



Application-cum-Appraisal/Sanction Form for Personal Loan

Branch Office: _____

Date of Application: _____

Part – I Applicant/Co- Applicant information

1. Applicant's Name		Last:	First:	Middle:
2. Father's/Husband's Name		Recent Self Attested Photograph of the applicant		
3. a) Residence*: Present				
City/Location _____ District _____ Pin Code _____ Country _____				
b) Residence*: Permanent				
c) Office:		4. Category of Applicant (Tick appropriate) Physical Handicapped Y/N Ex-Serviceman Y/N Minority Y/N SC/ST Y/N		
City/Location _____ District _____ Pin Code _____ Country _____				
d) E-Mail id		5. Telephone No. (With STD code) a) Residence: _____ b) Office: _____		
e) Mobile:				
6.(a) Income Tax Pan No.*		Aadhar No.*		
(b)(ii) Voter ID No.* (iii) Passport No.* (iv) Driving Licence No.*		Any one of these		
7. Individual Type:		☐ Salaried ☐ Professional ☐ Self Employed ☐ Other		
8. a) Age (yrs)				
b) Date of Birth (dd/mm/yyyy)*:				
c) Gender (male/female/Thirdgender)				
d) Marital Status		☐ Single ☐ Married		
e) Number of dependents in the household				
f) Earning Member of family, if any, excluding applicant				
g) Banking with us		Yes/No, if yes, a/c no. /Customer Id. _____		
9. Qualification/Education*		☐ Matriculation ☐ Intermediate ☐ Graduation ☐ PG ☐ Ph.D.		
10. Whether relative of Staff /Director of bank		☐ Yes ☐ No		
11. a) Residence Ownership		☐ Owned (self /spouse) ☐ Owned (Parents) ☐ Other		
b) Is the house mortgaged		☐ Yes ☐ No		
c) Value of House		☐ At cost ☐ Market value		
12. a) Years at current residence*				

b) Period of stay at Present Posting					
13. a) Collateral security provided?		☐ Yes		☐ No	
b) Type of collateral		☐ Property	☐ NSC/LIC Policy/Govt. security	☐ Shares	☐ Other
c) Value of collateral (₹)					
14 a) Vehicle		Two Wheeler		Four Wheeler	
b) Make and age of vehicle					
c) Number					
15. Profession, Please Specify					
16. Additional information (in case of Army Officers)	IC NO.				
	RANK				
	IDENTITY CARD/PAY BOOK NO				
	PAY ACCOUNT NO.				
	NAME OF THE UNIT				
17. If Self Employed / Professional	His/her firm is	☐ Proprietorship	☐ Partnership	☐ Pvt. Ltd. Co.	☐ Others
	No of yrs in Business/ Profession				
	Line of Activity				
	Income in Last 3years(₹)*	Current Year: Last year : Year before last :			
18. If Salaried Employer information and annual income details.	He/she works for	☐ Govt./Public Sector ☐ Public Ltd.Co. ☐ Private Ltd.Co. ☐ Others			
	Salary account with PNB	Yes/No, If yes, 16 Digit account no. and if no details of Salary Account with Bank, Branch and Account No			
	Name of the employer	Address _____			
	Years with current employer	_____ Years ; Since when: _____			
	Years with previous employer(s)	_____ Years; From _____ To _____			
	Total Length of Service	_____			
	Date of Retirement	_____			
	Designation	Since: . _____			
Annual Income (₹)*	Gross: _____		Net: _____		
19. If Other	Occupation				
	Total Annual Income (₹)*	Gross: _____ . Net _____ .			
20. Annual deductions (statutory savings, IT etc in ₹)*					
21. Other loans taken (including previous loans from PNB):					
Limit (₹) :		_____			
Present Outstanding (₹) :		_____			
Whether regular:		☐ Yes ☐ No			
Monthly Repayment (₹) :		_____			
22. Statement of Assets and Liabilities (Amount in ₹)					
Liabilities		Assets			
Outstanding Loans/Advances	Amount		Amount		
		Immovable properties:			
		Land			
Bank		Building			
Employer		Movable properties:			
Provident fund		Cash			
Relatives and friends		Deposits with banks			
Others		Investment in Govt. Securities			

		Others	
Total		Total	
Net Worth (Actual in `)			

23. Spouse Information: a) Name of the spouse: b) Occupation/Profession: c) Annual Income*: d) Is she/he furnishing guarantee? e) Income Tax PAN no.		
		Office Tel No. : _____
		Office Address : _____
	Gross: _____ Net: _____ oYes oNo	

24. Details of Personal Loan requested from PNB:		
a. Purpose of Loan		
b. Amount of Loan		
25. Repayment Period (yrs)		
26. Monthly installment a) Amount (Rs.) b) Mode		
	o Advance Cheques	o Standing instructions
27. Guarantor: Whether available?	oYes , Furnish details in Part II	oNo

28. Name, Address and telephone numbers of two references		
REFERENCE 1		REFERENCE 2
a)	b)	
29. Pending court cases of Banks/Financial Institutions against Applicants/As Partner/ As Director: (Enclose details on an annexure, if needed)		

30 I request for sanction of loan of ` _____ as Personal Loan on the basis of information given above.

It is declared that:

The information given in the loan application is true and nothing has been concealed. The undersigned undertakes to inform the Bank any change in my residence / office address and to provide any further information that the Bank may require. The undersigned has been informed of the charges / fee to be levied by the Bank and agrees to pay upfront fee, documentation charges, etc. as applicable and charged by the bank. The undersigned hereby agree to be bound by these terms and conditions or by the revised additional terms and conditions which may at any time hereafter be made while the loan obtained by me/us is still outstanding.

I have read the attached Most Important Terms and Conditions (MITC) annexed to the application form carefully and agree to the same.

Yours faithfully,

Signature and name of applicant

ACKNOWLEDGEMENT

*Sl. No. _____

Date: _____

Received application from Mr/Ms/M/S _____ R/O/Office at _____ for a _____ (Type of Loan) loan/limit of Rs. _____ for _____ (State the purpose). The loan application will be disposed-off and acceptance/ rejection would be intimated within ____ days from date of receipt of completed application form with supporting documents.

Serial number and date of the acknowledgement should be quoted in all future correspondence.

Officer/Manager (Loans)/Incumbent

(Seal of the Receiving Branch)

*Sl. No. of the acknowledgement format should be the same as indicated in the register for receipt of credit proposals.

Note: All columns of the form should be properly filled up and supporting documents duly signed by applicant wherever required should be attached, particularly those marked with a *. If there is a co-applicant, he/she should fill up another form. If there is guarantor, he/she should also fill up the guarantor information (Part II)

Part – II Guarantor information				Recent Self-attested Photograph of Guarantor
1. Name				
2. Father's/Husband's Name				
3. Address a. Residence*				
		Location/City _____		
		District _____ Pin Code _____		
		Country _____		
b. Office.				
		Location/City _____		
		District _____ Pin Code _____ Country _____		
c. Permanent Address				
		Location/City _____		
		District _____ Pin Code _____ Country _____		
d. E-mail Id				
e. Mobile				
4. Telephone No.: Residence				
(with STD code) Office				
5. Age (yrs.)				
6. Date of Birth (dd/mm/yyyy):*				
7. Gender (male/female/Thirdgender)				
8. Qualification				
9. Is he/she is an Income-tax payer?				
10. Income Tax PAN no.*				
11. Aadhar No. *				
12. Voter ID No*.				
13. Passport No.*				
14. Driving Licence No.*		Any one of 10,11 or 12		
15. Type of guarantor		☐ Self Employed ☐ Salaried ☐ Professional ☐ Others		
16. (a) If Self		His/her firm is		
Employed/		☐ Proprietorship ☐ Partnership ☐ Pvt. Ltd. Co. ☐ Others		
Professional		Years in Business _____		
Total Income in Last 2 yrs()		Last year: _____ Year before last: _____		
(b) If Salaried		☐ Private sector ☐ Public sector (including govt. enterprise) ☐ Others		
He/she works for				
Designation				
Name & Address of the employer				
Years with current employer				
Salary a/c with PNB		Yes/No, If yes, 16 Digit account no. and if no details of Salary Account with Bank, Branch and Account No _____		
Total Annual Income ()		Last Year: _____ Year before last: _____		

16. Statement of assets and liabilities of the guarantor			
Liabilities		Assets	
Outstanding Loans and Advances	Amount		Amount
		Immovable properties:	
		Land	
Bank		Building	
Employer		Movable properties:	
Provident fund		Cash	
Relatives and friends		Deposits with banks	
Others		Investment in govt. Securities	
		Others	
Total		Total	
Net Worth (Actual in `)			

(Enclose photocopies of documentary evidence in support of the above)

17. Having fully apprised myself of the particulars submitted in loan application dated _____ for _____ (mention purpose) loan of ` _____ to be considered by the Bank to Shri/Smt./Miss _____

 _____ Son/
 Wife/Daughter of Shri _____

_____, I have agreed to furnish my guarantee for repayment of the loan. I hereby declare that I know the above mentioned applicant (s) very well for the last _____ no. of years. The information furnished by me is true and correct to the best of my knowledge & belief.

(Signature and name of Guarantor)

Date:

Place:

FOR OFFICE USE ONLY:

BO _____

PNB Score ID : _____ PNB Score _____

Credit Information Report : _____ No. _____ Score _____
Borrower : _____
Guarantor : _____

Any Adverse report, if so
detail thereof :

Whether KYC norms in respect of all
Applicants/co a applicants/guarantors
Have been complied with :

Is the applicant/co-applicant/s are
Eligible for concessions under Women
Empowerment Scheme :

Comments/recommendations of Appraising Officer

(Mention the date of visit at Borrower(s) residence/work place)

Recommended for sanction of a Personal Loan of ` _____ favouring
Sh./Smt./Km. _____s
subject to terms & conditions mentioned above. The loan is proposed to be guaranteed by
Sh./Smt./Km. _____ / collaterally secured by
_____. The loan shall be repayable in _____Equated
Monthly Instalments (EMIs) of ` _____ commencing w.e.f. _____. The applicable rate
of interest @ _____, upfront fee ` \_\_\_\_\_ and documentation charges ` _____
which be communicated through a Sanction Letter and acknowledgement may be obtained and kept on
record.

(Signature and name of Appraising Officer)

Orders of the Sanctioning Authority

(Signature and name of sanctioning authority)

Place:

Date:

BO: _____ (D. No. _____)

To,

Date:

Dear Sir/ Madam,

YOUR APPLICATION FOR PERSONAL LOAN - SANCTION LETTER

We are pleased to inform that we have sanctioned a Personal Loan of `_____ in your favour for _____ on the undernoted terms & conditions.

Sanction Terms			
Sanctioned Amount			
Rate of Interest*			
Type of Interest			
Margin			
Repayment Tenor			
Number of EMIs		Amt. of EMI*	`
Repayment to be commenced from			
Upfront fee/ Processing fee	`	Documentation Fee	`
Credit Information Report Charges			
Security	Guarantor (s)		
	Primary		
	Collateral		
Prepayment Penalty (Applicable in case of Fixed rate option)	2% of the outstanding balance to be pre-paid, if the loan is shifted to other Bank/Financial Institution.		
Penal Interest, if any	In case of default in repayment of loan/non compliance of terms & conditions the borrower shall be liable to pay penal interest of 2% on the default/irregular amount.		

* is subject to change from time to time.

2. The above sanction is, however, subject to:
 - i) Execution of Loan documents as per Banks format and guidelines;
 - ii) The ROI/EMI is subject to change from time to time;
 - iii) The above sanction shall be valid for a period of six months from the date of issue of the sanction letter.
3. Please convey acceptance for having accepted the terms & conditions of the sanction.

Thanking you.

Yours truly,
For Punjab National Bank

Authorised Signatory

MOST IMPORTANT TERMS & CONDITIONS

Retail Assets Division

1. Interest:

Interest whether floating type or fixed type will be charged in the account as per sanction. Reset of interest will be as per stipulated in the sanction. Interest is to be calculated on daily balance due to the Bank so long as the amount due from the borrower is not paid in its entirety and the same will form part of the principal and carry interest at the applicable rate at monthly rests.

All floating loans/credit facilities linked with MCLR are subject to Reset clause. On Reset date, the interest rate may change and if the same is not acceptable to the borrower, the outstanding credit facility shall have to be adjusted in full, failing which the bank would charge the revised interest rate from the date of reset.

If the bank chooses to revise the interest rate due to the reset clause, and in case, the borrower is not agreeable with the proposed rate fixed at the time of reset or no consensus is arrived at mutually on rate of interest to be charged from the reset date, pre-payment option may be exercised by the borrower for discontinuation of the loan. In such an eventuality, no pre-payment penalty will be levied which will provide a comfort to the good corporate borrowers. However, a reasonable time of not more than one month shall be given to the borrower to make arrangement for repaying the bank's loan. After expiry of the stipulated period, the interest rate as fixed by the bank shall be charged.

The bank will make efforts to keep its borrowers' informed of any change in interest rates through the official website (www.pnbindia.in) , annual statement of accounts, display in its offices and general announcements from time to time.

2. Penal Interest:

Penal Interest @2% will be levied in the account in case of:

- a. Non-payment of any installment of principal and/or interest, costs and other charges due, on the amount in default from the date of default; or
- b. Any irregularity in the Loan account; or
- c. Default in Furnishing information as prescribed/called for by the Bank; or
- d. Diversion or siphoning of the Loan amount; or
- e. Default in creation of security within the stipulated time; or
- f. Non-compliance of any of the terms & conditions of this Agreement; or
- g. Any other case as the Bank may deem fit.

3. Margin/ Promoter's contribution:

The applicant should bring in their entire contribution before release of the Loan or in the manner otherwise provided in the sanction. Further, it should also be ensured that margin stipulated is maintained / provided at each stage of disbursement.

4. Fee & other Charges: Fees and other charges as applicable on application/ during the currency of the loan/ conversion charges for switching

a) All service charges viz. Upfront Fees/ processing Fees, Documentation Charges, Inspection charges etc. will be charged from the applicant as per sanction before release of credit facilities.

b) All other event based charges like legal fees, charges for dishonour of cheques/ NACH mandate/ standing instructions, charges for drawing of Credit Information Report from Credit Information Companies like CIBIL etc., registration of charge with CERSAI in case of mortgage of property etc. will be recovered from the applicant immediately on occurring of the event.

c) Processing Fee paid by the Customer for availing the loan is non-refundable.

5. Repayment of loan: Loan to be repaid in Equated Monthly Instalments (EMI) or as stipulated in the sanction if otherwise.

6. Security: The loan will be secured by mortgage of/ hypothecation of/ charge on assets purchased through bank funds in case of primary security and/or assets in case of collateral security, within the stipulated time period as specified in the sanction. Personal guarantee if any, will be obtained as per sanction.

7. Insurance:

a) The borrower shall get the assets, mortgaged/ hypothecated/ charged to the bank, insured against all risks at their own cost with usual bank clause. A copy of the insurance policy will be kept on bank's records also.

b) In case the same is not complied with, the bank will get the same insured and cost recovered from the borrower.

c) The Borrower may avail health and/or life insurance cover for himself with the Bank as the sole beneficiary under the policy / policies.

8. Disbursement:

a) The borrower shall submit all relevant documents as mentioned in the Sanction Letter/Loan Agreement before disbursement.

b) The borrower will intimate the Bank of any change in his employment/contact details.

c) The borrower will request for disbursement of the loan in writing (as per the manner prescribed by Bank).

d) The payments will preferably be made directly to vendor/ seller from whom the applicant proposes to purchase the asset. Original bills/cash memos for all the assets financed by bank/ payments made by the bank, shall be submitted by the borrower to be placed on bank's record.

e) In case of housing loan, the Loan will be released in stages as per physical progress of the project. Before actually disbursing the loan, the Branch Head must satisfy that the borrower has contributed the required margin for the loan. In case of housing loan for construction of house, payment will preferably be made directly to the suppliers.

f) Before disbursement of Loan, applicant to ensure that all necessary statutory and other approvals/permissions have been obtained.

g) Loan will be utilised strictly for the purpose as per sanction. Deviation if any, will be treated as non-compliance.

h) Borrower to comply with all preconditions for disbursement of the loan as mentioned in the Sanctioned Letter.

9. Recovery of dues:

a) Customers have been explained the repayment process of the loan in respect of, tenure, periodicity, amount and mode of repayment of the loan. No notice, reminder

or intimation is given to the customer regarding his/her obligation to pay the EMI/ Instalment regularly on due date.

- b) On non-payment of EMI/ Instalment by the due dates, Bank shall remind the customers by making telephone calls, sending written intimations by post and electronic medium or by making personal visits by Bank's authorized personnel at the addresses provided by the customer. Costs of such calls/communication /visits shall be recovered from the customer.
- c) Notwithstanding what is stated herein, it shall be the liability of the customer to ensure that the EMIs/ Instalments are regularly paid on the due dates.
- d) Credit information relating to any customer's account is provided to the Credit Information Bureau (India) Limited (CIBIL) or any other licensed bureau on a monthly basis. To avoid any adverse impact on the credit history with CIBIL, it is advised that the customer should ensure timely payment of the amount due on the loan amount.
- e) The recovery process of enforcement of mortgage/securities, including but not limited to, taking possession and sale of the mortgaged property in accordance with the procedure prescribed under the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 (SARFAESI Act) or under any other law, is followed purely as per the directions laid down under the respective law.
- f) Intimation/Reminders/Notice(s) are given to customer prior to initiating steps for recovery of overdues, under the Negotiable Instruments Act, Civil Suit as well as under the SARFAESI Act.

10. Customer Service: Customer Service Queries including requirement of documents can be addressed to the Bank through the following channels:

- i) Write to the branch or contact us through toll free number 1800-180-2222 / 1800-103-2222 / 0120-2490000 (tolled).
- ii) Contact the branch within the working hours for:
 - a. Photo Copies of loan documents, which can be provided in 7 working days from date of placing request. Necessary administrative fee shall be applicable.
 - b. Original documents namely Title Deed of Property, Registration Certificate etc. will be returned within 10 working days from the date of closure of loan.
 - c. Loan Account statement (time line): Within 3 working days of the receipt of request.

11. Grievance Redressal: There can be instances where the Borrower is not satisfied with the services provided. To highlight such instances & register a complaint the Borrower may follow the following process:

- a) Borrower can meet or write to the Branch Head of the concerned branch or
- b) The Borrower can complain to customer care through our website: www.pnbindia.in or email at care@pnb.co.in or Mobile Application "wecare" (can be downloaded through Google Playstore) or through Internet Banking/ Mobile Banking or
- c) In case the grievance remains unresolved beyond a period of 15 days, the borrower may escalate the matter to Principal Nodal Officer, Punjab National Bank, Customer Care Division, Head Office, Sector 10 Dwarka, New Delhi 110075.

****The above list is illustrative and may vary on case to case basis.**

PNB 1114A (R)