

To
 Branch Manager
 Indian Bank
Branch

Sir,

APPLICATION FOR IND COVID EMERGENCY SALARY LOAN

	Account Number	Branch where the account is held	Limit
Savings Bank A/c No. (where Salary is credited)			XXXXXXXX
Existing Clean Salary Loan Account No.			

I hereby apply for a COVID EMERGENCY SALARY LOAN for Rs. repayable in Equate Monthly instalments of Rs..... beginning rom for the purpose of expenses in view of COVID-19.

1.	Name of the applicant	(in Block Letters) Mr/Mrs/Ms/Mx.			
2.	Current residential address	Owned <input type="checkbox"/> Rental <input type="checkbox"/> Dependent's <input type="checkbox"/> _____ _____ CITY _____ PIN: _____ Staying since (no. of years)-----			
3.	Contacts - Mobile / Telephone/Email	☎ : _____	☎ : _____	E-Mail : _____	
4.	Marital Status	Married <input type="checkbox"/> Unmarried <input type="checkbox"/>			
5.	Employment Particulars				
	Name of Employer	Designation	Date of Joining	Whether confirmed	Due date of Retirement
6.	Office address. _____ _____ Phone No _____				
7.	Salary Particulars (Salary Certificate from the Employer is to be enclosed)				
	Gross Salary	Total Deductions	Net Salary		
8.	Name of Spouse	Is Spouse Employed	No <input type="checkbox"/> Yes <input type="checkbox"/>		
	If Yes, details of his/her employment (Enclose Salary Certificate from Employer of Spouse):				
9.	Any other income & its source (wherever applicable proof to be enclosed)				
10.	Check-off facility available? (deduction by the employer directly from the salary and remit to Bank)	Yes <input type="checkbox"/> No <input type="checkbox"/>			
11.	I agree to abide by the Rules of the Bank. I affirm that each of the statement / particular given by me in this application is true and correct.				
	Date:			Signature of Applicant	

IND COVID EMERGENCY SALARY LOAN

Check List for Processing:

1. Application duly signed along with Guarantor's form.
2. KYC Documents (like Passport, Aadhar Card, Ration Card, Election ID, Driving License etc) in case there is change in credentials from the earlier submitted documents
3. Latest six months' Salary Slips / Certificates - showing all deductions or latest Form 16 (duly attested by the employer)
4. Income Tax Return Copy (latest) – wherever available
5. Check-off facility – undertaking letter from employer
6. A & L Statement of Borrower & Guarantor (if any)
7. Authorisation to debit SB Account / ECS / NACH Mandate