

BUSINESS LOAN APPLICATION FORM



IDFC FIRST
Bank

(Please write in BLOCK LETTERS. Please complete the application to help us serve you better)

I hereby apply to IDFC FIRST Bank Limited (The Bank) to grant me Personal/Business Loan as mentioned in this Application Form. I furnish my particulars as mentioned below.

Sr. No.:
Application Ref. No.:
Application Date:
Scheme:
City:
Sales Point:
S.O./DSA Code:
R. O. Code:

FINANCE REQUIREMENT

Purpose of Loan: Business Expansion ☐ Loan Consolidation ☐ Working Capital ☐ Others Business Requirement ☐
Loan Amount (₹): Desired Tenure:

COMPANY DETAILS

Company Name:
Company Type: Partnership ☐ LLP ☐ Proprietorship ☐ Private Limited ☐ Public Ltd. ☐ HUF ☐ Others (Please specify)
OnePerson Company ☐ Liaison/Project/Branch Office ☐ Joint Venture (Not incorporated) ☐ Embassy/Consulate/High Commission ☐
Date of Incorporation: Number of years in current office: Company PAN Card No.
Nature of Business: ☐ Agriculture & Allied Consultation ☐ Manufacturing ☐ Retail Trading ☐ Wholesale Trading ☐ Service ☐ Others (Please specify)
Annual Turnover for last 3 years (please mention years in blocks below for example 2018-19) Rupees in lakh
Year 1 Year 2
Year 3
BSR Code Industry Classification (Refer Annexure)
Office Address:

State: City: Pin Landmark:
Telephone: STD Code: No.
Email address: Business Premises: Owned ☐ Rental ☐
GST Address:

GST DECLARATION: 1) GST Regd No. : Yes ☐ No ☐ 2) GSTIN No.

That I have shared correct GSTIN., hence separate verification of my GSTIN is not required and I shall not hold IDFC FIRST Bank Limited liable for loss of credit arising on account of incomplete, erroneous or wrong GST details.

For all GST purposes the mailing address will be consider as place of supply i.e. GST address

Whether Relative to Director of IDFC FIRST Bank Ltd - Yes ☐ No ☐

Whether Relative to Senior Management of IDFC FIRST Bank Ltd - Yes ☐ No ☐

AUTHORIZED SIGNATORY DETAILS

Title: Mr. ☐ Ms. ☐ Mrs. ☐ Others (Please specify)
Name:
First Name Middle Name Last Name
PAN No: Aadhar Card No:
Designation/Relation with Company:

CO APPLICANT DETAILS

Title: ☐ Mr. ☐ Ms. ☐ Dr. ☐ Others (Please specify)

C-KYC No.

Name:

First Name Middle Name Last Name

Father's/Spouse's Name:

First Name Middle Name Last Name

Title: ☐ Mr. ☐ Ms. ☐ Dr. ☐ Others (Please specify)

C-KYC No.

Name:

First Name Middle Name Last Name

Father's/Spouse's Name:

First Name Middle Name Last Name

ACKNOWLEDGEMENT

We acknowledge receipt of the application for Business Loan from IDFC FIRST Bank Limited. IDFC FIRST Bank Limited would require a processing time of approximately 20 working days from the date of the completed application. This is subject to submission of all documents as required by IDFC FIRST Bank Limited. For any queries or suggestions, please write to us at customer.care@capitalfirst.com or visit www.idfcfirstbank.com or our nearest branch.

Customer Name:

Date:
D D M M Y Y

Application Reference Number:

Note: This is a Preprinted acknowledgment and does not require signature.

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Mother's Name: _____
First Name Middle Name Last Name

PAN No: _____ Aadhar Card No: _____

Qualification: ☐ Undergraduate ☐ Graduate ☐ Postgraduate
☐ Others (Please specify) _____

Gender: ☐ Male ☐ Female ☐ Transgender

Whether Relative to Director of IDFC FIRST Bank Ltd - Yes ☐ No ☐

Whether Relative to Senior Management of IDFC FIRST Bank Ltd - Yes ☐
No ☐

Marital Status: ☐ Single ☐ Married ☐ Others _____

Email: _____

Date of Birth

Designation/ Relation with Company : _____

Total Work Experience _____ Years & _____ Month

Current Residence Address: _____

Landmark: _____ District: _____

State: _____ City: _____

Pin

Residence Details: ☐ Rented ☐ Self-owned ☐ Parental ☐

Company Provided ☐ Others (Please specify) _____

Telephone: STD Code: No.

Mobile No.:

Permanent Residence Address: Same as above ☐ _____

Landmark: _____ District: _____

State: _____ City: _____

Pin

Residence Details: ☐ Rented ☐ Self-owned ☐ Parental ☐

Company Provided ☐ Others (Please specify) _____

Telephone: STD Code: No.

Mobile No.:

Mother's Name: _____
First Name Middle Name Last Name

PAN No: _____ Aadhar Card No: _____

Qualification: ☐ Undergraduate ☐ Graduate ☐ Postgraduate
☐ Others (Please specify) _____

Gender: ☐ Male ☐ Female ☐ Transgender

Whether Relative to Director of IDFC FIRST Bank Ltd - Yes ☐ No ☐

Whether Relative to Senior Management of IDFC FIRST Bank Ltd - Yes ☐
No ☐

Marital Status: ☐ Single ☐ Married ☐ Others _____

Email: _____

Date of Birth

Designation/ Relation with Company : _____

Total Work Experience _____ Years & _____ Month

Current Residence Address: _____

Landmark: _____ District: _____

State: _____ City: _____

Pin

Residence Details: ☐ Rented ☐ Self-owned ☐ Parental ☐

Company Provided ☐ Others (Please specify) _____

Telephone: STD Code: No.

Mobile No.:

Permanent Residence Address: Same as above ☐ _____

Landmark: _____ District: _____

State: _____ City: _____

Pin

Residence Details: ☐ Rented ☐ Self-owned ☐ Parental ☐

Company Provided ☐ Others (Please specify) _____

Telephone: STD Code: No.

Mobile No.:

COMMUNICATION

Would you like to receive updates about various offers and promotion from
to time? Yes ☐ No ☐

If yes, mode of communication: Phone ☐ SMS ☐ E-mail ☐

Would you like to receive updates about various offers and promotion from
to time? Yes ☐ No ☐

If yes, mode of communication: Phone ☐ SMS ☐ E-mail ☐

LOAN REPAYMENT ACCOUNT DETAILS

Bank Name: _____ Account Number:

Branch Address: _____

BUSINESS/TRADE REFERENCES ONLY

1) Name: _____

Relationship with Applicant: _____

Current Residence/Office Address: _____

State _____ City _____ Pin

Mobile:

DOCUMENTS REQUIRED

Photo identity proof*: Passport, PAN card, voters identity card, driving license, Aadhar Card, NREGA Job Card.

Address proof* passport, driving license, bank a/c statement, electricity/telephone bill, aadhaar card, Voter ID Card, NREGA Job Card, Property or Municipal Tax Receipt, Post Office savings bank account statement, any document notified by the central government.

Income proof* Latest ITR, Latest Form 16, Latest salary slip/certificate, Latest Audited Financials, Bank details with last 3 months salary credited

The Application will be assessed quickly after receiving the required documents. Please quote the Application Reference Number mentioned in the slip for any enquiry(ies).

* Requirement of documents might vary according to the scheme chosen.

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**IDFC FIRST
Bank**

2) Name: _____

Relationship with Applicant: _____

Current Residence/Office Address: _____

State _____ City _____ Pin

Mobile:

IMPORTANT INFORMATION

BUSINESS LOAN	CHARGES	BUSINESS LOAN	CHARGES
EMI Bounce charges per presentation	400 Exclusive of GST	Physical Repayment Schedule	500 Exclusive of GST
Late payment/Penal charges / default interest(per month)	2% per month (Exclusive of GST) of the unpaid EMI or Rs 300 (Exclusive of GST) whichever is higher	Physical Statement of Account	500 Exclusive of GST
Cheque/ Instrument Swap charges (per swap)	500 (Exclusive of GST)	Document retrieval charges (per retrieval)	500 Exclusive of GST
Cancellation/Rebooking charges	1% of the loan amount + interest from date of disbursal till receipt of cancellation request Cancellation request to be received within 30 days or 1st EMI presentation date, post which cancellation will be treated as foreclosure	Stamping Charges	As per actuals
Processing fees	Up to 3.5% of the loan amount (Exclusive of GST)	EMI Pick up/ Collection Charges	350 Exclusive of GST
Foreclosure / Prepayment charges	5% of Principal loan outstanding (Exclusive of GST)	Loan protect Insurance	
Part Payment charges	Part Payment is not allowed	Personal Accident Insurance	
Duplicate No Objection Certificate Issuance Charges	500 Exclusive of GST	Facilitation Fee	

DECLARATION

I/We declare that all the particulars and information given in the Application Form are true, correct, complete and up-to-date in all respects and I/We have not withheld any information whatsoever. I/We confirm that no insolvency proceeding(s) or suit for recovery of outstanding dues or monies whatsoever and/or criminal proceedings have been initiated and/or pending against me/us and that I/We have never been adjudicated insolvent/bankrupt by any court or other authority. I/We declare that I/We have not made any payment in cash, bearer, cheque or kind along with or in connection with this Application or any other Application fees to the executive collecting my/our Application and I/We shall not hold IDFC FIRST Bank Limited liable for any such payment made by us to the executive collecting this Application. I/We understand and confirm that the Application Form and all other documents submitted by me/us to IDFC FIRST Bank Limited shall not be returned to me/us and IDFC FIRST Bank Limited shall have the right to retain the same. I/We have read the Application Form and brochures and are agreeable to all the terms/conditions of availing finance from IDFC FIRST Bank Limited/its Group Companies.

I/We hereby agree to abide 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 EEFC 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 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.

Country of birth _____ Place of birth _____

Country of residence as per tax laws _____ Foreign TIN _____ TIN Issuing country _____

AUTHORISATION

I/We authorise IDFC FIRST Bank/its Group Companies/its Agents to make reference and enquiries relevant to information in this Application Form which IDFC FIRST Bank Limited/its Group Companies/its Agents consider necessary. I/We undertake to inform IDFC FIRST Bank Limited/its Group Companies/its Agents regarding the change in the residential addresses/employment/profession and to provide any further information that IDFC FIRST Bank Limited/its Group Companies/its Agents may require. I/We further declare and confirm that the credit facilities if any enjoyed by me/us with banks/financial institutions/non banking finance companies has been disclosed here in above. I/We agree that IDFC FIRST Bank Limited may provide the credit facilities mentioned herein only if permitted and if approved in the manner specified or required by the Reserve Bank of India from time to time. I/We confirm that I/We shall not use the credit facility (or any part thereof) for any improper, illegal or unlawful purpose/activities. I/We have been read out and explained in the language known to me/us, the contents of the Application Form for availing the loan from IDFC FIRST Bank by the executive of the Bank and I/We have signed the said Application Form after having understood them and by signing the same. I/we wish to avail of the NACH/ECS/SI/Direct Debit facility and hereby express my/our unconditional consent to debit my/our loan instalments etc., from above mentioned account through NACH/ECS/SI/ Direct Debit. I/We authorize the bank to honour all such instructions. I/ we authorize the representative of the Company to get this mandate verified and registered with bank. Mandate Verification Charges (if any) may be charged to my/our account. I/We will ensure sufficient balance in the funding account on the date of execution. In case NACH/ECS/SI/Direct Debit instruction is unsuccessful due to financial reasons, the NACH/ECS/SI/Direct Debit instructions will be presented again for clearance. I/We will bear the bounce charges for transactions that have been unsuccessful due to financial reason.

I/we authorise IDFC FIRST Bank Limited to submit application/other relevant documents submitted by me to CERSAI. I/we hereby provide my consent to receive information from Central KYC Registry through SMS/mail on the above registered number/email address.

Signed and Delivered by the Co- Applicant in token of and in witness of having read (and /or being explained), verified, understood, irrevocably agreed to, accepted, confirmed and declared all the terms and conditions contained in the Applications Form, Schedule of charges and authenticate the accuracy and correctness of the same.

Signature of Authorized Signatory: _____ Signature of Co- Applicant 1: _____ Signature of Co-Applicant 2: _____
Stamp and seal of the company: _____ Date: _____ Place: _____

Annexure for Industry Classification: • Advertising/Media

ZED RATING

• Agriculture • Airlines • Arms/Antique/Art Dealer • Auto Finance Co. • Automobile • Bar/Casino/Night Club • Bullion/Forex Dealer • Cement • Chemicals/Dyes/Paints • Consultancy • Courier/Freight Forwarders • Consumer Durables • Dairy/Food Processing • Departmental/Grocery Store • Education • Engineering Goods • Exchange House • Electronics/Computer Hardware • Fertilizers/Seeds/Pesticides • Fishery/Poultry • Furniture/Timber • Gems & Jewellery • Government Contractor/Contractor • Hospital • Hotel/Resort • Housing Finance Co. • Insurance Co. • Iron & Steel • Health Club/Spa • IT/Software/BPO • Liquor Distributor • Marble/Granite • Mining • Nursing Home/Clinic/Diagnostic Center • Other Pvt. Financial Corp. • Petroleum Oil & Gas • Printing/Publishing • Plastic/Paper & Allied Products • Pharmaceutical/Chemist • Real Estate • Realty & Infrastructure • Scrap Metal • Telecom • Term Lending Co. • Transportation/Logistics • Textiles/Garments/Handloom • Travel & Tourism • Self Employed Professional (Doctor/CA/Architect/Lawyer/Consultant) • Self Employed Professional (Entertainment/Alternate Medicine Practitioner/Beautician)

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IDFC FIRST
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OFFICE USE ONLY

Original seen & verified by : Name: _____ Sign: _____ Code: _____

(V1.2)57/2017

PRIORITY SECTOR LENDING

- ☐ Direct Agri: (Agriculturist/Farmer/Agri allied activities like, dairy farming, Poultry farming, fishery, bee-keeping etc.) – Loans up to 02 crore
- ☐ Indirect Agri: Service units like trader, Dealers/sellers of fertilizers, pesticides, seeds, cattle feed, poultry feed, agricultural implements and other inputs – Loans 02 to 05 crore
- ☐ Micro and Small Enterprise:

Please tick relevant box as per Investment* is upto or less than

	Mfg.	Service
Micro	<input type="checkbox"/> Upto 25 Lakh	<input type="checkbox"/> Upto 10 Lakh
Small	<input type="checkbox"/> Above 25 Lakh Upto 05 Crore	<input type="checkbox"/> Above 10 Lakh Upto 02 Crore
Medium	<input type="checkbox"/> Above 05 Crore Upto 10 Crore	<input type="checkbox"/> Above 02 Crore Upto 05 Crore
Basis of Identification	<input type="checkbox"/> CA Certificate	<input type="checkbox"/> MSME / SSI Certificate.
	<input type="checkbox"/> Housing Loan:	

(* Mfg. Enterprise – Investment in Plant & Machinery, Service Enterprise – Investment in Equipment's)

Value of Property up to 35 lakh to 25 lakh in Metro & Non Metro Cities respectively

☐ Weaker Section:

- i. Individual women beneficiaries up to ☐ 1 lakh ii. Loans to: ☐ SC ☐ ST ☐ Others iii. Religion: ☐ Hindu ☐ Muslim ☐ Christians ☐ Zoroastrians ☐ Sikh
☐ Buddhists ☐ Jain ☐ Others (Please specify) _____ iv. if Minority communities: ☐ Yes ☐ No v. Annual household Income : _____
- vi. Preference category: ☐ Widow ☐ Working ☐ Disability ☐ Others (Please specify)

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FATCA/CRS DECLARATION

A	Incorporation Information		Details
	Place of Incorporation		
	Country of Incorporation		
	Country Identification Number		
B	Declaration of Tax Residency		
	Sr. No.	Country(ies) of Tax Residency	Tax Identification Number
C	Exclusion Category, if applicable, for tax residents outside India (Refer Glossary)		Details
1	US Persons		
1	Other than US Persons		

Note: Please attach a copy of the Tax Residency Certificate/Copy of Incorporation or Equivalent Document Document for each of the countries mentioned above.

FATCA/CRS DECLARATION

A. Listed entity/its related entity	Yes	No
a) Whether the entity is a listed entity? If yes, Listed in <input type="checkbox"/> NSE <input type="checkbox"/> BSE <input type="checkbox"/> Others _____ (Please specify)	<input type="checkbox"/>	<input type="checkbox"/>
b) Whether the entity is a related entity^ of a listed entity? Specify the name of the listed company _____ Listed in <input type="checkbox"/> NSE <input type="checkbox"/> BSE <input type="checkbox"/> Others _____ (Please specify) <small>^An entity is a related entity of another entity if either entity controls the other entity, or the two entities are under common control (i. e., Ownership of more than 50% of the votes/value in an entity)</small>	<input type="checkbox"/>	<input type="checkbox"/>
B. Non - Individuals other than Listed entity/its related entity (Tick applicable category)		
a) Government Entity	<input type="checkbox"/>	<input type="checkbox"/>
b) International Organization	<input type="checkbox"/>	<input type="checkbox"/>
c) Central Bank	<input type="checkbox"/>	<input type="checkbox"/>
d) Entity wholly owned by a, b or c above	<input type="checkbox"/>	<input type="checkbox"/>
e) Tax-exempt Entity engaged in a Charitable Purpose	<input type="checkbox"/>	<input type="checkbox"/>
C. Business		
a) Holding Company (With subsidiaries engaged in non-financial trade or business)	<input type="checkbox"/>	<input type="checkbox"/>
b) Company providing, financing and hedging services to related entities	<input type="checkbox"/>	<input type="checkbox"/>
D. Income/Assets Criteria		
a) 50% or more of the income in preceding financial year is from trading/business activities AND b) 50% or more of the assets in preceding financial year are held for trading/business purposes	<input type="checkbox"/>	<input type="checkbox"/>

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BENEFICIAL OWNERSHIP DECLARATION

(Not to be filled in for listed entities, subsidiaries of listed entities, Government Entities, and International Organisations)

Please tick the relevant option below:

☐ The following natural person(s) (listed in table below) exercise control or ultimately have a controlling ownership interest i. e. having ownership/entitlement of the specified limit (Note 1) of shares/capital/profit/property or exercise control through other means such as voting rights, agreement, arrangement etc.

OR

☐ There are no natural person(s) who exercise control or ultimately have a controlling ownership interest as stated above, therefore details of all partner(s) (for partnership)/trustees (for trust)/senior managing official (for unincorporated bodies)/directors/senior management (for companies) who are natural person(s) as stated in the below table.

Table 1: For each beneficial owner/controlling natural person, please fill in the following details:

Sr. No	Name	Address as per OVD R - Residence / O - Office	Date of Birth	Gender	Control Details	
					Type (Note 2)	%
1.		<input type="checkbox"/> R <input type="checkbox"/> O				
2.		<input type="checkbox"/> R <input type="checkbox"/> O				
3.		<input type="checkbox"/> R <input type="checkbox"/> O				
4.		<input type="checkbox"/> R <input type="checkbox"/> O				
5.		<input type="checkbox"/> R <input type="checkbox"/> O				

Sr. No	Nationality	Resident of India	Documents (Note 3)		Father's Name (Note 4)	Occupation (Service/ Business/ Others)	Country of Birth	Country of Tax Residence	Tax Identification Number
			PAN	Document					
1.		<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident							
2.		<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident							
3.		<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident							
4.		<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident							
5.		<input type="checkbox"/> Resident <input type="checkbox"/> Non-resident							

Note:

- 25% or more in case of a company and 15% or more in other type of entities
- Types of control - please use the applicable one
(a) Ownership (b) Other means (c) Senior managing official (d) Trustee (e) Settlor (f) Protector (g) Beneficiary (h) others
- Please quote PAN. Provide a copy of any of the following documents: Passport/Voter ID/Driving Licence/National Population Register letter and mention the same in the space above.
- Father's name is mandatory if PAN is not provided

Applicable for Indian nationals/resident individuals. For other countries, functional equivalent of PAN (like Tax identification number or any unique number like SSN) can be provided

I/We agree that I/We will notify **IDFC FIRST Bank** without delay of any changes to the Beneficial Owner/Controlling natural person, as declared in the table above.

1. Signature of Authorised Signatories:

Name _____

Designation _____

Date

2. Signature of Authorised Signatories:

Name _____

Designation _____

Date

COLLATERAL SECURITY

Address	Ownership	Type

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Beneficiary Owners (BO) Name and Photo Annexure

1. Beneficiary Owner 1

o Name : _____

o Photo :

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PHOTOGRAPH

2. Beneficiary Owner 2

o Name : _____

o Photo :

RECENT COLOUR
PHOTOGRAPH

3. Beneficiary Owner 3

o Name : _____

o Photo :

RECENT COLOUR
PHOTOGRAPH

4. Beneficiary Owner 4

o Name : _____

o Photo :

RECENT COLOUR
PHOTOGRAPH

IDFC First Bank Limited (formerly IDFC Bank Limited)

Naman Chambers, C 32, G Block, Bandra Kurla Complex, Bandra (East), Mumbai 400051 Tel: +91 22 7132 5500, Fax: +91 22 2654 0354

Registered Office: KRM Towers, 7th Floor, No. 1, Harrington Road, Chetpet, Chennai 600031. Tel: +91 44 4564 4000 Fax: +91 44 4564 4022
CIN: L65110TN2014PLC097792, bank.info@idfcbank.com, www.idfcfirstbank.com