



## **Loan Documentation**

Borrower Name:

Relationship Manager Name:

Branch:

Date of Execution:

## INDEX

<b>Particulars</b>	<b>Details</b>	<b>To be executed for</b>	<b>To be stamped</b>	<b>Page number</b>
MII Form	Most Important Information Acknowledgment Form	All Cases	Yes	2-5
Standard Terms and Conditions	Terms and conditions accepted by the Borrower	All Cases	Yes	6-7
Most Important Terms & Conditions	Terms and conditions accepted by the Borrower	All Cases	No	8-9
Request for Disbursal	Borrower's request for disbursement	All Cases	No	10
Declaration for signing in vernacular language	Confirmation by the Borrower regarding understanding the terms & conditions of the Agreement where the Borrower is not conversant with English Language	All Cases	No	11
DAS Form	In case the payment is to be made to ABFL through Deduction at Source	Only ABG Employees	No	12
Cheque Submission Form	Record of PDCs submitted	All cases	No	13

**MOST IMPORTANT INFORMATION**  
**Attention : Please read carefully before signing**  
**ACKNOWLEDGEMENT FORM**

**CUSTOMER COPY**

**APP ID #**

--	--	--	--	--	--	--	--	--	--

*(For Office Use Only)*

I/We refer to final application form No. \_\_\_\_\_ Dated \_\_\_\_\_ submitted by me/us to Aditya Birla Finance Limited. I/We have been provided the following information and I/we have read and understood the following information and agree with the same and have accordingly filled up the aforesaid application form.

Nature of Facility	Personal Power
Type of Facility	<input type="checkbox"/> Term Loan <input type="checkbox"/> Flexi Loan (tick as applicable)
Facility Amount Not Exceeding	
Amount <sup>1^</sup> of each Instalment	
No. of Monthly Instalments	
First Instalment Date	
Due Dates for Instalments	_____ day of each month
Rate of Interest	_____ per annum (p.a.)
Processing Fees (non-refundable)	Rs. _____ + Taxes as applicable
Credit Administration Fees	Rs. _____ + Taxes as applicable
Stamp Duty Charges (non-refundable)	As per State Stamp Act
Cheque Bounce Charges & Late Payment fee	As mentioned in the Schedule of Charges
Prepayment/Foreclosure charges	As mentioned in the Schedule of Charges

<sup>1</sup> For Flexi Loan – the amount of each installment shall vary, it shall be calculated as per the amount withdrawn from the approved Loan limit.  
<sup>^</sup>BPI will be deducted along with First EMI – Please refer welcome letter received on your registered e-mail I'd for exact amount of First EMI.

**I/We acknowledge that:**

- I hereby acknowledge receipt of copy of Most Important Information, Standard Terms & Conditions and Most Important Terms & Conditions.
- I/We have not made any payment in cash/bearer cheque or kind along with or in connection with this application form.
- I/We are aware of the fact that it is not mandatory for Aditya Birla Finance Limited to inform either in advance or subsequently of the levy of any charges and/or change in the levy or introduction of such levy.
- Aditya Birla Finance Limited is entitled to add, to delete, to recall the Loan in event of default without any notice or modify any of the aforesaid terms and conditions and the same shall be binding on me/us.
- In the event of any change of address for communication, any change in job, profession by me or my co-borrower, the same should be intimated to Aditya Birla Finance Limited, one month in advance.

**\*\*Interest on the Personal Power loan shall accrue from the date on which the disbursement has been effected in the loan account and accordingly the computation of the first EMI shall be calculated only for the actual number of days remaining for the due date of first instalment. ABFL shall charge and collect BPI (Broken Period Interest). This will be deducted along with First EMI – Please refer welcome letter received on your registered e-mail I'd for exact amount of First EMI. For rest of the instalments the entire period of 30 days based on a pre drawn schedule shall be taken into consideration. The disbursement of the Personal Power loan will be done by issuing the disbursement Pay order I Demand draft or otherwise Without the Bank concerning itself with the receipt of such disbursement by the Beneficiary/ Recipient and also with the realisation of such payment order I Demand draft or the time taken In such realization. The interest will be calculated on a daily basis and will be applicable on the outstanding balance or the utilized Loan limit amount. \*All loans are at the sole discretion of Aditya Birla Finance Limited. I/we have read and understood terms & conditions regarding non-disbursement of the Loan on account of non-fulfilment of the documents/-formalities as required by Aditya Birla Finance Limited and agree with the same.**

Name of Applicant(s)		
Sign	Date	Location
Name of Co-applicant(s)		
Sign	Date	Location

## SCHEDULE OF CHARGES

Type of Charges	Personal Loans	Business Loans	STUL
Cheque Return Charges	Rs. 500	Rs. 1,000	Rs. 1,000
<b>Additional/ Penal Charges</b>	<b>3% of pending amount per month</b>	<b>3% of pending amount per month</b>	<b>3% of pending amount per month</b>
Charges for Cancellation of Loan	4% of loan amount disbursed + taxes	4% of loan amount disbursed + taxes	4% of loan amount disbursed + taxes
CIBIL report retrieval fee	Rs. 100 + GST per instance	Rs. 100 + GST per instance	Rs. 100 + GST per instance
Charge for exchanging PDCs/ECS	Rs. 750 + GST per instance	Rs. 750 + GST per instance	Rs. 750 + GST per instance
Loan Re-schedule Charges	Rs. 5,000 + GST per instance	Rs. 7,500 + GST per instance	Rs. 7,500 + GST per instance
Stamp Duty	As per actual if applicable	As per actual if applicable	As per actual if applicable
Insurance Premium	As per actual if applicable	As per actual if applicable	As per actual if applicable
Pre-closure Quote	Rs. 1,000 + GST per instance	Rs. 2,500 + GST per instance	Rs. 2,500 + GST per instance
Part Pre-payment	<p><b><u>For Term Loan facility Charges:</u></b></p> <p>a) NIL charges – if part pre-payment is equal to 20% of total disbursed amount in a year</p> <p>b) 4% + GST, on remaining loan amount – if part pre-payment is greater than 20%</p> <p><b><u>Conditions:</u></b></p> <p>a) No pre-payment is allowed in first 12 months from the date of disbursement</p> <p>b) Part pre-payment amount should be equal to OR greater than total of 3 EMIs</p> <p><b><u>For Flexi Loan facilities</u></b></p> <p>No charges for payments through mobile app/portal</p> <p>Part pre-payment of loan facility toward limit reduction is not available</p>	<p><b><u>For Term Loan Charges:</u></b></p> <p>a) NIL charges – if part pre-payment is equal to 20% of total disbursed amount in a year</p> <p>b) 4% + GST, on remaining loan amount – if part pre-payment is greater than 20%</p> <p><b><u>Conditions:</u></b></p> <p>a) No pre-payment is allowed in first 12 months from the date of disbursement</p> <p>b) Part pre-payment amount should be equal to OR greater than total of 3 EMIs</p> <p><b><u>For Flexi Loan facilities</u></b></p> <p>No charges for payments through mobile app/portal</p> <p>Part pre-payment of loan facility toward limit reduction is not available</p>	<p><b><u>For Term Loan Charges:</u></b></p> <p>a) NIL charges – if part pre-payment is equal to 20% of total disbursed amount in a year</p> <p>b) 4% + GST, on remaining loan amount – if part pre-payment is greater than 20%</p> <p><b><u>Conditions:</u></b></p> <p>a) No pre-payment is allowed in first 12 months from the date of disbursement</p> <p>b) Part pre-payment amount should be equal to OR greater than total of 3 EMIs</p> <p><b><u>For Flexi Loan facilities</u></b></p> <p>No charges for payments through mobile app/portal</p> <p>Part pre-payment of loan facility toward limit reduction is not available</p>
Foreclosure	<p><b><u>For Term Loan, charges are -</u></b> 4% of the principal outstanding amount for term loan + GST</p> <p><b><u>For Flexi Loan, charges are -</u></b> 4% of the total withdrawable amount* + GST</p> <p><b><u>Conditions:</u></b> Foreclosure is allowed only after 12 months from the date of Loan disbursal</p>		
Annual Maintenance Charges	<b><u>For Flexi Loan facility only</u></b> 0.25% on total withdrawable amount* irrespective of utilisation on the date of levy of such charges + GST	<b><u>For Flexi Loan facility only</u></b> 0.50% on total withdrawable amount* irrespective of utilisation on the date of levy of such charges + GST	<b><u>For Flexi Loan facility only</u></b> 0.50% on total withdrawable amount* irrespective of utilisation on the date of levy of such charges + GST
Any other charges	As per actual if applicable		

\*Withdrawable amount - Dropline balance on the date of levy of charges, i.e. Principal outstanding on the date of levy of charges as per repayment schedule on disbursement of loan.

**MOST IMPORTANT INFORMATION**  
**Attention : Please read carefully before signing**  
**ACKNOWLEDGEMENT FORM**

**CUSTOMER COPY**

**APP ID #**

--	--	--	--	--	--	--	--	--	--

*(For Office Use Only)*

I/We refer to final application form No. \_\_\_\_\_ Dated \_\_\_\_\_ submitted by me/us to Aditya Birla Finance Limited. I/We have been provided the following information and I/we have read and understood the following information and agree with the same and have accordingly filled up the aforesaid application form.

Nature of Facility	Personal Power
Type of Facility	<input type="checkbox"/> Term Loan <input type="checkbox"/> Flexi Loan (tick as applicable)
Facility Amount Not Exceeding	
Amount <sup>1^</sup> of each Instalment	
No. of Monthly Instalments	
First Instalment Date	
Due Dates for Instalments	_____ day of each month
Rate of Interest	_____ per annum (p.a.)
Processing Fees (non-refundable)	Rs. _____ + Taxes as applicable
Credit Administration Fees	Rs. _____ + Taxes as applicable
Stamp Duty Charges (non-refundable)	As per State Stamp Act
Cheque Bounce Charges & Late Payment fee	As mentioned in the Schedule of Charges
Prepayment/Foreclosure charges	As mentioned in the Schedule of Charges

<sup>1</sup> For Flexi Loan – the amount of each installment shall vary, it shall be calculated as per the amount withdrawn from the approved Loan limit.  
<sup>^</sup>BPI will be deducted along with First EMI – Please refer welcome letter received on your registered e-mail I'd for exact amount of First EMI.

**I/We acknowledge that:**

- I hereby acknowledge receipt of copy of Most Important Information, Standard Terms & Conditions and Most Important Terms & Conditions.
- I/We have not made any payment in cash/bearer cheque or kind along with or in connection with this application form.
- I/We are aware of the fact that it is not mandatory for Aditya Birla Finance Limited to inform either in advance or subsequently of the levy of any charges and/or change in the levy or introduction of such levy.
- Aditya Birla Finance Limited is entitled to add, to delete, to recall the Loan in event of default without any notice or modify any of the aforesaid terms and conditions and the same shall be binding on me/us.
- In the event of any change of address for communication, any change in job, profession by me or my co-borrower, the same should be intimated to Aditya Birla Finance Limited, one month in advance.

**\*\*Interest on the Personal Power loan shall accrue from the date on which the disbursement has been effected in the loan account and accordingly the computation of the first EMI shall be calculated only for the actual number of days remaining for the due date of first instalment. ABFL shall charge and collect BPI (Broken Period Interest). This will be deducted along with First EMI – Please refer welcome letter received on your registered e-mail I'd for exact amount of First EMI. For rest of the instalments the entire period of 30 days based on a pre drawn schedule shall be taken into consideration. The disbursement of the Personal Power loan will be done by issuing the disbursement Pay order I Demand draft or otherwise Without the Bank concerning itself with the receipt of such disbursement by the Beneficiary/ Recipient and also with the realisation of such payment order I Demand draft or the time taken In such realization. The interest will be calculated on a daily basis and will be applicable on the outstanding balance or the utilized Loan limit amount. \*All loans are at the sole discretion of Aditya Birla Finance Limited. I/we have read and understood terms & conditions regarding non-disbursement of the Loan on account of non-fulfilment of the documents/-formalities as required by Aditya Birla Finance Limited and agree with the same.**

Name of Applicant(s)		
Sign	Date	Location
Name of Co-applicant(s)		
Sign	Date	Location

## SCHEDULE OF CHARGES

Type of Charges	Personal Loans	Business Loans	STUL
Cheque Return Charges	Rs. 500	Rs. 1,000	Rs. 1,000
<b>Additional/ Penal Charges</b>	<b>3% of pending amount per month</b>	<b>3% of pending amount per month</b>	<b>3% of pending amount per month</b>
Charges for Cancellation of Loan	4% of loan amount disbursed + taxes	4% of loan amount disbursed + taxes	4% of loan amount disbursed + taxes
CIBIL report retrieval fee	Rs. 100 + GST per instance	Rs. 100 + GST per instance	Rs. 100 + GST per instance
Charge for exchanging PDCs/ECS	Rs. 750 + GST per instance	Rs. 750 + GST per instance	Rs. 750 + GST per instance
Loan Re-schedule Charges	Rs. 5,000 + GST per instance	Rs. 7,500 + GST per instance	Rs. 7,500 + GST per instance
Stamp Duty	As per actual if applicable	As per actual if applicable	As per actual if applicable
Insurance Premium	As per actual if applicable	As per actual if applicable	As per actual if applicable
Pre-closure Quote	Rs. 1,000 + GST per instance	Rs. 2,500 + GST per instance	Rs. 2,500 + GST per instance
Part Pre-payment	<p><b><u>For Term Loan facility Charges:</u></b></p> <p>a) NIL charges – if part pre-payment is equal to 20% of total disbursed amount in a year</p> <p>b) 4% + GST, on remaining loan amount – if part pre-payment is greater than 20%</p> <p><b><u>Conditions:</u></b></p> <p>a) No pre-payment is allowed in first 12 months from the date of disbursement</p> <p>b) Part pre-payment amount should be equal to OR greater than total of 3 EMIs</p> <p><b><u>For Flexi Loan facilities</u></b></p> <p>No charges for payments through mobile app/portal</p> <p>Part pre-payment of loan facility toward limit reduction is not available</p>	<p><b><u>For Term Loan Charges:</u></b></p> <p>a) NIL charges – if part pre-payment is equal to 20% of total disbursed amount in a year</p> <p>b) 4% + GST, on remaining loan amount – if part pre-payment is greater than 20%</p> <p><b><u>Conditions:</u></b></p> <p>a) No pre-payment is allowed in first 12 months from the date of disbursement</p> <p>b) Part pre-payment amount should be equal to OR greater than total of 3 EMIs</p> <p><b><u>For Flexi Loan facilities</u></b></p> <p>No charges for payments through mobile app/portal</p> <p>Part pre-payment of loan facility toward limit reduction is not available</p>	<p><b><u>For Term Loan Charges:</u></b></p> <p>a) NIL charges – if part pre-payment is equal to 20% of total disbursed amount in a year</p> <p>b) 4% + GST, on remaining loan amount – if part pre-payment is greater than 20%</p> <p><b><u>Conditions:</u></b></p> <p>a) No pre-payment is allowed in first 12 months from the date of disbursement</p> <p>b) Part pre-payment amount should be equal to OR greater than total of 3 EMIs</p> <p><b><u>For Flexi Loan facilities</u></b></p> <p>No charges for payments through mobile app/portal</p> <p>Part pre-payment of loan facility toward limit reduction is not available</p>
Foreclosure	<p><b><u>For Term Loan, charges are -</u></b> 4% of the principal outstanding amount for term loan + GST</p> <p><b><u>For Flexi Loan, charges are -</u></b> 4% of the total withdrawable amount* + GST</p> <p><b><u>Conditions:</u></b> Foreclosure is allowed only after 12 months from the date of Loan disbursal</p>		
Annual Maintenance Charges	<b><u>For Flexi Loan facility only</u></b> 0.25% on total withdrawable amount* irrespective of utilisation on the date of levy of such charges + GST	<b><u>For Flexi Loan facility only</u></b> 0.50% on total withdrawable amount* irrespective of utilisation on the date of levy of such charges + GST	<b><u>For Flexi Loan facility only</u></b> 0.50% on total withdrawable amount* irrespective of utilisation on the date of levy of such charges + GST
Any other charges	As per actual if applicable		

\*Withdrawable amount - Dropline balance on the date of levy of charges, i.e. Principal outstanding on the date of levy of charges as per repayment schedule on disbursement of loan.

## STANDARD TERMS AND CONDITIONS

THE STANDARD TERMS AND CONDITIONS set out herein (the "Standard Terms") shall be applicable to the Term Loan/ Flexi Loan provided/ to be provided by Aditya Birla Finance Ltd ("ABFL") to the Borrower(s).

1. Upon the representation and information provided by the Borrower(s) in the application for the loan made to ABFL, ABFL hereby agrees to lend to the Borrower(s) the sum specified in the Most Important Information section of this document for the personal/business requirements of the Borrower(s), which shall hereinafter be referred to as the "Loan".
2. The ABFL shall have the right to recall the Loan at any time at its discretion, without assigning any reasons for such recall, and upon such recall, the Loan and all other amounts stipulated by the ABFL shall be payable forthwith.
3. The Borrower(s) shall be liable for all amounts due and all costs, duties, levies etc. incurred in enforcing this Standard Terms or in undertaking any recovery proceedings with respect to the Loan. The Borrower(s) acknowledges that the stamp duty is applicable to this Standard Terms and accordingly has paid the same, in case of any deficit the Borrower(s) shall be liable for the same.
4. The Borrower(s) shall repay the Loan, and the interest payable thereon, in monthly instalments as per the repayment schedule specified in the Most Important Information section, which instalments are hereinafter referred to as "The Equated Monthly Instalments" or "EMI". Any dispute, including that relating to the interest computation, shall not entitle the Borrower(s) to withhold payment demanded by the ABFL and/or payment of any EMI. The repayment schedule for the Loan is without prejudice to the rights of the ABFL to re-compute the interest, in case of any variation of the same. On such re-computation, payments shall be made by the Borrower(s) in accordance with such amended repayment schedule(s), as may be intimated by the ABFL to the Borrower.
5. The Borrower(s) agrees to issue Cheques/NACH/SIs (referred to as "Repayment Instructions") prior to the disbursement of the Loan for the repayment of the Loan and is fully cognizant that dishonour of the repayment of the Loan is a criminal offence under the law. Additionally, ABFL will also accept payment through NEFT/ RTGS and the Borrower(s) can choose to avail such options when required to make payment towards the Loan account.
6. The Borrower(s) acknowledges that the Cheques/NACH/SI mode of repayment is issued in favour of the ABFL, in advance for the payment of the EMIs (as applicable). ABFL may at any time at its sole discretion, with prior notice to the Borrower(s), make a demand for the repayment of the Loan and dues thereto. The Borrower(s) shall not revoke the Cheque/NACH/SI mode for payment of the EMIs (as applicable) during the tenure of this Loan, except with the prior approval of the ABFL. In case the Borrower(s) revokes his/her/their/its consent to participate in the NACH/SI mode without obtaining the prior written consent of the ABFL, the same shall be deemed to be an 'Event of Default', as defined in this Standard Terms and ABFL shall have the right to forthwith recall the Loan without giving any notice to the Borrower(s). Notwithstanding anything contained herein, ABFL shall have the right to initiate criminal action or take any other action/remedy available under the applicable laws against the Borrower(s).
7. In case of Term Loan, the Borrower(s) may prepay the entire outstanding balance of the Loan or may opt for part -prepayment, basis the norms and charges as mentioned in the schedule of charges. Pre-Payment amount will get adjusted towards interest, principal amount outstanding and other charges. The prepayment shall take effect only if the standard NACH/SI payment for the month or alternate payment made through NEFT/RTGS has been cleared and proceeds thereof realized by the ABFL in clear funds.
8. In case of Flexi Loan, the Borrower(s) shall have option to withdraw any amount from the approved Loan limit as per his/her/their/its requirement and accordingly the interest payable thereon shall be computed by ABFL which shall be communicated to the Borrower. Borrower(s) shall also have an option of repayment through the ABFL mobile app/website without any application of pre-payment charges to manage his/her/their/its Loan outstanding. The Borrower may also foreclose the Loan basis the norms and charges as mentioned in the Schedule of Charges.
9. The records maintained by the ABFL shall be conclusive proof of the amounts outstanding from and due by the Borrower(s).
10. A certificate issued by the ABFL stating the amount due at any particular time shall be conclusive evidence as against the Borrower(s). However, nothing herein shall prejudice the ABFL's interests or rights if there is any clerical or arithmetical error in the interest calculations due and payable by the Borrower(s).
11. ABFL shall have a right to sell or transfer (by way of assignment, securitization or otherwise) whole or part of the outstanding amounts under the Loan or any other rights under this Standard Terms or any other document pursuant hereto to any person in a manner or under such terms and conditions as ABFL may decide in its sole discretion, without any notice to the Borrower(s). The Borrower(s) shall not transfer or assign his/her/their/its rights under the aforesaid Loan.

### Borrower(s)'s Representations, Warranties, Covenants and Undertakings

With a view to request ABFL to grant the Loan to Borrower(s), the Borrower(s), hereby represents, warrants to, covenants and undertakes with ABFL that he/she/they/it-

1. Has given complete and correct information and details in the application form about himself/herself/themselves/itself.
2. ABFL's associates, agencies, Credit Information companies and/or any other agency so authorized may use, process the said information and data disclosed to ABFL in the manner as deemed fit by them and
3. has no pending claims demands litigation or proceedings against him/her/them before any court or authority (public or private);
4. Shall ensure that the purpose for the Loan advanced by ABFL is fulfilled in all respects and produced to ABFL, the necessary documents, as may be required by ABFL;
5. Shall in addition to the income/ financial statement/s required by ABFL furnish such other information/ documents concerning his/her employment, trade, business, profession or otherwise as ABFL may require from time to time;
6. Shall promptly and without requiring any notice or reminder from ABFL, repay to ABFL the Loan in accordance with the Repayment Terms mentioned herein

Applicant Signature

Co-Applicant Signature

7. Shall (in case of more than one borrower) be jointly and severally liable to repay the Loan, interest and all other sums due and payable under this Loan document and to observe its terms and conditions;
8. Where applicable, shall inform ABFL of any likely change in his/her employment or his/her/their/its business, trade as the case maybe.
9. Shall not stand surety or guarantor for any third-party liability or obligation without the prior consent of ABFL;
10. Being a resident in India, shall not leave India for employment or business or long stay without first fully repaying the Loan then outstanding due and payable with interest and other dues, including prepayment charges, if any;
11. The Borrower(s) shall, in case the borrower(s) is a company/firm/body corporate, notify ABFL at least 30 days in advance of any intended a) change in business, constitution or constitution documents or b) closure of its business or c) change in address.
12. The Borrower(s) hereby undertakes to keep the ABFL informed of any change in the Borrower(s)'s e-mail ID, Telephone number, Mobile number and Address. The Borrower(s) authorizes ABFL to update the contact information change that ABFL may be informed of and hereby authorizes ABFL to contact the Borrower(s) at the updated contact details, by post, telephone, e-mail, SMS/text messaging. Borrower(s), hereby undertake that all communication as required under the Loan shall be made by the Borrower(s) from the email id as communicated, which is in Borrower(s) name or in the name of authorised representative of the Borrower(s). Borrower(s) further state that ABFL shall be free to communicate with the Borrower(s) on the communicated email id and/or the Mobile number with regards to any kind of communication as may be required pertaining to the Loan and the same shall be valid and binding on the Borrower(s).
13. The Borrower(s) agrees and undertakes not to and warrants and represents to ABFL that the Borrower(s) shall not utilize the Loan for any antisocial, unlawful, or speculative purposes and/or capital market purposes.
14. The Borrower(s) agrees that ABFL shall send any notice/letter/other document meant for the Borrower(s) at the address last intimated by the Borrower(s) and shall be deemed to have been delivered within 48 hours after it has been sent by registered post, under certificate of posting, ordinary post or courier or email at the discretion of ABFL. All writings from the Borrower(s) to ABFL must be received from the Borrower(s) at the address specified in the Loan application form.
15. The Borrower(s) agrees and undertake that any notice/letter/communication/draft served by ABFL on any of the Borrower/- Co-Borrowers shall be deemed to be served on each of them.

#### **Default**

ABFL may by a written notice to the Borrower(s), in its sole discretion, declare all sums outstanding under the Loan (including the principal, interest, charges, expenses) to become due and payable forthwith and enforce the security (if applicable) in relation to the Loan upon the occurrence of any one or more of the following:

1. The Borrower(s) fails to pay to ABFL any amount when due and payable as per the terms and conditions of the Loan.
2. The Borrower(s) fails to pay to any person other than ABFL any amount when due and payable or any person other than ABFL demands repayment of the loan or dues or liability of the Borrower(s) to such person ahead of its repayment terms as previously agreed between such person and the Borrower(s);
3. The Borrower(s) defaults in performing any of his/her/their/its obligations under this Loan or breaches any of the terms or conditions as mentioned herein;
4. The Borrower(s) opts to resign or retires from the employment prior to the age of superannuation or is discharged or removed from service before such date for any reason whatsoever
5. Any of the information provided by the Borrower(s) to avail the Loan or any of his/her/their/its Representations, Warranties herein being found to be or becoming incorrect or untrue;
6. Any person other than ABFL commencing proceedings to declare the Borrower(s) insolvent or if the Borrower(s) become bankrupt or insolvent or commit act of insolvency;

#### **Cross Default:**

Any default by the Borrower(s) or its/their promoters/ affiliates/ agents/ associates/ group companies/ directors (independent or executive)/ subsidiaries /assigns, under this or any other agreement or other writing between the Borrower(s) (including its/their promoters/ affiliates/ agents/ associates/group companies/ directors (independent or executive)/ subsidiaries/ assigns) and ABFL or its promoters/ affiliates/ subsidiaries, assigns or any group company, or under any other agreement or writing of indebtedness of the Borrower(s) or its/their promoters/ affiliates/ agents/associates/group companies/ directors (independent or executive) /subsidiaries/ assigns, or in the performance of any covenant, term or undertaking thereunder, or any indebtedness of the Borrower(s) or its/their promoters/ affiliates/ agents/associates/group companies/ directors (independent or executive)/ subsidiaries /assigns, not being paid when due or any creditor of the Borrower(s) or its/their promoters/ affiliates/ agents/associates/group companies/ directors (independent or executive)/subsidiaries /assigns becoming entitled to declare any indebtedness due and payable prior to the date on which it would otherwise have become due or any guarantee or indemnity or collateral given or other support agreement entered into by the Borrower(s) or its/their promoters/ affiliates/ agents/ associates/group companies/ directors (independent or executive)/subsidiaries /assigns not being honored when due and called upon.

#### **Settlement of Disputes**

Any differences or disputes arising out of or in relation to the terms and conditions as contained herein, shall be settled amicably in the first instance within \_\_\_\_ days from the date of notice/communication of the dispute/difference served by either party. Unresolved disputes or differences shall be referred to a sole Arbitrator, who shall be appointed by ABFL. The arbitration shall be governed by the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof and the Rules made thereunder and for the time being in force. The award of the Arbitrator shall be final, conclusive and binding on the parties. The venue of such arbitration proceedings shall be Mumbai and shall be conducted in the English language only.

---

Applicant Signature

---

Co-Applicant Signature



## MOST IMPORTANT TERMS & CONDITIONS (“MITC”)

### SCOPE

The MITC covers the following Loan products:

- Personal Loan (PL)
- Business Loan (BL)
- Doctor’s Loan (DL)

### PURPOSE OF LOAN

#### Personal Loan (PL)

Personal Loan is an unsecured loan proposition for Individuals for the purpose of Personal use, Paying Fees, Renovation/Down payment for House and any other legal purpose.

#### Business Loan (BL)

Business Loan is an unsecured loan proposition for emerging small & medium businesses to fulfill various commercial needs such as working capital requirements, asset purchase, growth expenditure etc.

#### Doctor’s Loan (DL)

Doctor’s Loan is an unsecured loan proposition for self employed/consulting doctors for the purpose of meeting working capital requirements, business expansion etc.

The Borrower hereby undertakes that the monies which will be drawn by the Borrower under the Credit Facility shall be used for the purpose of as agreed in the Loan Application. Further the Borrower represent, warrant and confirm that the aforesaid purpose is a valid purpose and also agree and undertake to utilize the Credit Facility only for the agreed purpose and that the Credit Facility shall not be used for any of the following purpose:

- Illegal & antisocial activity
- Speculative investment in real estate
- Investment I securities, debentures or the stock markets
- Money lending activities
- Speculative activities not mentioned above
- Or for any other activities for which the Credit Facility is not extended

Borrower further agree, confirm, and undertake that the purpose of use of funds under the Loan shall not be changed in any manner during the tenure of the Loan; or that such change in purpose shall take place only with the prior written permission of Aditya Birla Finance Limited.

### RATE OF INTEREST

Borrower(s) would be required to service the loan monthly at such rate as set out in the Most Important Information section of this Loan document..

### FEES AND CHARGES

- Please refer to the Schedule of Charges for the latest fees and charges updated on our website <http://adityabirlafinance.com>. Borrower(s) can also make enquiries at any branch of Aditya Birla Finance (ABFL) or with ABFL's Customer service.
- Any fees and charges mentioned in the Most Important Information section and/or Schedule of Charges are the rates applicable on the date of issuance/approval of the Loan and are subject to change from time to time, which shall be notified/updated on ABFL's website. .
- Any Taxes as applicable on the fees and charges shall be payable by the Borrower(s).

### LIABILITY OF BORROWER

Where the Loan is provided to more than one Borrower, then the liability of the Borrower(s) to repay the Loan together with interest and all other amounts and to observe the terms and conditions as contained herein and any other document(s) made between the Borrower(s) and ABFL in respect of the Loan is joint and several.

### CONDITIONS FOR DISBURSEMENT OF LOAN

- ABFL shall be entitled to revoke the sanction of the Loan, inter alia, in any of the following circumstances:
- Assessment/ verification checks not satisfactory to ABFL
- There is any material change in the purpose(s) for which the Loan is being sanctioned
- In the sole judgement of ABFL, any material fact has been concealed and/or ABFL becomes subsequently aware of during the tenor of the Loan.

---

Applicant Signature

---

Co-Applicant Signature

- Accepted copy of this Loan document not received within the period specified by ABFL.
- Any statement/ information made by or on Borrower(s) behalf is misleading, unsatisfactory or is incorrect
- There is a default or breach or violation of any condition of this or any other facility offered/availed by Borrower(s) from ABFL
- Loan document/ any other documents related to disbursement being incomplete, incorrect or unsatisfactory, in a form and manner as may be required by ABFL in connection with the Loan.
- Provided further that notwithstanding anything to the contrary contained herein , ABFL may in its sole and absolute discretion at any time, terminate, cancel or withdraw the Loan or any part thereof (even if no/ partial disbursement is made) without any liability and without any obligations to give any reason whatsoever, whereupon all principal monies, interest thereon and all other costs, charges, expenses and other monies outstanding (if any) shall become due and payable to ABFL by the Borrower(s) forthwith upon demand from ABFL.

#### REPAYMENT

- "EI" or "Equated Instalments" shall mean the amount payable by the Borrower(s) at such periods as provided for in the Most Important Information section of this Loan document, to ABFL comprising of Interest, or as the case may be, principal and Interest calculated on the basis of such Interest Rate as applicable as stated in the Most Important Information section and is rounded off to the next rupee.

#### DEFAULT

- If the Borrower(s) commits default in payment of the EI or are is late in paying any EI, ABFL will report the non-payment to various credit bureaus. This may have an adverse effect on the Borrower(s) credit rating and may affect Borrower(s) ability to obtain credit from other lenders. To avoid any adverse credit history with credit bureaus, Borrower(s) should ensure that timely payment of the amount due on the Loan amount is duly made.
- If an "Event of default" (as defined under the Standard Terms herein), Borrower(s) shall be asked to pay penal interest or such other rate of interest as decided by ABFL. For default interest rate/ charges for non-conformance/compliances, please refer to the Schedule of Charges for more details.

#### PREPAYMENT AND FORECLOSURE

- The Borrower(s) shall have option to prepay /foreclose /part prepay the Loan by giving a notice in writing and shall pay in accordance with the prepayment /foreclose rules of ABFL, along with prepayment/foreclosure charges if any ( please refer to Schedule of Charges for more details).
- The original documents of the Borrower(s) submitted with ABFL, would be returned within 15 days of satisfactorily closing the Loan as per the terms and conditions of this Loan document..

#### INSURANCE

Borrower(s) hereby declare that the Borrower(S) would like to opt for insurance plan offered by insurance company in association with ABFL. Borrower(s) have carefully read and understood the contents of the insurance brochure. Borrower(s) have understood that the Loan amount sanctioned by ABFL is unconditional to Borrower(s)'s opting for the insurance & undertakes to pay the requisite premium at the time of disbursement of the Loan. Borrower(s) confirm that he/she/they are voluntarily participating in this program and are aware that the Loan is available without the insurance as well.

#### CUSTOMER SERVICE

For any service-related issue, Borrower(s) may get in touch with ABFL by:

- Calling ABFL Customer Service Desk on the numbers provided on ABFL's website.
- Placing a request online by logging onto [www.adityabirlafinance.com](http://www.adityabirlafinance.com)
- Contacting the concerned Relationship Manager (RM) at any of ABFL's branches.

#### DISCLOSURE

- The Borrower(s) acknowledges the right of ABFL to provide details of the Borrower(s)'s account to third party agencies for the purpose of availing support services of any nature by ABFL, without any specific consent or authorisation from the Borrower(s).
- ABFL has the right to recall the Loan in the event of the Borrower(s) failing to submit all/any post disbursal documents.
- ABFL is authorized to disclose from time to time any information relating to the Loan to any credit bureau (existing or future) approved by Government of India and Reserve Bank of India without any notice to the Borrower(s). ABFL is also authorized to make inquiries with the Credit Information Bureau of India (CIBIL) and get the applicant's Credit Information Report.
- ABFL staff shall never collect cash from Borrower(s) or ask for sharing of any passwords. Borrower(s) acknowledges that no cash has been paid to ABFL staff along with Loan application and that the application has not been made against promise of any gifts or special waivers.
- The Most Important Terms and Conditions mentioned above are an indicative list of terms and conditions of ABFL's Loan products. The MITC should be read in conjunction with the Standard Terms, Most Important Information and such other documents signed by the Borrower(s) in relation to the Loan sanctioned/to be sanctioned by ABFL.

Applicant Signature

Co-Applicant Signature

# REQUEST FOR DISBURSAL

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

To,  
Aditya Birla Finance Limited  
Indian Rayon Compound,  
Veraval, Gujarat - 362266, India.

Sub: Request for disbursement of loan facility/ies sanctioned in my/ our favour vide Letter dated \_\_\_\_\_

Ref: My/Our Application No. \_\_\_\_\_ dated \_\_\_\_\_

Dear Sir/Madam

This is with reference to my/our facility/ies sanctioned by your office and in furtherance of the same I/we request you to kindly disburse the Loan amount in following manner:

Favouring 1: Favouring _____ Facility A/c No. _____ Amount _____	Favouring 5: Favouring _____ Facility A/c No. _____ Amount _____
Favouring 2: Favouring _____ Facility A/c No. _____ Amount _____	Favouring 6: Favouring _____ Facility A/c No. _____ Amount _____
Favouring 3: Favouring _____ Facility A/c No. _____ Amount _____	Favouring 7: Favouring _____ Facility A/c No. _____ Amount _____
Favouring 4: Favouring _____ Facility A/c No. _____ Amount _____	Favouring 8: Favouring _____ Facility A/c No. _____ Amount _____

**Bank Details/ Cheque in Favour of:**

Mode of Disbursement: RTGS / NEFT / Fund Transfer

Beneficiary Name: \_\_\_\_\_

Beneficiary Account Number: \_\_\_\_\_ Bank Name: \_\_\_\_\_

Bank Branch Name: \_\_\_\_\_ IFSC Code (only for RTGS): \_\_\_\_\_ MICR Code: \_\_\_\_\_

(If the above account is not mapped to your loan account already, please submit a cancelled cheque from a personalized (corporate/ individual) cheque book OR copy of bank statement)

**I/We hereby declare that,**

1. I/we shall be responsible and liable for the above disbursement made by ABFL as requested for above and the same shall be treated as a Loan under all the documents executed/to be executed with respect thereto.
2. Interest calculation will start from the date of respective disbursement irrespective of the date of realization of funds in my/our account.
3. Interest shall be payable by me/us even in case the disbursement amount instrument is not deposited by me/us in the bank for realization or disbursement amount is not utilized by me/us.
4. I/We hereby confirm that as per the terms of the Loan document, ABFL shall deduct Pre EMI/BPI from the disbursed amount.
5. I/We hereby understand that the actual disbursement amount shall be subject to change, basis the outstanding balance of any existing loans and shall vary from that of the sanctioned amount stated in the Loan document. I/We further agree, undertake and confirm not to bring any claim or protest against ABFL or any of its officers for the said disbursed amount.

Name of Applicant

Name of Co-Applicant

Note: Every cancellation/correction/modification needs counter signature by borrower. ABFL will not be responsible for any change with respect to a person favoring, other than filled as herein.

**DECLARATION FOR SIGNING IN VERNACULAR LANGUAGE**

I, \_\_\_\_\_, son/daughter/Wife of \_\_\_\_\_  
adult and inhabitant of \_\_\_\_\_ residing at \_\_\_\_\_, do  
hereby state, declare and solemnly affirm as under:-

[X]

I have been read out and explained, in the language known to me and understood by me, the contents of the documents and all other documents incidental and ancillary to availing the Loan from Aditya Birla Finance Limited ("ABFL") by me/by Mr./Ms. \_\_\_\_\_ and I have signed the said documents after having understood them, of my free will and by signing the same I do hereby agree to abide by all the terms and conditions of the Loan document and the clauses of the same.

I declare that whatever I have stated hereinabove is true and correct to the best of my knowledge and belief.

Solemnly affirmed at \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Signed: \_\_\_\_\_

Signature of Borrower / Co-Borrower  
signing In Vernacular Language

Name: \_\_\_\_\_

## DEDUCTION AT SOURCE

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

To,  
The Payroll Team  
Aditya Birla Finance Limited/ Aditya Birla Housing Finance Limited  
Re: Request to deduct EMI from salary for Loan availed from Aditya Birla Finance Ltd. for

₹ \_\_\_\_\_ /- (in words)

Dear Sir/Ma'am

I Shri/Smt/Kum \_\_\_\_\_ (Name of employee) \_\_\_\_\_ aged about \_\_\_\_\_ (age) residing at \_\_\_\_\_ (address) am a employee with \_\_\_\_\_ (name of Co) and my employee ID is \_\_\_\_\_. I have availed a Loan from Aditya Birla Finance Limited. ("ABFL") on \_\_\_\_\_ (date) vide the Loan document dated \_\_\_\_\_ (hereinafter the Loan). As per the terms of the Loan, I am liable to repay the Loan to ABFL by way of equated monthly instalments (EMI).

Therefore, I hereby request and duly authorize you the Payroll team/ Aditya Birla Finance Limited (ABFL) / Aditya Birla Housing Finance Limited (ABHFL) to deduct the EMI payable to ABFL, as communicated to you the Payroll team/ ABFL / ABHFL on the (\_\_\_\_\_) day of every month by ABFL from the salary and the total emoluments payable to me /my payroll and credit the same towards my Loan Account No. \_\_\_\_\_ held with \_\_\_\_\_ (ABFL) as per this one time instruction.

**With respect to the aforesaid, I hereby authorise you the payroll team/ ABFL / ABHFL as follows:**

1. On the \_\_\_\_\_ day of each month, salary paid out to me will be net of the EMI payable to ABFL
2. In case of any shortfall to cover the EMI as mentioned in point no 1 above, you are requested to share my entire salary and/or emoluments and/or bonus, if any with ABFL, who is authorised to recover the balance through a direct debit instruction given on my savings account no \_\_\_\_\_ (please provide savings account no)
3. I understand that the Loan is on a fixed rate of interest.
4. I hereby authorize you the payroll team/ ABFL / ABHFL to transfer the EMI so deducted from the salary or bonus or emoluments to ABFL towards the repayment of the Loan
5. I shall not unilaterally rescind/ revoke/ cancel/ withdraw the aforesaid instructions at any given time or without prior written approval of ABFL.
6. This letter /authority /declaration shall be binding on me and my legal heirs, representatives, executors, administrators and permitted assigns and shall inure for the benefit of ABFL its successors and assigns.
7. I shall not object/ protest/ obstruct in any manner whatsoever, the payment of the EMI form my salary including and not limited to or from any bonus or any emoluments due and payable to me as an employee.
8. I have issued this letter freely and voluntarily to attest to the foregoing facts and statements and for whatever legal purpose it may serve.

Yours Faithfully

(Name of employee) \_\_\_\_\_

(Employee ID) \_\_\_\_\_

Signature

## CHEQUE SUBMISSION FORM

**IMPORTANT INSTRUCTIONS:**

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

Cheque should be crossed as "Account Payee Only".  
 The Cheque should be drawn in favour of "Aditya Birla Finance Limited" only.  
 Please ensure that amount in words and figures are the same.  
 Please ensure that all corrections have been countersigned by the Applicant.  
 EMI Cheques to be dated as per your Repayment Schedule.

**CUSTOMER DETAILS**

Application No. \_\_\_\_\_ LAN No. \_\_\_\_\_

Name of Applicant(s) \_\_\_\_\_

**Cheque Details**

Sr. No.	Cheque Numbers		No. of Cheques	Date of Cheque		Bank & Branch	Purpose (EMI/Security) PDC/PEMI etc.	Amount of each Cheque (INR)
	From	To		From	To			
1								
2								
3								
4								
5								

I declare that, I have not given any cheques other than the ones mentioned above and all cheques are drawn in favour of "Aditya Birla Finance Limited".  
 I / We have been informed by ABFL and I / We give our consent that ABFL, may at its discretion, shred the Security / EMI cheques on closure of the Facility without any intimation to me.

Name of the Applicant \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ [X]

**RECEIVED BY**

Name of Employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Signature: \_\_\_\_\_

Name and Signature of the person providing the cheques to be taken In case they are from a person other than the applicant.

## CHEQUE SUBMISSION FORM (CPU COPY)

**IMPORTANT INSTRUCTIONS:**

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

Cheque should be crossed as "Account Payee Only".  
 The Cheque should be drawn in favour of "Aditya Birla Limited" only.  
 Please ensure that amount in words and figures are the same.  
 Please ensure that all corrections have been countersigned by the Applicant.  
 EMI Cheques to be dated as per your Repayment Schedule.

**CUSTOMER DETAILS**

Application No. \_\_\_\_\_ LAN No. \_\_\_\_\_

Name of Applicant(s) \_\_\_\_\_

**Cheque Details**

Sr. No.	Cheque Numbers		No. of Cheques	Date of Cheque		Bank & Branch	Purpose (EMI/Security) PDC/PEMI etc.	Amount of each Cheque (INR)
	From	To		From	To			
1								
2								
3								
4								
5								

I declare that, I have not given any cheques other than the ones mentioned above and all cheques are drawn in favour of "Aditya Birla Finance Limited".  
 I / We have been informed by ABFL and I / We give our consent that ABFL, may at its discretion, shred the Security / EMI cheques on closure of the Facility without any intimation to me.

Name of the Applicant \_\_\_\_\_ Signature of Applicant \_\_\_\_\_ [X]

**RECEIVED BY**

Name of Employee: \_\_\_\_\_ Employee ID: \_\_\_\_\_

Signature: \_\_\_\_\_

# IMPORTANCE OF FOLLOWING REPAYMENT SCHEDULE

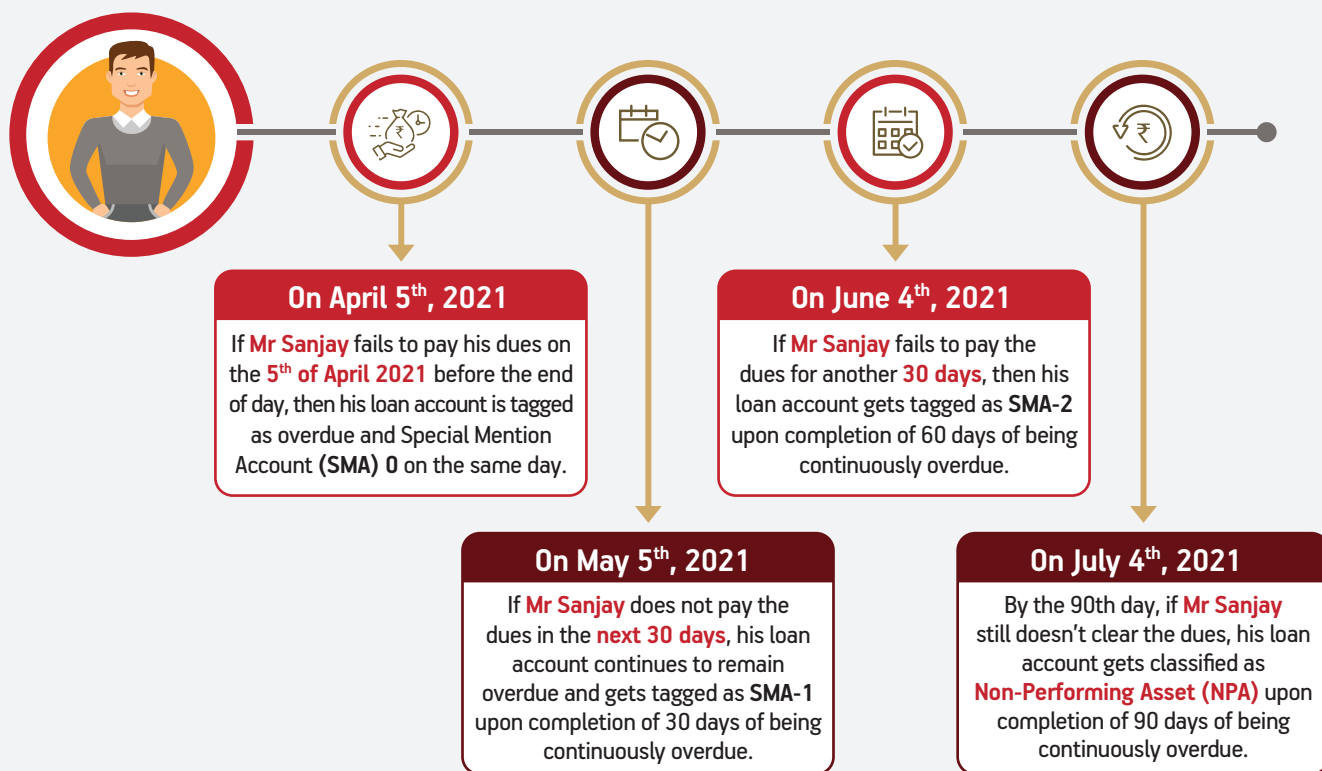
The repayment schedule/payment advice that you receive while taking a loan from ABFL is a document that helps you to know the dates when you are required to pay interest, principal and other charges if any, to ABFL for the loan availed and helps you to manage your loan account efficiently and meet the obligations in a timely manner.

## Here's what happens to your loan account if you miss paying your dues on time.

Basis the number of days your dues (dues means instalment of principal, interest and other charges if any) remain unpaid and overdue, your loan account gets classified into various categories. These categories influence your Credit Bureau Score, which may further affect your borrowing capacity in future.

### Example

Suppose **Mr Sanjay** has taken a loan of Rs.10 lakhs for 36 months and the due date to pay is 5<sup>th</sup> of every month and say his next **due date** for payment is **April 05, 2021**.



The above illustration is also applicable for revolving facilities where either outstanding balance remains continuously in excess of the sanctioned limit /drawing power whichever is less or interest is overdue and not paid on due dates.

**Source:**

RBI circular no. RBI/2021-2022/125 DOR.STR.REC.68/21.04.048/2021-22 on 'Prudential norms on Income Recognition, Asset Classification and Provisioning, pertaining to Advances – Clarifications' dated 12th November, 2021. Here's a comprehensive table explaining the Special Mention Account (SMA) and Non-Performing Asset (NPA) classification.

Loans other than revolving facilities		Loans in the nature of revolving facilities like cash credit/overdraft	
SMA Sub-categories	Basis for classification – Principal or interest payment or any other amount wholly or partly overdue	SMA Sub-categories	Basis for classification – Outstanding balance remains continuously in excess of the sanctioned limit or drawing power, whichever is lower, for a period of:
SMA-0	Upto 30 days		
SMA-1	More than 30 days and upto 60 days	SMA-1	More than 30 days and upto 60 days
SMA-2	More than 60 days and upto 90 days	SMA-2	More than 60 days and upto 90 days
NPA	More than 90 days	NPA	More than 90 days





**Aditya Birla Finance Ltd.**

One World Center, Tower 1, 18th Floor, Jupiter Mill Compound,  
841, Senapati Bapat Marg, Elphinstone Road, Mumbai - 400 013  
Registered Office: Indian Rayon Compound, Veraval, Gujarat - 362 266  
+91 22 4356 7100 | (F) +91 22 4356 7266  
CIN: U65990GJ1991PLC064603  
[www.adityabirlafinance.com](http://www.adityabirlafinance.com)

**Aditya Birla  
Finance Ltd.**



**ADITYA BIRLA  
CAPITAL**