

BUSINESS LOAN APPLICATION FORM



(Please write in BLOCK LETTERS. Please complete the application to help us serve you better)

I hereby apply to IDFC FIRST Bank Limited (The Bank) to grant me Personal/Business Loan as mentioned in this Application Form. I furnish my particulars as mentioned below.

Sr. No.:		City:	
Application Ref. No.:		Sales Point:	
Application Date:		S.O./DSA Code:	
Scheme:		R. O. Code:	

FINANCE REQUIREMENT

Purpose of Loan: Business Expansion ☐ Loan Consolidation ☐ Working Capital ☐ Others Business Requirement ☐

Loan Amount (₹): Desired Tenure:

COMPANY DETAILS

Company Name:

Company Type: Partnership ☐ LLP ☐ Proprietorship ☐ Private Limited ☐ Public Ltd. ☐ HUF ☐ Others (Please specify)

One Person Company ☐ Liaison/Project/Branch Office ☐ Joint Venture (Not incorporated) ☐ Embassy/Consulate/High Commission ☐

Date of Incorporation: Number of years in current office: Company PAN Card No.

Nature of Business: ☐ Agriculture & Allied Consultation ☐ Manufacturing ☐ Retail Trading ☐ Wholesale Trading ☐ Service ☐ Others (Please specify)

Annual Turnover for last 3 years (please mention years in blocks below for example 2018-19) Rupees in lakh

Year 1 Year 2

Year 3

BSR Code Industry Classification (Refer Annexure)

Office Address:

State: City: Pin Landmark:

Telephone: STD Code: No.

Email address: Business Premises: Owned ☐ Rental ☐

GST Address:

GST DECLARATION: 1) GST Regd No. : Yes ☐ No ☐ 2) GSTIN No.

That I have shared correct GSTIN., hence separate verification of my GSTIN is not required and I shall not hold IDFC FIRST Bank Limited liable for loss of credit arising on account of incomplete, erroneous or wrong GST details.

For all GST purposes the mailing address will be consider as place of supply i.e. GST address

Whether Relative to Director of IDFC FIRST Bank Ltd - Yes ☐ No ☐

Whether Relative to Senior Management of IDFC FIRST Bank Ltd - Yes ☐ No ☐

Whether Relative to Senior Officer of IDFC FIRST Bank Ltd - Yes ☐ No ☐

AUTHORIZED SIGNATORY DETAILS

Title: Mr. ☐ Ms. ☐ Mrs. ☐ Others (Please specify)

Name:

First Name Middle Name Last Name

PAN No: Aadhar Card No:

Designation/Relation with Company:

CO APPLICANT DETAILS

Title: ☐ Mr. ☐ Ms. ☐ Dr. ☐ Others (Please specify) C-KYC No. Name: First Name Middle Name Last Name Father's/Spouse's Name: First Name Middle Name Last Name		Title: ☐ Mr. ☐ Ms. ☐ Dr. ☐ Others (Please specify) C-KYC No. Name: First Name Middle Name Last Name Father's/Spouse's Name: First Name Middle Name Last Name	
--	---	--	---

ACKNOWLEDGEMENT

We acknowledge receipt of the application for Business Loan from IDFC FIRST Bank Limited. IDFC FIRST Bank Limited would require a processing time of approximately 20 working days from the date of the completed application. This is subject to submission of all documents as required by IDFC FIRST Bank Limited. For any queries or suggestions, please write to us at customer.care@capitalfirst.com or visit www.idfcfirstbank.com or our nearest branch.

Customer Name: Date:

D D M M Y Y

Application Reference Number: Note: This is a Preprinted acknowledgment and does not require signature.

Mother's Name: _____

First Name _____ Middle Name _____ Last Name _____

PAN No: _____ Aadhar Card No: _____

Qualification: ☐ Undergraduate ☐ Graduate ☐ Postgraduate
☐ Others (Please specify) _____

Gender: ☐ Male ☐ Female ☐ Transgender

Whether Relative to Director of IDFC FIRST Bank Ltd - Yes ☐ No ☐

Whether Relative to Senior Management of IDFC FIRST Bank Ltd - Yes ☐ No ☐

Whether Relative to Senior Officer of IDFC FIRST Bank Ltd - Yes ☐ No ☐

Marital Status: ☐ Single ☐ Married ☐ Others _____

Email: _____

Date of Birth

Designation/ Relation with Company : _____

Total Work Experience _____ Years & _____ Month

Current Residence Address: _____

Landmark: _____ District: _____

State: _____ City: _____

Pin

Residence Details: ☐ Rented ☐ Self-owned ☐ Parental ☐

Company Provided ☐ Others (Please specify) _____

Telephone: STD Code: No.

Mobile No.:

Permanent Residence Address: Same as above ☐ _____

Landmark: _____ District: _____

State: _____ City: _____

Pin

Residence Details: ☐ Rented ☐ Self-owned ☐ Parental ☐

Company Provided ☐ Others (Please specify) _____

Telephone: STD Code: No.

Mobile No.:

Passport Expiry Date: _____

Driving License Expiry Date: _____

Would you like to receive updates about various offers and promotion from to time? Yes ☐ No ☐

If yes, mode of communication: Phone ☐ SMS ☐ E-mail ☐

Bank Name: _____ Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Branch Address: _____

PERSONAL INFORMATION

1) Name: _____
 Relationship with Applicant: _____
 Current Residence/Office Address: _____
 _____ State _____ City _____ Pin
 Mobile:

Photo identity proof*: Passport, PAN card, voters identity card, driving license, Aadhar Card, NREGA Job Card.
Address proof* passport, driving license, bank a/c statement, electricity/telephone bill, aadhaar card, Voter ID Card, NREGA Job Card, Property or Municipal Tax Receipt, Post Office savings bank account statement, any document notified by the central government.
Income proof* Latest ITR, Latest Form 16, Latest salary slip/certificate, Latest Audited Financials, Bank details with last 3 months salary credited
 The Application will be assessed quickly after receiving the required documents. Please quote the Application Reference Number mentioned in the slip for any enquiry(ies)
 * Requirement of documents might vary according to the scheme chosen.

BUSINESS LOAN APPLICATION FORM



2) Name: _____

Relationship with Applicant: _____

Current Residence/Office Address: _____

_____ State _____ City _____ Pin

Mobile:

IMPORTANT INFORMATION

BUSINESS LOAN	CHARGES	BUSINESS LOAN	CHARGES
EMI Bounce charges per presentation	400 Exclusive of GST	Physical Repayment Schedule	500 Exclusive of GST
Late payment/Penal charges / default interest(per month)	2% per month (Exclusive of GST) of the unpaid EMI or Rs 300 (Exclusive of GST) whichever is higher	Physical Statement of Account	500 Exclusive of GST
Cheque/ Instrument Swap charges (per swap)	500 (Exclusive of GST)	Document retrieval charges (per retrieval)	500 Exclusive of GST
Cancellation/Rebooking charges	10,000 towards Cancellation in case of uncashed disbursal Cheque; 10,000 + Interest from date of disbursal till receipt of cancellation request, in case of encased disbursal Cheque	Stamping Charges (inclusive of Facilitation Charges)	As per actuals
Processing fees (inclusive of Administrative Charges)	Up to 3.5% of the loan amount (Exclusive of GST)	EMI Pick up/ Collection Charges	350 Exclusive of GST
Foreclosure / Prepayment charges	5% of Principal loan outstanding (Exclusive of GST)		
Part Payment charges	Part Payment is not allowed		
Duplicate No Objection Certificate Issuance Charges	500 Exclusive of GST		
Pre EMI charge	at loan ROI from disbursal date till first EMI start date		

DECLARATION

I/We declare that all the particulars and information given in the Application Form are true, correct, complete and up-to-date in all respects and I/We have not withheld any information whatsoever. I/We confirm that no insolvency proceeding(s) or suit for recovery of outstanding dues or monies whatsoever and/or criminal proceedings have been initiated and/or pending against me/us and that I/We have never been adjudicated insolvent/bankrupt by any court or other authority. I/We declare that I/We have not made any payment in cash, bearer, cheque or kind along with or in connection with this Application or any other Application fees to the executive collecting my/our Application/and I/We shall not hold IDFC FIRST Bank Limited liable for any such payment made by us to the executive collecting this Application. I/We understand and confirm that the Application Form and all other documents submitted by me/us to IDFC FIRST Bank Limited shall not be returned to me/us and IDFC FIRST Bank Limited shall have the right to retain the same. I/We have read the Application Form and brochures and are agreeable to all the terms/conditions of availing finance from IDFC FIRST Bank Limited/its Group Companies. I/we hereby agree to abide and be bound by all applicable rules/regulations/instruction/guidelines including but not limited to those issued by the Reserve Bank of India including the FEMA Regulations 2000 governing EEFC Accounts, the Foreign Exchange Management Act, 1999 and Foreign Account Tax Compliance Act, 2010 (to the extent applicable to India) and the Common Reporting Standards (CRS), in force time to time. I/we confirm having declared our status as per the rules applicable under section 285BA of the Income Tax Act, 1961 (the Act) as notified by Central Board of Direct Taxes (CBDT) in this regard.

Country of birth _____ Place of birth _____

Country of residence as per tax laws _____ Foreign TIN _____ TIN Issuing country _____

AUTHORISATION

I/We authorise IDFC FIRST Bank/its Group Companies/its Agents to make reference and enquiries relevant to information in this Application Form which IDFC FIRST Bank Limited/its Group Companies/its Agents consider necessary. I/We undertake to inform IDFC FIRST Bank Limited/its Group Companies/its Agents regarding the change in the residential addresses/employment/profession and to provide any further information that IDFC FIRST Bank Limited/its Group Companies/its Agents may require. I/ We further declare and confirm that the credit facilities if any enjoyed by me/us with banks/financial institutions/non banking finance companies has been disclosed here in above. I/We agree that IDFC FIRST Bank Limited may provide the credit facilities mentioned herein only if permitted and if approved in the manner specified or required by the Reserve Bank of India from time to time. I/We confirm that I/We shall not use the credit facility (or any part thereof) for any improper, illegal or unlawful purpose/activities. I/We have been read out and explained in the language known to me/us, the contents of the Application Form for availing the loan from IDFC FIRST Bank by the executive of the Bank and I/we have signed the said Application Form after having understood them and by signing the same. I/we wish to avail of the NACH/ECS/Sl/Direct Debit facility and hereby express my/our unconditional consent to debit my/our loan instalments etc., from above mentioned account through NACH/ECS/Sl/ Direct Debit. I/We authorize the bank to honour all such instructions. I/ we authorize the representative of the Company to get this mandate verified and registered with bank. Mandate Verification Charges (if any) may be charged to my/our account. I/We will ensure sufficient balance in the funding account on the date of execution. In case NACH/ECS/Sl/Direct Debit instruction is unsuccessful due to financial reasons, the NACH/ECS/Sl/Direct Debit instructions will be presented again for clearance. I/We will bear the bounce charges for transactions that have been unsuccessful due to financial reason. I/we authorise IDFC FIRST Bank Limited to submit application/other relevant documents submitted by me to CERSAI. I/we hereby provide my consent to receive information from Central KYC Registry through SMS/mail on the above registered number/email address. Signed and Delivered by the Co- Applicant in token of and in witness of having read (and /or being explained), verified, understood, irrevocably agreed to, accepted, confirmed and declared all the terms and conditions contained in the Applications Form, Schedule of charges and authenticate the accuracy and correctness of the same.

Signature of Authorized Signatory: _____ Signature of Co- Applicant 1: _____ Signature of Co-Applicant 2: _____

Stamp and seal of the company: _____ Date: _____ Place: _____

Annexure for Industry Classification: • Advertising/Media

ZED RATING
• Agriculture • Airlines • Arms/Antique/Art Dealer • Auto Finance Co. • Automobile • Bar/Casino/Night Club • Bullion/Forex Dealer • Cement • Chemicals/Dyes/Paints • Consultancy • Courier/Freight Forwarders • Consumer Durables • Dairy/Food Processing • Departmental/Grocery Store • Education • Engineering Goods • Exchange House • Electronics/Computer Hardware • Fertilizers/Seeds/Pesticides • Fishery/Poultry • Furniture/Timber • Gems & Jewellery • Government Contractor/Contractor • Hospital • Hotel/Resort • Housing Finance Co. • Insurance Co. • Iron & Steel • Health Club/Spa • IT/Software/BPO • Liquor Distributor • Marble/Granite • Mining • Nursing Home/Clinic/Diagnostic Center • Other Pvt. Financial Corp. • Petroleum Oil & Gas • Printing/Publishing • Plastic/Paper & Allied Products • Pharmaceutical/Chemist • Real Estate • Realty • Infrastructure • Scrap Metal • Telecom • Term Lending Co. • Transportation/Logistics • Textiles/Garments/Handloom • Travel & Tourism • Self Employed Professional (Doctor/CA/Architect/Lawyer/Consultant) • Self Employed Professional (Entertainment/Alternate Medicine Practitioner/Beautician)

BUSINESS LOAN APPLICATION FORM



OFFICE USE ONLY

Original seen & verified by : Name: _____ Sign: _____ Code: _____

(V1.2)57/2017

PRIORITY SECTOR LENDING

- ☐ Direct Agri: (Agriculturist/Farmer/Agri allied activities like, dairy farming, Poultry farming, fishery, bee-keeping etc.) – Loans up to 02 crore
- ☐ Indirect Agri: Service units like trader, Dealers/sellers of fertilizers, pesticides, seeds, cattle feed, poultry feed, agricultural implements and other inputs – Loans 02 to 05 crore
- ☐ Micro and Small Enterprise:

Please tick relevant box as per Investment* is upto or less than

	Mfg.	Service
Micro	☐ Upto 25 Lakh	☐ Upto 10 Lakh
Small	☐ Above 25 Lakh Upto 05 Crore	☐ Above 10 Lakh Upto 02 Crore
Medium	☐ Above 05 Crore Upto 10 Crore	☐ Above 02 Crore Upto 05 Crore
Basis of Identification	☐ CA Certificate	☐ MSME / SSI Certificate.
	☐ Housing Loan:	

(* Mfg. Enterprise – Investment in Plant & Machinery, Service Enterprise – Investment in Equipment's)

Value of Property up to 35 lakh to 25 lakh in Metro & Non Metro Cities respectively

☐ Weaker Section:

- i. Individual women beneficiaries up to ☐ 1 lakh ii. Loans to: ☐ SC ☐ ST ☐ Others iii. Religion: ☐ Hindu ☐ Muslim ☐ Christians ☐ Zoroastrians ☐ Sikh
☐ Buddhists ☐ Jain ☐ Others (Please specify) _____ iv. if Minority communities: ☐ Yes ☐ No v. Annual household Income : _____
- vi. Preference category: ☐ Widow ☐ Working ☐ Disability ☐ Others (Please specify)

OTHER AUTHORISATIONS

I/We hereby submit voluntarily at my/our own discretion, the physical copy of Aadhaar card/physical e-Aadhaar / masked Aadhaar / offline electronic Aadhaar xml as issued by UIDAI (Aadhaar), to IDFC FIRST Bank for the purpose of establishing my/our identity / address proof and voluntarily give my/our consent in connection with me availing the Financial Facility from IDFC and processing instructions for the said purpose and hereby give consent to IDFC for verification of my Aadhaar to establish its genuineness through any such acceptable manner stipulated by UIDAI or under any Act or law from time to time. I/We have also been explained that submission of this document is not mandatory. I/we have the option to submit any one of the documents as per the list of Officially Valid Documents (updated by the RBI from time to time) The consent and purpose of collecting Aadhaar has been explained to me/us in local language. IDFC has informed me/us that I am/We are required to redact/ blacken out the first eight digits of Aadhaar number so that only last four digits of the Aadhaar number are visible; and in case I/We do not redact/ blacken out the first eight digits of Aadhaar number, I/We authorized IDFC FIRST Bank to redact/blacken out the Aadhaar number through appropriate means on my/our behalf". IDFC has also informed me that this consent and my Aadhar will be stored with IDFC.

BUSINESS LOAN APPLICATION FORM

FATCA/CRS DECLARATION

A	Incorporation Information		Details
	Place of Incorporation		
	Country of Incorporation		
	Country Identification Number		
B	Declaration of Tax Residency		
	Sr. No.	Country(ies) of Tax Residency	Tax Identification Number
C	Exclusion Category, if applicable, for tax residents outside India (Refer Glossary)		Details
1	US Persons		
1	Other than US Persons		

Note: Please attach a copy of the Tax Residency Certificate/Copy of Incorporation or Equivalent Document Document for each of the countries mentioned above.

FATCA/CRS DECLARATION

A. Listed entity/its related entity	Yes	No
a) Whether the entity is a listed entity? If yes, Listed in ☐ NSE ☐ BSE ☐ Others _____ (Please specify)	☐	☐
b) Whether the entity is a related entity^ of a listed entity? Specify the name of the listed company _____ Listed in ☐ NSE ☐ BSE ☐ Others _____ (Please specify) ^An entity is a related entity of another entity if either entity controls the other entity, or the two entities are under common control (i. e., Ownership of more than 50% of the votes/value in an entity)	☐	☐
B. Non - Individuals other than Listed entity/its related entity (Tick applicable category)		
a) Government Entity	☐	☐
b) International Organization	☐	☐
c) Central Bank	☐	☐
d) Entity wholly owned by a, b or c above	☐	☐
e) Tax-exempt Entity engaged in a Charitable Purpose	☐	☐
C. Business		
a) Holding Company (With subsidiaries engaged in non-financial trade or business)	☐	☐
b) Company providing, financing and hedging services to related entities	☐	☐
D. Income/Assets Criteria		
a) 50% or more of the income in preceding financial year is from trading/business activities AND b) 50% or more of the assets in preceding financial year are held for trading/business purposes	☐	☐

Annexure 5* - BENEFICIAL OWNERSHIP DECLARATION

Note: Beneficial Owners are not required to be identified in the case of Listed Companies or Wholly Owned Subsidiaries of a Listed Company. In cases of trust/nominee or fiduciary accounts determine whether the customer is acting on behalf of another person as trustee/nominee or any other intermediary and obtain satisfactory evidence of the identity of the intermediaries and of the persons on whose behalf they are acting as well as details of the nature of the trust or other arrangements in place.

Please tick the relevant option below:

- ☐ The following natural person(s) ultimately have a controlling ownership interest of shares/capital/profit/property more than 25% for a company and more than 15% for a partnership/LLP/unincorporated association/body of individuals (Association/Society/etc.) or exercise control through other means such as management rights, voting/shareholders agreement, etc.
- ☐ There are no natural person(s) who exercise control or ultimately have a controlling ownership interest as stated above; therefore, details of partner(s) (for partnership firms)/ or senior managing official of a company/unincorporated association/body of individuals (Association/Society/etc.) have been provided in the table below.
- ☐ Where the customer is a trust, the identification of beneficial owner(s) shall include identification of the author of the trust, the trustee, the beneficiaries with 15% or more interest in the trust and any other natural person exercising ultimate effective control over the trust through a chain of control or ownership.

Sr No	Name	Current Address	Does the OVD address match the current address (If "No" provide a deemed OVD)	Mobile number	Date of Birth (DOB)	Gender	Control Details Type	Controlling Ownership %

Nationality	Resident of India	PAN#	OVD & Deemed OVD	Father's name	Occupation	Country of Birth	Country of Tax Residence	Tax Identification Number (TIN)
	☐ Resident							
	☐ Non Resident							

Notes

Please quote PAN/form 60 in the PAN field.

Applicable for Indian nationals/resident individuals. For other countries, functional equivalent of PAN (like Tax identification number -TIN number or unique number like Social Security Number-SSN) can be provided.

1) Photograph of BO is mandatory

2) Either Mother, Father name or Spouse's name is mandatory. In case PAN is not available Father's name is mandatory.

3) Senior Managing Official would include key managers, and c-suite individuals (like CEO, CFO, COO etc)

4) In case Original Seen & Verified (OSV) certification is not possible for BOs who are Foreign Nationals /

NRIs/ PIOs, the document needs to be certified by any one of the following authorities:

- Authorized officials of overseas branches of Scheduled Commercial Banks registered in India
- Branches of overseas banks with whom Indian banks have relationships
- Notary Public abroad
- Court Magistrate
- Judge
- Indian Embassy/ Consulate General in the country where the non-resident customer resides

I/We agree that I/We will notify IDFC FIRST Bank without delay of any changes to the Beneficial Owner/Controlling natural person, as declared in the table above.

1.Signature of Authorized Signatories:

Name
Designation
Date- DD/MM/YYYY

2.Signature of Authorized Signatories:

Name
Designation
Date- DD/MM/YYYY

Photograph of Beneficial Owners

Recent Color
Photograph

Name.....

Recent Color
Photograph

Name.....

Recent Color
Photograph

Name.....

Recent Color
Photograph

Name.....

Recent Color
Photograph

Name.....

Recent Color
Photograph

Name.....

IDFC First Bank Limited (formerly IDFC Bank Limited)

Naman Chambers, C 32, G Block, Bandra Kurla Complex, Bandra (East), Mumbai 400051 Tel: +91 22 7132 5500, Fax: +91 22 2654 0354

Registered Office: KRM Towers, 7th Floor, No. 1, Harrington Road, Chetpet, Chennai 600031. Tel: +91 44 4564 4000 Fax: +91 44 4564 4022
CIN: L65110TN2014PLC097792, bank.info@idfcbank.com, www.idfcfirstbank.com