

The Manager
-----Branch

Bank of India
----- Zone

Dear Sir,

Application form for Additional limit on account of COVID 19 or CESS 2020
(upto Rs 5.0 crore)

A. Basic Details:

1	Name of Borrower	
2.	Constitution	
3.	Activity	
4.	Name of Principal Person	
5.	Total Borrowings from Bank	
6.	Account No (Cash Credit/Overdraft)/Term Loan	
7.	Cust ID	
8.	Category	
9.	Banking Since	
10.	Total (FB + NFB) Working Capital limit /Term Loan	
11.	Sales (FY 19-20)	
12.	Sales after 01.03.2020 (Month wise)	
13.	Purpose of additional limit	
14.	Limit Requested under CESS/Additional finance to manage crisis due to COVID 19	
15.	Period for loan Requested	

Declaration: My Business has been impacted due to advent of COVID 19 and I am /firm is facing liquidity crunch on account of non-realization/delayed realization of receivables, cancellation of various orders after 01.03.2020 and increased level of inventories.

Signature & Stamp

Date:

Enclosures:

- ✓ Stock Statement/Book Debt Statement with ageing
- ✓ QIS/MSOD/Latest GST returns/Order Statement.
- ✓ Sales month wise since April-2019 to till date supported by GST returns.
- ✓ Monthly sales during corresponding month of last year vis a vis current year.
- ✓ Last year Average Monthly operational expenses including salary and wages.
- ✓ Loss/delay of any other income due to Lockdown eg refund of INPUT CREDIT, IT, Duty Draw back.

- ✓ Business expenses i.e wage bills, maintenance expenses, renewal of insurance premium, purchase of raw materials, advance payment to suppliers etc to be incurred/incurred during (01.03.2020 to 30.06.2020).