

Annexure - I



APPLICATION FORM FOR TERM LOAN FOR PURSUING HIGHER EDUCATION

Branch Office: _____

Date of Application: _____

PART – I STUDENT APPLICANT'S INFORMATION

1. Applicant's Name*		Last:	First:	Middle:	
2. Father's/Husband's/Guardian's Name*					
3 (a) Present Residential Address*		Recent Self Attested Photograph of the applicant			
(b) Permanent Residential Address*					
4. Category		SC/ST/OBC/MINORITY/OTHERS			
5A E-Mail id		5B. Mobile*			
6. Telephone No. (with STD code) :					
7(a) Income Tax Pan No.* , if applicable					
7 (b) Aadhar No.*					
(c)(i) Voter ID No.* (ii) Passport No.* (iii) Driving Licence No.*		Any one of these			
8 a) Nationality					
b). Age		___ Yrs.	c) Date of Birth (dd/mm/yyyy)*:		
d) Gender (Please tick)		Male	Female	Transgender	
e) Is Student Married (please tick)		Married	Unmarried		
f) If married Name of Spouse and Occupation					
9. What the Student is doing -		at present	Past experience, if any		
9.A Income from all sources (Amt in Rupees)					
10. Educational Qualifications From Class 10 th to upto date*					
Examination	Board /Institutions / University	Year of Passing	Percentage of marks	Attempts made	Class/Division/ Grade
11. Particulars of Scholarships / Prizes won for academic distinction, if any					
12. Particulars of the course*		Whether under: Merit/ Management Quota			
(i) Name of the course					
(ii) Duration of the course		Dt of commencement		Dt of completion	
(iii) Full time/Part Time/ Distance learning					
(iv) Name of college/ University					
(v) Address					
(vi) Approved by		(vii) Affiliated with			
(viii) Type of institute		Govt/ Semi-govt/ Private			
(vii) Whether loan sought is for study abroad					
12.a Vidya Lakshmi Portal (VLP)*		Application ID:	Application Date:		
If not applied, please apply & mention details					
13. Details of Bank Account, if any		Bank	Branch	A/C No	

PART – I A CO-BORROWER'S INFORMATION

14. Co-borrower's Name*		Last:	First:	Middle:			
15. Father's/Husband's Name*							
16. (a) Present Residential Address*		Recent Self Attested Photograph of co-borrower					
					City/L		
					ocation _____ District _____ Pin Code _____ Country _____		
(b) Permanent Residential Address*					Cit		
		y/Location _____ District _____ Pin Code _____ Country _____					
17 Category		SC/ST/OBC/MINORITY/OTHERS					
18 a) E-Mail id		18 b) Mobile					
18 c) Telephone No. (with STD code)							
19 Relationship with student							
20.(a) Income Tax Pan No.*							
20 (b) Aadhar No. *							
(c)(i) Voter ID No.* (ii) Passport No.* (iii) Driving Licence No.*		Any one of these					
21. Occupation, give complete particulars							
21A. Income from all sources							
22 Work Experience in Service/business/profession							
23. a) Age		_____ yrs					
c) Gender (Please tick)		b) Date of Birth dd/mm/yyyy)*: _____					
d) Details of income of any other member of the family, if earning		Male _____ Female _____ Transgender _____					
e) No. of dependents							
f) Banking with us		Yes/No, if yes, a/c no. / Customer Id.					
24. Status of current residence		<input type="radio"/> Owned <input type="radio"/> Rented <input type="radio"/> Other, (please specify) _____					
25. Present Banker detail		Bank _____ Branch _____		A/C No _____			
26 Details of Education Loan(s), if any, already availed for the student or any member(s) of the family from PNB or any other Bank/financial institution:							
27. Statement of Assets and Liabilities Borrower/co-borrower		(Amount `)					
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 `)							

28. Summary of Fee etc. own sources and loan required (details as per table below):							
Sl		1 st year	2 nd year	3 rd year	4 th year	5 th year	Total
A	Fees:						
I	College / School						
ii	Examination/Library/ Laboratory						
iii	Other fee (please specify)						
iv	TOTAL of A(i to iii)						
B	Cost of Books/ equipments/ maintenance						
I	Hostel						
ii	Purchase of computers (If essential for completion of course)						
iii	Purchase of books/Equipments/ Instruments/ Uniform						
iv	TOTAL of B(i to iii)						
C	Others						
I	Travel expenses/ Passage money for studies abroad						
ii	Insurance Premium for student (if opted)						
iii	Caution deposit, Building fund/ refundable deposit \$						
iv	Any other (please specify)						
V	TOTAL of C (i to iv)						
D	TOTAL of A(iv)+B(iv)+C(v)						
E	Sources of finance (apart from Bank loan now applied for)						
i	Non-repayable scholarship/ fellowship or other financial assistance						
ii	Repayable scholarship/ fellowship or other financial assistance						
iii	Funds available from family sources						
iv	Other (Please specify)						
V	TOTAL of E (i to iv)						
F	Total Amount required {F=D-E(v)}						

\$ supported by Institution Demand letter(s)/bills/receipts, subject to the condition that the amount does not exceed 10% of the total tuition fees for the entire course.

29 Please specify in brief how the completion of the course is going to help the student in improving his prospects of earning his livelihood:	A: Expected income per month	∞
	B: Anticipated monthly expenses	∞
	C: Amount available for repayment of loan	∞
29 A Details of collateral securities offered, if applicable: (NSC/KVP/LIP/Immovable Property etc.)		
30 Whether related to Chairman/ Directors/ employee of our bank or any other banks. If yes, details of relationship		
30A. Any other useful information:		

31. I/We hereby apply for a term loan (Education loan) of _____
(_____ in words), repayable in
_____ monthly installments beginning _____ years after the disbursement of the loan to enable
(name of the student) to pursue higher education in
_____ (name of course) from _____
(name of Institution) approved by _____ (AICTE/UGC/NEC/Govt./ AIBMS/ ICMR etc...) affiliated to
_____. I, _____ (name of student applicant) am opting/ not opting
for Life Insurance Cover from _____ (Name of Insurance Company), premium for which may be
financed by the Bank/ shall be contributed by me from my own sources.

32. 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 agrees 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.

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

(Signature and Name of student applicant)

(Signature and Name of co-borrower (s))

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

List of documents enclosed:

1. _____
2. _____
3. _____
4. _____

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.

PART – II GUARANTOR INFORMATION

1. Name 2. Father's/Husband's Name 3. Address a. Residence*				Recent
		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):*				
7A. Gender (male/female/Transgender)				
7B. Category (SC/ST/OBC/MINORITY/OTHERS)				
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.*		Any one of 11,12 or 13		
14. Driving Licence No.*				
15. Occupation of Guarantor		<input type="radio"/> Self Employed <input type="radio"/> Salaried <input type="radio"/> Professional <input type="radio"/> Others		
16. (a) If Self Employed/ Professional	His/her firm is	<input type="radio"/> Proprietorship <input type="radio"/> Partnership <input type="radio"/> Pvt. Ltd. Co. <input type="radio"/> Others		
	Years in Business			
	Total Income in Last 2 yrs(‘)	Last year:		Year before last:
(b) If Salaried	He/she works for	<input type="radio"/> Private sector <input type="radio"/> Public sector (including govt. enterprise) <input type="radio"/> Others		
	Designation			
	Name & Address of the employer			
	Years with current employer	Yes/No, If yes, 16 Digit account no. and if no details of Salary Account		
	Salary a/c with PNB	with Bank, Branch and Account No		
	Total Annual Income (‘)	Last Year:		Year before last:

17. Statement of Assets and Liabilities of the guarantor		(<u>Amount</u>)	
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)

18. Whether related to Chairman/ Directors/ employee of our bank or any other banks. If yes, details of relationship	
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19. 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:

PNB 1218A

MOST IMPORTANT TERMS & CONDITIONS

Retail Banking Division (Advances)

1. Interest:

a) Interest whether floating type or fixed type will be charged in the account as 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.

b) 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.

c) 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.

d) 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.

5. 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.

6. 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.

7. 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.

8. 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.