

भारत में स्थित सभी शाखाओं/ कार्यालयों के लिए परिपत्र

एमएसएमई बैंकिंग विभाग द्वारा जारी

महोदय/ महोदया,

**विषय: बड़ौदा प्रीमियम एलएपी - संशोधित दिशानिर्देश**

हम उपर्युक्त विषय में बड़ौदा प्रीमियम एलएपी नामक हमारे नए महत्वपूर्ण उत्पाद, जिसे सीपीसी द्वारा दिनांक 19.09.2022 को आयोजित अपनी बैठक में अनुमोदित किया गया, से संबंधित परिपत्र सं. बीसीसी:बीआर:114:682 दिनांक 11.10.2022 का संदर्भ देते हैं।

आगे के विचार-विमर्श के आधार पर हम अंचलों/ क्षेत्रों/ शाखाओं के सुलभ संदर्भ हेतु अनुलग्नों के साथ इस परिपत्र में योजना के संशोधित दिशानिर्देश उपलब्ध करा रहे हैं। हम आपको सूचित करते हैं कि एमएसएमई उधारकर्ताओं को सुविधाएं स्वीकृत करते समय संलग्न दिशानिर्देशों के साथ-साथ निम्नलिखित को भी नोट करें और पिछले परिपत्र सं. बीसीसी:बीआर:114:682 दिनांक 11.10.2022 को समाप्त माना जाए:

- बिन्दु सं. 13/ पृष्ठ 4 के तहत - अस्थायी ब्याज दर के बारे में आगे यह सूचित किया गया है कि बीआरएलएलआर से लिंक कीमत निर्धारण केवल विनियामक एमएसएमई के लिए है और एमसीएलआर से लिंक कीमत निर्धारण केवल गैर-विनियामक एमएसएमई के लिए है।
- शाखाएं यह सुनिश्चित करें कि इस योजना के लिए निर्धारित सही योजना कोड में खाते खोले गए हैं।
- शाखाएं यह सुनिश्चित करें कि उधारकर्ता के सही संवर्गीकरण और प्राथमिकता प्राप्त क्षेत्र का निर्धारण सुनिश्चित करने के लिए सही सेगमेंट और गतिविधि विवरण दर्ज किए गए हैं।
- चूंकि यह एक आस्ति समर्थित वित्तपोषण है अतः शाखाएं यह सुनिश्चित करें कि प्रतिभूति संबंधी विवरण सिस्टम में सही ढंग से दर्ज किए गए हैं। इसके अलावा, उधारकर्ता/ व्यवसाय संबंधी विवरण जैसे पैन, सीआईएन, एलईआई नंबर आदि भी सिस्टम में सही ढंग से दर्ज किए गए हैं।
- नियत ब्याज दर को अगले निर्देश तक वापस ले लिया गया है। अतः अगले निर्देश तक नियत ब्याज दर के तहत कोई ऋण स्वीकृत नहीं किया जाएगा।

बड़ौदा प्रीमियम एलएपी योजना के लिए फिनेकल कोड:

उत्पाद	योजना कोड
बड़ौदा प्रीमियम एलएपी (ए)	LA551
बड़ौदा प्रीमियम एलएपी (बी)	LA552

नोट करें: डिफॉल्ट ब्याज तालिका कोड (बीआरएलएलआर) योजना स्तर पर संलग्न है, शाखाएं जहां अपेक्षित हो, खाता खोलते समय ही ब्याज तालिका कोड (एमसीएलआर) में परिवर्तन करें.

हमें विश्वास है कि शाखाएं इस अवसर का पूर्ण रूप से उपयोग करेंगी और एमएसएमई सेगमेंट के तहत अपने कार्यनिष्पादन को बढ़ाने में सक्षम होंगी.

हम आपके प्रयास के लिए हार्दिक शुभकामनाएं देते हैं.

भवदीय,

हस्ता/-

(राजेश मल्होत्रा)

मुख्य महाप्रबंधक – रिटेल आस्ति, एमएसएमई, ग्रामीण एवं कृषि बैंकिंग

संलग्नक : योजना संबंधी दिशानिर्देश और संबंधित अनुलग्नक

CIRCULAR TO ALL BRANCHES / OFFICES IN INDIA

ISSUED BY MSME BANKING DEPARTMENT

Dear Sir/Madam

Re Baroda Premium LAP – Revised Guidelines

We refer to our circular numbered BCC:BR:114:682 dated 11.10.2022 regarding our new niche product called Baroda premium LAP which has been approved by CPC vide its meeting dated 19.09.2022.

Based on further deliberations we are providing revised guidelines of the scheme in this circular for ready reference for the Zones / Regions / Branches along with the annexures. We advise you to take careful note of the annexed guidelines as well as the following while sanctioning the facilities to MSME borrowers and treat the previous circular numbered BCC:BR:114:682 dated 11.10.2022 as null and void:

- **Under Point13/Page 4 - Floating RoI** has been further explained that the BRLLR linked pricing is for Regulatory MSME only and MCLR linked pricing is for Non-Regulatory MSME only.
- Branch to ensure that accounts are opened in Correct Scheme Code as prescribed for this scheme.
- Branch to ensure that correct Segment and Activity details are entered to ensure accurate Segmentation & Priority Sector identification of the Borrower.
- Since this is an asset backed finance, Branch to ensure that Security related details are accurately captured in the system. Further Borrower / Business details such as PAN, CIN, LEI No etc. are also accurately captured in the system.
- **Fixed Rate of Interest has been pulled back till further instruction.** Hence, no loan to be sanctioned under Fixed Rate of Interest till further instruction.

Finacle Codes for the Baroda Premium LAP Scheme:

Product	Scheme Code
BARODA PREMIUM LAP(A)	LA551
BARODA PREMIUM LAP(B)	LA552

Note: Default interest table code (BRLLR) is attached at scheme level, Branches to change the interest table code (MCLR) at account opening itself wherever required.

We expect that branches shall make full use of this opportunity and be able to boost up their performance under MSME segment.

We wish you the best in your endeavour.

Yours faithfully,

(Rajesh Malhotra)

CGM – Retail Assets, MSME, Rural & Agri Banking

Encl: Scheme Guidelines and related annexures

**BOB Premium LAP**

**“PRODUCT A” – ASSESSMENT BASED ON BALANCE SHEET**

S.No	Parameters	Guidelines
1	Product Type	Loan against Property to MSMEs
2	Assessment Model	Based on Balance Sheet & Repayment capacity assessment
3	Scheme Code	Loans to be booked under separate scheme code
4	Purpose	<p>For any business related activity such as Working Capital Expenditure, Purchase of Plant &amp; Machinery/Equipment (excluding imported machinery/equipment), Renovation of Factory or Shop and any other business purpose except for any Speculative Purpose.</p> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>➤ In case loan is sanctioned for CAPEX purpose, payment to be made directly to dealer/ supplier &amp; if for WC expenditure then Branch to obtain Self certified letter of end use for business purpose from the Borrower.</li> <li>➤ Standalone Land Financing not allowed</li> <li>➤ Loan for purchase of commercial shops/ offices may be allowed</li> <li>➤ Hypothecation of P&amp;M as collateral is preferred and is to be explored</li> <li>➤ Loan may be utilized by Associate Company, however, Corporate guarantee of the same is must. Permission from Head MSME to be obtained in such cases.</li> <li>➤ Takeover of loans is allowed. However, takeover of capex/ project loans shall be done with no change in terms and conditions.</li> </ul>
5	Facility Type	Term Loan
6	Sector Classification	MSME Regulatory / Non Regulatory
7	Target Customer/ Industry	<p>Business can be sourced from any industry.</p> <p>However, following business profiles/ industries will not be funded under this product:</p> <ul style="list-style-type: none"> <li>➤ Journalism / Media / TV / Movies</li> <li>➤ Police employees</li> <li>➤ Real Estate Brokers / Firms &amp; Property Dealer / Firms</li> <li>➤ Real Estate Developer / Builder</li> <li>➤ Crane &amp; Construction equipment owners / operators</li> <li>➤ Money Lender / Finance Companies / MFI</li> <li>➤ Owner and Employee of Gambling Business</li> <li>➤ Tour and Travel Agent (Non-IATA approved)</li> <li>➤ Collection agencies</li> <li>➤ Cable Operators</li> <li>➤ Chit Funds</li> <li>➤ Stock Brokers / firms</li> <li>➤ Commodity/bullion traders / firms</li> <li>➤ Money changers / firms</li> <li>➤ Multi-Level Marketing companies</li> <li>➤ Lawyers &amp; Law firms</li> <li>➤ Politically Exposed Person</li> <li>➤ Manufacturing of Cigarettes</li> </ul>

		<ul style="list-style-type: none"> <li>➤ Financing of State Electricity Board (SEB)s,/Distribution companies of PSUs.</li> <li>➤ Airline Services</li> <li>➤ Film Production</li> <li>➤ Asset Reconstruction Companies (ARCs).</li> <li>➤ Edible Oil</li> <li>➤ Sugar Industry</li> <li>➤ Liquor</li> <li>➤ Cattle Feed / Poultry Manufacturers</li> <li>➤ Agri Commodities – speculative traders</li> <li>➤ Builder sub-contractors</li> <li>➤ Oil Mills, Traders of Edible Oil and Rice Mills (Non-Ancestral Business)</li> <li>➤ Imitation Jewellery (Traders and Manufacturers)</li> <li>➤ Commercial Real Estate</li> </ul> <p><b>Note:</b> In case any activity, besides the one mentioned above, falls under the Activity clearance segment or Negative Outlook Sector, the same is to be treated as per GCEMP guidelines.</p>
8	Borrower Entity	<p><b>MSME Units constituted as:</b></p> <ul style="list-style-type: none"> <li>➤ Proprietorship</li> <li>➤ Partnership</li> <li>➤ Private Limited Company</li> <li>➤ Public Limited Company</li> <li>➤ LLP</li> </ul> <p><b>Note:</b> Following entities are not eligible:</p> <ul style="list-style-type: none"> <li>- Company registered in India but more than 51% shareholding with NRI/OCI or Foreign National Entity</li> <li>- HUF</li> <li>- Trusts</li> <li>- Partnership firms where any of the partners is HUF</li> <li>- Society.</li> </ul>
9	Eligibility Criteria	<ul style="list-style-type: none"> <li>➤ <b>Udyam Registration</b> is mandatory in case of Regulatory MSME.</li> <li>➤ Business Vintage: <b>Minimum 2 years.</b></li> <li>➤ Net Worth (less any Loans &amp; Advances to the group companies) of the borrower should be positive.</li> <li>➤ Average of last two years Cash Profit to be positive</li> <li>➤ Borrower to have minimum Rs. 3.00 lakh cash profit in last financial year.</li> <li>➤ Either borrower or guarantor should have credit history.</li> <li>➤ CMR Rank upto <b>CMR 6</b> or <b>other Bureau Equivalent</b>. Unrated firms/ Companies are also eligible subject to proprietors/ partners/ promoters qualify minimum consumer CIBIL score as defined in this policy.</li> <li>➤ In case of proprietorship, proprietor to have own house or minimum 1-year residential stability in rented house. House in the name of close relatives is also eligible. In case of rented house, business premises should be owned.</li> <li>➤ Credit Rating to be carried out in BOBICON. Minimum investment grade is BOB 6 / MSME BOB 6</li> <li>➤ No SMA1/ SMA 2 in preceding 6 / 12 months respectively with any lender as per Bureau report and CRILC report.</li> <li>➤ Inward Cheque Returns due to financial reasons not more than 2% of total inward cheques presented during preceding 12 months. Cheque includes Cheques, NACH and ECS.</li> <li>➤ Alternate Banking accounts to be verified along with main banking account and to meet the norms on cheque returns and SMA Category.</li> </ul>

		<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>➤ Business vintage can be checked either from Balance Sheet or first GST Return filed.</li> <li>➤ <b>Cash Profit:</b> Profit After Tax + Depreciation + Directors Remuneration/ Partners Salary + Interest paid to Partners / Directors</li> <li>➤ <b>Close Relative shall be:</b> Spouse, Father, Mother (including Step Mother), Son (including Step Son), Son's Wife, Daughter (including Step Daughter), Daughter's Husband, Brother (including Step Brother), Brother's Wife, Sister (including Step Sister), Sister's Husband, Brother (including Step Brother) of the spouse &amp; Sister (including Step Sister) of the Spouse.</li> </ul>																											
10	Limit per borrower	<ul style="list-style-type: none"> <li>➤ Maximum limit up to Rs.15.00 crores</li> <li>For following 8 cities i.e. Delhi NCR, Greater Mumbai, Chennai, Pune, Kolkata, Hyderabad, Bengaluru &amp; Ahmedabad, <u>Maximum Limit Up to Rs.25 Crores.</u></li> </ul>																											
11	Moratorium Period	<p>Maximum 6 months for principal amount. Interest for full disbursed amount to be paid during moratorium period. (Moratorium to start from date of 1<sup>st</sup> disbursement)</p>																											
12	Repayment period/ schedule	<ul style="list-style-type: none"> <li>➤ Maximum repayment period is 12 years including moratorium period.</li> <li>➤ Maximum 144 EMIs including moratorium period.</li> <li>➤ For tenure more than 12 years and up to 15 years, deviation to be sought from the next higher authority.</li> <li>➤ Repayment of Term Loan from Operative Account of borrower. In case Working Capital facility is not availed from any of bank, maintaining current account with BOB for routing of cash flow for repayment for credit facility to be explored.</li> </ul>																											
13	Rate of Interest	<p>a) Floating RoI:</p> <table border="1"> <thead> <tr> <th>CIBIL MSME Rank</th> <th>RoI Regulatory MSME</th> <th>RoI Non - Regulatory MSME</th> </tr> </thead> <tbody> <tr> <td>CMR 1</td> <td>BRLLR + SP + 1.00%</td> <td>MCLR+ SP + 1.00%</td> </tr> <tr> <td>CMR 2</td> <td>BRLLR + SP + 1.25%</td> <td>MCLR + SP + 1.25%</td> </tr> <tr> <td>CMR 3</td> <td>BRLLR + SP + 1.75%</td> <td>MCLR + SP + 1.75%</td> </tr> <tr> <td>CMR 4 / Unrated</td> <td>BRLLR + SP + 2.25%</td> <td>MCLR + SP + 2.25%</td> </tr> <tr> <td>CMR 5</td> <td>BRLLR + SP + 2.50%</td> <td>MCLR + SP + 2.50%</td> </tr> <tr> <td>CMR 6</td> <td>BRLLR + SP + 3.00%</td> <td>MCLR + SP + 3.00%</td> </tr> </tbody> </table> <p>b) <u>Fixed RoI: has been pulled back.</u></p> <table border="1"> <thead> <tr> <th>Power of Concession</th> <th>Minimum ROI post concession (Floating)</th> </tr> </thead> <tbody> <tr> <td>COCC-CGM</td> <td>ROI as mentioned above for CMR 1</td> </tr> <tr> <td>COCC-ED</td> <td>BRLLR /MCLR</td> </tr> </tbody> </table>	CIBIL MSME Rank	RoI Regulatory MSME	RoI Non - Regulatory MSME	CMR 1	BRLLR + SP + 1.00%	MCLR+ SP + 1.00%	CMR 2	BRLLR + SP + 1.25%	MCLR + SP + 1.25%	CMR 3	BRLLR + SP + 1.75%	MCLR + SP + 1.75%	CMR 4 / Unrated	BRLLR + SP + 2.25%	MCLR + SP + 2.25%	CMR 5	BRLLR + SP + 2.50%	MCLR + SP + 2.50%	CMR 6	BRLLR + SP + 3.00%	MCLR + SP + 3.00%	Power of Concession	Minimum ROI post concession (Floating)	COCC-CGM	ROI as mentioned above for CMR 1	COCC-ED	BRLLR /MCLR
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14	Guarantor Norms	<ul style="list-style-type: none"> <li>➤ All owner/ co-owners of the property need to stand as Guarantor in the loan.</li> <li>➤ NRI, OCI or Foreign nationals cannot be taken as Guarantor.</li> <li>➤ In case of partnership firms, partners with at least 51% share (aggregate) to be taken as Guarantors. Guarantee of major shareholding partners is mandatory. Guarantee of at least two partners to be obtained.</li> </ul>																											



		<ul style="list-style-type: none"> <li>➤ In case of Companies, promoters/directors/ shareholders with at least 51% stake (aggregate) to be taken as guarantor. It is mandatory to rope in all major shareholders (i.e. shareholders having 20% or more shareholding) as guarantor. But all promoter Directors shall be guarantors.</li> <li>➤ In case of proprietorship firm, where proprietor is over 60 years of age, son or daughter to be taken as guarantor.</li> <li>➤ Minimum age of guarantor is 23 years and maximum acceptable age by the end of loan tenor is 75 years.</li> <li>➤ Minimum acceptable Consumer CIBIL credit vision score / Other Bureau Equivalent for each guarantor is 600; (0) and (-1) is also acceptable. Any account of the Guarantor should not be under the category of default, SMA1 or SMA2. Minimum acceptable weighted average Consumer CIBIL score for Guarantors is 650; (0) and (-1) to be excluded while calculating weighted average.</li> </ul> <p><b>Note:</b></p> <p>Calculation of Weighted Average Consumer CIBIL:</p> <p>(CIBIL Score of Guarantor 1) *(% of stake of Guarantor 1 in business) + (CIBIL Score of Guarantor 2) *(% of stake of Guarantor 2 in business) + . (CIBIL Score of Guarantor N) *(% of stake of Guarantor N in business)</p>								
15	Bureau Check	<ul style="list-style-type: none"> <li>➤ Consumer CIBIL and CRIF to be verified for proprietor/ partners/ directors/ co-borrowers/ guarantors.</li> <li>➤ Commercial CIBIL and CRIF to be verified for non-individual borrowers and satisfied upon.</li> <li>➤ Acceptable score Cut off:</li> </ul> <table border="1" data-bbox="590 1187 1380 1388"> <tr> <td>Commercial CIBIL</td> <td>CMR 6</td> </tr> <tr> <td>Consumer CIBIL (credit vision score)</td> <td>600, (0), (-1) acceptable</td> </tr> <tr> <td>Weighted Avg. Consumer CIBIL (credit vision score)</td> <td>650</td> </tr> <tr> <td>CRIF</td> <td>631</td> </tr> </table> <ul style="list-style-type: none"> <li>➤ In case of firm/company, the Partners/ Directors etc roped in as guarantor/ co-borrower in the loan facility should have minimum Credit Bureau Cut off Score as mentioned above.</li> <li>➤ No loan to be granted to Wilful Defaulters, Fraud accounts and promoters/ directors of such defaulter companies whose loans were settled under compromise/ write off availing credit facilities from our Bank/ other Banks/ FIs/ NBFCs</li> <li>➤ For borrower/ guarantor, whose loans were closed with write off/ settled status, loan can be considered on merits subject to: <ul style="list-style-type: none"> <li>- The aggregate amount written off in regard to all credit facilities is not more than Rs. 1.00 lakh.</li> <li>- All written off/ settled accounts have been closed before at least 5 years.</li> <li>- Credit card default cases with credit card write off/ settlement involving amount upto Rs. 25,000/-, are acceptable subject to minimum CIBIL score of 701.</li> </ul> </li> </ul>	Commercial CIBIL	CMR 6	Consumer CIBIL (credit vision score)	600, (0), (-1) acceptable	Weighted Avg. Consumer CIBIL (credit vision score)	650	CRIF	631
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16	Field Investigation/ Inspection	<p>As per Bank Guidelines. Following shall be completed by the Bank Officer at the Operating Unit:</p> <ul style="list-style-type: none"> <li>➤ Field Investigation of Office or work place or factory;</li> <li>➤ Field Investigation of Residence of proprietor/ partner/ promoter</li> <li>➤ Preferably Physical PD is to be done and may be carried out along with the field investigation. Video/ telephonic PD report shall be done where physical PD is not possible due valid concern by BOB Staff. Report to be kept on record. (*PD: personal discussion)</li> </ul>
17	Security	<p>Equitable/ Registered Mortgage (as per title search report) of following type of immovable properties:</p> <p>a) Residential Property (House/ Flat)</p> <p>b) Commercial Property (Office/ shop/ showroom)</p> <p>Note:</p> <ul style="list-style-type: none"> <li>➤ Residential / Commercial Property being utilise for industrial activity will not be eligible for security.</li> <li>➤ Title of the property to be mortgaged should be clear and marketable &amp; SARFAESI Act should be applicable.</li> <li>➤ Residual life of the property at the end of loan tenor should be minimum 5 years.</li> <li>➤ In case property is more than 25 years old, Structural Soundness certified by Valuer.</li> <li>➤ <b>Industrial Property not to be considered</b></li> <li>➤ <b>Plot of land of any nature is not to be considered.</b></li> <li>➤ <b>Exclusion of properties located outside municipal boundaries and / or approved by Gram Panchayat / Gram Samiti except those approved by District Planning Units. (In case of further clarifications, same can be sought from the Vertical at BCC)</b></li> <li>➤ Property should be in the name of borrower or partners/ directors or their close relatives.</li> <li>➤ Exclusions- following properties not to accepted as security:             <ol style="list-style-type: none"> <li>1. Properties situated in Community dominated Slum Areas</li> <li>2. SEZ Properties</li> <li>3. Dilapidated properties</li> <li>4. Standalone parking space/ Garage</li> <li>5. Hotel Properties</li> <li>6. Mall Properties</li> <li>7. Hospital</li> <li>8. School and Educational Institutions</li> <li>9. Farm House</li> <li>10. Theatre</li> <li>11. Hostels</li> <li>12. Petrol Pump</li> <li>13. Properties having Religious Activities</li> <li>14. Load Bearing Structure/ AC Sheet roofing</li> <li>15. Property used as Paying Guest Accommodation</li> <li>16. Multi Tenanted Property</li> <li>17. Lal Dora Properties / properties under 90 B in Jaipur/ Khata B properties in Bangalore</li> <li>18. Property in name of HUF.</li> <li>19. Third party property</li> </ol> </li> <li>➤ In case of leasehold property, lease hold period should not be less than 30 years and unexpired period of lease should be at least 12 months more than repayment period of the proposed loan.</li> <li>➤ In case of tenanted properties, following to be ensured:             <ul style="list-style-type: none"> <li>- The tenant to undertake that he is aware that the landlord has mortgaged / agreed to mortgage the said premises to the Bank to</li> </ul> </li> </ul>





		<p>secure the credit facilities availed by landlord or sanctioned to him/ any third party (in which case landlord is co-applicant/ guarantor).</p> <ul style="list-style-type: none"> <li>- Tenant to undertake that in case of default by borrower, if the Bank serves notice to him (tenant) to vacate the said premises, he will vacate the premises and handover the peaceful and vacant possession to the Bank within 15 days from the date of notice without any demur, protest or objection.</li> <li>- the tenancy should comply with extant tenancy and Rent Control legislations</li> <li>- Operating units to take note of the circular no BCC:BR:106:406 dated 14.10.2014 issued by Legal Department while accepting tenanted property as security.</li> </ul>															
18	Valuation of Property	<ul style="list-style-type: none"> <li>➤ Two valuations to be done per property at the time of considering the facility. At least one report should be from common empanelled valuer.</li> <li>➤ Valuation report should contain the value of property as per present Government rate along with Market Value (MV), Realizable Value (RV) and Distress Value (DV).</li> <li>➤ Market value to be considered as value of security, to compute advance value of security.</li> <li>➤ In case difference in valuation is less than 10%, lower valuation to be considered.</li> <li>➤ In case the difference is 10% or more, 1.1 times of the lower valuation to be considered.</li> <li>➤ In case the property is acquired within last 1 years, amount of Registered Sale Deed or Market Value whichever is lower should be taken as value of the property. However, in case of consideration of Market Value for such properties, permission shall be obtained from Head MSME.</li> <li>➤ Desktop valuation of the properties to be done once in 5 years. The same shall be done within the subsequent quarter from expiry of such 5 years.</li> <li>➤ In case of any sign of sickness in account or any adverse developments observed during inspection of property, comprehensive re-valuation to be carried out by the valuer other than the previous valuer.</li> </ul>															
19	Inspection of security	<ul style="list-style-type: none"> <li>➤ Pre-Sanction inspection of security (property) to be done by BOB official at nearest Branch/ SMELF and report to be submitted to Sanctioning Authority in prescribed format (<b>Annexure III</b>)</li> <li>➤ Periodic inspection of mortgaged property to be carried out as per Bank guidelines by BOB official at nearest branch/SMELF.</li> </ul>															
20	Margin/ Advance value of Security	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Type of property</th> <th style="text-align: left;">Margin %</th> <th style="text-align: left;">Advance Value</th> </tr> </thead> <tbody> <tr> <td>Residential</td> <td>25% of MV</td> <td>75% of MV</td> </tr> <tr> <td>Commercial</td> <td>30% of MV</td> <td>70% of MV</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Committee</th> <th style="text-align: left;">Deviation available</th> </tr> </thead> <tbody> <tr> <td>COCC GM</td> <td>Up to 5%</td> </tr> <tr> <td>COCC CGM</td> <td>Up to 10%</td> </tr> </tbody> </table> <p>Residential property, Commercial Property &amp; Residential cum Commercial Property utilised for industrial activity no to be considered for security. Godowns &amp; Warehouses are also not to be considered for security.</p>	Type of property	Margin %	Advance Value	Residential	25% of MV	75% of MV	Commercial	30% of MV	70% of MV	Committee	Deviation available	COCC GM	Up to 5%	COCC CGM	Up to 10%
Type of property	Margin %	Advance Value															
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COCC GM	Up to 5%																
COCC CGM	Up to 10%																
21	Property insurance (Security)	<ul style="list-style-type: none"> <li>➤ All the Residential properties need to be fully insured (for fire, natural disaster) for the entire tenor of the loan and the same to be assigned in favour of Bank (one time insurance for loan tenor).</li> <li>➤ Insurance of Commercial Properties to be obtained annually. Insurance to be in favour of Bank</li> </ul>															



		<ul style="list-style-type: none"> <li>➤ Cost of insurance to be borne by the borrower.</li> <li>➤ In case of existing insurance cover, it is to be ensured that the insurance is duly assigned in favour of Bank.</li> </ul>						
22	Title Clearance Report	<ul style="list-style-type: none"> <li>➤ Title clearance report for the property should have been obtained from empanelled Advocate of Bank at the time of considering the facility.</li> <li>➤ Search of Revenue Records to be made for a period of 13 years by the empanelled Advocate. Certified true copies of title documents would be considered.</li> <li>➤ Title Clearance Report for cases other than takeover should be based on examination of original title deed only and not on the basis of photocopies.</li> <li>➤ Empanelled Advocate to provide receipt of search carried out.</li> <li>➤ Legal Audit to be carried out once in five years for all loans amounting Rs. 5.00 crore and above.</li> </ul>						
23	Repayment Capacity assessment	<p><b>DSCR:</b></p> <table border="1"> <thead> <tr> <th>Loan Amount</th> <th>Min. post funded DSCR as per last Audited Balance sheet</th> </tr> </thead> <tbody> <tr> <td>Upto Rs. 2.00 Crores</td> <td>0.80</td> </tr> <tr> <td>Above Rs. 2.00 crores</td> <td>1.00</td> </tr> </tbody> </table> <p>DSCR = Cash Accruals/ Total Debt Service including EMI of proposed loan</p> <p>Cash Accruals: PBT+ Depreciation + Partner/ Dir Remuneration+ Interest to Partners / Directors + Other income generated by the entity or partners or directors (eg rental income / income from other sources) + Int paid on loans debited to P&amp;L account+ Interest paid on Bank OD/CC less of Total Tax (both entity and individual directors / partners))</p> <p>Total Debt Service: EMI of all the Term Loans + Interest on Bank CC / OD + EMI on proposed Loan</p> <p>Note:</p> <ul style="list-style-type: none"> <li>➤ One-time unusual expenditure is to be added back and One time income is to be reduced for calculation of Operating Profits.</li> <li>➤ EMIs of loans with balance tenor &lt;= 12 not to be considered in Obligations.</li> <li>➤ If Partner/ Director remuneration is being considered for cash profit, undertaking for infusion of the same in case of shortfall of funds for repayment as unsecured loan/equity to be obtained.</li> <li>➤ In case income of associate Company is also being considered for loan repayment, liabilities of the same also to be considered. Corporate Guarantee of such Associate companies to be obtained.</li> </ul> <p><b>Debt Equity Ratio:</b></p> <p>Maximum acceptable Debt Equity Ratio: 4:1</p> <p>D/E Ratio = (Revised Debt Level) / (Revised Net-worth)  Revised Debt Level = Total Debt (including CPLTD classified under ST borrowings or other CL) minus Unsecured Loan from promoters (subject to the conditions mentioned below)</p>	Loan Amount	Min. post funded DSCR as per last Audited Balance sheet	Upto Rs. 2.00 Crores	0.80	Above Rs. 2.00 crores	1.00
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Upto Rs. 2.00 Crores	0.80							
Above Rs. 2.00 crores	1.00							



		<p><i>Total Net-worth = Share Capital + Reserves + Unsecured Loan from promoters (subject to conditions mentioned below) minus Loans and Advances given to directors / Partners</i></p> <p>Unsecured loans not to exceed 100% of share capital (including Reserve and surplus). Conditions to be ensured for unsecured loans from promoters for the purpose of being treated as quasi capital in D/E Ratio computation:</p> <ul style="list-style-type: none"> <li>• Interest free</li> <li>• Not to be withdrawn during currency of loan</li> </ul> <p>Necessary undertaking and acceptance of this condition is to be obtained from the borrower.</p>
24	Disbursement norms	<ul style="list-style-type: none"> <li>➤ Disbursement to be allowed after ensuring Security Charge creation and legal vetting of documents (scanned copies) by the advocate other than one who has given title clearance report or legal officer at Regional Office.</li> <li>➤ In case time period between sanction and disbursement is up to 30 days, fresh CIBIL / CRIF report to be generated by Bank solely for the purpose of verifying that no new loan taken by the Borrower post earlier report generation affecting the DSCR or any other assessment ratios mentioned in the repayment assessment guidelines. No other parameter is to be assessed by the new report.</li> <li>➤ In case time period between sanction and disbursement is more than 30 days, fresh CIBIL / CRIF report to be generated by Bank solely for the purpose of verifying that no change affecting the guidelines / parameters.</li> <li>➤ Charge over the property has been registered with CERSAI in favour of BOB. (Asset ID to be noted in records).</li> <li>➤ Disbursement Authority to be obtained as per Bank Guidelines.</li> <li>➤ In case loan is sanctioned for purchase of Plant &amp; Machinery, payment to be made directly to dealer/ supplier.</li> </ul>
25	ROC charge creation	Charge on security to be registered with ROC in favour of BOB within 30 days of execution of documents
26	Mode of Repayment	NACH / PDC / SI
27	Sanction validity	<ul style="list-style-type: none"> <li>➤ 2 months from the date of sanction. All verification reports will also be valid for 2 months from the date of sanction.</li> <li>➤ Interim period legal/ ROC report/ Bureau report to be taken out separately if the account is not disbursed within 30 days of sanction.</li> </ul>
28	Unified Processing Charges	<ul style="list-style-type: none"> <li>➤ The Unified Processing Charges are as under: <ul style="list-style-type: none"> <li>- @ 1.00% of the loan amount plus GST at the time of Sanction</li> </ul> </li> <li>➤ Unified Processing charges will include: <ul style="list-style-type: none"> <li>- Review charges</li> <li>- Periodic inspection charges</li> <li>- Periodic NEC report charges</li> <li>- CIBIL/ CRIF charges, if applicable</li> </ul> </li> </ul> <p>@ 0.10% at the time of Review of the loan.</p> <p>Note: above mentioned charges are for Non-DSA sourced applications. For DSA sourced applications separate charges will be shared upon approval from concerned Executive Director.</p>



		Power of Waiver up to 50% of the abovementioned charges is with Sanctioning Authority and full power of waiver lies with COCC-CGM.														
29	Foreclosure charges	<ul style="list-style-type: none"> <li>➤ 4% of Principal outstanding for loan foreclosed plus applicable tax for loans closing within 3 years from the date of 1<sup>st</sup> disbursement.</li> <li>➤ 2% of Principal outstanding for loan foreclosed plus applicable tax for loans closing after 3 years and up to 5 years from the date of 1<sup>st</sup> disbursement.</li> <li>➤ No foreclosure charges after 5 years from the date of 1<sup>st</sup> disbursement.</li> </ul>														
30	Delayed payment interest	2% per month on instalment/ EMI														
31	Documentation	<ol style="list-style-type: none"> <li>1. D P Note</li> <li>2. Sanction Letter</li> <li>3. Letter of continuity</li> <li>4. Loan Agreement</li> <li>5. Memorandum of Entry/ Memorandum of Deposit of Title Deed</li> <li>6. Power of Attorney</li> <li>7. Guarantee deed</li> <li>8. Declaration cum Indemnity</li> <li>9. Affidavit cum Undertaking</li> <li>10. Cheque Submission form</li> <li>11. Disbursement Request Form</li> <li>12. End Use Undertaking from Customer</li> <li>13. Any other document, if required</li> <li>14. Letter of Acknowledgement of Debt to be obtained within Limitation Period.</li> </ol>														
32	Account Opening	<p>Account to be opened at all the branches. For the following locations accounts preferably to be parked at SME Branches:</p> <table border="1"> <tr><td>Ahmedabad</td></tr> <tr><td>Bhopal</td></tr> <tr><td>Chennai</td></tr> <tr><td>Baroda</td></tr> <tr><td>Bengaluru</td></tr> <tr><td>Bhilwara</td></tr> <tr><td>Hyderabad</td></tr> <tr><td>Jaipur</td></tr> <tr><td>Kolkata</td></tr> <tr><td>Mumbai</td></tr> <tr><td>New Delhi</td></tr> <tr><td>Pune</td></tr> <tr><td>Raipur</td></tr> <tr><td>Coimbatore</td></tr> </table>	Ahmedabad	Bhopal	Chennai	Baroda	Bengaluru	Bhilwara	Hyderabad	Jaipur	Kolkata	Mumbai	New Delhi	Pune	Raipur	Coimbatore
Ahmedabad																
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Kolkata																
Mumbai																
New Delhi																
Pune																
Raipur																
Coimbatore																
33	Legal Vetting	<p>Vetting of loan documents and security documents to be carried out by empanelled advocate of Bank post document execution.</p> <p>Legal Officer to carry out vetting for loans above Rs.10 Lacs based on documents within 30 days post disbursement. Any irregularity, if observed, to be rectified by Disbursing and Parking Branch.</p>														
34	Sanctioning Authority	Loans will be sanctioned on stand-alone basis within the respective DLPs as per Bank guidelines.														
35	Documents required (pre sanction)	<b>Annexure I</b>														
36	Due Diligence	➤ KYC compliance to be done by Branch / SMELF.														



		<ul style="list-style-type: none"> <li>➤ Pre sanction inspection of the mortgaged property shall also be done by BOB official at branch where the account is being parked or by nearest branch/ SMELF</li> <li>➤ Branch to comply with Fraud Prevention checklist (<b>Annexure II</b>)</li> <li>➤ Existing relationship with our Bank, if applicable, to be checked (de-dupe to be completed)</li> <li>➤ Probe 42/ Enhanced Credit Information Report by Experian Hunter to be perused in case of corporate accounts and satisfied upon.</li> <li>➤ Central Fraud Registry to be checked and satisfied upon</li> <li>➤ CIBIL suit files and non suit filed defaulter list to be checked</li> <li>➤ CERSAI search to be carried out to ensure mortgaged property is free of any charge.</li> <li>➤ Due diligence of supplier/dealer to be carried out if applicable.</li> </ul>
37	Review of Account	<ul style="list-style-type: none"> <li>➤ As per Bank guidelines.</li> <li>➤ In case of Companies, financials may be obtained from Probe 42/ MCA 21</li> </ul>
38	PSR	As per Bank guidelines.
39	Periodic Inspection	As per Bank guidelines. (Report specimen – <b>Annexure III</b> ).
40	Transaction/ portfolio Monitoring	MIS to be maintained and generated on a weekly/ monthly/ quarterly/ annual basis such as number of sanction, disbursement, instalment due alert, instalment paid alert, overdue etc on individual as well as portfolio basis by Operating Units
41	Deviations	Deviations in the case of Business vintage will fall under the power of COCC-CGM. Any other deviation not mentioned will fall under the power of COCC-ED and above.



"PRODUCT B": ASSESSMENT BASED ON CASH FLOWS

S.No	Parameters	Guidelines
1	Product Type	Loan against Property to MSMEs
2	Assessment Model	Based on Cash Flows
3	Scheme Code	Loans to be booked under separate scheme code
4	Purpose	Same as Product A
5	Facility Type	Same as Product A
6	Sector Classification	Same as Product A
7	Target Customer	Same as Product A
8	Borrower Entity	Same as Product A
9	Eligibility Criteria	<ul style="list-style-type: none"> <li>➤ Udyam Registration is mandatory.</li> <li>➤ Business Vintage: <b>Minimum 3 years.</b></li> <li>➤ Either borrower or guarantor should have credit history.</li> <li>➤ CMR Rank upto <b>CMR 6</b> or other <b>Bureau Equivalent</b>. Unrated firms/ Companies are also eligible subject to proprietors/ partners/ promoters qualify minimum consumer CIBIL score as defined in this policy.</li> <li>➤ In case of proprietorship, proprietor to have own house or minimum 1-year residential stability in rented house. House in the name of close relatives is also eligible. In case of rented house, business premises should be owned.</li> <li>➤ Credit Rating to be carried out in BOBICON. Minimum investment grade is BOB 6 / MSME BOB 6</li> <li>➤ No SMA1/ SMA 2 in preceding 12 months with any lender as per Bureau report and CRILC report.</li> <li>➤ Inward Cheque Returns due to financial reasons not more than 2% of total inward cheques presented during preceding 12 months. Cheque includes Cheques, NACH and ECS.</li> <li>➤ Alternate Banking accounts to be verified along with main banking account and to meet the norms on cheque returns.</li> </ul> <p><b>Note:</b></p> <ul style="list-style-type: none"> <li>➤ Business vintage can be checked either from Balance Sheet or first GST Return filed.</li> </ul> <p><b>Close Relative shall be:</b> Spouse, Father, Mother (including Step Mother), Son (including Step Son), Son's Wife, Daughter (including Step Daughter), Daughter's Husband, Brother (including Step Brother), Brother's Wife, Sister (including Step Sister), Sister's Husband, Brother (including Step Brother) of the spouse &amp; Sister (including Step Sister) of the Spouse.</p>
10	Limit per Borrower	<ul style="list-style-type: none"> <li>➤ <b>Minimum limit: Rs. 25.00 lakh</b></li> <li>➤ <b>Maximum limit: Rs. 2.50 crores</b></li> </ul>
11	Moratorium Period	Same as Product A
12	Repayment period/ Schedule	Same as Product A
13	Minimum rate of Interest	Same as Product A with additional premium of 0.50%
14	Guarantor Norms	Same as Product A
15	Bureau Check	Same as Product A
16	Field Investigation/ Inspection	Same as Product A
17	Security	Same as Product A
18	Valuation of Property	Same as Product A
19	Inspection of Security	Same as Product A
20	Margin Norms	Same as Product A
21	Security Insurance	Same as Product A



22	Title Clearance Report	Same as Product A
23	Minimum Annual Turnover	INR 50 lacs (established through banking credit summation). Same is to be verified with GST returns / ABS / CA certificate.
24	Vintage of Bank Account	Minimum 12 months with existing Bank
25	Average Monthly Balance dates	1 <sup>st</sup> , 5 <sup>th</sup> , 15 <sup>th</sup> , 20 <sup>th</sup> and 26 <sup>th</sup> of every month
26	No of months required for analysis	6 months
27	GST Returns required	6 months corresponding to account statement
28	Loan Assessment	<p>Loan Amount = (((Average Monthly Balance)- (Summation of EMLs of loans taken in last 6 months and serviced through the bank accounts taken for analysis))*50%) / (EMI per Lac)</p> <p>Note:</p> <ul style="list-style-type: none"> <li>i. CC/OD unutilized balances not to be considered for deriving eligibility</li> <li>ii. Maximum of 4 accounts (combination of current and savings) to be considered</li> <li>iii. Saving Accounts with Business Income/ outflow to be considered only for proprietorship/ partnership firms.</li> </ul>
30	Disbursement Norms	Same as Product A
31	ROC Charge Creation	Same as Product A
32	Mode of Repayment	Same as Product A
33	Sanction validity	Same as Product A
34	Unified Processing Charges	Same as Product A
35	Prepayment charge	Same as Product A
36	Delayed payment interest	Same as Product A
37	Documentation	Same as Product A
38	Account Opening	Same as Product A
39	Legal Vetting	Same as Product A
40	Sanctioning Authority	Same as Product A
41	Documents (pre sanction)	Same as Product A
42	Due Diligence	Same as Product A
43	Review of Account	Same as Product A
44	PSR	Same as Product A
45	Periodic Inspection	Same as Product A
46	Transaction/ Portfolio Monitoring	Same as Product A
47	Deviations	Same as Product A



**CHECKLIST OF PRE SANCTION DOCUMENTS**

1. Loan Application, duly filled and signed
2. Photograph of the Proprietor/ Partners/ Directors/ Guarantor
3. Personal Identification proof of applicant/ proprietor/ partners/ directors/ co-applicant (any one of the following):
  - Passport
  - PAN card (mandatory for applicant)
  - Voter's ID
  - Driving License
  - Aadhar card
  - Photo Identity issued by any public authority having proper record of issuance of identity proof which is verifiable from records to the satisfaction of the Bank
4. Residential address Proof of applicant / proprietor/ partners/ directors/ co-applicant (any one of the following):
  - Passport
  - Voter's ID ( only if it contains present address)
  - Electricity Bill (latest, not more than 2 months old)
  - Telephone Bill, from any telephone/ mobile post paid service provider (latest, not more than 2 months old)
  - Aadhar card with current address
  - Driving License
  - Income tax/ wealth tax assessment order with address
5. UDYAM Registration certificate
6. Age Proof (any one of the following):
  - Passport
  - Aadhar card
  - School Leaving certificate (10th)/High School Mark sheet/High School Passing Certificate/School Transfer certificate
  - Driving License
  - Voter's ID
  - Birth Certificate (Govt Agency issued)
7. Signature verification (any of the following):
  - PAN card
  - Passport
  - Banker's signature Verification (Letter has to be obtained in original on Bank's letterhead with the seal of the bank affixed on it bearing the authorizing officer's name & signature.)
  - Driving license with photograph & signature(not expired)
8. Copy of Ownership Proof/ Rent agreement of
  - Business
  - Residential Premises
9. ITR for last 3 years with Audited Balance Sheet. Where Audit is not mandatory, last two years financials to be CA certified
10. One year account statement for all the accounts being considered
11. GST Returns
12. Memorandum and articles of association of the Company/Partnership Deed of partners etc.





13. List of Major Shareholders / Shareholding pattern, if applicable
14. Board Resolution for consideration of credit facilities from BOB in case of company
15. Details of collateral Securities:
  - Copies of the Title Deeds (complete 13 years chain)
  - Approved sanction plan/ Approved map
  - last property tax paid receipt.
  - Copy of mutation letter
16. Proforma Invoices, if applicable
17. Any other document if required



**APPRAISAL FORMAT FOR LOANS UPTO Rs.2.5 CR**

**1. Borrower/Company Profile:**

(Rs. in Lakh)

Zone: Region:	Branch:	Sub Segment: Micro/Small/Medium
Name of the Borrower: Promoter/Guarantor:		Group:
Priority Sector:	Yes/No	Constitution:
Industry:		Type of Proposal:
<b>Location</b>		
i) Regd. Office Address:		
ii) Factory Address:		
iii) Corporate Office Address:		
iv) Mobile No. (Key Person):		Telephone No:
GSTIN		
PAN:		
CIN:		
Udyam Aadhar No:		Category: Micro/ Small/ Medium
Date of incorporation/eslablishment: (as per .....)		Activity:
BOBICON/ <del>SCORECARD</del> Rating		

Individual/ Guarantor Details:

Name	PAN	Passport	Age	DIN	Adhar	CIBIL Score

**2. Present Proposal:**

a)	Sanction for :	Term Loan of Rs. ....
b)	Purpose:	
c)	Deviation, if any	
	Date of Application received:	
d)	Date of clarifications received	



Date of sanction: \_\_\_\_\_

3. (a) Brief Profile of unit/directors/proprietor/partners with comments of their experience in business:

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(b) Shareholding pattern:

4. Security

Type of Property (Residential/ Commercial/ Vacant Plot)	
Property Details:	MV:  RV:  DV:
Advance Value of Property (80%/ 75% of MV)	
Valuation Report Date and name of Valuer:	
Title Clearance Report Date and name of Advocate	

5. Eligibility Calculation

Product A- Assessment based on Balance Sheet:

- (i) Pre Funded DSCR:  
(ii) Debt Equity Ratio:

Product 2- Cash Flow Based Assessment:

Maximum applicable loan amount:

6. Due Diligence

S. No	Parameter	Remarks
1	Verification of KYC	
2	Applicant interviewed (video PD) on .....	
3	Pre-sanction inspection done on .....	
4	Pre- Sanction Inspection of Property..... by BOB	
5	Search with Registrar of Companies obtained on.....	
6	CERSAI search date	
7	CIBIL Report dated	



	CRIF Report dated	
8	CIBIL Defaulter check	
9	CRILC report date .....	
10	Property Insurance validity date ..... (if available)	
11	Any Reschedulement in last three years:	
12	Whether the account was in SMA 1/ SMA2 category during last 12 months	
13	Classification (IRAC) as per CIBIL	
14	FCU done on ...	
15	Probe 42/ Corpository check done on .....	
16	If Existing customer of BOB, Banking with BOB since: Conduct of account:	
17	Any other Information	

**7. Deviations, if any:**

S. No	Parameter	Guideline	Deviation	Remarks

**8. Terms and Conditions:**

S. No.	Parameter	T&C
	Facility	
	Purpose	
	Loan Amount (BOB)	
	Period	
	Tenure	
	Moratorium	
	Rate of Interest	
	Processing Fee	
	Penal Interest	
	Pre-Payment charges	
	Repayment Mode	NACH/ PDC/SI
	Documents	
	Security Details	
	Guarantee Details	
	Sanction Validity	
	Other	<ul style="list-style-type: none"> <li>Vetting of Loan Documents (scanned copy) to be done before disbursement</li> <li>Desktop Valuation to be carried out once in 5 years.</li> <li>Mortgaged Property should be fully insured in favour of BOB for the loan tenor in case of residential properties and annually for commercial properties. If not insured proof of payment to insurance company is on record.</li> <li>Legal Audit to be carried out once in 5 years</li> </ul>



	<ul style="list-style-type: none"> <li>• Account to be reviewed annually as per Bank's extant guidelines</li> <li>• Inspection of mortgaged property to be carried out before sanction.</li> <li>• Borrower to submit latest Audited Balance Sheet annually (as applicable)</li> <li>• Any Other</li> </ul>
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**Recommended,**

**Sanctioned as recommended,**

**Name:**

**Name:**

**Designation:**

**Designation:**

**Enclosures:**

1. Legal Compliance Certificate (if applicable)
2. Fraud Prevention Checklist
3. Security inspection report

**Legal Compliance Certificate (If Applicable)**

CERTIFIED THAT while processing the proposal for ..... to be considered by the ....., all the relevant guidelines, regulations, rules and laws as applicable and required to be kept in view, have been complied with and all due diligence has been taken, save and except deviations / modifications proposed in the proposal.

We hereby certify that the borrowers/ guarantor of credit proposal of ....., are not related to any of the recommending sanctioning authority and they are not having any specific interest in the concerned proposal. (Ref: circular BCC:BR: 110: 270 dated 28 May 2018)

**Signature:**

**Name:**

**EC No:**



**PART- A: FRAUD PREVENTION CHECKLIST TO BE KEPT WITH THE LOAN DOCUMENTS**  
(Pre sanction Stage)

Name of Branch:

Name of Account:

S. No.	Guidelines	Compliance	Comments
1	<b>KYC Compliance</b>	Details of the Document and Date of verification	Confirmed or any other comment
1.1	Address of Borrowers and guarantor verified		
1.2	Identity of the Borrower /guarantor verified		
1.3	Occupation and address of working place verified		
2	<b>Pre-Sanction Inspection</b>		
2.1	Date of Pre sanction Inspection		
2.2	Name of Officer who carried out Pre Sanction Inspection and the date		
2.3	Whether Pre-Sanction Inspection Report kept on record		
2.4	Whether CIBIL/CRIF verification carried out		
2.5	Dedupe carried out (existing relationship, if any)		
2.6	Whether Credit rating done and is not below minimum investment grade.		
3	<b>Verification of Banking Relationship</b>		
3.1	Existing Loan Accounts of the borrower with our Bank /other Banks examined (Yes /No)		
3.2	Statement of Accounts of other Banks obtained and examined and nothing adverse found (Yes/No)		
4	Two <b>Valuation Reports</b> of the Property Offered as security obtained. Please give Date of Valuation and value of property.		
5	<b>Legal Opinion and NEC</b> for creation of mortgage is obtained (Yes/No) If yes		
5.1	Date of opinion and NEC		
5.2	Whether all the observations /suggestion of advocate are complied with		
6	Whether <b>Deviations</b> if any have been approved by the competent authority		

We confirm having verified the above information.

(Signature of Sanctioning Authority)

Place

Date



**PART-B: FRAUD PREVENTION CHECKLIST TO BE KEPT WITH LOAN DOCUMENTS  
(Post Sanction stage)**

Name of Branch:

Name of Account:

S. No.	Guidelines	Compliance	Comments
1	<b>All the Loan Documents have been executed by borrower as per terms of sanction</b>		
1.1	Whether proper Mortgage has been created as per terms of sanction along with complete chain of title deeds and relevant documents as per opinion of advocate and Mortgage is registered with sub Registrar – if applicable		
1.2	Whether a notice of creation of mortgage has been sent to Sub-Registrar/Talati/ Tehsildar /Revenue Authorities for noting lenders lien over the property, if applicable		
1.3	Scanned copy of all the loan documents and security documents have been vetted as per Bank's extant guidelines		
1.4	Charge in favour of BOB on security registered with CERSAI		
1.5	Charge in favour of BOB registered with ROC, if applicable		
2	<b>Disbursement of Loan</b>		
2.1	Authority for disbursement from sanctioning authority obtained		
2.2	Whether Insurance cover in favour of BOB for securities obtained. If not, Insurance Cover Note/ Proof of payment on record.		

We confirm having verified the above information.

(Signature of Sanctioning Authority)

Place:

Date:



FORMAT FOR SECURITY VERIFICATION OF PROPERTY MORTGAGED TO BANK

Branch	
Name of Account	
A/C No	
Limit Sanctioned/ proposed	
Value as per Records	
Address as per Records	
Present Address of borrower	

S. No.	Particulars	Details/ Response
1	Detailed address of property with boundaries and landmark	
2	Type of Property (Open Plot/ Residential House/ Commercial/ Industrial/ Godown)	
3	Date of acquisition of property & registration value of the same	
4	Type of construction (fully constructed/ semi-finished/ under construction/ stage of completion) and other description of property	
5	How the property is in use i.e. self-occupied, rented out, leased	
6	In case, not self-occupied, details of occupants (with period of occupancy), rent paid/ lease amount and the modus of payment	
7	Detail of valuation of property: Date/ Amount/ Valuer	
8	Dispute in regard to payment of rent/ lease amount, if any	
9	Any Attachment Notice, Recovery Notice received from Municipal/ Revenue/ State Govt/ Court/ Bank/ FI	
10	In whose name, the electricity, water, telephone, municipal taxes/ bills are being received	
11	Any other Information	



Name of BOB Officer  
(Signature)

E C No.: \_\_\_\_\_

Date :