

Example 1: Loan application form (to be completed by CBO members)

LOAN APPLICATION FORM

Chairman
Sustainable Development Facility
..... District.

Registration no:
Date of registration:

Request for credit

Dear Sir,

- a) I/We, the following members of CBO VDC, District unanimously decided on meeting No. held on to make a request for a Credit Capital of Rs. (in words).
- b) Credit capital request is for the following.

S.N.	Name of the CBO member	Address		Fathers' / Husbands' Name	Purpose of loan	Amount of loan (Rs.)	Loan repayment date	Signature of applicant
		VDC	Ward					

- 3. The status of savings of CBO as of..... is as follows.
In Bank Rs. In investment Rs.
In cash Rs. Total Rs.

Note: In addition to members' savings, joint liability accepted by CBO members according to the memorandum of understanding will also work as collateral for the above loan.

Name and signature of CBO Manager Date:

Approval process

Recommendation from the CBO

Of the loan amount demanded by CBO members Rs. (in words Rupees) is recommended for approval and decided to forward the se documents to THE SDF by the meeting no. date of this CBO.

.....
CBO Chairman

.....
CBO Manager

Recommendation from concerned VDC

The request is examined and found to be satisfactory for award. The amount Rs. is recommended for sanction to CBO. A copy recorded on file.

.....
VDC Chairman

.....
Date

Recommendation from concerned SO

The request is examined and found to be satisfactory for award. The amount Rs. is recommended for sanction to CBO. A copy recorded on file.

.....
(Manager/SO)

.....
Date

Decision of the SDF (SDC)

- ▶ The credit capital of Rs. has been assessed and found to be satisfactory/unsatisfactory.
- ▶ The amount is recommended for release to CBO by VDC as per the following conditions. Rate of interest :..... % Schedule of credit repayment: as follows.
- ▶ The credit request is unacceptable (if that be the case). Reasons

S.N.	Name of the CBO member	Address		Purpose of loan	Amount of loan (Rs.)	Loan repayment
		VDC	Ward			

.....
Chairman, SDC

.....
Sustainable Development Coordinator

Date:

Release of credit

- ▶ The undersigned received Rs. as credit from VDC on under the following terms and conditions.
Interest rate: %, Schedule for credit repayment:
- ▶ It is my responsibility to ensure that the amount (principle + interest) earned through credit operates as CBO revolving fund.

CBO manager: Name : ... Signature : CBO /Address: Date:

Witness:

Manager/SO:

All the CBO members:

