

Oriental Bank of Commerce  
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**Annexure II**

Affix recent passport size photograph
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**A. Application for Business Facilitator/Business Correspondent (Individuals) (To be submitted in duplicate)**

I/We jointly request the Bank to appoint me/us to act as a Business Facilitator/Business Correspondent for one year /renew my/our appointment to act as Business Facilitator/ Business Correspondent for a further period of one year. The required details are given below.

**Applicant's Details**

<b>Particulars</b>	
TITLE	Mr./Mrs. /Ms
FIRST NAME	
MIDDLE NAME	
LAST NAME	
FATHER/ SPOUSE NAME	
ADDRESS (RESIDENCE)	
CITY & PIN CODE	
STATE	
ADDRESS (PLACE OF WORK)	
CITY & PIN CODE	
STATE	
E-mail ID :	

<b>Date of birth</b>	Age :	Age :
Phone No.	Home : Business :	Home : Business :
Mobile/Fax	Mobile : Fax :	Mobile : Fax :
Marital Status	Married Unmarried Others	Married Unmarried Others
Educational Qualifications		
Language Known		
Occupation		

If Retired Please indicate here as *RETIRED STAFF*, ..... (*DESIGNATION at the time of retirement*)

Name of organization..... \_..... No. of years served  
 ..... Designation .....  
 Relevant Banking/Financial sector experience (specify if any)  
 .....  
 .....

**Activity of the applicant for the last 5 years( if necessary please attach sheets)**

Staying in the address as specified above since \_\_\_\_\_ year)

\*Copy of Passport/Voter Identity Card/Latest Telephone/Electricity/ Credit Card bill/ income/ Wealth Tax Assessment Order/Ration Card, Bank a/c Statement/Letter from employer [subject to the satisfaction of the Bank] should be submitted as proof of residence. **Please produce original for verification.**

**Area proposed to be covered by the Business Facilitators /Business Correspondent**

S.No.	Name of District	Name of Block	Name of Villages	Nearest OBC branch

Asset & Liabilities of applicant as on Date of application			
(Rs lakh)			
S.No.	Assets	Value	Liabilities
			Value

PAN/GIR NO.@

Annual Income: Rs. \_\_\_\_\_

@ In the absence of either PAN or GIR Number, the applicant(s) should submit Form 60/61 in duplicate, under Rule 114B of Income Tax rules (Enclose latest income tax return, wherever applicable)

**Bank Details (Given details of credit limits being availed, if any)**

Name of the	Nature of	Limit Sanctioned	Balance	Securities
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Bank & Branch	Account		Outstanding	

Give any two references, names of persons of repute in the location with full address and Phone Number.

- 1.
- 2.

**\*Delete which is not applicable**

I enclose the following documents in support of my education qualifications, previous experience and proof of residence.

- i)
- ii)
- iii)

**UNDERTAKINGS**

- (a) Oriental Bank of Commerce Business Facilitator/Business Correspondent scheme has been read by me/us and I/We accept the same as binding upon me/us. I/We hereby declare that all the information provided is correct to the best of my/our knowledge and belief and I/We request you to appoint me/us to act as a Business Facilitator/ Business Correspondent for a period of one year from \_\_\_to \_\_\_in the location of .....
- (b) I/We promise not to share the customer details with others and use only for the purpose of canvassing business of Oriental Bank of Commerce.
- (c) I/We agree to enter into a MoU with Oriental Bank of Commerce and execute the required documents at my cost in the event of my/our selection for appointment as Business Facilitator/Business Correspondent.
- (d) I/We understand that in case I/We are selected to act as BF/BC, I/We will have to make a security deposit of Rs.10,000/- with the Bank which shall be refundable on termination of contract.

**Declarations**

In addition to the above, undertakings, I/We are submitting the enclosed affidavit duly attested by a Notary public for following declarations.

- i. I have not been found/pronounced to be of unsound mind by any competent authority and declared/adjudicated as insolvent by any

competent court;

- ii. I have not been found guilty of any criminal offence by any court of competent jurisdiction;
- iii. I have not been found guilty of or to have knowingly participated in or connived at any fraud, dishonesty or misrepresentation against a banker or an insured in the course of any judicial proceeding relating to any bank or in the course of an investigation of the affairs of a Banker;
- iv. I have not violated the code of conduct specified of any bank or declared a willful defaulter by any bank or/financial institution.

Yours faithfully,

Signature of the Applicant

**FOR BANK'S USE**

1. Applicant(s) interviewed for the purpose of approving the applicant(s) to act as Business Facilitator/Business Correspondent on  
.....

2. Particulars of identification verified with the originals and copies obtained

3. Recommendation

**Signature of the Official.....Name and PA  
No.....**

**Annexure II**

Oriental Bank of Commerce

\_\_\_\_\_,  
 \_\_\_\_\_.

Affix recent  
 passport size  
 photograph

Date .....

**A. Application for \*Business Facilitators/Correspondent (Organizations)  
 (To be submitted in duplicate)**

I/We request the Bank to appoint me/our organization to act as \*Business Facilitator/Business correspondent for one year /renew the appointment to act as \*Business Facilitator / Business correspondent for a further period of one year. The required details are given below.

**Applicant Name & Address(Name of Firm/Organisation/SHG) (All IN BLOCK LETTERS)**

Particulars	Firm/Organisation	Authorised Person I	Authorised Person II
TITLE		Mr./Mrs./Ms.	Mr. / Mrs./Ms.
FIRST NAME			
MIDDLE NAME			
LAST NAME			
FATHER/SPOUSE NAME			
ADDRESS			
RESIDENCE)			
CITY & PIN			
CODE STATE			
ADDRESS* (PLACE OF WORK)			
CITY & PIN			
CODE STATE			

\*Copy of Passport/Voter Identity Card/Latest Telephone/Electricity/ Credit Card bill/ Income/ WealthTax Assessment Order/Ration Card Bank a/c statement/Letter from employer [subject to the satisfaction of the Bank] should be submitted as proof of residence. **Please produce original for verification.**  
 Whether the firm/organization is registered/approved;  
 If, Yes, copy of registration/approval certificate from Registrar of Companies or Registrar of Firms etc. to be produced.

Manpower /Structure of the firm/Organisation

Whether the firm has adequate infrastructure like Vehicle, Offices with computerized operations for carrying out their activities. Please specify

- Delete which is not applicable

Particulars	Authorised Person I	Authorised Person II
Date of birth	Age :	Age :
Phone No.	Home : Business :	Home : Business :
Gender	Male Female	Male Female
Mobile/Fax	Mobile : Fax :	Mobile : Fax :
Marital Status	Married Unmarried Others	Married Unmarried Others
Educational Qualifications		
Languages Known		
Occupation		
Authority letter/Board resolution on behalf of organization		

**Present Activity of the firm/organization for the last 5 years (if necessary please attach sheets)**

The firm is in existence at the address as specified above since \_\_\_\_ years)

**Area Proposed to be covered by the Business Facilitator/Correspondent**

S.No.	Name of District	Name of Block	Name of Villages	Nearest OBC branch

Asset & Liabilities of the firm as on date of application				
(Rs lakh)				
S.No.	Assets	Value)	Liabilities	Value


PAN/GIR NO.@

Annual Income :Rs. \_\_\_\_\_

@ In the absence of either PAN or GIR Number, the applicant(s) should submit Form 60/61 in duplicate, under Rule 114B of Income Tax rules (Enclose latest audited Balance sheet and approved Annual report of last 2 years; wherever applicable)  
Source of fund for the firm/organization to be provided

Whether the organization is rated by reputed rating agencies like CRISII/MCRIL, etc. Give details.

i. At present, I am/We are enjoying facilities with the following banks;

<b>Name of the Bank &amp; Branch</b>	<b>Nature of Account</b>	<b>Limit Sanctioned</b>	<b>Balance Outstanding</b>	<b>Securities</b>

ii. List the name and addresses of other Banks with which the firm has been associated with during the past five years (If necessary please attach separate sheet)

iii. Give any two references, names of persons of repute in the location with full address and Phone Number.

1.

2.

## **Undertakings and Declarations by Authorized person**

### **UNDERTAKINGS:**

- (a). Oriental Bank of Commerce Business Facilitator/Correspondent scheme has been read by me/us and I/We accept the same as binding upon me/us. I/We hereby declare that all the information provided is correct to the best of my/our knowledge and belief and I/We request you to appoint me/our firm to act as a \*Business Facilitator/Business Correspondent for a period of one year from \_\_\_\_\_ to \_\_\_\_\_ in the location of .....
- (b) I/We promise not to share the customer details with others and use it only for the purpose of canvassing business of Oriental Bank of Commerce.
- (c). I/We agree to enter into a MoU with Oriental Bank of Commerce, and execute the required documents at my/our cost in the event of selection for appointment as \*Business Facilitator/Business correspondent.
- (d) I/We have applied for BC and have deposited a draft No. \_\_\_\_\_ for Rs.5,000/- as application money. I/We understand that the said amount shall be returned without payment of any interest in case I/We are not selected or after selection I/We take up the job as BC for OBC. We clearly understand that the said amount shall be forfeited in case we do not act as business correspondent on acceptance of our application by the Bank.
- (e). I/We understand that in case I/We are selected to act as BC, I/We will have to make a security deposit of Rs.10,000/- with the Bank which shall be refundable on termination of contract without payment of any interest. Besides, I/We will have to provide a collateral security to the Bank, preferably in the form of some urban property valued to the extent of 10 times of per day transactional limits allowed to me/us as BC.
- (f). I/We undertake to complete all the formalities required by the bank within one month from the date of appointment and in case I/We fail to do so, I/We agree that Bank shall have the right to cancel the appointment and forfeit the application money.

### **Declarations**

In addition to the above, undertakings, I/We am/are submitting the enclosed affidavit duly attested by a Notary public for following declarations.

- a. I/we have not been found/pronounced to be of unsound mind by any competent authority or not declared/adjudicated as insolvent by any competent court;
- b. I/we have not been found guilty of criminal offence by any court of competent jurisdiction;
- c. I/we have not been found guilty of or to have knowingly participated in or



- connived at any fraud, dishonestly or misrepresentation against an banker or an insured in the course of any judicial proceeding relating to any banking or the course of an investigation of the affairs of an Banker; and
- d. I/we have not violated the code of conduct specified of *any* bank or declared as willful defaulter by any bank or financial institution.

Yours faithfully,

Signature of the Authorised Signatories

**FOR BANK'S USE**

1. Applicant(s) interviewed for the purpose of approving the applicant(s) to act as Business Facilitator on .....
2. Particulars of identification verified with the originals and copies obtained  
,
3. Recommendation

**Signature of the Official.....Name and PA  
No.....**