

## Business Facilitator Model

### **ELIGIBLE ENTITIES**

- NGOs
- SHGs
- Farmer's Clubs
- Functional cooperatives
- Community based organizations
- I.T. enabled rural outlets of corporate entities
- Well functioning Panchayats
- Rural Multipurpose Kiosks / Village Knowledge Centers
- Agri Clinics / Agri Business Centers
- Krishi Vigyan Kendras
- KVIC / KVIB units
- Post Offices
- Insurance agents
- Social organizations
- Individuals such as retired Post Masters and retired school teachers.
- Individuals such as auto dealers and FMCG stockists, ex-servicemen, Postal agents, Insurance agents of private Insurance companies (IRDA certified) and retired college teachers.

### **ACTIVITIES**

- \* Conducting only non-financial business activities i.e. no cash transactions / handholding.
- \* Identification of potential customers and activities
- \* Collection and preliminary processing of loan applications / account opening forms for deposits including verification of primary information / data.
- \* Filing of loan applications / account opening forms including nomination clause and submission to the Bank.
- \* Cross-selling of other financial products like insurance / mutual fund products / pension products / any other third party product.
- \* Assisting in post-sanction monitoring and follow-up for recovery.
- \* Promoting and nurturing Self Help Groups (SHGs) / Joint Liability Groups (JLGs), wherever relevant.
- \* Creating awareness about savings and other products and education and advice on managing money and debt counseling.
- \* Term deposits of minimum 6 months tenure will be sourced by BF.

## APPLICATION FORM FOR BUSINESS FACILITATORS (ENTITIES)

Sr. No.	Particulars (additional sheets may be attached, wherever necessary)	
	<b>LOCATION APPLIED FOR :</b>	
1	Name of the Organization/ Constitution	
2	Address for Correspondence (email, phone, mobile no.)	
3	Name of the CEO/ Secretary / President etc. (bio-data with photograph enclosed)	
4	Date of Establishment & Registration No., if applicable	
5	Rating awarded by an external agency, if any (report enclosed)	
6	Are you an eligible entity as per RBI Guidelines? (If yes, mention relevant	
7	No. of years of existence	
8	Activities undertaken during 2/3 years	
9	Banking with : Bank Name Since Account no.	
10	Area covered (Talukas / Mandals / Blocks / Districts)	
11	Names of the Branches, if any (with their addresses)	
12	Name of persons / entities known to the bank as references (Addresses, Contact nos.)	i.  ii.
13.	If acting as Business Correspondent / Facilitator for any other organization, details thereof	
14.	Whether affiliated to any political party	
15.	Borrowings from outside Present position O/s if any	
16.	Whether defaulted to any Bank/ other Institutions	
17.	Details of Technology Tie-up (for BC only)	
18.	Notable achievements, if any	
19.	Any other information	

20.	Enclosures : i. Audited Financial Statements for the last 3 years ii. Brief resume of the organization / company iii. Bio-data of CEO iv. Registration / Certificate of Incorporation v. Rating Agency's Certificate / Report iv. Pan card copy	
21.	Infrastructure (Office, computer etc location, area	
22.	No. of employees	

## STATE BANK OF INDORE

### APPLICATION FORM FOR BUSINESS FACILITATORS (INDIVIDUALS)

1. Location (Village / Town) - Location  
- District  
- State  
- PIN
2. Name (IN BLOCK LETTERS)
3. Father's / Husband's Name
4. Date of Birth
5. Gender (Please Tick) -  Male  Female
6. Marital Status (Please Tick) -  Married  Unmarried
7. Education (Please Tick) -  Below Class X  Class X  Class XII  
 Graduate  Post Graduate and above
8. Permanent Address - P.O. Tehsil  
- State Pin: - District
9. Communication Address - P.O. Tehsil  
- District  
- State Pin:
10. Telephone No. (with STD Code) - Residence  
- Office  
- Mobile
11. E-mail ID, if any
12. Currently Banking with (Bank)
13. Bank Account Number, if any
14. Cheque Facility (Please Tick) -  Available  Not Available
15. \*Proof of Name (Please Tick) -  Driving License  PAN Card  
(Anyone) -  Voter's ID card  Passport
- 16.(a) \*Proof of address (Please Tick) -  Electricity Bill (Latest)  NSC (Copy)  
 Telephone Bill (Latest)  LIC Policy (Copy)  
 Letter from landlord  Gas Connection
- 16 (b) PAN NO.
17. Present Business / Occupation, if any
18. Computer Literacy:  Yes  No
19. If yes, nature of qualification:
20. If you already own a business or are working your revenue / income per month is
- |  |  |                   |
|--|--|-------------------|
| Less than Rs.1000<br>Rs.4000 - Rs.6000 | Rs.1000 - Rs.2500<br>More than Rs.6000 | Rs.2500 - Rs.4000 |
|--|--|-------------------|
- (Please enclose copy of I.T. Return)
21. Do you have any experience in selling financial products? If yes, give details.
22. Languages known (say fluent / not so fluent)

	Read	Write	Speak
English			
Hindi			
Regional Language (specify)			
Any other (specify)			

23. No. of years of stay in  
the town / village

24. Do you have any police records? If yes, give details.

25. Names, address and occupation : 1)  
of two people to whom reference  
can be made.

2)

26. Political Affiliation, if any :

27. Default if any to Banks / Financial Institutions:

28. Infrastructure available: (Office, area, location, computer, Internet, Tel No. etc:

I certify that the above information is true to the best of my knowledge and belief.

Signature of the applicant

**Address & ID Proof \***

**\* May be obtained from Sarpanch /Mukhiya /Gazetted Govt. Servant / Post Master / Tehsildar / Police Inspector / Govt. Teacher**

This is to certify that Mr. / Ms. / Mrs. .... has been a resident of  
(Complete Address) .....

for ..... years and holds a good character in the area. His photograph is herewith  
attested and I confirm the same. His date of birth is .....

(Signature)

Name : .....

Address : .....

Designation (with seal) : .....

**References**

1)  
I hereby certify that ..... has been a resident of ..... Village /  
town of ..... district in ..... State of period of ..... years and  
has been known to me for period of ..... years.

(Signature)

Name of Referee .....

Address: .....

Designation / Title : .....

2)  
I hereby certify that ..... has been a resident of .....  
Village / town of ..... district in ..... State of period of .....  
years and has been known to me for period of ..... years.

(Signature)

Name of Referee .....

Address: .....

Designation / Title: .....