

Credit Guarantee Fund Trust for Micro & Small Enterprises
Application for Invocation of Guarantee Cover and Preferment of Claim under CGS

In terms of Clause 10 of Credit Guarantee Fund Scheme for Micro and Small Enterprises (CGFSMSE), we prefer the claim on CGTMSE as under:

1. Online Claim Application Ref. No. _____ Date _____

2. Details of Operating Office & Lending Branch:

- a) Member ID _____
- b) (i) Lending Branch Name _____ (ii) Village / Town _____
(iii) District _____ (iv) State _____
(v) Tel. No. (STD Code) _____ No. _____
(vi) E-mail _____

3. Borrower's / Unit's Details:

- a) Name _____
- b) Complete Address _____
- c) District _____ d) State _____
- e) Tel. No. (STD Code) _____ No. _____

4. Status of Account(s):

- a) Date on which a/c was classified as NPA _____
- b) Date of reporting of NPA to CGTMSE _____
- c) Reasons for a/c turning NPA _____

- d) Date of issue of Recall Notice _____

5. Details of Legal Proceedings:

- a) Forum through which legal proceedings were initiated against borrower (Please tick one)
Civil Court/DRT/Lok Adalat/Revenue Recovery Authority/ Securitisation Act, 2002 (SRFAESIA)/
others (please specify) _____
- b) Suit / Case Registration No. _____ c) Date _____
- d) Name of the Forum and location: _____ e) Amount Claimed _____
- f) Current Status / Remarks _____

g) Whether recovery proceedings have concluded? Yes | No

6. Term Loan (TL) / Composite Loan Details:

(All amounts to be in Rs.)

S.No.	CGPAN	Date of last disbursement	Repayments		Outstanding as on the date of NPA #	Outstanding stated in the civil suit / case filed #	Outstanding as on the date of lodgment of claim #
			Principal	Interest & Other Charges			

#- Mention only Principal and interest outstanding

7. Working Capital (WC) Limit Details:

(All amounts to be in Rs.)

S.No.	CGPAN	Outstanding as on the date of NPA \$	Outstanding stated in the civil suit / case filed \$	Outstanding as on the date of lodgment of claim \$

\$- Mention amount including interest

Date of Release of WC (in case of new borrowers): _____

8. Security & Personal Guarantee Details

(All amounts to be in Rs.)

Particulars	Security		Networth of Guarantor(s)	Reasons for reduction in the value of Security, if any
	Nature	Value		
As on date of Sanction of Credit				
As on date of NPA				
As on date of lodgment of Claim				

Declaration and Undertaking by MLI (Bank / Institution)

(To be signed by the officer not below the rank of Assistant General Manager of Bank or of equivalent rank)

Declaration – We declare that the information given above is true and correct in every respect. We further declare that there has been no fault or negligence on the part of the MLI or any of its officers in conducting the account. We also declare that the officer preferring the claim on behalf of MLI is having the authority to do so.

We hereby declare that no fault or negligence has been pointed out by internal / external auditors, inspectors of CGTMSE or its agency in respect of the account(s) for which claim is being preferred.

Undertaking – We hereby undertake:

- a) To pursue all recovery steps including legal proceedings
- b) To report to CGTMSE the position of outstanding dues from the borrower on half-yearly basis as on 31st March and 30th September of each year till final settlement of guarantee claim by CGTMSE.
- c) To refund to CGTMSE the claim amount settled along with interest thereof at 4% over and above the prevailing bank rate, if in the view of CGTMSE we fail or neglect to take any action for recovery of the guaranteed debt from the borrower or any other person from whom the amount is to be recovered.
- d) On payment of claim by CGTMSE, to remit to CGTMSE all such recoveries, after adjusting towards the legal expenses incurred for recovery of the amount, which we or our agents acting on our behalf, may make from the person or persons responsible for the administration of debt, or otherwise, in respect of the debt due from him / them to us.

Signature _____

Name of the official _____

Designation_____

MLI Name & Seal _____

Date _____

Place_____

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- 1) CGTMSE reserves the right to ask for any additional information, if required.
 - 2) CGTMSE reserves the right to initiate any appropriate action / appoint any person / institution etc to verify the facts as mentioned above and if found contrary to the declaration, reserves the right to treat the claim under CGTMSE invalid.

Check List

Please ensure following prior to lodging Claim:

Please ensure following prior to lodge Claim:

1. Ensure that the guarantee is in force as on date of claim and the MLI/borrower has paid the Guarantee Fee (GF) and Annual Service Fees (ASF) regularly. MLI has to pay Annual Service Fee till the issue of 1st instalment of the claim to keep guarantee in force.
2. Ensure that the Lock in period of 18 months from the date of last disbursement or the date of issuance of guarantee cover, whichever is later, is completed.
3. The borrower account is classified as NPA as per norms.
4. Date of issue of Recall Notice is furnished.
5. Ensure that Legal Proceedings has been initiated and furnished the relevant details such as date of initiation of legal action and legal authority such as DRT / Revenue Recovery Authority / SARFASI etc to which the legal application is filed. In case of SARFASI, please follow the guidelines as per our Circular No. 43.
6. Ensure that The Declaration & Undertaking duly signed by Asst. General Manager of MLI or an officer of equivalent rank is enclosed with the Claim Application Form.
7. Details of subsidy (amount & date of credit) received after date of NPA, if any, availed by the borrower may also be furnished.