

Loan No.....



**UNION BANK OF INDIA STAFF CO-OPERATIVE THRIFT AND CREDIT SOCIETY LTD., No. MSCS/CR/44/94**  
**'SINGAPORE PLAZA', Room No.S6,**  
**3<sup>rd</sup> FLOOR, 334, LINGHI CHETTY STREET, CHENNAI - 600001**  
**Ph No. : 044-2535 3990**

**SURETY LOAN APPLICATION FORM**

**TO BE FILLED IN BY THE APPLICANT**

1. Member No.....and Name of the applicant :
2. P.F .No.....Designation..... Branch.....
3. Gross Salary per month : Rs.
4. Amount of Loan required : Rs.
5. Purpose for which the loan is required :
6. Nature and Description of the security tendered: surety
7. Period of repayment : ..... months
8. Date of Birth ;
9. Date of Joining & confirmation :
10. Date of Retirement :
11. CBS Account No.

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12. Mobile No. :

**TO BE FILLED IN BY THE SURETY**

1. Member No. ....and Name of the Surety :
2. P.F .No..... Designation ..... Branch.....
3. Gross Salary per month : Rs. ....

We hereby solemnly declare that all the information given is true

Signature of the Surety

Signature of the Applicant

I have duly signed the under mentioned agreements

- (I) An agreement with the Society
- (II) An agreement with the Pay Disbursing officer

Place:

Date : .

Signature of the Applicant

## **AGREEMENT WITH THE SOCIETY**

I request that I may be granted the amount mentioned in the column overleaf and I hereby agree to abide by the bye-laws of the Society and have my dues deducted from my pay every month. In case of my retirement, voluntary or otherwise or death should proceed the complete liquidation of my loan, I authorise the Secretary or the person authorised by him to claim for the recovery in full whatever amount I owe to the Society, from the amount then standing to the credit of my Provident Fund account with the Bank. In addition to the above I shall give the Secretary or the person empowered when executing "On Demand" a letter to the Union Bank of India, empowering them to pay such amount due by me to the Society as may then be outstanding against me from the Provident Fund amount then standing in my credit.

Place:

Date :

Signature of the Applicant

## **AGREEMENT WITH THE PAY DISBURSING OFFICER**

From

The Manager  
Union Bank of India

.....

To

The Secretary  
Union Bank of the India Staff Cooperative Thrift and Credit Society Ltd.,  
No. MSCS/CR/44/94.  
Chennai - 600 001.

Sir,

we hereby agree as per his/ her authorisation dated ..... to deduct from his/ her pay (so long as he/ she in our service) every month, his/ her dues to the Society as per the demand from the Society and remit the same to you. If he/ she cease to be an employee we agree to deduct the dues from his/her arrears of Salary/ PF/ Gratuity or any other sums payable to him/her.

We confirm that no deductions is being made from out of the salary of Mr / Mrs/ Ms.....Designation..... as a members of any other Co-operative Thrift and credit Society,

We have given below salary particulars of Mr/ Mrs/ Ms. ....  
for the month of.....

Pay	Amount (Rs.)	DEDUCTIONS	Amount (Rs.)
Basic Pay		P.F/ CPF	
Dearness Allowances		P.F. Loan	
H.R.A.		Housing Loan I & II	
Conveyance Allowance		Conv. Loan	
Special Pay		Festival Advance	
Fixed Personal Pay		Credit Co-op. Society	
Special Allowance		Other Loans	
D.A. on Sp. Allowance		Others	
Others		<b>Total deduction</b>	
<b>Total Pay</b>		<b>Net Pay</b>	

- No vigilance/ disciplinary action is pending/ contemplated against the above named member.
- He/she has not submitted resignation/VRS till date.

**SOCIETY OFFICE USE ONLY**

Gross' Salary	
25% of G.P.	
Net Salary	
Remarks	

Branch Head/Pay Disbursement  
officer  
(with Branch/ Office seal)

Loan No. \_\_\_\_\_

Place.....

Date.....

ON DEMAND we jointly and severally, promise to pay the Secretary, Union Bank of India Staff Co- operative Thrift and Credit Society Ltd., No. MSCS/CR/44/94, Chennai or order the sum of Rupees ..... only for value received in cash with interest thereon from the date hereof until payment in full at .....% per annum.

Signature of the Surety  
Address:

Signature of the Applicant  
Address:

Received from the Secretary, Union Bank of India Staff Co-operative Thrift and Credit Society Ltd., No. MSCS/CR/44/94, Chennai the sum of Rs..... (Rupees..... only) being the amount of loan sanctioned to me and it may be credited to my account No. mentioned above.

Rs. ....

Signature of the Applicant  
Date .....

Place:

Dated:

I do hereby authorise the Trustees of the Union Bank of India staff Provident Fund to pay the Secretary, Union Bank of India Staff Co-operative Thrift and Credit Society Ltd., No.MSCS/CR/44/94 such amount due by me towards the loan No..... dated..... from the amount standing to the credit of my Provident Fund account in case of my retirement, Voluntary of otherwise or death should proceed complete liquidation of the said loan with the Society.

witnesses:

Signature of the Applicant

Name

Signature

**FOR OFFICE USE ONLY**

Name ..... M. No. ....

1. No. of shares held :
2. Date of Previous Loan :

Amount to the Credit of			DEDUCTIONS (Rs.)		
	Applicant (Rs.)	Surety (Rs.)	(a) Previous Loan o/s		
Share Capital			(b) Share Capital		
Unit Deposit			(c) Surety Share Capital		
Thrift Deposit			(d) Unit Deposit		
Loan Eligible for			(e) Surety Unit Deposit		
			(f) Festival Loan o/s		
			(g) Others if any		
			Total Deductions		
<b>Loan Sanctioned</b>			<b>NET AMOUNT PAID</b>		

Sanctioned Surety Loan of Rs..... Payable in ..... equal monthly instalments by CBS credit/ UBI Cheque No..... on .....as sanctioned by the Board Meeting/ Sub- committee meeting held on .....vide Resolution No.....

CLERK      SECRETARY      DIRECTOR      VICE PRESIDENT      PRESIDENT