



**Request letter Corrective Active Plan for MSME account Stressed Due to Covid**

{Under RBI's restructuring policy dated 06.08.2020}  
(For existing exposure above Rs. 10 lakh)  
(To be obtained from borrower)

Date: \_\_\_\_\_

To  
The Branch Manager  
Indian Bank

**1. Brief Profile of the borrower**

|        |                                                                                                                      |                                              |                    |
|--------|----------------------------------------------------------------------------------------------------------------------|----------------------------------------------|--------------------|
| 1.1    | Name of the Enterprise / Borrower                                                                                    |                                              |                    |
| 1.2    | Chief Promoter                                                                                                       |                                              |                    |
| 1.3    | Constitution                                                                                                         |                                              |                    |
| 1.4    | Date of incorporation                                                                                                |                                              |                    |
| 1.5    | Date of commencement of operations                                                                                   |                                              |                    |
| 1.6    | Address / Location of the unit / factory                                                                             |                                              |                    |
| 1.7    | Line of activity                                                                                                     |                                              |                    |
| 1.8    | Whether unit is functioning to its full capacity<br><br>If No, reasons and steps taken for full capacity utilization | YES / NO                                     |                    |
| 1.9    | Impact of Covid                                                                                                      |                                              |                    |
| 1.10   | Whether unit is classified as MSME as per old norms (prior to 30.06.2020)                                            | Yes/No                                       |                    |
|        | If yes, type (Micro/Medium/Small)                                                                                    |                                              |                    |
| 1.11   | PAN                                                                                                                  |                                              |                    |
| 1.12   | Whether GST No is applicable                                                                                         | Yes/No                                       |                    |
|        | If yes, GST No                                                                                                       |                                              |                    |
|        | If No, reason for exemption                                                                                          |                                              |                    |
| 1.13   | Details of Proprietor / Partners / Directors                                                                         |                                              |                    |
|        | <b>Name and Designation</b>                                                                                          | <b>Address</b>                               | <b>PAN/DIN No.</b> |
| 1.13.1 |                                                                                                                      |                                              |                    |
| 1.13.2 |                                                                                                                      |                                              |                    |
| 1.14   | Existing Banking arrangement                                                                                         | Sole banking / Multiple Banking / Consortium |                    |

**2. Existing liabilities with Banks / FIs:**

**2.1 With Indian Bank (Date of Sanction / renewal: \_\_\_\_\_ )**

| Sl No. | Facility | Account No. | Limit | Balance (01.03.2020) | Account Status (with overdues (if any)) | Security |
|--------|----------|-------------|-------|----------------------|-----------------------------------------|----------|
| 2.1.1  |          |             |       |                      |                                         |          |

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|       |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|
| 2.1.2 |  |  |  |  |  |  |
|-------|--|--|--|--|--|--|

**2.2 With Other Bank/s / FIs (Date of Sanction / renewal: )**

| Sl No. | Facility | Limit | Balance | Overdue / since when | Account status | Security |
|--------|----------|-------|---------|----------------------|----------------|----------|
| 2.2.1  |          |       |         |                      |                |          |
| 2.2.2  |          |       |         |                      |                |          |

**2.3. Whether the account has been restructured earlier: Yes/No**
**3. Details of Guarantor/s**

|     | Name | Address | PAN | Occupation |
|-----|------|---------|-----|------------|
| 3.1 |      |         |     |            |
| 3.2 |      |         |     |            |

**4. Present Request**

|       |                                                                                    |                                                                               |
|-------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| 4.1   | Present Request                                                                    | Rephasing / Restructuring Period:<br>Holiday Period:                          |
| 4.2   | Reasons                                                                            |                                                                               |
| 4.3   | Details of orders in hand                                                          |                                                                               |
| 4.4   | Sales during the current financial year upto the date of submission of application |                                                                               |
|       | Of which reflected in the GST return.                                              |                                                                               |
| 4.5   | In case of OCC,                                                                    |                                                                               |
| 4.5.1 | paid stock as on date                                                              | (copy of latest stock statement to be attached)                               |
| 4.5.2 | Age-wise Book Debts                                                                | (copy of latest Book Debt statement duly certified by auditor to be attached) |
| 4.5.3 | Age-wise creditors for stock                                                       |                                                                               |
| 4.6   | Details of statutory dues remaining outstanding                                    |                                                                               |
| 4.7   | Remedial measures sought,                                                          |                                                                               |

|     |                                                       |  |
|-----|-------------------------------------------------------|--|
|     | action plan and time frame to justify the action plan |  |
| 4.8 | Additional securities proposed                        |  |

I / we hereby certify that all information furnished by me / us is true, correct and complete to the best of my / our knowledge and belief. I / We shall furnish all other information that may be required by Bank in connection with my / our application. The information may also be exchanged by you with any agency you may deem fit. You, your representatives or any other agency as authorised by you, may at any time, inspect / verify my / our assets, books of accounts, etc. in my / our factory / business premises. You may take appropriate safeguards / action for recovery of Bank's dues.

**Signature of Borrower/s****Signature of Guarantor /s**

Place:

Date:

List of documents enclosed (The list is only indicative and not exhaustive and depending upon the requirements of Banks addition / deletion could be made as per necessity)

- a) Last two years' audited Balance sheets
- b) Projected Balance sheets for two years in case of working capital limits and for the period of the loan in case of term loan
- c) CMA data
- d) Sales achieved during the current financial year upto the date of submission of application
- e) Provisional Balance sheet as at previous quarter end.
- f) Assets and Liabilities statement of borrower / partners / Directors / gurantor/s
- g) Copy of Board resolution for the proposed request (wherever applicable)
- h) If funds proposed to be infused by promoters, please submit sources for the same.
- i) Supporting details for the requested remedial measures with the estimated time frame.

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**Acknowledgement copy**
**Office copy:**

Received from Mr / Ms / M/s. \_\_\_\_\_ an application dated \_\_\_\_\_ for corrective action plan under restructuring of MSME

Date:

Branch Manager

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### Acknowledgement copy

**Customer copy:**

Received from Mr / Ms / M/s. \_\_\_\_\_ an application dated \_\_\_\_\_ for corrective action plan under restructuring of MSME

Date:

Branch Manager

**Please note that**

1. This is only an acknowledgement for having received the application and this should not be construed as an indication of our acceptance of the proposal, a decision on which will be taken only after due consideration of the proposal on its merit and / or on fulfilment of conditions, if any that may be stipulated by the bank
2. The application will be taken up for consideration only after all the particulars / data / documents as may be required are received by the Bank
3. The application will be disposed of within \_\_\_\_\_ days from the date of receipt of all the details / papers / documents / clarifications sought by the Bank.
4. In case the proposal is rejected / not considered the reasons for the same will be intimated to the applicant.