

# BUSINESS LOANS APPLICATION FORM



IDFC BANK

The form should be signed after all details are completely filled. Please complete all sections in **BLOCK LETTERS** and tick box wherever applicable. Do not handover cash at the time of account opening. Please enclose account payee cheques only.

## EXISTING CUSTOMER?

Existing customer of IDFC Bank  Yes  No Customer ID

SA/CA No.  Loan No.

CRM No.

## TELL US ABOUT YOURSELF (NON-INDIVIDUAL)

**Applicant Details**  Borrower  Co-Borrower

**Business Entity type**  Partnership firm  Limited Liability Partnerships (LLP)  Sole Proprietorship  
 Public Ltd  Pvt Ltd  Others (Please Specify) \_\_\_\_\_

**Registered entity name**

**Nature of business**  Manufacturing  Wholesale  Retail  Service  Others (Please Specify) \_\_\_\_\_

**Industry type** \_\_\_\_\_

Authorised signatory/ Partners - Name	Date of Birth	PAN No.	Aadhar No.
1 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Date of incorporation**  **Country of incorporation**

**Place of registration**  **Place of business**

**Company residence status**  Indian Registered  Company  Foreign Registered  Company  Others (Please Specify) \_\_\_\_\_

**Registration Nos (CIN/PRN)**  **PAN**

**Registered office address**

**Landmark**  **City**

**State**  **Country**  **Pincode**

**Contact Number 1**  **Contact Number 2**

**Mailing address (same as above)**  Yes  No

**Landmark**  **City**

**State**  **Country**  **Pincode**

**Ownership**  Self-owned  Rented  Others \_\_\_\_\_

**Registered entity email ID**

**Company website**

## GST STATUS

**GST Status**  Registered  Unregistered (If Registered, please fill up the GST Annexure)

**Are you exempted from GST**  Yes (If exempt, please submit documentary evidence for the exemption)  No

**Related person to IDFC Bank**  Yes  No (Refer GST Annexure for definition of related person)

If yes, please note that goods and services tax (GST), as may be applicable, needs to be paid by the related person.

## TELL US ABOUT YOURSELF (INDIVIDUAL)

**Applicant Details**  Borrower  Co-Borrower

**CKYC No (if any)**

**Name**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	First Name	Middle Name	Last Name (Please leave one space between words)

**Maiden Name (if any)**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	First Name	Middle Name	Last Name (Please leave one space between words)

**Father's Name**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prefix	First Name	Middle Name	Last Name (Please leave one space between words)





Reference									
Reference Name and Address									
Relationship with borrower									
Phone No. (R)			Mobile						
(ISD Code)		(STD Code)		(Number)					
Email ID									

**CAN WE HELP YOU WITH ANYTHING ELSE**

Current account     
  Savings account     
  HDFC life group credit protect plan  
 ICICI lombard secure mind     
  Others

**SOURCING DETAILS**

**Sourcing details**   
  DSA/ DDSA/ DMA   
  BOC   
  Business Banking   
  Branch banking   
  Assets  
 Corporate sales   
  Corporate banking   
  Channel partner   
  Digital-internal   
  Others

Lead Generator Code   
 \_\_\_\_\_   
 Lead generator name   
 \_\_\_\_\_

SE Code   
 \_\_\_\_\_   
 RM Code   
 \_\_\_\_\_   
 Login Date   
 DD   
 MM   
 YYYY

**PLEASE GO THROUGH THE FOLLOWING TERMS AND CONDITIONS**

1. I/We shall advise the bank in writing of any changes in my employment/residential or office address.
2. I/We declare that the said loan shall not be used for any illegal and/or antisocial and/or speculative purposes including but not limited to participation in stock markets/IPO's.
3. I/We declare that all the particulars/information/details given in this application form are true, correct, and complete in all respects and I/We have not withheld any information whatsoever.
4. I/We authorise IDFC Bank to make any enquires regarding my application and authorise IDFC Bank to make any queries/verification with any other finance company/bank/credit bureau, agencies/statutory bodies etc. as may be required or as they may deem fit and shall not hold IDFC Bank (or any of its group companies or its/their agents/representatives) liable for use/sharing of this information.
5. I/We understand and acknowledge that IDFC Bank shall have the absolute discretion, without assigning any reasons (unless required by applicable law) to reject my/our application and that IDFC Bank shall not be responsible/liable in any manner whatsoever to me/us for such rejection or any delay in notifying me/us of such rejection and any costs, losses, damages or expenses or other consequences, caused by reason of such rejection or any delay in notifying me/us of such rejection, of our application
6. IDFC Bank/its group companies reserve the right to retain the photographs and documents submitted with this loan application and will not return the same to the applicant.
7. I/We have no objection to IDFC Bank, its group companies, agents/representatives to provide me/us information on various products, offers and services provided by IDFC Bank/its group companies through any mode and authorise IDFC Bank, its group companies, agents/representatives for the above purpose.
8. I/We hereby agree to abide by 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 EEEFC 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 from 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.
9. Do Not Call Registry: I/We understand that in case I do not wish to receive promotional information through telephone calls/email/SMS on products and services not currently availed by me/us, I can register for "Do Not Call" service through bank's website www.idfcbank.com or through phone banking or other channels that the bank may offer. I/We agree that this service will not apply to receipt of advice and information regarding products and services currently availed by us.
10. I/We acknowledge and give consent that IDFC Bank may disclose to such third party information pertaining to me/us and/or of the details of the loan granted to me/us. I/We agree that IDFC Bank and/or Affiliates or their contractors may hold and process my/our personal information and all other information concerning my/our Account(s) on computer or otherwise for analysis, credit scoring and marketing. I/We further agree that IDFC Bank may disclose, in strict confidence, to other institutions, personal information concerning me/us as may be reasonably necessary for reasons inclusive of but not limited to participation in any telecommunication or electronic clearing network, for compliance with a legal directive or for fraud prevention purposes. For any information so obtained/disclosed/shared, I/We agree and confirm that I/We will not hold IDFC Bank responsible for the use of such information.
11. I/We understand that all correspondence regarding the processing of my loan application will be done through text messages on my registered mobile number and/or through email on my registered mail id.
12. I/We understand that the copy of the Loan Agreement, signed/sealed by both parties, shall be delivered to me on my registered email id at the time of loan disbursal.
13. I have read and acknowledged the MITC (most important terms and conditions) of the applied loan and confirm having received the MITC which also contains all the applicable charges/fees/levies etc. applicable on the said loan.
14. Except to the extent disclosed to IDFC Bank, no director or a relative/near relation (as specified by RBI) of a director of a banking company (including IDFC Bank) or a relative/near relation (as specified by RBI) of a senior officer of IDFC Bank (as specified by RBI) is: the applicant(s), or a partner of our concern, or of our subsidiary, or our holding company, or a guarantor on my/our behalf, or holds substantial interest in our concern or my/our subsidiary or holding company.
15. All fees/charges to be shall be exclusive of goods and service tax (GST), as may be applicable.
16. IDFC Bank will provide me/us Services Accounting Code (SAC) and this will be quoted in all invoices/credit/debit notes.
17. IDFC Bank will determine if I/we are related party based on documents available or submitted for this purpose.
18. IDFC Bank will determine the location of service provided which shall be binding on me/us
19. I/We shall provide the Bank with the details of exemption or lower rate of tax, if any, supported by relevant documents prior to availment of services.
20. For smooth realisation of input tax credit, I/We shall validate the invoices uploaded in the GSTN portal by the Bank between the 10th - 15th day of the month succeeding the relevant period. In case of any discrepancies, I/We shall bring to the notice of IDFC Bank immediately.
21. IDFC Bank will issue invoices on a monthly basis, the contents of all the invoices, debit notes, credit notes, etc. will be as per rules and guidelines in the GST law.
22. I hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.
23. I/We are related to the following directors/senior officers of respective banks (including IDFC Bank):

Name	Bank	Designation	Relationship

Signature First Applicant
Signature First Applicant
Signature First Applicant



Signature across photograph



Signature across photograph



Signature across photograph

Place \_\_\_\_\_ Place \_\_\_\_\_ Place \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_ Date \_\_\_\_\_

**PRIORITY SECTOR CATEGORY**

PSL	Sub-Category	Classification criteria	Yes	No
	-	Only 1st house per family can be classified as PSL		
Housing	Metro Location	Sanctioned amount <= 28 lakhs Cost of property <= 35 lakhs		
	Non-Metro Location	Sanctioned amount <= 20 lakhs Cost of property <= 25 lakhs		
Agriculture	Farm Credit	As per the relevant circular.		
	Agriculture Infrastructure			
	Ancillary Services			
	Marginal farmer	Landholding upto 2.47 Acres		
	Small farmer	Landholding > 2.47 Acres <=4.94 Acres		
Micro, Small and Medium enterprises <b>Manufacturing</b>	Micro	Investment in plant and machinery<= Rs 25 Lacs		
	Small	Investment in plant and machinery> Rs 25 lacs<=Rs 5 cr		
	Medium	Investment in plant and machinery> Rs 5 Cr lacs<=Rs 10 Cr		
Micro, Small and Medium enterprises <b>Service</b>	Micro	Investment in plant and machinery<= Rs 10 Lacs		
	Small	Investment in plant and machinery> Rs 10 lacs<=Rs 2 cr		
	Medium	Investment in plant and machinery> Rs 2 Cr lacs<=Rs 5 Cr		
Export credit	Pre-shipment Post-Shipment			
Education loans		Loan amount upto Rs 10 lacs		



## THE MOST IMPORTANT TERMS AND CONDITIONS (MITC) FOR Business LOANS

The Most Important Terms and Conditions (MITC) of the loan between the Borrower/s and IDFC Bank Limited, a banking company incorporated under the Companies Act, 2013 and having its registered office at IDFC BANK LIMITED, KRM Tower, 8th Floor, No. 1, Harrington Road, Chetpet, Chennai - 600031. Tamilnadu, INDIA, hereinafter called "IDFC Bank" are mentioned below and are to be read and understood in conjunction with the terms contained in the Sanction Letter and the Loan Agreement and other documents which you have executed/will execute with IDFC Bank (collectively referred as 'Transaction documents'). The MITC mentioned here are merely indicative and not exhaustive. The Loan shall be governed by the Transaction Documents including the Loan Agreement.

### 1. LOAN

Loan shall mean the credit facility sought to be availed by the Borrower from IDFC Bank.

#### RATE OF INTEREST

- a) Fixed Rate Term Loan: Means the specific rate of interest applicable to the loan for specific tenure. The rate would apply on the reducing balance through the repayment period.
- b) Business Loan Saver: Borrowers can avail an OD in conjunction with a Business Loan as per the terms & conditions; Fees & Interest charges of IDFC Bank OD product.

### 2. INSURANCE OF THE LOAN

The Individual Borrower(s) / Co-applicant (s) can avail insurance cover against the risk of death, permanent disability or critical illness to the Individual Borrower(s) / Co-applicant (s), with IDFC Bank as sole beneficiary and submit to IDFC Bank original insurance policy document(s) and premium/payment receipts thereof. The insurance policy may be availed from a Bank enlisted insurance service provider.

### 3. CONDITIONS FOR DISBURSEMENT OF THE LOAN

IDFC Bank may not disburse at any time; any amount under the Loan unless the following conditions are complied with in the sole discretion of IDFC Bank:

- a) The Loan Agreement/Terms & Conditions is/are duly executed and delivered to IDFC Bank by the Borrower(s).
- b) The Borrower's submission to the satisfaction of IDFC Bank all required documents indicating his/her/their business status, financial status, and valid KYC documents, as per the Bank's policy.
- c) The Borrower's submission of any other document or writing as IDFC Bank may require at its sole discretion.

### 4. REPAYMENT OF LOAN AND INTEREST

The Loan (including the principal, interest thereon and any other charges, premium, fees, taxes levies or other dues payable by the Borrower to IDFC Bank shall be repayable by the Borrower to IDFC Bank

- a) At the Branch (or at any other branch of IDFC Bank or at any other place as may be notified by IDFC Bank) by way of standing instruction (SI) and/or or in any other manner as IDFC Bank may specify from time to time in writing
- b) By way of EMI towards repayment of principal and interest through SI/NACH etc.

### 5. PREPAYMENT OF LOAN

IDFC Bank may, at its sole discretion and on such terms as it may prescribe from time to time, permit pre-payment or acceleration of EMIs at the request of the Borrower. Subject to the applicable laws and if permitted by IDFC Bank, the Borrower shall pay to IDFC Bank such pre-payment charges as may be announced by IDFC Bank, and as amended from time to time in line with regulatory guidelines.

### 6. BRIEF PROCEDURE TO BE FOLLOWED FOR RECOVERY OF OVERDUES

On occurrence of any default IDFC Bank shall have the right: -

- a) To recover the entire dues.
- b) Take any other action as it may deem fit for recovery of its dues, governed by the regulatory guidelines.

### 7. CUSTOMER SERVICES

- a) Please feel free to contact us on 1800 419 4332 or write to us at [banker@idfcbank.com](mailto:banker@idfcbank.com) for any clarifications/assistance
- b) Contact IDFC Bank's Customer Service Officer at your nearest branch within the working hours for:

- i) Photo copies of documents, which can be provided in 10 working days from date of placing request.
- ii) Loan closure letter would issued within 15 working days from the date of Closure/Foreclosure.

IDFC Bank may disclose any information/documents relating to the Borrower to any third party for the purposes of credit verification/credit reporting including CIBIL, regulatory or promotional purpose. Also IDFC Bank may send SMS to you mobile/ e-mail you for information & updates pertaining to your loan and any other products or services being ordered/introduced by IDFC Bank and/or its group companies

### 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) The Borrower can complain to customer care on our website [www.idfcbank.com](http://www.idfcbank.com)
- b) Borrower can write to the Nodal Officer in case of resolutions not meeting their expectation at [PNO@idfcbank.com](mailto:PNO@idfcbank.com) or contact the Nodal Officer on the 24X7 helpline - 1800 419 2332

**9. IDFC BANK BUSINESS LOANS – SCHEDULE OF CHARGES**

S.NO	ITEMS	FEES/CHARGES	REMARKS
1	<b>PROCESSING FEES</b>	Up to 2.0% of loan amount	Processing Fees will be deducted from the loan amount at the time of disbursal
2	<b>OTHER CHARGES</b>		
a	EMI Bounce Charges	Rs. 500	For each presentation dishonoured
b	Repayment instrument swap charges	Rs. 500	Per change request
c	Statement of Account (Adhoc/Duplicate)	Nil	
d	Duplicate No Objection certificate/No Due Certificate	Rs. 100	Per request, in addition to Bank's issued letter
e	Disbursement cancellation	Rs. 500 per cancellation	On specific request and within 5 working days of loan disbursal, processing fees to be retained by the bank
3	<b>CHARGES ON ACCOUNT OF DELAYED PAYMENTS/DEFAULTS</b>		
a	Overdue Interest	<b>2.5% per month.</b> Overdue Interest is levied in case of non-payment of the monthly payment. It is charged on the overdue instalment for the defaulted period.	
b	Incidental charges & Expenses	Incidental charges & expenses are levied to cover the costs, charges, expenses, and other monies that may have been expended in connection with recovery of dues from a defaulting customer. Charged on actuals.	
4	<b>PART PREPAYMENT FEES</b>		
a	Simple Business Loans	Not applicable	Part Prepayment Facility not available for Simple Business Loans
5	<b>FORECLOSURE CHARGES</b>		
a	Simple Business loans	<b>3% on Principal Outstanding,</b> at the time of closure	Foreclosure will be allowed after the payment of third EMI
6	<b>INTEREST RATE</b>	Interest Rate on your loan will be the rate as applicable at the time of signing the loan agreement basis actuals. Interest for the month will be charged on the EMI cycle basis loan outstanding on daily basis for actual number of days in a month.	
7	<b>REGISTRATION CHARGES</b>	Agreement registration charges will be on actuals, to be deducted from the loan amount at the time of disbursal	

All fees/charges to be paid shall be exclusive of goods and services tax (GST), as may be applicable. The Services accounting code would be provided by IDFC Bank and shall be binding on customer.

In case customer is related person to IDFC Bank, Goods and Services Tax (GST), as may be applicable, needs to be paid by customer.

**Note:** The above stipulated Schedule of Charges is subject to be revised from time to time by the Bank as will be updated on the official website of the Bank.

**DOCUMENTATION**

	Self-employed Professional	Self-employed Businessmen
Identity proof (OVD)*	Yes	Yes
Address Proof (OVD)*	Yes	Yes
Age Proof	Yes	Yes
Income tax returns	Yes	Yes
Last 6 months bank statement	Yes	Yes
Latest two years ITRs, along with financials (both personal/ business, as applicable) CA certification is mandatory in case of unaudited financials	Yes	Yes

**Disclaimer:** The application will be processed within 15 days on a best effort basis, on receipt of all the required documents mentioned above. The document requirements given above are indicative and IDFC Bank Ltd. reserves the right to request further documents, if required. This document is not to be construed as a commitment from IDFC Bank Ltd. either expressed or implied.

\* Please help us with any of the following Officially Valid Documents (OVD) for Identity/Address Proof.

Aadhar/ Driving Licence/ PAN\*/ Passport/ Voter ID/ NREGA card

\*If you have a PAN it is mandatory to provide details to the bank at the time of opening an account. If you do not have a PAN, please complete a Form 60/61.

**ACKNOWLEDGEMENT:**

This is hereby to confirm that I have personally met \_\_\_\_\_ and he/she has filled up the application form and has provided the necessary documents for processing the loan application. Original KYC documents were seen and returned to customer. Copy/Photo taken for record.

RM Name \_\_\_\_\_

DSA Name \_\_\_\_\_

Employee Code \_\_\_\_\_

Sales Executive Name \_\_\_\_\_

Contact No. \_\_\_\_\_

SE Code \_\_\_\_\_ Contact No. \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

KYC verifiers designation \_\_\_\_\_

KYC verification branch \_\_\_\_\_

Date

Date

For any queries/issues related to services provided by IDFC or its outside service providers, please log on to [www.idfcbank.com](http://www.idfcbank.com)