



NEDFi

An ISO 9002 Company

APPLICATION FORMAT

MICRO FINANCE SCHEME

North Eastern Development Finance Corporation Ltd.

8. List of members of the Executive members :

Sl. no.	Name of the Executive members	Age as on application date	Educational qualification	Occupation

9. Note on activities carried out by the NGO during last three years:

10. Financial Performance of the NGO during last three years :

(Audited Balance sheets, Profit & Loss Account, Receipts and Payments Accounts)

11. Details about participation in training programme by the Chief Functionaries/ members :

Sl. no.	Name of the Functionaries	Training programme held at	Duration	Name of the Training Programme

12. Name of the Bank, Account no and amount in bank as on the date of application :

13. Details on project/s already executed & its impact :

14. Capital assets of the NGO (Land & Building, machinery etc.) :

15. Financial assistance availed if any :

a. Loan

Name and organization from which loan raised	Purpose of the loan	Amount received (Rs.)	Rate of interest (Rs.)	Amount repaid (Rs.)	Amount outstanding (Rs.)	Default if any in the payment of interest and/or principal	Security for the loan
1	2	3	4	5	6	7	8

b. Grants-in-aid

Name and organization from whom grant raised	Purpose of the loan	Amount received (Rs.)	Programmes conducted	No. of Beneficiaries	Security for the loan
1	2	3	4	7	8

B. Project details

1. Title of the Project :
2. Objective of the project :
3. Project area :
4. Target group :
 - (a) Society itself :
 - (b) Individual (Details to be provided in Annexure-1) :
 - (c) SHG (Details to be provided in Annexure 2 & 3) :
5. Total number of beneficiaries :
Out of which
 - i. Schedule Caste :
 - ii. Schedule Tribe :
 - iii. Minority :
 - iv. Women :
 - v. General :
6. Total cost of the project :
7. Loan applied for :
8. Arrangement of Raw material :
9. Arrangement of Marketing :
10. Plan for utilization of surplus :
11. Direct & indirect employment :
12. Land & building for the project if any :

- 13. Implementation Schedule :
- 14. Disbursement Schedule :
- 15. Proposed repayment period & schedule :
- 16. Proposed security of the loan along with value :

DECLARATION

“I/we hereby certify that all information furnished by me/us is true to the best of my/our knowledge & belief; that there is no over dues/statutory dues against the organization except as indicated in the application form and no legal action has been/is being taken against the organization.

Further, I/we declare that I/we shall furnish all other information; that this may also be exchanged by you with any agency authorized by NEDFi, may, at any time inspect/verify my/our assets, books of accounts etc. in our office/business premises as given above.”

For

(Authorised signatory/ies)

Place :

Date :

Note : To be provided in office letter head and the seal of the authorized signatory should be affixed.

Annexure-4

Application form to be submitted to the NGO by individuals
(Two copies to be submitted one for the NGO &. another for- NEDFi)

To

The (Name of the NGO)

Sub : Application for loan amount of Rs..... (in words) for
.....

Sir/Madam,

I have the honour to inform you that I would like to establish/carry out Vill.
..... P.O.Under P.S..... for my
livelihood/ self-employment. You are therefore requested kindly to consider n
application for grant of loan amount as mentioned below. I will abide by the rules
& regulations as prescribed form time to time.

Further I declare that I do not have any outstanding dues with any bank/FI'1and
Institution.

1. Name of the Activity :

2. Amount of Loan applied for :

Yours faithfully

(Sri/Smti.)

Address :

Name

Fathers/Husband name

Vill.

P.O.

District

State :

Police Station

Documents enclosed :

1. 2 Copies of passport size photographs
2. One copy of working scheme

Annexure-5

Declaration to be submitted by the executive committee members to NEDFi

To

The General Manager (TEDF)

North Eastern Development Finance Corporation Ltd.

Orion Tower, Christian Basti, Guwabati-781005

I declare that

- I have taken/not taken financial assistance of Rs.
From Bank/ Financial Institution.
- I am not a defaulter in any Bank/ Financial Institution.

Yours faithfully

Name:

Designation:

Address:

Documents to be submitted along with the application form :

1. Article of Memorandum of Association of the NGO
2. A copy of Registration Certificate
3. A copy of Bank account
4. All Annexures to be filled in properly.
5. Annual Reports duly approved by the Annual general meeting for the last three years.
6. Audited statement of Accounts and Balance sheets for last three accounting years.
7. Project economics
8. Copies of land documents. Depending of project activity.
9. Resolution of the General Body for borrowing loan from banks/ Financial Institutions.
