

NATIONAL MINORITIES DEVELOPMENT AND FINANCE CORPORATION APPLICATION FORMAT FOR AVAILING MICRO FINANCE SCHEME

1. Organization Directory

- a) Name of the Organization : _____
- b) Address : _____
- c) State : _____
- d) District : _____
- e) Block : _____
- f) Phone No. (STD Code) & Mobile No. : _____
- g) Email Address(s) & Website Address : _____
- h) Nearest Railway Station : _____
- i) Registration No. of the Organization : _____
- j) Date of Registration : _____
- k) Date of Renewal, if any : _____
- l) Area of Operation : _____
- i) As per Memorandum of Association (MOA) : _____
- ii) For implementation of this program : _____
- m) Name and branch of the Bank from where the NGO operates : _____
- n) Bank Account No. : _____
- o) Name, Designation and contact Mobile No. of Chief Functionary : _____

2. Details of socio-economic development programs implemented by the organization during the last three years (year-wise):-

Sr. No	Year	Name of the Program	Funded by	Amount received	Achievements
1	2	3	4	5	6

Note: Please enclose a copy of your annual reports of last three years.

3. Experience of the organization in Credit activity (year-wise):-

a) Through SHG's

(Amount in Rs.)

Sr. No.	Years	Name of Activities for which loans given	No. of SHGs	No. of Borrowers	Amount of loan disbursed	Amount which was due for recovery i.e. Demand	Amount actually recovered i.e. repayment	%age of Recovery to Demand column (8/7)x100	Source of funds
1	2	3	4	5	6	7	8	9	10

b) Directly to borrowers

(Amount in Rs.)

Sr. No.	Years	Name of Activities for which loans given	No. of Borrowers	Amount of loan disbursed	Amount which was due for recovery i.e. Demand	Amount actually recovered i.e. repayment	%age of Recovery to Demand column (7/6)x100	Amount outstanding at the end of the year	Source of funds
1	2	3	4	5	6	7	8	9	10

4. Details of the SHG's already formed (Status as on)

Sr. No.	Name of the SHG	Name & address of the leader of SHG	Name of Village	No. of total Member * (No. & classification separately)		Period since when formed i.e. Date of formation	Whether bank a/c has been opened and number along with Name of bank/branch	Saving per member per month (Rs.)	Total Saving Collected by the group (Rs.)	Total credit to the group members from its own savings (Rs.)	Total amount due to be recovered till date (Rs.) i.e. demand	Total amount recovered till date (Rs.) i.e. repayment	% of recovery column (13/12) x 100	Proposed amount of loan for the group from NMDFC for the group members
				No.	Class									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Note: * No. of total member of every SHG is to be classified into the categories as mentioned below:
M- Minority, S- SC & ST, D-Disabled and OBC- Other Backward Class.

5. Proposed lending programme in the current year

(Amount in Rs.)

Sr. No	Name of Activities	No. of SHGs	No. of Borrowers	Average Amount of Loan per beneficiary	Total amount required
1	2	3	4	5	6 = (4x5)

6. Resources/ Funds available with the Organisation

(Amount in Rs.)

Sr. No	Source	Balance at the beginning of year	Amount expected during the current year	Total amount
(1)	(2)	(3)	(4)	(5)
1.	Own sources			
2.	Saving of SHG's/Members			
3.	Sources such as grants/donations etc.			
4.	Borrowings (other than this application to NMDFC)			
5.	Total			

7. Micro Credit required from NMDFC (i.e. para 5-6)

(Amount in Rs.)

Sr. No	Amount	Name of Activities	No. of SHG's	No. of borrowers	Average amount of loan per beneficiary	Amount required from NMDFC
(1)	(2)	(3)	(4)	(5)	(6)	(7)
i)	As per para-5					
ii)	minus (-) as per para-6					
iii)	Balance required from NMDFC					

8. Please indicate for NGOs & SHGs terms and conditions for each type of lending in terms of:

- Maximum amount per beneficiary
- Rate of interest charged and provision for penal interest
- Security, margin money, if any, taken from the member
- Repayment period; and
- Type of documents taken under each category from the borrower

(Amount in Rs.)

9. Financial position of the organization as per the Balance Sheet

(As on)

- Fixed Assets Rs
- Current Assets Rs
- Borrowings Rs
(Details of borrowing if any, may be given in the proforma below)
- Other Liabilities Rs

10. Check List:->

(Please enclose the following)

S.No.	Details of enclosures	Yes/No	Page No.
(1)	(2)	(3)	(4)
1.	Attested copy of the original Registration Certificate/Renewals		
2.	Attested copy of Memorandum of Association/Bye-laws	Page No...	
3.	Indicate the provision to borrow from outside agency (pl. give para/page No. Bye laws)	Page No...	
4.	Main objectives/purpose/background of forming the organization – a brief note		
5.	Bio-data of the chief functionary		
6.	Composition of the current Managing Committee with name, designation, contact phone nos. & emails; address of the members (with relevant copy of resolution of general body)		
7.	Photographs and signatures of the members of the current Managing Committee duly attested with date		
8.	Copy of the audited accounts and Balance Sheet of the organization for the last three years		
9.	Copy of the resolution passed by Management Committee seeking loan (amount Rs.....) from NMDFC		
10.	Copies of Annual Report of last three years		
11.	Copies of testimonials received from funding agencies/Govt. Departments etc., if any		
12.	Willingness to provide concrete security		

11. DECLARATION: Copy given below:->

(ON LETTER HEAD OF NGO)

DECLARATION

I _____ (full name with designation) certify that the facts and figures furnished in the application form and the Annexures are correct and tally with the records of our organization.

Place:

Date:

(Signature with official stamp)

Name & Designation of Chief Executive

Encls: _____ sheets.