

PERSONAL LOAN & SALARY OD DISBURSAL KIT

Loan Account No.	
Name of Borrower	
Type of Loan	<input type="checkbox"/> Personal Loan <input type="checkbox"/> Salary OD

INSTRUCTIONS FOR FILLING LOAN AGREEMENT

- 1) All applications to be filled in English in CAPITAL LETTERS using a ballpoint pen only.
- 2) There should not be any amendments/ overwriting/ erasures/ cutting on the Loan Agreement and any amendments/ overwriting/ erasures/ cutting should be undersigned.
- 3) The Signature of the Borrower and Co-borrower should be the same on Loan Agreement & Application Form.
- 4) The full signature of the Borrower and Co-borrower is to be put in all the places where there is a mark.
- 5) The full signature of the Borrower is to be put in all the places on the Document where there is a mark.

ANNEXURE

From:

Mr/Ms/ M/s. _____

 (Name and address of the borrowers)

To:

The Branch Head,

 (Name of the lending Institution and address)

Dear Sir,

With reference to the Credit facility lies sanctioned to me/us vide sanction Letter ref No. _____ dated _____, and being availed by us today, I/ we confirm having understood the following concepts and illustrative examples related to due dates, classification of our borrowal accounts as SMNPA in the course of the conduct of the accounts.

Concepts / clarifications / Illustrative examples on Due dates and specification of SMA / NPA classification dates

Dues:

mean, the principal / interest/ any charges levied on the loan account which are payable within the period stipulated as per the terms of sanction of the credit facility.

Overdue:

mean. the principal / interest/ any charges levied on the loan account which are payable . but have not been paid within the period stipulated as per the terms of sanction of the credit facility. In other words, any amount due to the bank under any credit facility is 'overdue' if it is not paid on the due date fixed by the bank.

Relevance of the Principle of 'First In First Out' (FIFO) in appropriation of payments into the borrowal account:

The Principle of FIFO i.e., 'First In, First Out' accounting method is relevant to arrive at the No. of days of overdue for determining the SMA / NPA status. The FIFO principle assumes that the oldest outstanding dues in the loan account needs to be cleared first .The FIFO method thus requires that what is due first must be paid by the borrower first. For example;

if in any loan account as on 01.02.2021 there are no overdues and an amount of Rs. X is due for payment towards principal instalment/ interest/charges, any payment being credited on or after 01 02.2021 in the loan account will be used to pay off the dues outstanding on 01.02.2021

Assuming that nothing is paid /or there is partial payment (Rs Y) of dues during the month of February, the overdue as on 01.03.2021 will be Rs .X-Y.

Additionally, an amount of Rs.Z becomes due as on 01.03.2021, Now any payment /partial payment into the account on or after 01.03.2021 will be first utilized to pay off the partial due of 01.02.2021 (Rs X - Rs.Y) If there is more recovery than the Rs X - Rs Y. then after recovering dues of 01.02.2021, the remaining amount will be treated as recovery towards due of 01.03.2021.

Age of oldest Dues:

The age of oldest dues is reckoned in days from the date on which the oldest payment is due and continues to remain unpaid In the aforesaid illustration, if the Dues relating to 1 st February 2021 remain unpaid till 01.03.2021, the age of the oldest dues is reckoned as 29 days on 02.03.2021.

Classification as Special Mention Account (SMA) and Non-Performing Asset (NPA)

Lending institutions will recognize the incipient stress in loan accounts, immediately on Default, by classifying them as Special Mention Accounts (SMA) The basis of classification of SMA / NPA Category shall be as follows:

Loans in the nature of Term Loans		Loans in the nature of cash credit overdraft	
SMA Sub-categories	Basis for classification - Principal or interest payment or any other amount wholly or partly overdue	SMA Sub-categories	Basis for classification - Outstanding balance remains continuously in excess of the sanctioned limit or drawing power, whichever is lower, for a period of:
SMA-0	Upto 30 days		
SMA-1	More than 30 days and upto 60 days	SMA-1	More than 30 days and upto 60 days
SMA-2	More than 60 days and upto 90 days	SMA-2	More than 60 days and upto 90 days

However, In case of NBFCs, the reference to 90 days for SMA-2 / NPA classification to be read as per the applicable norms and also subject to the provisions of the RBI Circular DOR.CRE.REC.No.60/03.10.001/2021- 22 dated October 22, 2021 on 'Scale Based Regulation (SBR): A revised Regulatory framework for NBFCs. Also, the asset classification norms of Agricultural advances which are based on Crop Season shall continue as hitherto.

Non-performing Asset:

Non-Performing Asset (NPA) is a loan or an advance where:

- i. interest and/ or instalment of principal remains overdue for a period of more than 90 days in respect of a term loan,
- ii. the account remains 'out of order' as indicated below, in respect of an Overdraft/Cash Credit (OD/CC),
- iii. the bill remains overdue for a period of more than 90 days in the case of bills purchased and discounted,
- iv. the instalment of principal or interest thereon remains overdue for two crop seasons for short duration crops,
- v. the instalment of principal or interest thereon remains overdue for one crop season for long duration crops.

'Out of Order' Status :

An account shall be treated as 'out of order' if:

- i. the outstanding balance in the CC/OD account remains continuously in excess of the sanctioned limit/drawing power for 90 days, or
- ii. the outstanding balance in the CC/OD account is less than the sanctioned limit/drawing power but there are no credits continuously for 90 days, or the outstanding balance in the CC/OD account is less than the sanctioned limit/drawing power but credits are not enough to cover the interest debited during the previous 90 days period.

Illustrative movement of an account to SMA category to NPA category based on delay/ nonpayment of dues and subsequent upgradation to Standard category at day end process:

Due date of payment	Payment Date	Payment covers	Age of oldest dues in days	SMA / NPA Categorisation	SMA since Date / SMA class date	NPA Categorisation	NPA Date
01.01.2022	01.01.2022	Entire dues upto 01.01.2022	0	NIL	NA	NA	NA
01.02.2022	01.02.2022	Partly paid dues of 01.02.2022	1	SMA-O	01.02.2022	NA	NA
01.02.2022	02.02.2022	Partly paid dues of 01.02.2022	2	SMA-O	01.02.2022	NA	NA
01.03.2022		Dues of 01.02.2022 not fully paid 01.03.2022 is also due at EOD 01.03.2022	29	SMA-O	01.02.2022	NA	NA
		Dues of 01.02.2022 fully paid, Due for 01.03.2022 not paid at EOD 01.03.2022	1	SMA-O	01.03.2022	NA	NA
		No payment of full dues of 01.02.2022 and 01.03.2022 at EOD 03.03.2022	31	SMA-1	01.02.2022 / 03.03.2022	NA	NA
		Dues of 01.02.2022 fully paid, Due for 01.03.2022 not fully paid at EOD 1.03.2022	1	SMA-O	01.03.2022	NA	NA
01.04.2022		No payment of dues of 01.02.2022, 01.03.2022 and amount due on 01.4.2022 at EOD 01.04.2022	60	SMA 1	01.02.2022 / 03.03.2022	NA	NA
		No payment of dues of 01.02.2022 till 01.04.22 at EOD 02.04.2022	61	SMA 2	01.02.2022 / 02.04.2022	NA	NA
01.05.2022		No payment of dues of 01.02.2022 till 01.05.22 at EOD 01.05.2022	90	SMA 2	01.02.2022 / 02.04.2022	NA	NA
		No payment of dues of 01.02.2022 till 01.05.2022 at EOD 02.05.2022	91	NPA	NA	NPA	02.05.2022
01.06.2022	01.06.2022	Fully Paid dues of 01.02.2022 at EOD 01.06.2022	93	NPA	NA	NPA	02.05.2022
01.07.2022	01.07.2022	Paid entire dues of 01.03.2022 & 01.04.2022 at EOD 01.07.2022	62	NPA	NA	NPA	02.05.2022
01.08.2022	01.08.2022	Paid entire dues of 01.05.2022 & 01.06.2022 at EOD 01.08.2022	32	NPA	NA	NPA	02.05.2022
01.09.2022	01.09.2022	Paid entire dues of 01.07.2022 & 01.08.2022 at EOD 01.09.2022	1	NPA	NA	NPA	02.05.2022
01.10.2022	01.10.2022	Paid entire dues of 01.09.2022 & 01.10.2022	0	Standard Account with No Overdues	NA	NA	STD from 01.10.2022

I/we also understand that the aforesaid few examples are illustrative and not exhaustive In nature covering common scenarios, and that, the IRACP norms and clarifications provided by RBI on the subjects referred above will prevail

Yours faithfully,

(Borrower/s)

Date: -----

Place: -----

SCHEDULE

(Details of Credit Facilities)

Description of Borrower:

Name	S/o / D/o / W/o	Address

Description of Co-borrower:

Name	S/o / D/o / W/o	Address

Key Fact Statement:

Type of Loan	<input type="checkbox"/> Personal Instalment Loan (Salaried) <input type="checkbox"/> Salary Overdraft (OD) Facility	
Purpose of Loan		
Place		Date

1	Loan amount/Overdraft Facility limit		
2	Loan/ Facility term		
3	Interest type (fixed or floating)	Fixed	
4	(a) Interest chargeable (In case of Floating Rate Loans)	(a)	Not applicable
	(b) Interest chargeable # (In case of Fixed Rate Loans)	(b)% p.a.
5	Date of reset of interest	Not applicable	
6	Mode of communication of changes in interest rates	Not applicable	
7	a	On application (PI individually specify all type of fee)	a) Processing Fee% of loan amount at the time of disbursal.
			b) Agreement franking charges as per actuals.
	b	During the term of the loan (PI individually specify all type of fee)	a) Duplicate Interest And Principal Certificate - Rs.250/-
			b) Cheque swapping charges - Rs.250/-
			c) Bounce Cheque charges - Rs.250/-
		d) CIBIL Report charges - Rs.50/-	

(Borrower)

(Co-Borrower)

	c	On foreclosure (PI individually specify all type of fee)	a)	No pre-payment permitted until repayment of 12 EMIs
			b)	13 to 18 EMIs paid - 5% of Principal outstanding*
			c)	More than 18 EMIs paid - 3% of Principal outstanding*
			d)	*Nil foreclosure charges only if minimum 12 EMIs are paid without any bounce and foreclosure is using Own funds. Balance Transfer of loan outstanding to another financial institute is not treated as own source of funds.
	d	Fee refundable if loan not sanctioned/ disbursed	Not applicable	
	e	Conversion charges for switching from floating to fixed interest and vice-versa	Not applicable	
	f	Penalty for delayed payments	2% additional interest per month on overdue EMI amount/ In case of OD facility 2% additional interest per month on overutilisation of limit.	
8	Other Conditions		No Part Prepayment is allowed in this loan.	
9	EMI Amount		The Facility shall be repaid as instalments of Rs. _____/-, each payable as per the following details :	
	a	Pre-EMI Interest / EMI due date	5th of every month	
	b	Repayment Frequency & Periodicity of interest compounding	Monthly	
	c	Amortization Schedule / Breakup of Principal & Interest	Refer Attached Repayment Schedule Note: This is an indicative repayment schedule and EMI is calculated basis the assumption that Facility is fully disbursed on _____. In an event there is a difference in the disbursal dates / amounts, the Repayment Schedule is subject to change.	
10	Date of commencement of EMI for Term Loan			
11	Date of Repayment of Interest on Overdraft limit		On or before last date of every month	
12	Mode of Repayment		ECS/ NACH/ SI/ Post Dated Cheques (PDC)	
13	No. of Advance EMI (if applicable)**			
14	Advance EMI amount (if applicable)**			
15	Insurance Premium (if applicable)			
16	Details of security/ collateral obtained		Not applicable	
17	Date on which annual outstanding balance statement will be issued		On demand by the customer	

***Applicable taxes extra for all fees and charges**

**Advance EMI Amount (where applicable) shall be treated as Collateral and shall be adjusted towards payments of the last installment(s) of the loan where applicable. The bank shall not pay any interest on the advance installment amount.

For loans with tenure upto 3 years the interest rate has been calculated on the basis of the Marginal Cost of Funds based Lending Rate (MCLR) with maturity equal to the loan tenure.

IN WITNESS WHEREOF the Parties have caused this Agreement to be executed on the day, month and year first hereinabove written.

SIGNED AND DELIVERED BY

1. Shri/ Smt. _____ (Borrower)

2. Shri/ Smt. _____ (Co-borrower)

The **Borrower(s)**

AND

Signed Sealed & Delivered by

RBL Bank Limited,

Shri /Smt. _____

DISBURSAL REQUEST FORM

To,
 The Branch Manager,
RBL Bank Limited

I/We, request RBL Bank Limited to disburse facility amount that was sanctioned to me/us as per the terms and conditions mentioned in the Schedule of the Loan Agreement dated ____/____/_____.

I /We agree and acknowledge that Rs._____/ - towards loan processing charges (incl. Tax) and Rs._____/ - towards Insurance Premium (incl. Tax) will be deducted from the loan amount and the balance loan amount will be disbursed to me/us in the following manner:

Sr. No.	In Favour of	Bank Name	A/C No	Payable at	Amount
1					
2					
3					
Total Disbursement Amount					

I agree that Interest shall begin to accrue from the date of first disbursement without the Bank concerning itself with the receipt or drawal or utilization of such disbursement and when disbursed by issue of a cheque or demand draft or pay order, without concerning itself with the realization of such cheque, demand draft or pay order.

In Case of RTGS/NEFT	RTGS / NEFT 1	RTGS / NEFT 2
Beneficiary Name		
Beneficiary Account Number		
Bank Name		
Bank Address		
Amount		
IFSC Code		
MICR Code		
Account Type		

Further, I/we confirm that I/we have given instructions for remittance through NACH/ECS/SI for repayment of the above mentioned facility as per the terms and conditions laid out in the Loan Agreement booklet.

Name of Borrower _____ **Signature** _____

Name of Co-borrower _____ **Signature** _____

Place : _____

Date: ____/____/_____

BLANK

CHEQUE SUBMISSION FORM

To,
The Manager,
RBL Bank Limited,
 Mumbai

Dear Sir/Madam,

Subject: PDCs in Loan Application No. _____

I/We, the Borrower & Co-borrower, thank you for loan facility under the Loan Agreement dated _____/_____/_____ and would like to request the disbursal of the loan at the earliest. The following crossed (A/c Payee) Post Dated Cheques (PDCs) are handed over to in favour of **"RBL Bank Limited"**.

Details of the PDCs are as below:

Sr. No.	Cheque Numbers		Date		No. of cheques	Name of the Bank & Branch	EMI/Pre-EMI/ Security	Amount
	From	To	From	To				
1								
2								
3								
4								
5								
6								

Name of Borrower _____ **Signature** _____

Name of Co-borrower _____ **Signature** _____

Place : _____ Date: _____/_____/_____

Name of the Branch official/ DSA: _____

Authorized Signatory from Branch Official/ DSA: _____

Date: _____/_____/_____

Note: Please mention the repayment account holder's name and signature. For example, if repayment PDC is received from the Co-Borrower account the Cheque (PDCs) Submission Form must be signed by the Co-Borrower only.

BLANK

DEMAND PROMISSORY NOTE

ON DEMAND, I/ We the Borrower and Co-borrower, jointly and severally promise to pay RBL Bank Limited, or order, the sum of Rs. _____ /- (Rupees _____

_____ only)

in consideration of full value received together with interest at _____% p.a. with monthly / quarterly rests or such other rate as the Bank may fix from time to time, in relation to the Marginal Cost of Funds Based Lending Rate (MCLR), from the date hereof till the date of payment.

Presentment for payment and noting and protest of this note are hereby unconditionally waived.

Name of Borrower _____ **Signature** _____

Name of Co-borrower _____ **Signature** _____

Place : _____

Date: ____/____/____

Revenue
Stamp of
Re.1/- to be
affixed

(Signature across Revenue
Stamp by Borrower & Co-borrower)

BLANK

BLANK

BLANK



RBL BANK LIMITED

Corporate Office : One World Centre, Tower 2B, 6th Floor, 841, Senapati Bapat Marg,
Lower Parel (West), Mumbai - 400013. CIN L65191PN1943PLC007308

Registered Office : RBL Bank Ltd., 1st Lane, Shahupuri, Kolhapur - 416 001. Maharashtra, India.

Administrative Office : Mahaveer, Shri Shahu Market Yard Shahupuri, Kolhapur - 416 005