GST and other applicable statutory levies) compounded monthly on the Amount due but unpaid from the date of the Amount falling due till the date of actual payment
3. Collection Charges (in case of Default)	30% (plus GST and other applicable statutory levies) of Cheque / Instrument Dishonour Charges plus Substitute Interest.
4. Charges for Amortisation Schedule/ Account Statement	Free once in a Financial Year. Thereafter, ₹ 250/- (plus GST and other applicable statutory levies) per instance.

Charges specific to Overdraft Facility:

1. Annual Review Charges whichever is higher.	1.5% of renewal limit or ₹ 5000/- (plus GST and other applicable statutory levies)
2. Termination Charges	6% of operating limit if within lock-in period of 6 months from the date of agreement and 5% of operating limit otherwise (plus GST and other applicable statutory levies).
3. Overline Rate / Penal Interest in case of overline accounts	3% p.m. (plus GST and other applicable statutory levies) over and above the normal OD Rate. This would be charged on the amount over and above the OD Limit.
4. Under-utilisation Charges	0.25% of the average non utilised limit during the quarter.(plus GST and other applicable statutory levies) Minimum utilisation to be 25% of the limit.
5. Charges for Interest Certificate statutory levies) per instance.	Free once in a Financial Year. Thereafter, ₹ 250/- (plus GST and other applicable statutory levies) per instance.

Notes:

- Stamp Duty on Loan Agreement / Overdraft Agreement / Guarantor Agreement, Registration Charges etc. varies from State to State. Stamping / Notarisation of RBI and other Affidavits as applicable.
- Charges for other Services would be specified as applicable when the Customer applies for those Services and the same shall be payable by the Borrower alone e.g. Revalidation of Sanction, Change in Property, Reschedulement of Loan, Change in EMI Date, Solvency Charges etc.
- Taxes / other statutory levies may be charged to the Borrower if applicable as per Government / RBI directives.
- 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.

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, exercises control through ownership or who ultimately has a controlling ownership interest (for more details, please refer to RBI circular DBOD. AML.B.C. No. 71/14.01.001/2012-13 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.

Customer Service / Infoline / Associates

Visit us at : www.kotak.com

Call us at: 1860 266 2666 (Local call rates apply) (Monday to Friday 9.00 am to 6.00 pm, 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.K. Vaidya Marg,
Malad (E), Mumbai - 400 097, India.

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


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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.


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