



**ANDAMAN & NICOBAR STATE COOPERATIVE BANK LTD.,**  
**PORT BLAIR**

**Application No:.....& Date of Issue.....**

**with receipt payment of Rs. 25/-**

**For Salaried Applicant**

**Check List**

**CATEGORY**

**PERSONAL LOAN**

1. Name of the Applicant :
2. Age :
3. Name of Father/Husband :
4. Address of the Applicant :
  - a. Door No:.....St. No.....
  - b. W.No..... Tehsil.....
  - c. Dist:.....
  - d. Residence :
  - e. Office :
5. Type of accounts & Balance :
6. Account Number :
7. Date of opening :
8. Monthly Income & Deductions :
  - a. Husband
  - b. Wife
9. a. Name & address of the Employer. :
  - b. Line of activity of the firm/  
Company or the profession :
  - c. Applicant's designation/position in  
the firm/Company &

- period since when employed :
- c. Amount of loan applied for :
- d.Repayment capacity :
- e.Nature & value of securities offered(TDs,RIS,RDs,NSCs etc) :
- 10. Insurance policy Nos.(If any) :
- a. Amount of policy :
- b. Date of maturity :
- c. Assigned in favor of :

**DOCUMENTS REQUIRED**

- 1.Salary certificate from employer.
- 2.DDO undertaking.
- 3.TDS certificate (Form 16).
- 4.Bank account statement for last 6 months.
- 5.Irrevocable letter of authority for deduction from salary (if applicable)
- 6.Confirmation letter from employer (if applicable)
- 7.Photographs (2 nos.) of applicant
- 8.Proof of identity/Voter ID, Driving licence / PAN card, Passport/Islanders card
- 9.Proof of residence (Tel.Electric Bill Property Tax receipt)
- 10.Copy of last premium receipt (if any).

**WHERE MORTGAGE OF LANDED PROPERTY REQUIRED**

Letter of allotment from society/license sale (As applicable)

- 11.Valuation certificate of land/house
- 12.Khatuni slip Patta Record entry map.
- 13.Revenue sketch map from the Patwari
- 14.Latest Non-encumbrance and no-dues certificate from the Tehsildar.
15. Copy of pension certificate in case of pensioners.
- 16.Income certificate from Tehsildar.
- 17.Copy of rent/advance (Pagri)/ Lease agreement with supporting statement

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**Acknowledgement by the Authorised Office**

The application No:.....from Shri/Smti.....

Received on dated.....by Shri/Smti.....

Designation.....

Dated:

Signature of  
Authorised Officer,  
A&N State Coop. Bank Ltd.