

CHECK LIST FOR BRANCHES. (PLEASE TICK ✓)
CENT- MATSYA KANYA

(This is just a checklist and not a substitute for the circulars of the Scheme)

1. Application in prescribed format received and scrutinized.
2. Identity Proof and address proof of the Borrower and Guarantors to be obtained by verifying any of the following documents.
a. Pass Port. b. PAN Card. c. Voter ID.
d. Identity Card issued by Associations e..Aadhar card
f. any other document acceptable to bank.
3. Basic details as required as per prescribed application form obtained.
- 4.. Pre-sanction inspection is done.
5. Residential address of borrower and the work place verified, preferably by personal visit / by sending call card / telephone call etc.
6. Following declarations are obtained.
The borrower has not defaulted in repayment of loan of our bank or other bank or entered into compromise settlement in any capacity.
Undertaking to deal exclusively with our bank obtained
- 7 After scrutiny of application and ensuring receipt of all necessary documents / papers acknowledgement is given to the applicant.
- 8 Process note prepared.
- 9 Detailed sanction letter incorporating all terms & conditions is prepared and given to the borrower obtaining their acknowledgement.
10. All the documents as per CO. circular no.1170 dated 26/7/2013 on Cent Matsya Kanya Credit card got executed before disbursement.
11. Post disbursement inspection done and report kept on record.
- 12 Periodical Inspection half yearly is done report kept on record.**