



**Application-cum-Appraisal/Sanction Form for Personal Loan**

**Branch Office:** \_\_\_\_\_

**Date of Application:** \_\_\_\_\_

**Part – I Applicant/Co- Applicant information**

<b>1. Applicant's Name</b>		Last:	First:	Middle:
<b>2. Father's/Husband's Name</b>				
<b>3.</b> a) Residence*: Present  b) Residence*: Permanent  c) Office:  d) E-Mail id  e) Mobile:	City/Location _____ District _____ Pin Code _____ Country _____  City/Location _____ District _____ Pin Code _____ Country _____  City/Location _____ District _____ Pin Code _____ Country _____	Recent Self Attested Photograph of the applicant		
	<b>4. Category of Applicant (Tick appropriate)</b>			
	Physical Handicapped Y/N Ex-Serviceman Y/N Minority Y/N SC/ST Y/N			
	<b>5. Telephone No. (With STD code)</b> a) Residence: _____ b) Office: _____			
<b>6.(a) Income Tax Pan No.*</b>		<b>Aadhar No.*</b>		
(b)(ii) Voter ID No.* (iii) Passport No.* (iv) Driving Licence No.*	Any one of these			
<b>7. Individual Type:</b>		<input type="checkbox"/> Salaried <input type="checkbox"/> Professional <input type="checkbox"/> Self Employed <input type="checkbox"/> Other		
<b>8. a) Age (yrs)</b> b) Date of Birth (dd/mm/yyyy)*: c) Gender (male/female/Transgender) d) Marital Status e) Number of dependents in the household f) Earning Member of family, if any, excluding applicant g) Banking with us		<input type="checkbox"/> Single <input type="checkbox"/> Married  Yes/No, if yes, a/c no. /Customer Id.		
<b>9. Qualification/Education*</b>		<input type="checkbox"/> Matriculation <input type="checkbox"/> Intermediate <input type="checkbox"/> Graduation <input type="checkbox"/> PG <input type="checkbox"/> Ph.D.		
<b>10. Whether relative of Staff /Director of bank</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>11. a) Residence Ownership</b>		<input type="checkbox"/> Owned (self /spouse) <input type="checkbox"/> Owned (Parents) <input type="checkbox"/> Other		
b) Is the house mortgaged		Yes                                      No		
c) Value of House		<input type="checkbox"/> At cost ₹ <input type="checkbox"/> Market value ₹		
<b>12. a) Years at current residence*</b>				
b) Period of stay at Present Posting				
<b>13. a) Collateral security provided?</b>		<input type="checkbox"/> Yes <input type="checkbox"/> No		
b) Type of collateral		<input type="checkbox"/> Property <input type="checkbox"/> NSC/LIC Policy/Govt. security <input type="checkbox"/> Shares <input type="checkbox"/> Other		
c) Value of collateral (₹)		₹	₹	₹
<b>14 a) Vehicle</b>		Two Wheeler		Four Wheeler
b) Make and age of vehicle				
c) Number				

<b>15. Profession, Please Specify</b>					
<b>16. Additional information (in case of Army Officers)</b>	IC NO.				
	RANK				
	IDENTITY CARD/PAY BOOK NO				
	PAY ACCOUNT NO.				
	NAME OF THE UNIT				
<b>17. If Self Employed / Professional</b>	His/her firm is	<input type="checkbox"/> Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> Pvt. Ltd. Co.	<input type="checkbox"/> Others
	No of yrs in Business/ Profession				
	Line of Activity				
	Income in Last 3years(`)*	Current Year:	Last year :	Year before last :	
<b>18. If Salaried Employer information and annual income details.</b>	He/she works for	<input type="checkbox"/> Govt./Public Sector <input type="checkbox"/> Public Ltd.Co. <input type="checkbox"/> Private Ltd.Co. <input type="checkbox"/> Others			
	Salary account with PNB	Yes/No, If yes, 16 Digit account no. and if no details of Salary Account with Bank, Branch and Account No			
	Name of the employer	Address			
	Years with current employer	_____ Years ; Since when: _____			
	Years with previous employer(s)	_____ Years; From _____ To _____			
	Total Length of Service Date of Retirement				
Designation	Since: . _____				
Annual Income (₹)*	Gross: _____		Net: _____		
<b>19. If Other</b>	Occupation				
	Total Annual Income (₹)*	Gross: _____ . Net _____.			
<b>20. Annual deductions (statutory savings, IT etc in ₹)*</b>					
<b>21. Other loans taken (including previous loans from PNB):</b>					
Limit (₹) :		_____			
Present Outstanding (₹) :		_____			
Whether regular: <input type="checkbox"/> Yes <input type="checkbox"/> No					
Monthly Repayment (₹) :		_____			
<b>22. Statement of Assets and Liabilities (Amount in ₹)</b>					
Liabilities			Assets		
Outstanding Loans/Advances	Amount			Amount	
		<b>Immovable properties:</b>			
		Land			
Bank		Building			
Employer		<b>Movable properties:</b>			
Provident fund		Cash			
Relatives and friends		Deposits with banks			
Others		Investment in Govt. Securities			
		Others			
<b>Total</b>		<b>Total</b>			
<b>Net Worth (Actual in ₹)</b>					
<b>23. Spouse Information:</b>					
a) Name of the spouse:	_____		Office Tel No. : _____		
b) Occupation/Profession:	_____		Office Address : _____		
c) Annual Income*:	Gross: _____		Net: _____		
d) Is she/he furnishing guarantee?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
e) Income Tax PAN no.	_____				

<b>24. Details of Personal Loan requested from PNB:</b>		
a. Purpose of Loan		
b. Amount of Loan		
<b>25. Repayment Period (yrs)</b>		
<b>26. Monthly installment a) Amount (Rs.)</b>		
b) Mode	<input type="checkbox"/> Advance Cheques	<input type="checkbox"/> Standing instructions
<b>27. Guarantor: Whether available?</b>	<input type="checkbox"/> Yes , Furnish details in Part II	<input type="checkbox"/> No
<b>28. Name, Address and telephone numbers of two references</b>		
REFERENCE 1		REFERENCE 2
a)	b)	
<b>29. Pending court cases of Banks/Financial Institutions against Applicants/As Partner/ As Director: (Enclose details on an annexure, if needed)</b>		

**30** I request for sanction of loan of ` \_\_\_\_\_ as Personal Loan on the basis of information given above.

It is declared that:

The information given in the loan application is true and nothing has been concealed. The undersigned undertakes to inform the Bank any change in my residence / office address and to provide any further information that the Bank may require. The undersigned has been informed of the charges / fee to be levied by the Bank and agrees to pay upfront fee, documentation charges, etc. as applicable and charged by the bank. The undersigned hereby agree to be bound by these terms and conditions or by the revised additional terms and conditions which may at any time hereafter be made while the loan obtained by me/us is still outstanding.

I have read the attached Most Important Terms and Conditions (MITC) annexed to the application form carefully and agree to the same.

Yours faithfully,

Signature and name of applicant

**ACKNOWLEDGEMENT**

\*Sl. No. \_\_\_\_\_

Date: \_\_\_\_\_

Received application from Mr/Ms/M/S \_\_\_\_\_ R/O/Office at \_\_\_\_\_ for a \_\_\_\_\_ (Type of Loan) loan/limit of Rs. \_\_\_\_\_ for \_\_\_\_\_ (State the purpose). The loan application will be disposed-off and acceptance/ rejection would be intimated within \_\_\_\_ days from date of receipt of completed application form with supporting documents.

Serial number and date of the acknowledgement should be quoted in all future correspondence.

**Officer/Manager (Loans)/Incumbent**

**(Seal of the Receiving Branch)**

\*Sl. No. of the acknowledgement format should be the same as indicated in the register for receipt of credit proposals.

**Note:** All columns of the form should be properly filled up and supporting documents duly signed by applicant wherever required should be attached, particularly those marked with a \*. If there is a co-applicant, he/she should fill up another form. If there is guarantor, he/she should also fill up the guarantor information (Part II)

Part – II Guarantor information		Recent Self-attested Photograph of Guarantor
1. Name		
2. Father's/Husband's Name		
3. Address a. Residence*		
	Location/City_____	
	District _____ Pin Code_____	
	Country_____	
b. Office.		
	Location/City_____	
	District _____ Pin Code_____ Country_____	
c. Permanent Address		
	Location/City_____	
	District _____ Pin Code_____ Country_____	
d. E-mail Id		
e. Mobile		
4. Telephone No.: Residence Office (with STD code)		
5. Age (yrs.)		
6. Date of Birth (dd/mm/yyyy):*		
7. Gender (male/female/Transgender)		
8. Qualification		
9. Is he/she is an Income-tax payer?		
10. Income Tax PAN no.*		
11. Aadhar No.*		
12. Voter ID No*.		
13. Passport No.*	Any one of 10,11 or 12	
14. Driving Licence No.*		
15. Type of guarantor	<input type="checkbox"/> Self Employed <input type="checkbox"/> Salaried <input type="checkbox"/> Professional <input type="checkbox"/> Others	
16. (a) If Self Employed/ Professional	His/her firm is <input type="checkbox"/> Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Pvt. Ltd. Co. <input type="checkbox"/> Others	
	Years in Business _____	
	Total Income in Last 2 yrs(₹) Last year: _____ Year before last: _____	
(b) If Salaried	He/she works for <input type="checkbox"/> Private sector <input type="checkbox"/> Public sector (including govt. enterprise) <input type="checkbox"/> Others	
	Designation _____	
	Name & Address of the employer _____	
	Years with current employer _____	
	Salary a/c with PNB _____	
	Yes/No, If yes, 16 Digit account no. and if no details of Salary Account with Bank, Branch and Account No _____	
	Total Annual Income (₹) Last Year: _____ Year before last: _____	

<b>16. Statement of assets and liabilities of the guarantor</b>			
Liabilities		Assets	
Outstanding Loans and Advances	Amount		Amount
		Immovable properties:	
		Land	
Bank		Building	
Employer		<b>Movable properties:</b>	
Provident fund		Cash	
Relatives and friends		Deposits with banks	
Others		Investment in govt. Securities	
		Others	
<b>Total</b>		<b>Total</b>	
<b>Net Worth (Actual in `)</b>			

(Enclose photocopies of documentary evidence in support of the above)

17. Having fully apprised myself of the particulars submitted in loan application dated \_\_\_\_\_ for \_\_\_\_\_ (mention purpose ) loan of ₹. \_\_\_\_\_ to be considered by the Bank to Shri/Smt./Miss \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ So

n/Wife/Daughter of Shri \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, I have agreed to furnish my guarantee for repayment of the loan. I hereby declare that I know the above mentioned applicant (s) very well for the last \_\_\_\_\_ no. of years. The information furnished by me is true and correct to the best of my knowledge & belief.

(Signature and name of Guarantor)

Date:

Place:

FOR OFFICE USE ONLY:

BO \_\_\_\_\_

PNB Score ID : \_\_\_\_\_ PNB Score \_\_\_\_\_

Credit Information Report : \_\_\_\_\_ No. \_\_\_\_\_ Score \_\_\_\_\_  
Borrower : \_\_\_\_\_  
Guarantor : \_\_\_\_\_

Any Adverse report, if so detail thereof :

Whether KYC norms in respect of all Applicants/co a applicants/guarantors Have been complied with :

Is the applicant/co-applicant/s are Eligible for concessions under Women Empowerment Scheme :

Comments/recommendations of Appraising Officer

(Mention the date of visit at Borrower(s) residence/work place)

Recommended for sanction of a Personal Loan of ₹ \_\_\_\_\_ favouring Sh./Smt./Km. \_\_\_\_\_  
\_subject to terms & conditions mentioned above. The loan is proposed to be guaranteed by Sh./Smt./Km. \_\_\_\_\_ / collaterally secured by \_\_\_\_\_.  
The loan shall be repayable in \_\_\_\_\_ Equated Monthly Instalments (EMIs) of ₹ \_\_\_\_\_ commencing w.e.f. \_\_\_\_\_.  
The applicable rate of interest @ \_\_\_\_\_, upfront fee ₹ \_\_\_\_\_ and documentation charges ₹ \_\_\_\_\_ which be communicated through a Sanction Letter and acknowledgement may be obtained and kept on record.

(Signature and name of Appraising Officer)

Orders of the Sanctioning Authority

(Signature and name of sanctioning authority)

Place:

Date:

PNB 1114A

**MOST IMPORTANT TERMS & CONDITIONS**  
**Retail Banking Division (Advances)**

**1. Interest:**

a) Interest whether floating type or fixed type will be charged in the account as per sanction. Reset of interest will be as per stipulated in the sanction. Interest is to be calculated on daily balance due to the Bank so long as the amount due from the borrower is not paid in its entirety and the same will form part of the principal and carry interest at the applicable rate at monthly rests.

b) All floating loans/credit facilities linked with MCLR are subject to Reset clause. On Reset date, the interest rate may change and if the same is not acceptable to the borrower, the outstanding credit facility shall have to be adjusted in full, failing which the bank would charge the revised interest rate from the date of reset.

c) If the bank chooses to revise the interest rate due to the reset clause, and in case, the borrower is not agreeable with the proposed rate fixed at the time of reset or no consensus is arrived at mutually on rate of interest to be charged from the reset date, pre-payment option may be exercised by the borrower for discontinuation of the loan. In such an eventuality, no pre-payment penalty will be levied which will provide a comfort to the good corporate borrowers. However, a reasonable time of not more than one month shall be given to the borrower to make arrangement for repaying the bank's loan. After expiry of the stipulated period, the interest rate as fixed by the bank shall be charged.

d) The bank will make efforts to keep its borrowers' informed of any change in interest rates through the official website ([www.pnbindia.in](http://www.pnbindia.in)) , annual statement of accounts, display in its offices and general announcements from time to time.

**2. Penal Interest:**

Penal Interest @2% will be levied in the account in case of:

- a. Non-payment of any installment of principal and/or interest, costs and other charges due, on the amount in default from the date of default; or
- b. Any irregularity in the Loan account; or
- c. Default in Furnishing information as prescribed/called for by the Bank; or
- d. Diversion or siphoning of the Loan amount; or
- e. Default in creation of security within the stipulated time; or
- f. Non-compliance of any of the terms & conditions of this Agreement; or
- g. Any other case as the Bank may deem fit.

**3. Margin/ Promoter's contribution:**

The applicant should bring in their entire contribution before release of the Loan or in the manner otherwise provided in the sanction. Further, it should also be ensured that margin stipulated is maintained / provided at each stage of disbursement.

**4. Fee & other Charges: Fees and other charges as applicable on application/ during the currency of the loan/ conversion charges for switching**

a) All service charges viz. Upfront Fees/ processing Fees, Documentation Charges, Inspection charges etc. will be charged from the applicant as per sanction before release of credit facilities.

b) All other event based charges like legal fees, charges for dishonour of cheques/ NACH mandate/ standing instructions, charges for drawing of Credit Information Report from Credit Information Companies like CIBIL etc., registration of charge with CERSAI in case of

mortgage of property etc. will be recovered from the applicant immediately on occurring of the event.

c) Processing Fee paid by the Customer for availing the loan is non-refundable.

**5. Repayment of loan:** Loan to be repaid in Equated Monthly Instalments (EMI) or as stipulated in the sanction if otherwise.

**6. Security:** The loan will be secured by mortgage of/ hypothecation of/ charge on assets purchased through bank funds in case of primary security and/or assets in case of collateral security, within the stipulated time period as specified in the sanction. Personal guarantee if any, will be obtained as per sanction.

**7. Insurance:**

a) The borrower shall get the assets, mortgaged/ hypothecated/ charged to the bank, insured against all risks at their own cost with usual bank clause. A copy of the insurance policy will be kept on bank's records also.

b) In case the same is not complied with, the bank will get the same insured and cost recovered from the borrower.

c) The Borrower may avail health and/or life insurance cover for himself with the Bank as the sole beneficiary under the policy / policies.

**5. Disbursement:**

a) The borrower shall submit all relevant documents as mentioned in the Sanction Letter/Loan Agreement before disbursement.

b) The borrower will intimate the Bank of any change in his employment/contact details.

c) The borrower will request for disbursement of the loan in writing (as per the manner prescribed by Bank).

d) The payments will preferably be made directly to vendor/ seller from whom the applicant proposes to purchase the asset. Original bills/cash memos for all the assets financed by bank/ payments made by the bank, shall be submitted by the borrower to be placed on bank's record.

e) In case of housing loan, the Loan will be released in stages as per physical progress of the project. Before actually disbursing the loan, the Branch Head must satisfy that the borrower has contributed the required margin for the loan. In case of housing loan for construction of house, payment will preferably be made directly to the suppliers.

f) Before disbursement of Loan, applicant to ensure that all necessary statutory and other approvals/permissions have been obtained.

g) Loan will be utilised strictly for the purpose as per sanction. Deviation if any, will be treated as non-compliance.

h) Borrower to comply with all preconditions for disbursement of the loan as mentioned in the Sanctioned Letter.

**6. Recovery of dues:**

a) Customers have been explained the repayment process of the loan in respect of, tenure, periodicity, amount and mode of repayment of the loan. No notice, reminder or intimation is given to the customer regarding his/her obligation to pay the EMI/ Instalment regularly on due date.

b) On non-payment of EMI/ Instalment by the due dates, Bank shall remind the customers by making telephone calls, sending written intimations by post and electronic medium or by making personal visits by Bank's authorized personnel at the addresses provided by



the customer. Costs of such calls/communication /visits shall be recovered from the customer.

- c) Notwithstanding what is stated herein, it shall be the liability of the customer to ensure that the EMIs/ Instalments are regularly paid on the due dates.
- d) Credit information relating to any customer's account is provided to the Credit Information Bureau (India) Limited (CIBIL) or any other licensed bureau on a monthly basis. To avoid any adverse impact on the credit history with CIBIL, it is advised that the customer should ensure timely payment of the amount due on the loan amount.
- e) The recovery process of enforcement of mortgage/securities, including but not limited to, taking possession and sale of the mortgaged property in accordance with the procedure prescribed under the Securitisation and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 (SARFAESI Act) or under any other law, is followed purely as per the directions laid down under the respective law.
- f) Intimation/Reminders/Notice(s) are given to customer prior to initiating steps for recovery of overdues, under the Negotiable Instruments Act, Civil Suit as well as under the SARFAESI Act.

**7. Customer Service:** Customer Service Queries including requirement of documents can be addressed to the Bank through the following channels:

- i) Write to the branch or contact us through toll free number 1800-180-2222 / 1800-103-2222 / 0120-2490000 (toll free).
- ii) Contact the branch within the working hours for:
  - a. Photo Copies of loan documents, which can be provided in 7 working days from date of placing request. Necessary administrative fee shall be applicable.
  - b. Original documents namely Title Deed of Property, Registration Certificate etc. will be returned within 10 working days from the date of closure of loan.
  - c. Loan Account statement (time line): Within 3 working days of the receipt of request.

**8. Grievance Redressal:** There can be instances where the Borrower is not satisfied with the services provided. To highlight such instances & register a complaint the Borrower may follow the following process:

- a) Borrower can meet or write to the Branch Head of the concerned branch or
- b) The Borrower can complain to customer care through our website: [www.pnbindia.in](http://www.pnbindia.in) or email at [care@pnb.co.in](mailto:care@pnb.co.in) or Mobile Application "wecare" (can be downloaded through Google Playstore) or through Internet Banking/ Mobile Banking or
- c) In case the grievance remains unresolved beyond a period of 15 days, the borrower may escalate the matter to Principal Nodal Officer, Punjab National Bank, Customer Care Division, Head Office, Sector 10 Dwarka, New Delhi 110075.

\*\*The above list is illustrative and may vary on case to case basis.