



Request letter for Corrective Active Plan for MSME account Stressed due to Covid

{Under RBI's restructuring policy dated 06.08.2020}

(For existing exposure upto Rs. 10 lakh)

(to be obtained from borrower)

Date: _____

To
The Branch Manager
Indian Bank

1. Brief Profile of the borrower

1.1	Name of the Enterprise / Borrower	
1.2	Chief Promoter	
1.3	Constitution	
1.4	Date of incorporation	
1.5	Date of commencement of operations	
1.6	Address / Location of the unit / factory	
1.7	Line of activity	
1.8	Whether unit is functioning	
1.9	Whether unit is classified as MSME as per old norms (prior to 30.06.2020)	Yes/No
	If yes, type (Micro/Medium/Small)	
1.10	Impact of Covid	
1.11	PAN	
1.12	Whether exempted from GST	Yes/No
	If Not exempted, GST No	
	If Exempted reason for same	
1.13	Details of Proprietor / Partners / Directors	
	Name and Designation	Address
		PAN/DIN No.
		% of shareholding
1.13.1		
1.13.2		

2. Existing liabilities with Banks / FIs:

2.1 With Indian Bank (Date of Sanction / renewal: _____)

Sl No.	Facility	Account No.	Limit	Security
2.1.1				
2.1.2				

2.2 With Other Bank/s / FIs (Date of Sanction / renewal: _____)

Sl No.	Facility	Limit	Balance (01.03.2020)	Overdue / since when	Account status	Security
2.2.1						
2.2.2						

2.3. Whether the account has been restructured earlier: Yes/No

3. Details of Gurantor/s

Name	Address	PAN	Occupation
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3.1				
3.2				

4. Present Request

4.1	Present Request	Rephasement: Period: Holiday Period:	
4.2	Reasons		
4.3	Details of income for servicing the interest / instalment as per revised	Orders in hand, if any	
		Expected daily sales	
		Of which reflected in GST returns	
		Expected daily expenses	
		Expected monthly expenses (EB Bill, Salary etc.)	
		Existing EMI / repayment commitments.	

I / we hereby certify that all information furnished by me / us is true, correct and complete to the best of my / our knowledge and belief. I / We shall furnish all other information that may be required by Bank in connection with my / our application. The information may also be exchanged by you with any agency you may deem fit. You, your representatives or any other agency as authorised by you, may at any time, inspect / verify my / our assets, books of accounts, etc. in my / our factory / business premises. You may take appropriate safeguards / action for recovery of Bank's dues.

Signature of Borrower/s

Place:

Signature of Guarantor /s

Date:

List of documents enclosed (The list is only indicative and not exhaustive and depending upon the requirements of Banks addition / deletion could be made as per necessity)

- Last two years' audited Balance sheets (wherever applicable)
- Projected Balance sheets for two years in case of working capital limits and for the period of the loan in case of term loan (wherever applicable)
- Sales achieved during the current financial year upto the date of submission of application
- Assets and Liabilities statement of borrower / partners / Directors / guarantor/s
- Copy of Board resolution for the proposed request (wherever applicable)

Acknowledgement copy

Office copy:

Received from Mr / Ms / M/s._____ an application dated _____ for
corrective action plan under restructuring of MSME

Date:

Branch Manager

Acknowledgement copy

Customer copy:

Received from Mr / Ms / M/s._____ an application dated _____ for
corrective action plan under restructuring of MSME

Date:

Branch Manager

Please note that

1. This is only an acknowledgement for having received the application and this should not be construed as an indication of our acceptance of the proposal, a decision on which will be taken only after due consideration of the proposal on its merit and / or on fulfilment of conditions, if any that may be stipulated by the bank
2. The application will be taken up for consideration only after all the particulars / data / documents as may be required are received by the Bank
3. The application will be disposed of within ____ days from the date of receipt of all the details / papers / documents / clarifications sought by the Bank.
4. In case the proposal is rejected / not considered the reasons for the same will be intimated to the applicant.