

**A.A.I Staff Co-Operative Thrift & Credit Society Ltd.**

Pkt – A, I.N.A. Colony, New Delhi – 110023

Regn No. 1170

**APPLICATION FOR LOAN**

Office.....

Date .....

To

The President / Honorary Secretary  
A.A.I. Staff Co-operative Thrift & Credit Society Ltd.,  
New Delhi-110023.

Dear Sir,

I.....Desgn..... beg to apply for an ordinary/a special Loan of Rs..... (Rupees.....) subject to the Bye-laws of the Society. I agree to repay this loan together with interest in .....monthly instalments may please be deducted from my pay & allowances due to me by the DDO.....in accordance with Byelaw 35, of the Society. I require the loan for (Mention here the purpose of loan in clear terms) .....

Yours Faithfully,

Signature in full.....

**PARTICULARS OF THE APPLICANT**

1. Date of Birth as per Service Book.....
2. Substantive monthly pay (Basic).....
3. Court attachment order against the applicant, if any.....
4. Maximum Credit Limit.....
5. Amount of which he is already a Surety.....

**Certified that item Nos, 1,2, & 3 in respect of the applicant are correct**

DDO's/HOD's Sig. with Seal

**PARTICULARS OF THE SURETIES**

In the event of the loan mentioned above being granted, we are prepared to be sureties for it and to be jointly and severally liable for (1) its repayment with interest and any cost incurred in collection thereof (2) its employment in accordance with the purpose mentioned by the applicant. We also certify that we are regular members of the society.

**SURETIES**

- |                            |         |         |         |
|----------------------------|---------|---------|---------|
| 1. Name of Sureties        | 1. .... | 2. .... | 3. .... |
| 2. Date of Birth           | 1. .... | 2. .... | 3. .... |
| 3. Substantive monthly pay | 1. .... | 2. .... | 3. .... |
| 4. Emp. No.                | 1. .... | 2. .... | 3. .... |
| 5. Membership No.          | 1. .... | 2. .... | 3. .... |
| 6. Unit/Office             | 1. .... | 2. .... | 3. .... |
| 7. Signature in full       | 1. .... | 2. .... | 3. .... |

**SECRETARY'S REPORT**

Verified the loan application is complete in every respect. He is regular in his transactions with Society and the loan applied for is admissible under the bye-laws.

Sanctioned Rs..... on .....

President/Honorary Secretary