

# PERSONAL LOAN Application Form

Standard Chartered

Standard Chartered Bank Nepal Limited



स्टैंडार्ड चार्टर्ड बैंक नेपाल लिमिटेड



Branch: \_\_\_\_\_

Date: \_\_\_\_\_

Please submit the following documents with your application:

1. Copy of your Citizenship
2. Copy of office Identity card (to be verified against the original)
3. Salary Certificate/Letter of undertaking
4. Copies of your bank statements for the past three months (if applicable)
5. Authority Letter to route retirement benefits
6. Demand promissory note
7. PP size photograph
8. Personal Account Opening form, if you do not already have an account with the bank
9. If you have an account with us, please write your account no.: .....

Photo

*Please complete all sections in block capitals and tick (x) boxes as appropriate*

PERSONAL DETAILS SECTION			
<b>Personal Data</b>			
Name in Full : Mr/Mrs/Ms _____			
Father's Name : _____			
Mother's Name : _____			
Grandfather's Name : _____			
Marital Status : <input type="checkbox"/> Married <input type="checkbox"/> Single Spouse's Name : _____			
Date of Birth:	Day	Month	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Age		Nationality	
<input type="text"/>		<input type="text"/>	
Citizenship No. <input type="text"/>			
Number of Dependents: Parents <input type="text"/> Children <input type="text"/> Others, Please specify <input type="text"/>			
Residential Address		Permanent Address (If different from Residential Address)	
<b>Please Tick</b> <input type="checkbox"/> Owned <input type="checkbox"/> Rented <input type="checkbox"/> Company Provide <input type="checkbox"/> Living with Parent <input type="checkbox"/> Mortgaged			
Telephone Nos: Home <input type="text"/>			
Mobile No. <input type="text"/>			
Email <input type="text"/>			
<b>Academic Qualification:</b> <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Tertiary <input type="checkbox"/> Graduate <input type="checkbox"/> Post Graduate			
<b>Profession:</b> <input type="checkbox"/> Doctor <input type="checkbox"/> Engineer/Consultants <input type="checkbox"/> Chartered Accountants <input type="checkbox"/> Pilot			
Others: Please specify (Job Holders etc) _____			
<b>Employment Details (For salaried individuals)</b>			
Name : _____			
Address : _____ Tel. No. : _____			

Date: \_\_\_\_\_

The Manager  
 Personal Loan  
 Standard Chartered Bank Nepal Ltd.  
 Naya Baneshwor, Kathmandu Nepal

**Re: Debit Standing Instruction**

Dear Sir,

I hereby authorized the Bank to Debit my account no: ..... or other accounts that I have or may open in future with you for the payment of the Monthly Installment/s of my Personal Loan.

I understand my monthly installment/s payment date is 30th of every English calendar month and agree that it will be my responsibility to maintain sufficient balance on my above bank account for the payment of my monthly instalment/s. I also understand that if there is insufficient balance in the nominated Bank Account on the above payment date to meet the Monthly Installment/s (principal & interest), the Bank will levy penal interest on a daily basis (as per the prevailing rate) on my account till the date of payment of the monthly instalment/s.

Thanking you for your cooperation.

Name: \_\_\_\_\_

\_\_\_\_\_  
 Authorized signatory

Account No.: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix - 2**

Standard Chartered Bank Nepal Ltd.

Dear Sir,

Following are the details of our credit facilities with other banks/financial institutions (FIs):

Amount in NRS. '000

Names of other Banks/FIs from where credit facilities availed	Total Limits/ Outstanding Date*:		Overdue Yes/No (If yes, specify date)	Security Details		
	*(Should be not older than last quarter-end; last month-end preferred)			Nature of Security (a)	Details (b) (Location/name of guarantors, etc.)	Remarks/ other info.
	Limits	Outstanding				
1. .... Bank/FI						
• Working Capital Loan						
• Term Loans						
• Other Loans / Facilities						
• Non Funded Facilities						
<b>Total</b>						
2. .... Bank/FI						
• Working Capital Loan						
• Term Loans						
• Other Loans / Facilities						
• Non Funded Facilities						
<b>Total</b>						
3. .... Bank/FI						
<b>Grand Total</b>						

Please attach additional sheets in case of insufficient space or for additional details of security and other remarks, if any.

(a) Please mention as appropriate: Current Assets, Fixed Assets, Land & Building, Personal Guarantees, FDs, Bonds, Cash, Others, etc.

(b) Location/Plot/Amount/Names of guarantors, etc.

I/we confirm that the information provided above is correct. In case of mis-representation and/or the information provided is proved to be incorrect I/we assume full responsibility for any consequences thereof and agree that the Bank may prosecute me/us as per prevailing law.

\_\_\_\_\_  
 Authorized signatory:

(Name of the Individual/Firm, Company or Organization and seal)

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**Authority Letter**

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Standard Chartered Bank Nepal Ltd.  
Naya Baneswor  
Kathmandu, Nepal

I ..... son/daughter of ..... a Nepali Citizen having Citizenship Card ..... Resident of ..... and at present an Employee of ..... (hereinafter referred as Employer) do hereby grants my all authority to the Standard Chartered Bank Nepal Limited, Naya Baneshwor, Kathmandu (hereinafter referred to as the Bank) to undertake and perform the following acts:

1. The Bank shall have right to obtain my *Gratuity fund and Retirement Benefits* maintained with an Employer and hereunder kept as security to the Bank for the principal, interest, fee, commission, penalty, charges and any other expenses incurred in course of realisation of personal loan due and payable to the Bank in consideration of the Bank granting loan facilities up to ..... (Nepalese rupees ..... ) as per loan disbursed date ..... and/or it's amendments through separate letter.
2. The Bank may, at any time if so desires and without any further notice to me, obtain payment for any or all amounts due and payable to the Bank from all or any portion of *Gratuity fund and Retirement Benefits* maintained with ..... in the event of any default in payment and my earlier retirement from the said Employer.
3. The bank shall have a right to execute any and all necessary documents, on my behalf, in order to receive *Gratuity fund and Retirement Benefits* in the event as referred to in no.2 above. I shall not raise any objections, hindrances and/or contest in the event of receiving of funds maintained with Employer.

I hereby also irrevocably waive any and all rights, if at all, conferred upon me by operation of law by virtue of my entitlement upon the *Gratuity fund and Retirement Benefits*. And in addition to this, I irrevocably confirm that I shall not claim or act in any manner inconsistent with the conditions laid down herein till such times all dues to the Bank have been paid and a letter of release has been issued by the Bank.

I have executed this Authority Letter and authorisation of my own free will and consent at the Bank Office in the presence of the witnesses mentioned herein below on this date of .....

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Authorised Signature

**Witnesses: Name:**

**Signature**

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

Designation : \_\_\_\_\_ Years of Service : \_\_\_\_\_ Terms of Service : Contract / Permanent

Contract Expiry/retirement date : \_\_\_\_\_

Previous Employer (if less than 2 years with the present employer) : \_\_\_\_\_

Address : \_\_\_\_\_

**Monthly Income and Expenditure**

Monthly Income	Amount (for Customers use)	Amount (for bank use)	Monthly Expenditure	Amount (for Customers use)	Amount (for bank use)
Net Salary			Loan repayment (excluding this loan)		
Spouse's Income			Credit Card Repayment		
Business Income			Insurance Premium		
Other Income			Tel. / Gas / Electricity		
			Rent		
			Taxes		
			Education		
Living Expenses (including medical, food, clothing etc.)					
<b>Total Income</b>			<b>Total Expenditure</b>		

*Financial Detail of Applicant*

Statement of my Financial Position as at .....

**Your Assets and Liability Position:**

Liabilities	Amount (for Customer's use)	Amount (for Bank's use)	Assets	Amount (for Customer's use)	Amount (for Bank's use)
Loan from SCBNL (Limit)			Savings/Current/Fixed Deposits at SCBNL		
Credit Card from SCBNL (Limit)			Deposits at other banks/finance companies		
Loan from other banks (Limit)			Investment (Shares, bonds, etc.)		
Other Liabilities (include other guarantees given)			Land Buildings Location Area Owner's Name		
			Motor Vehicles Model & Year		
			Other assets (please specify)		
<b>Total Liabilities (A)</b>			<b>Total Assets (B)</b>		
<b>Networth (B-A)</b>					

*Accounts & Facilities with SCB*

Do you have an account with SCBNL?  Yes  No. If Yes, Account No. \_\_\_\_\_

Is your salary routed through the above Bank account?  Yes  No. If No, I receive my salary in Cash / Cheque / Credit to bank account in (Bank's Name) \_\_\_\_\_ Account No. \_\_\_\_\_

Past borrowings (specify facility) Amount  Date Settled

*Loan Details & Repayment Agreement Section*

Loan Amount Applied for (in words)	In figures
Purpose for which loan is taken : _____ _____	
Interest Rate ____ % per annum or any other rate(s) to be decided by the Bank from time to time, payable to the debit of my current/savings account specified, together with turnover tax and other statutory dues thereon.	
Loan Processing Fee :	Life Insurance Premium:
In case of early settlement fee of 0.5% to group of outstanding will be levied if prepaid within 6 months of loan disbursal.	
Duration of Loan (Months)      6 / 12 / 18 / 24 / 30 / 36 / 48 / 60 or any other:_____	
Monthly Installment : _____ No. of Monthly Installment : _____ Payment Date : _____	
Commencing on :    Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	Loan A/c No. : <input style="width: 100%;" type="text"/>
To be repaid until :    Day <input type="text"/> Month <input type="text"/> Year <input type="text"/>	

*For Bank's Use only*

Loan Disbursed Date    :    .....		
Prepared By	Checked By	Approved By

**Service and Pricing:**

**Interest Rate, Fees & Payment:**

- The interest rate offered at present time is -----% p.a.
- The repayments are by way of Equal Monthly Installments (EMI) comprising of principal and interest calculated on the basis of the monthly rest.
- There is a loan processing fee of 0.5% of the loan amount up to NPR 495,000.00 and 1% for loan amount above NPR 495,000.00 which I need to pay at the time of loan disbursement.
- Upon disbursal of Personal Loan, my account will be debited with the EMI amount on a monthly basis.
- The interest rate will be calculated on a Daily Reducing Balance and is charged with monthly rests.
- If there is an increase in my rate of interest during the tenure of the loan I will be advised of the new rate applicable.

**Penal Charges (only in the event of default):**

- Default of personal loan will attract penal interest. This penal interest rate may be changed anytime at the discretion of the Bank.
- The current penal interest rate is 30% per annum on the amount defaulted/in arrears.

**Post Disbursal:**

- Standard Chartered Bank Nepal Limited has the sole and absolute right to change the terms and conditions of the Personal Loan, but Standard Chartered bank Nepal Limited will give prior adequate notice before changing the terms and conditions of the Personal Loan.
- Loan account statements and copies of the loan agreement are available only to the primary applicant on request or authorized representatives on written approval.
- I need to inform the Bank regarding any change in my occupation/employment/status and change of address and to provide any further information that the Bank may require from time to time during the tenure of the loan.
- The goods purchased against this Personal Loan will be under hypothecation to the Bank.

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**Declaration by the Applicant**

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I hereby apply for the loan detailed in this application and agree to pay all fees as prescribed by the Bank upon approval and agree that the approval of this application or the grant to me of any loan is at the sole discretion of the Bank and the Bank has no obligation to furnish any explanation should this application be rejected. I hereby warrant that no bankruptcy proceedings have been commenced or are intended to commence against me, that all information furnished in this application are true accounts with the Bank as long as I remain a customer of the Bank. I acknowledge that the Bank has the right to institute legal proceedings for recovery of the debt and that I am liable to pay the Bank all legal costs, court fees and lawyers' fees incurred by or on behalf of the Bank in recovering or attempting to recover any outstanding dues. I hereby confirm that I have read and understood the Terms & Conditions provided to me separately by the Bank applicable to this loan scheme, and also in possession of a copy of the same, as well as a service and pricing indicated above in this application form and have read and understood and agree to be bound by the same.

I hereby acknowledge that the onus to provide adequate funds in my account in order to meet the monthly installment lies with me and I shall always maintain my account with adequate amount to meet such requirement.

I hereby irrevocably authorize the Bank to instruct my employer to remit the salary due to me by the employer on or before the due date of the loan.

I hereby give my consent to the Bank that the Bank may, if necessary, disclose my account information/data within the Standard Chartered Group and its authorized recipient.

I shall not make any default in repayment of my personal loan obtained from the Bank. I, in the case of default, shall give the Bank full authority to recover its outstanding from my personal property whether secured with the Bank or not.

I confirm that the details furnished are true and correct and that no material information has been withheld in completing this application.

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Signature of Applicant

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**Promissory Note**

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On this .....day of .....year.....I, the undersigned, .....  
..... (full names should be indicated as appearing in Citizenship Certificate Number) whose signature is placed below, on demand promise to pay the Bank a sum of Nepalese Rupees .....(in figures) ..... (in words).  
Together with the interest at ..... % per annum without representation or cost. The bearer of this promissory note has the right of recourse without representation or cost.

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Signature of Applicant

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Signature verified by the Bank