

**KERALA STATE BACKWARD CLASSES DEVELOPMENT CORPORATION LTD.
APPLICATION FOR LOAN UNDER MICRO CREDIT SCHEMES**

INSTRUCTIONS

1. Loan Applications are invited from enlisted NGOs with satisfactory track record in implementation of Micro Credit Loan Schemes. Applications, if any, submitted already by the NGO will not be considered and it has to be submitted afresh.
2. Maximum loan sanctionable to an NGO shall be Rs. 2.00 Crore, subject to availability of funds and in accordance with the terms and conditions of the scheme.
3. Loans are available under NBCFDC & NMDFC Micro Credit Schemes.
4. NGOs has to select eligible Self Help Groups (SHGs) affiliated to them for distributing the loan sanctioned to them. Selected SHGs should have at least 10 members and maximum number of members in the SHG shall not exceed 20.
5. For loan under NBCFDC Micro Credit (OBC beneficiaries), at least 75% of the members of each SHGs proposed to be selected should be OBCs. Also 75% of the members financed should also be OBCs.
6. For loan under NMDFC Micro Credit (Minority beneficiaries), at least 75% of the members of each SHGs proposed to be selected should be Minorities. Also 75% of the members financed should also be Minorities. In exceptional cases percentage of minorities can be 60% subject to the condition that the remaining members of the SHG belong to either SC/ST/OBC/Handicapped.
7. Loan has to be utilized for starting/augmenting self-employment ventures. Ventures can either be a group project (implemented by all the members of the SHG) or individual project (each member utilize the amount individually for his/her own venture)
8. Maximum loan sanctionable to an SHG is Rs. 10.00 lakhs and to an individual is Rs. 100,000/-.
9. Rate of Interest for loan to NGOs will be 3.50% p.a. NGOs can charge interest @ 5.00 % p.a. from SHGs. Interest chargeable from individuals is also 5.00 % p.a.
10. Any violation in the terms and conditions of the scheme, misutilization or non utilization of the loan will invite stringent action including disqualification of the NGO.
11. Application submission has to be completed in 2 stages. Preliminary Loan Application with supporting documents to be submitted in hard copy in the 1st stage as per the time schedule
12. After submission of Preliminary Loan Application, loan eligibility of the NGO shall be fixed by KSBCDC as per the time schedule.
13. Any documents to substantiate increase in Net Worth in excess of figures shown in the balance sheet has to be submitted by the NGO at least 2 days prior to the last date fixed for Net Worth Assessment.
14. Those NGOs willing to give collateral for loan should also inform the same at least 2 days prior to the last date fixed for Net Worth Assessment.

15. On fixation of loan eligibility, NGOs will be provided with a User name & Password to submit necessary details regarding SHGs and beneficiaries in the online software www.ksbcdonline.org (Stage 2)
16. After uploading the details NGO has to submit the duly signed copies of the online reports and other supporting documents to the concerned District/Sub-District office of KSBCDC.
17. The concerned District/Sub-District office of KSBCDC after due verification of the relevant records and field level enquiry will submit the application online with due recommendation.
18. NGOs which are recommended by the concerned District/Sub-District offices of KSBCDC will be invited to appear before the sub-committee of Board of Directors of KSBCDC constituted for the purpose with relevant records for an interview
19. Loan will be sanctioned based on the decision of the sub-committee of Board of Directors of KSBCDC and shall be binding to all concerned.
20. KSBCDC reserves the right to take any decision regarding the application submitted by the NGO. Mere submission of loan application does not guarantee loan to any NGO.
21. If loan is sanctioned to the NGO, amount to SHGs has to be e-transferred. Except in the case of group projects, SHGs have to be e-transfer the loan payable to all individuals. In case of group projects, duly signed acknowledgement of all members of SHG has to be submitted as proof for receipt of loan amount.
22. After disbursement of loan, NGOs have to submit utilization details online. Duly signed copy of online reports along with Bank Statement of NGO & all SHGs has to be submitted to the concerned District/Sub-District office.
23. Please email to ksbcd@gmail.com for any queries. Subject of the email should be written as **“MICRO CREDIT LOAN to NGOs – QUERY”**.

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LIST OF DOCUMENTS TO BE SUBMITTED BY NGOS

1. Preliminary Application (Stage 1)

Sl. No.	Particulars	Remarks
1.	Attested copy of the original Registration Certificate/Renewals.	Not required if submitted already for previous loans availed from KSBCDC.
2.	Attested Copy of Memorandum of Association/Bye-laws.	
3.	Main objectives/purpose/background of forming organization – a brief note	
4.	Copies of testimonials received from funding agencies/Government. Departments etc., if any.	
5.	Main objectives/purpose/background of forming organization – a brief note	
6.	Bio-data of the chief functionary	Mandatory documents. NGO has to submit these, even if submitted already with loan application submitted previously.
7.	Composition of the current Managing Committee with name, designation and address of their members (with relevant copy of resolution of general body)	
8.	Copy of the audited accounts and Balance-sheet of the organization for the last three financial years.	
9.	Copy of the resolution passed by Management Committee seeking loan (amount Rs.....)from KSBCDC	

2. Online Application(Stage 2)

Sl. No.	Particulars
1.	All reports from online module (MC-2A, MC-2B, MC-2C, MC-2D)
2.	Group photos of all SHGs with name & position of the individuals labeled. (to be uploaded online and hard copy to be submitted)
3.	Copies of Aadhar of all individual beneficiaries.
3.	Copies of bank passbook of SHGs and members availing the loan

3. After availing loan - Utilization Reports

Sl. No.	Particulars
1.	Utilization Reports
2.	Group photos of all SHGs with name & position of the individuals labeled. (to be uploaded online and hard copy to be submitted)
3.	Bank Statement of NGO and SHG as proof of loan transfer. In case of group projects, acknowledgement of all members of the SHG in prescribed format.

FORMAT

OF

PRELIMINARY APPLICATION

FOR

MICRO CREDIT LOAN

To
The Managing Director
KSBCDC Ltd.

Sir,

Sub: Application for Loan

1. We hereby apply for loan of ₹ _____/- (Rupees _____) required by us for the purpose of on-lending to the Members of _____(No.) Self-Help Groups.
2. We agree to repay the loan amount as per the repayment schedule which may be fixed by the KSBCDC Ltd.
3. Particulars of loans extended to SHGs and existing liabilities from other financial institutions/agencies along with audited balance sheet for the last three years is enclosed.
4. We hereby declare that the particulars given above are true and correct to the best of our knowledge and belief.
5. We hereby authorize the KSBCDC Ltd to disclose all or any particulars of details or information relating to our loan accounts with the KSBCDC Ltd., to any other financial institutions, government or any agency as may be considered necessary or desirable by the KSBCDC Ltd. It will be in order for the KSBCDC Ltd to disqualify our Organization from receiving any further credit facilities from the KSBCDC Ltd. and/or recall the entire loan amount or any part thereof granted on this application in case any information furnished herewith is found incorrect and or containing misrepresentation of facts.

Yours faithfully

(President)
(Also Affix Official Stamp of the Agency)

(Secretary)

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CHECK LIST

(Please enclose the following)

Sl. No.	Details of enclosures	Yes/No	Annexure No.
1.	Attested copy of the original Registration Certificate/Renewals.		
2.	Attested Copy of Memorandum of Association/Bye-laws.		
3.	Indicate the provision to borrow from outside agency (pl. give para/page nos. of bye- laws)	Page No..... Para No.....	
4.	Main objectives/purpose/background of forming organization – a brief note		
5.	Bio-date of the chief functionary		
6.	Composition of the current Managing Committee with name, designation and address of their members (with relevant copy of resolution of general body)		
7.	Copy of the audited accounts and Balance-sheet of the organization for the last three years.		
8.	Copy of the resolution passed by Management Committee seeking loan (amount Rs.....)from KSBDC		
9.	Copies of testimonials received from funding agencies/Government. Departments etc., if any.		

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CONSOLIDATED STATEMENT OF LOAN REQUEST

Name of NGO:

Sl. No	Loan Scheme	No of SHGs proposed to be financed	No. of Beneficiaries	Loan Required ₹
1.	NBCFDC Micro Credit			
2.	NMDFC Micro Credit			
Overall				

Secretary

President

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1. ORGANIZATION DIRECTORY:

- a) Name of the Organisation : _____
- b) Address : _____

- c) State : _____
- d) District : _____
- e) Block : _____
- f) Phone No. (with STD code) : _____
- g) Fax No. (if any) : _____
- h) Email Address : _____
- i) Registration No. of the Organization : _____
- j) Date of Registration : _____
- k) Date of Renewal, if any : _____
- l) Geographical area of operation : _____
- m) Name of the Bank of organization : _____
- n) Account No. : _____
- o) Name and Designation of Chief Functionary : _____
- p) Mobile Number of the Chief Functionary : _____

4. Experience of the organization in thrift/savings and formation for SHGs. Please give details as below (position as on _____)

Sl. No.	Total No. of SHGs	Total No. of members	Savings Mobilized	Loan given out of savings	Amount recovered	Amount of loan outstanding
(1)	(2)	(3)	(4)	(5)	(6)	(7)

5. Proposed lending programme in the current year:

Sl. No.	Category of loan	Name of Activities	No. of SHGs	No. of Borrowers	Average Amount of loan per beneficiary	Total Amount required (5 x 6)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
	Total					

9. Organizational Set-up and Training

(i) Details of Staff:

No. of Staff with the Organization	Trained	Untrained	Total
(1)	(2)	(3)	(4)
(a) Office/Supervisory Staff			
(b) Field/Extension Staff			
Total:			

(ii) Details of arrangements available with the organization for training of its staff/SHGs.

DECLARATION

I, _____(full name with designation) certify that the facts and figures furnished in the application form and the annexures are correct and tally with the records of our organization.

Place:

Date :

(Signature with Official Stamp
Name & Designation of Chief Executive)

Encls: _____ Sheets