

To
 The Secretary/President,
 Central Government Mutually Aided
 Co-operative House building Society,
MADANAPALLE.

Sir,

Sub: Request for Short term loan – Reg.

--:oOo:--

I request you to kindly sanction me a Short term loan of _____ /- (Rupees
) for _____ purpose, repayable in _____ monthly installments. My
 particulars are as under:

1.	Name of the Applicant (Block letters)	
2.	Father / Husband Name	
3	Society Admission No.	
4	Office in which employed	
5	Designation	
6	Address: / Mobile No.	
	a) Working office	
	b) Residential	
7	Date of Birth	
8	Date of appointment	
9	Date of Retirement	
10	Amount of loan Required	
11	Purpose of the Loan	
12	Loan amount sanctioned last time	
13	Loan amount out standing	
14	Name of the persons / Members who stand for surety*	1) 2)
<ul style="list-style-type: none"> One member of the society can be stand as surety for the said loan and submit the surety bond. 		

I am enclosing herewith One surety Bonds from 1) Sri _____ S/o _____ who has agreed to stand surety for the Loan to be sanctioned to me by the Society. I will abide with all the terms and conditions laid down by the Society and I promise to pay in Equal Monthly instalments on or before 5th of each month.

Date: _____ Signature of the applicant. _____

SHORT TERM LOAN SANCTION MEMO (for Office use only)

Sri / Smt Working as In the office of the Is sanctioned Short term loan Rs (Rupeesonly) including processing fee on Vide cheque No.Date..... His /Her EMI starts from date..... He / She is liable to pay EMI towards clearing of the said loan.

Date: _____ **SECRETARY / PRESIDENT**

BORROWER BOND

I, Sri _____, S/o _____ Aged _____, working as _____ in _____ **Department** and a member of Central Government Employees Mutually Aided Co-operative House Building Society Ltd., Madanapalle, Regd. No. AMC/CTR/DCO/2018/54, received the Short term loan of Rs. _____ (Rupees _____ only) including Processing fee Rs 3000/- from Central Government Employees Mutually Aided Co-operative House Building Society Ltd., Madanapalle, today ie., on _____ . vide cheque No _____ Date _____

I hereby agree to repay above loan amount in _____ instalment @ Rs. _____ Per month commencing from _____ 5th of every month without fail. Sri _____ S/o _____ working as _____ in _____ Department and a member of said society, for the loan of **Rs. _____/-** (Rupees _____ only) borrowed by him from the said Society.

Witness:

- 1. _____
Borrower
- 2. _____

Signature of the

the

SURITY BOND

I, Sri _____, S/o _____ Aged _____, working as _____ in _____ Department and a member of Central Government Employees Mutually Aided Co-operative House Building Society Ltd., Madanapalle, Regd. No. AMC/CTR/DCO/2018/54, hereby agree to stand surety to Sri _____ S/o _____ working as _____ in _____ Department and a member of said society, for the loan of **Rs. _____/-** (Rupees _____ only) borrowed by him from the said Society.

I, agree that in case of default by Sri _____

I shall pay the entire balance amount due to the said Co-op. Society on demand. The Society shall be entitled to take legal action against me for recovery of the due amount even before proceeding against the original borrower it the Society.

Witness:

- 1 _____
- 2. _____

Signature of the Surety.

**Eligibility for Sanction of Short Term Loan from the
Central Government Employees Mutually Aided Co-operative House
Building Society Ltd., Madanapalle,**

1. Loan applicant should be a member of the Society.
2. Surety proposed by borrower should also be a member of Society.
3. Sanction of Loan is subjected to availability of Share capital fund on loan applicant's seniority.
4. Borrower should give a cheque for the loan amount sanctioned in the name of Society before release of sanctioned Loan to the applicant/borrower.
5. Only in service members of the society are eligible for short term loan.
6. Borrower should have minimum 1years of left over service in his department as on the date of application for sanction of Loan.
7. EMI fixed by the Society should be paid through Cheque/Online/Cash by 5th of every month without fail.
8. Sanction of loan is final discretion of the President / Secretary of the Society.