



यूको बैंक UCO BANK

प्रधान कार्यालय Head Office

कार्मिक सेवा विभाग Personnel Services Deptt.

प्रधान कार्यालय-2 Head Office-2, डीडी-3&4 DD 3&4, सेक्टर-1 Sector-1, साल्ट लेक Salt Lake
कोलकाता Kolkata-700 064, फोन 033- 44559230/9220/9213

No. CHO/PMG/42/2019-20

Dated: 13/02/2020

To: All Branches / Offices in Indian Union

Sub: Revised Staff Vehicle Loan Scheme to all staff members for purchase of
Four wheeler/Two wheeler

Amendment of various terms and conditions of Staff Vehicle Loan scheme was last circulated vide:

1. Circular No CHO/POS/19/2013-14 dated 28/12/2013 for purchase of four wheeler for officers.
2. Circular No.CHO/PAS/08/2013-14 dated 28/12/2013 for purchase of four wheeler for clerical staff.
3. Circular No.CHO/PMG/45/2010-11 dated 23.02.2011 for purchase of two wheeler for officers and award staff.
4. Circular No CHO/POS/07/2016-17 dated 10/08/2016 and Circular No.CHO/MTBD/2019-20/01 dated 17.10.2019 for purchase of 2 wheelers for Agricultural Field Officers and Marketing Officers respectively

There has been steady increase in cost of four wheelers and two wheelers during the past few years with change in lifestyle and the existing loan limits under the schemes do not meet the requirement fully. Besides, many new models of cars and two wheelers are presently available in the market giving wider scope for making choice for better vehicles.

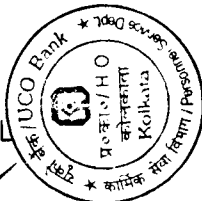
Under the circumstances, the employees, in many cases, have to raise loan on commercial terms from other financial institutions. Hence, there has been a need to amend the existing Staff Vehicle Loan Schemes.

Accordingly a note was placed before the Board of Directors for consideration of new vehicle loan scheme encompassing all amendments/improvements as one point of reference. The Board of Directors, in its meeting held on 16/01/2020 has approved the proposal. The details of the scheme is enclosed as 'Annexure-I' and application for loan as 'Annexure - II'.

The contents of this circular may be brought to the notice of all staff members by circulating/ displaying a copy thereof in the staff Notice Board for information of all concerned.

(Nares Kumar)
General Manager
HRM, PSD, TRAINING & OL

Encl: As stated above



Annexure-I

STAFF VEHICLE LOAN SCHEME FOR OFFICERS AND AWARD STAFF

| Particulars | Guidelines/Instructions |
|-------------|---|
| Eligibility | <p>i) For four wheeler: Confirmed employees with minimum 2 years of service in the Bank. For two wheeler: Employees with minimum 1 year of service in the Bank.</p> <p>ii) The vehicle is to be purchased in name of the employee only.</p> <p>iii) Employees under suspension or employees against whom disciplinary proceedings are going on shall not be eligible for loan under this scheme.</p> <p>iv) An employee shall be eligible for subsequent loan only after liquidation of first loan. Minimum gap between the loans for the same category (2-Wheeler/4-Wheeler) of vehicle should be 4 years from the date of sanction of the previous loan (not applicable in cases where the vehicle is stolen or met with an accident and proof of same submitted). However, an employee may avail a four wheeler and a two wheeler loan simultaneously. In such case, at any point of time, total limit sanctioned to an employee under staff vehicle loan scheme (both four wheeler and two wheeler together) should not exceed the limit prescribed for the four wheeler i.e Rs.12.00 lakh.</p> <p>v) In case, husband and wife both are working in our Bank, both of them shall be eligible for separate/joint loan (quantum of loan to be clubbed as per each individual's eligibility) facility, subject to fulfilling individual eligibility criteria. In such cases, the following criteria are to be fulfilled:</p> <p>a) The loan will be in name of either of the spouse and the other spouse will be co-applicant.</p> <p>b) Vehicle can be purchased in name of any one of the spouse.</p> <p>c) Instalment would be deducted from salary of any one of the spouse or from both the salary accounts as per the mandate submitted along with application. Separate mandate to be submitted for each salary account holder.</p> <p>vi) Take home salary of the employee after taking into consideration all the existing deductions, instalments of proposed loan and monthly interest on Staff OD should not be less than 40% of the gross emoluments at the time of sanction. Deduction in respect of loans availed by the employee where there is any moratorium and repayment</p> |



| | | | | | | | | | | | | | | | | | | | |
|------------------------|---|-------|--------------------------|---------|--|----------------|---|-------|--------------------------|---------|---|-------------|---|-------|-----------------------|---------|---|----------------|---|
| | <p>is to commence from a future date, shall also be taken into account while deriving the take home salary.</p> <p>vii) Ex-servicemen re-employed in our Bank, will be given weightage, in eligibility criteria for vehicle loan to the extent of number of years of service rendered by them. Such employees will be eligible for vehicle loan immediately after their confirmation.</p> | | | | | | | | | | | | | | | | | | |
| Purpose | <p>i) Purchase of new vehicle from an authorized dealer.</p> <p>ii) For purchase of used vehicle (Four Wheeler only), the vehicle should not be more than 5 years old and should be free from all encumbrances at the time of purchase.</p> <p>iii) The purchase of vehicle should be exclusively for personal/family use of the employee and not for any commercial use. An undertaking to this effect shall be obtained from the employee at the time of sanction of facility.</p> | | | | | | | | | | | | | | | | | | |
| Quantum of Loan | <p>New Vehicle:</p> <p>For purchase of four wheeler</p> <table border="1" data-bbox="459 958 1394 1240"> <tr> <td>Cadre</td> <td>Maximum Limit of Loan **</td> </tr> <tr> <td>Officer</td> <td>90% of cost of vehicle or Rs.12.00 lakhs whichever is less</td> </tr> <tr> <td>Clerical Staff</td> <td>90% of cost of vehicle or Rs.7.00 lakhs whichever is less</td> </tr> </table> <p>For purchase of two wheeler</p> <table border="1" data-bbox="459 1357 1394 1657"> <tr> <td>Cadre</td> <td>Maximum Limit of Loan **</td> </tr> <tr> <td>Officer</td> <td>90% of cost of vehicle or Rs.1.50 lakhs whichever is less</td> </tr> <tr> <td>Award Staff</td> <td>90% of cost of vehicle or Rs.1.00 lakhs whichever is less</td> </tr> </table> <p>For purchase of used vehicle (four wheeler)</p> <table border="1" data-bbox="459 1733 1394 1980"> <tr> <td>Cadre</td> <td>Maximum Limit of Loan</td> </tr> <tr> <td>Officer</td> <td>90% of cost of vehicle or Rs.5.00 lakhs whichever is less</td> </tr> <tr> <td>Clerical Staff</td> <td>90% of cost of vehicle or Rs.3.50 lakhs whichever is less</td> </tr> </table> | Cadre | Maximum Limit of Loan ** | Officer | 90% of cost of vehicle or Rs.12.00 lakhs whichever is less | Clerical Staff | 90% of cost of vehicle or Rs.7.00 lakhs whichever is less | Cadre | Maximum Limit of Loan ** | Officer | 90% of cost of vehicle or Rs.1.50 lakhs whichever is less | Award Staff | 90% of cost of vehicle or Rs.1.00 lakhs whichever is less | Cadre | Maximum Limit of Loan | Officer | 90% of cost of vehicle or Rs.5.00 lakhs whichever is less | Clerical Staff | 90% of cost of vehicle or Rs.3.50 lakhs whichever is less |
| Cadre | Maximum Limit of Loan ** | | | | | | | | | | | | | | | | | | |
| Officer | 90% of cost of vehicle or Rs.12.00 lakhs whichever is less | | | | | | | | | | | | | | | | | | |
| Clerical Staff | 90% of cost of vehicle or Rs.7.00 lakhs whichever is less | | | | | | | | | | | | | | | | | | |
| Cadre | Maximum Limit of Loan ** | | | | | | | | | | | | | | | | | | |
| Officer | 90% of cost of vehicle or Rs.1.50 lakhs whichever is less | | | | | | | | | | | | | | | | | | |
| Award Staff | 90% of cost of vehicle or Rs.1.00 lakhs whichever is less | | | | | | | | | | | | | | | | | | |
| Cadre | Maximum Limit of Loan | | | | | | | | | | | | | | | | | | |
| Officer | 90% of cost of vehicle or Rs.5.00 lakhs whichever is less | | | | | | | | | | | | | | | | | | |
| Clerical Staff | 90% of cost of vehicle or Rs.3.50 lakhs whichever is less | | | | | | | | | | | | | | | | | | |



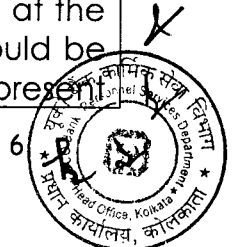
| | |
|-------------------------|--|
| | <p>a) In case of used four-wheeler, cost of the vehicle will be the minimum of the following –</p> <ol style="list-style-type: none"> 1. Agreed Purchase Price between buyer and seller 2. Valuation of the Vehicle by an approved valuer 3. Sum assured by the Insurance Company as available in the latest insurance policy of the vehicle. <p>b) The employee has to produce a Certificate of Fitness from a qualified Automobile Engineer and a Valuation Certificate from an approved Surveyor about the fitness and value of used vehicle).</p> <p>c) Loan for used vehicle would not be sanctioned where the vehicle is proposed to be purchased from close relatives such as father/mother/son/daughter etc.</p> <p>** Note: One time registration charge, road tax and insurance premium for the first year incurred at the time of purchase of new vehicle to be included in the cost of vehicle for the purpose of calculation of maximum loan limit.</p> |
| Rate of interest | <p>Rate of interest shall be 8.50 % p.a (simple).</p> <p>This revised rate of interest shall be applicable for the existing Staff Vehicle loans w.e.f. 16.01.2020.</p> |
| Margin | 10% |
| Nature of Loan | Term Loan |
| Repayment period | <ul style="list-style-type: none"> • For Four wheeler – In 120 months (principal in 90 monthly instalments and interest in 30 monthly instalments). In case where lesser repayment period is available, the principal and interest will be repaid in the ratio 3:1 • For Two wheeler – In 84 months (principal in 70 monthly instalments and interest in 14 monthly instalments). In case where lesser repayment period is available, the principal and interest will be repaid in the ratio of 5:1. <p>After repayment of principal amount, instalment amount for repayment of interest is to be arrived at after taking into account total amount of interest charged in the account and accordingly instalment amount to be recovered.</p> <p>i) Maximum age of repayment can be up to 70 years of age in case of pension optees only and within the overall repayment period whichever is earlier subjected to stipulation mentioned as other conditions. An employee</p> |



| | |
|----------------------|---|
| | <p>has to avail this before superannuation. No request shall be entertained after the date of superannuation. The above extended facility of repayment up to the age of 70 years is applicable to new loans sanctioned after issuance of this circular and will not be applicable to the existing loans.</p> <p>ii) Repayment will start from the month succeeding the month in which disbursement is made.</p> |
| Security | <ul style="list-style-type: none"> • Charge on vehicle in favour of Bank to be created with proper Registration in the books of Road Transport Authority & Hypothecation clause be endorsed in RC book. • Letter of authority authorising the bank to appropriate PF, Gratuity and other terminal benefit payable to the employee when he/she ceases to be in the employment of the Bank, towards adjustment of loan. • Comprehensive Insurance with Bank Clause to be obtained. |
| Documentation | <ul style="list-style-type: none"> • Usual Hypothecation and Term Loan agreement as per Vehicle Loan Scheme (A36C) • Declaration cum undertaking as per CHO/RBD/11/2015-16 dated 28.05.2015 (attracts stamp duty). |
| Disbursement | <ul style="list-style-type: none"> • Standard Format (Annexure - III) should be used for sending the proceeds of Car Loan to the Authorized Dealer. • Along with the name of the authorized dealer account number should also be invariably mentioned in the DD/Pay order. • Acknowledgement of receipt letter from the Bank & remittances made through RTGS/NEFT/DD/PO should be obtained under seal/stamp/of the Car Dealer. • Proceeds should be handed over to the Authorised dealers by the Bank officials with the mandate that Car should be delivered to the specific customer in whose favour bank has sanctioned Car Loan. • There is no provision for keeping the duplicate keys of car / two wheelers in custody of the Bank. |



| Sanctioning Authority | Category of employee | Sanctioning Authority |
|-----------------------------------|--|--|
| | <ol style="list-style-type: none"> 1. Employees/Officers posted in branches other than EL/VL/FC/MC branches. 2. BH of all types of branches including FC/MC/EL/VL. 3. Employees/officers posted in Zonal Office other than Zonal Head including SME Hub/RLH/Marketing staff etc. 4. Executives deputed to RRB other than the Chairman of RRB. 5. All staff members posted in LDM Office/FI/Regional Training centres. 6. All staff members on deputation to outside organisations located under the jurisdiction of the Zonal Office. | Dy. Zonal Head at Zonal Office. |
| | Employees/Officers (other than BH) of EL/VL/MC/FC branches headed by Scale-IV and above | Branch Head |
| | Officers/employees posted in Central Staff College, Kolkata (Other than the Principal) | Principal, Central Staff College, Kolkata. |
| | Employees/Officers up to Scale-IV posted in Head Office | AGM (PSD) at Head Office. |
| | Zonal Head, Principal of CSC Kolkata, Chairman of RRB and Executives in Scale-V and above posted in HO | DGM (PSD) at Head Office. |
| | In case of loan in joint name (Both husband and wife are our employee) Sanctioning Authority will be the actual Sanctioning Authority for senior spouse. | |
| Other terms and conditions | <ol style="list-style-type: none"> i) In case of used vehicle, disbursement shall be made in favour of the seller, on production of proof of registration in his/her name and present value of the vehicle should be got certified from a reputed auto dealer/garage/valuer. It shall also be ensured that all taxes/fees etc. are paid at the time of purchase of vehicle and insurance policy should be in force. The name of the Bank as financier should be got entered in the Registration certificate of the vehicle within a reasonable time of purchase of vehicle. ii) Employees who have availed vehicle loan facility under General scheme may be allowed to convert the facility to revised Staff Vehicle Loan at concessional rate of interest on his/her becoming eligible under the scheme and at the specific request of employee. Approval of same would be done by the Competent Authority as per his present | |



posting in the branch/office.

Branches have to open separate account under Revised Vehicle Loan Scheme and amount disbursed will be adjusted to existing loan account only. The limit will be balance amount of existing vehicle Loan and period will less by the no of months (already passed from the date of sanctioned General Car loan to present loan) as per eligibility under revised vehicle loan scheme. For example if Mr X availed UCO Car Loan 2 years before then his/her new repayment period will be maximum 8 years.

- iii) There is no restriction on number of times an Officer/Employee can avail Staff Vehicle Loan if otherwise eligible as per Clause-iv under eligibility criteria.
- iv) The Bank will be free to carry out inspection of the vehicle whenever required.
- v) Any misutilisation of the loan at any time or violation of the scheme will be considered as an act of misconduct and will also attract charging of interest at penal rate on the outstanding balance.
- vi) **Loan to Agriculture Field Officer and Marketing Officer** for Two Wheeler will be guided by circular no CHO/POS/07/2016-17 dated 10.08.2016 & CHO/MTBD/2019-20/01 dated 17.10.2019. Application form will be same as for staff vehicle loan. Agriculture Field Officer and Marketing Officer who have availed loan for two wheeler under the special scheme applicable to them as per the above referred two circulars, will not be eligible for another two wheeler loan under the proposed scheme till the earlier loan is closed.
- vii) With a view to safeguard Bank's interest in case where the employee ceases to be in the employment of the bank before adjustment of the loan, an undertaking should be obtained from the borrowing employee authorising the Bank to appropriate the proceeds of PF/Gratuity and other dues payable to him, if any towards the adjustment of the loan.
- viii) In case of death of staff member, the Bank may, at its discretion, transfer his outstanding loan liability (after adjustment of terminal benefit) in the name of any legal heir if willing to take over the said liability but in such case outstanding amount of loan shall be charged interest at commercial rate as decided by the bank from time to time from the date he ceases to be in service of the Bank and



| | |
|---------------------------------|---|
| | <p>maximum repayment period allowed in such cases will be 5 years.</p> <p>ix) The loan amount outstanding, if any in the vehicle loan scheme at the time of resignation/Voluntary retirement either be liquidated or converted to UCO Car Loan as available for general public at the request of the employee, at the sole discretion of the Sanctioning Authority after determining repayment capacity keeping in view of income from all sources. In such case the loan along with interest is to be repaid within maximum period of 60 months from date of leaving Bank's service. However the repayment period (i.e both during service and thereafter) should not exceed 120 month. Authority competent to sanction staff vehicle loan shall be the sanctioning authority to consider such cases.</p> |
| Power to allow deviation | MD & CEO/ ED in absence of MD & CEO would be the Competent Authority to allow any deviation in the scheme and for giving operational clarification in the scheme. |

8



APPLICATION FOR STAFF VEHICLE LOAN FOR PURCHASE OF FOUR WHEELER/TWO WHEELER

To
The General/ Dy. / Asst. / Manager
UCO Bank.....
Head/Zonal/Branch.....Office

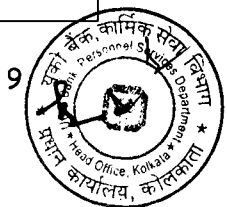
Sir/ Madam,

To enable me to purchase a **Two Wheeler** (New / Second- hand)/ **Four Wheeler** (New / Second- hand) under UCO Staff Vehicle Loan Scheme, I shall be thankful if you will please sanction me a loan of Rs..... (Rupees.....only) which is below 90% of the actual/scheduled price of the vehicle proposed to purchase. The loan will be repaid by me according to the Bank's Rules for such loans, which I have read and implications of which I have understood and I agree to abide by the same.

I agree to execute in favour of the Bank such documents as may be required by the Bank, if the loan is sanctioned and is availed of by me. I hereby give you irrevocable authority to recover the monthly instalments from my salary/pension. The loan may be disbursed throughBranch.

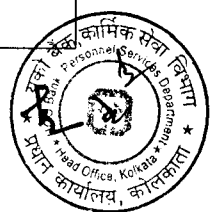
Following particulars about me are given for ready information-

| | | |
|-------|---|-----|
| 1. | Name of the Applicant: | |
| 2.. | Employee No. | |
| 3. | Designation and place of posting: | |
| 4. | Date of joining : | |
| 5. | Date of confirmation : | |
| 6. | Date of Birth : | |
| 7. | Date on which he/she will attain superannuation: | |
| 8. | Total No. of years of continuous service in the Bank : | |
| 9. | Remaining years of Service: | |
| 10. | Remuneration drawn on the date of Application as per latest salary slip: | |
| (A) | Basic Pay: | Rs. |
| (I) | Dearness Allowance: | Rs. |
| (II) | House Rent Allowance: | Rs. |
| (III) | C.C.A: | Rs. |
| (IV) | Special Allowance: | Rs. |
| (v) | Other Allowances to be specified: | Rs. |
| | | |
| | | |
| | Total Rs. | |



| | | |
|--------|---|-----|
| B. | Details of Deduction made from salary: | |
| (i) | Income Tax: | Rs. |
| (ii) | Prof. Tax: | Rs. |
| (iii) | Festival Advance | Rs. |
| (iv) | Group Insurance: | Rs. |
| (v) | Union Benefit Fund: | Rs. |
| (vi) | Staff Club : | Rs. |
| (vii) | PF Loan instalment | Rs. |
| (vii) | Loan Instalments with details of a/c no: | Rs. |
| | (1) | |
| | (2) | |
| | (3) | |
| | (4) | |
| | Other deductions made from salary to be specified: | |
| | | |
| (viii) | Total Deduction | Rs. |
| (ix) | Net amount received for month: | Rs. |
| (x) | Staff Over Draft Limit sanctioned | |
| (xi) | Disciplinary action if any pending (details) | |

| | | | | | |
|-------|---|--|--------------------|------------|---------------------------|
| 11. | Details of loans Advances availed from the bank as well as Employees' Cooperative Societies etc. (also mention the Branches at which the amount is outstanding): | | | | |
| | Loan scheme | Account No. | Loan Amount | EMI | Amount outstanding |
| | | | | | |
| | | | | | |
| | | | | | |
| 12. | Branch at which the Loan is desired to be raised when sanctioned by the Bank: | | | | |
| 13. | Was a Vehicle loan raised previously which is active. if yes, give details: | | | | |
| 14. | LOAN PARTICULARS (✓) | | | | |
| (i) | Purpose of Loan | Purchase of a new Car/Purchase of a 2nd – Hand Car | | | |
| (ii) | Margin Offered : | Rs..... | | | |
| (iii) | Proposed Repayment Period for Term Loan (Months) | Principal: Interest : | | | |
| (iv) | Proposed Equated Monthly Instalment (EMI) for principal repayment | | | | |



| | | |
|--------|---|--|
| (v) | Proposed Mode of Repayment | Deduction at source (Salary & Terminal benefits) by the employee |
| | PARTICULAR OF VEHICLE PROPOSED TO BE PURCHASED | |
| | NEW VEHICLE | |
| (i) | Manufacturer & Model Name | |
| (ii) | Name of the Dealer | |
| (iii) | Type/ Class of Vehicle | |
| (iv) | Year of Manufacturer (yyyy) | |
| (v) | Cost of New Vehicle (Ex- Show room Price) | |
| (vi) | Cost of Accessories | Rs. |
| (vii) | Cost of Insurance (One Year) | Rs. |
| (viii) | Cost of Registration/Road Tax (One Year) | Rs. |
| (IX) | | |
| | Total Cost of the Vehicle (v+vi+vii+viii) | Rs. |
| | 2nd HAND VEHICLE | |
| (i) | Manufacturer & Model* Name | |
| (ii) | Name of the Dealer / Seller | |
| (iii) | Engine No. | |
| (iv) | Chassis No. | |
| (v) | Registration No. | |
| (vi) | Type/Class of Vehicle | |
| (vii) | Year of Manufacture (yyyy) | |
| (viii) | Road Tax Paid upto (DD/MM/YYYY) | |
| (ix) | Car Insurance Policy valid upto (DD/MM/YYYY) | |
| (x) | Original Cost of Pre-Used Vehicle | |
| (xi) | Present Value of the Pre-used Vehicle as per Valuation Certificate | |
| (xii) | Cost of Pre-Used Vehicle (as per Sale Agreement / Quotation) | |
| (xiii) | Sum assured by the Insurance Company | |
| 15. | The employee has sufficient fund / source of income to meet the balance cost of Purchase. (The employee should submit detailed particulars of such means of finance source of funds). | |
| 17. | Security proposed and the nature of charge to be created in the bank's favour. | Hypothecation of Vehicle with Bank's clause |
| 18. | Balance in Provident Fund / NPS Account as on (copy Attached) | |



DECLARATION

I/We declare that all particulars and information given in the application form are true, correct and complete and that they shall form the basis of loan under Staff Vehicle Loan Scheme to be availed.

I/We further declare that no element of the proposed loan is likely to be used by me/us as a source of profit.

A separate Annexure attached for details of co-applicant. (If loan considered with joint income of spouse having service in UCO Bank).

Yours faithfully,

Signature of applicant/s

Place

Date:

Encl:

1. Salary Slip for the last three months
2. Form 16 issued by the office
3. Details of loans availed
3. Quotation/Invoice from the reputed authorized dealer
4. Quotation from the reputed authorized dealer who sells pre-used vehicle
5. In case of 2nd hand vehicle
 - a) Copy of the sale agreement
 - b) Certificate of fitness from a qualified automobile engineer and
 - c) Valuation certificate from the Bank's approved valuer / surveyor
 - d) Copy of the blue book/road tax clearance certificate/insurance
6. Any other



Details of Co-applicant (staff only)

| | | |
|---|---|-----|
| 1. | Name of the Co-applicant: | |
| 2.. | Employee No. | |
| 3. | Designation and place of posting: | |
| 4. | Date of joining : | |
| 5. | Date of confirmation : | |
| 6. | Date of Birth : | |
| 7. | Date on which he/she will attain superannuation: | |
| 8. | Total No. of years of continuous service in the Bank : | |
| 9. | Remaining years of Service: | |
| 10. Remuneration drawn on the date of Application: | | |
| (A) | Basic Pay: | Rs. |
| (I) | Dearness Allowance: | Rs. |
| (II) | House Rent Allowance: | Rs. |
| (III) | C.C.A: | Rs. |
| (IV) | Special Allowance: | Rs. |
| (v) | Other Allowances to be specified: | Rs. |
| | | |
| | Total Rs. | |
| B. Details of Deduction made from salary: | | |
| (i) | Income Tax: | Rs. |
| (ii) | Prof. Tax: | Rs. |
| (iii) | Festival Advance | Rs. |
| (iv) | Group Insurance: | Rs. |
| (v) | Union Benefit Fund: | Rs. |
| (vi) | Staff Club : | Rs. |
| (vii) | PF Loan instalment | Rs. |
| (vii) | Loan Instalments | Rs. |
| | (1) | |
| | (2) | |
| | (3) | |
| | (4) | |
| | Other deductions made from salary to be specified: | |
| (viii) | Total Deduction | Rs. |
| (ix) | Net amount received every months: | Rs. |
| (x) | Staff Over Draft Limit sanctioned with a/c number | |
| 11. Details of loans Advances availed from the bank as well as Employees' Cooperative Societies etc. (also mention the Branches at which the amount is outstanding): | | |



| | Loan scheme | Account No. | Loan Amount | EMI | Amount outstanding |
|-----|--|-------------|-------------|-----|--------------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| 12. | Balance in Provident Fund / NPS Account as on(copy Attached) | | | | |

Yours faithfully,

Signature of Co-applicant

Place

Date:



Ref No.

Date

Letter from Branch to Dealer/Supplier

To,

M/S.....

.....
(Name & address of the dealer/supplier)

Through: Registered AD Post/ Hand delivery by Authorized officials of the Bank

Dear Sir/Madam,

Ref: Your Pro forma Invoice/ LETTER No.....dated.....for supply
Of..... (Make)(Model) to Mr/M
.....hereinafter referred to as Borrower(s).

This is to inform you that our bank has sanctioned a loan of Rs
.....(Rupees) to above
named Purchaser for the purpose of purchase of subject vehicle from you,
based on your Pro forma Invoice/letter no.....dated.....issued
by you to him.

We enclose herewith PayOrder/DraftNo.....dated.....for
Rs.....(Rupees.....)favouring....
...../credited your account
no.....with..... (Bank),.....(Branch)(UTR
Number.....

On behalf of Mr/Ms.....towards the cost/residual cost (since the
purchaser has already deposited the margin amount of Rs.....on.....with
you for which the stamped receipt No.....dated.....has been issued by you
for the subject vehicle.

We therefore request you as under:-

1. Issue the stamped receipt for above mentioned amount in the name of the purchaser Mr.....
2. Deliver the subject vehicle to the purchaser within stipulated time of delivery as mentioned in the pro forma Invoice.
3. Please advise us the full particulars such as engine number/chasis number /year of manufacture etc of the vehicle delivered to Mr/Ms.....



4. Please issue invoice for sale of Car, mention in Hypothecation clause in favour of UCO Bankbranch (financer).

5. Ensure creation of hypothecation clause in favour of our bank, with endorsement thereof by the concerned RTO office on the RC book of the vehicle.

6. Arrange for the issuance cover of the subject vehicle with "Bank clause" in favour of our bank.

7. The required RTA form No 20 and 34 is enclosed herewith our signature under official seal & stamp denoting "financier" for the subject vehicle.

8. Please arrange to obtain a certificate from RTO to the effect of having registered our hypothecation charge , which may be forwarded to us for our record.

Please acknowledge Receipt of this letter &DD/pay order under your Seal/Stamp.

Thanking you

Yours Faithfully

Senior manager/Manager

Encl: As above

CC: Mr/Mrs..... (Borrower) for information..

(To be filled in and returned to the branch by dealer/supplier)

Vehicle make:

Date of delivery:

Engine number:

Chassis number:

Signature of the Dealer/Supplier

