

RASHTRIYA MAHILA KOSH

New Delhi - 110016

APPLICATION FORM FOR FRANCHISEE SCHEME

1. ORGANISATION DIRECTORY

| | |
|---|--|
| (a) Name of the Organisation | |
| (b) Address | |
| (c) State | |
| (d) District | |
| (e) Block | |
| (f) Phone No. (with STD Code), Email | |
| (g) Fax No. (if any) | |
| (h) Nearest Railway Station | |
| (i) Registration no. of the Organisation | |
| (j) Date of Registration | |
| (k) Date of Renewal, if any | |
| (l) As per MOA | |
| (m) Area of Operation : | |
| (n) Name of the Bank of Organisation | |
| (o) Account No. | |
| (p) Name and Designation of Chief Functionary | |

2. Details of Executive Committee members

| S.No. | Name | W/o or D/o or S/o | Designation | Address with Door no. / Street / Village / Town / District | Land line no. / Mobile no. |
|-------|------|-------------------|-------------|--|----------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| | | | | | |

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

For office use only :

3. Experience of the organisation in CREDIT Activity during last three years

- Internal loaning of SHGs promoted
- Directly funding by the NGO to SHG
- Indirect experience in credit (As a facilitator for Bank / other funding Agencies)
- Loan given to any NGOs

(year wise). (Amount in Rs.)

| Years | No. of SHGs | No. of Borrowers | Amount of loans disbursed from all sources |
|-------|-------------|------------------|--|
| 1 | 2 | 3 | 4 |
| | | | |
| | | | |

4. FORMAT OF DEMAND COLLECTION AND BLANCE REGISTER (DCB)

Loaning made to SHG members out of their own savings (Inter loaning)
Loaning made to SHGs out of the funds received from funding agencies.
Loaning made to SHGs from Bank where NGO acts as a facilitator.
Loaning made to SHGs out of own funds of NGO.

YEAR WISE (Last three years)

| SL. No. | NAME OF | Amt. of loan outstanding | Amt. of loan | Total | Demand amount , which was due for | Amount actually | Over due as | Percentage of recovery | Outstanding at the end of the |
|---------|---------|--------------------------|--------------|-------|-----------------------------------|-----------------|-------------|------------------------|-------------------------------|
|---------|---------|--------------------------|--------------|-------|-----------------------------------|-----------------|-------------|------------------------|-------------------------------|

| | SHG | from previous year (31.3. -- | disbursed during the year | =3+4 | recovery as on ---- | recovered as on -- | on ---- (6-7) | (%) | year 31.3.-- (5-7) |
|---|-----|------------------------------|---------------------------|------|---------------------|--------------------|---------------|-----|--------------------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |

Separate DCB statement for A, B, C, D, category has to be submitted by the NGO (year wise and SHG wise for last 3 years). It should be tallied with other related statements/information furnished by the NGO, any. "Nil" statement may be submitted regarding A or B or C or D if the NGO does not have any experience in under such category. **Note:- The details in S.No. (5) should tally with the books of SHGs and with the data maintained by NGO.**

5. Experience of the organisation in thrift/savings and internal loaning as on 31st March-----

a) NGOs

b) SHGs

(Amount in Rs.)

| Sl. No. | Name and Address of SHG | Date of Formation | No. of Members | Savings Mobilised | Loan given out of savings | Amount Received | Amount of loan outstanding |
|---------|-------------------------|-------------------|----------------|-------------------|---------------------------|-----------------|----------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| Total | | | | | | | |

Note:- The details S.No. (6) should tally with the books of SHGs and with the data maintained by NGO.

6. Proposed lending programme in the current year (For other NGOs only)

(Amount in Rs.)

| Name of the NGO | Address | Date of Regn. | Exp. In micro-credit | Total SHGs formed | Total internal lending | Loans from other agencies | Rate of recovery | Amt. of loan required | Total fund recd. From other funding agencies / track record |
|-----------------|---------|---------------|----------------------|-------------------|------------------------|---------------------------|------------------|-----------------------|---|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| | | | | | | | | | |

7. a) Financial position of the organisation for last 3 years Balance Sheet (As on)

(Amount in Rs.)

| Years | Liabilities | Assets |
|--------|----------------------------------|----------------------|
| Year 1 | Corpus fund | Fixed Assets |
| Year 2 | Loan from Financial Institutions | Loan to SHGs |
| Year 3 | Other Current Liabilities | Other Current Assets |
| | Total | Total |

(Separate sheet may be attached)

b) Details of borrowing if any, may be in the proforma below

| Name of the Lending Institution | Date of Loan | Amount of loan | Amount repaid | Overdue | Balance outstanding |
|---------------------------------|--------------|----------------|---------------|---------|---------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| | | | | | |
| | | | | | |
| | | | | | |

(Separate sheet may be attached and copies of Sanction letter to be enclosed)

c) Financial details of NGOs to whom loan would be provided by Franchisee.

| Name of the NGOs | LIABILITIES | | | | | ASSETS | | | |
|------------------|-------------|-------------------|-------|--------|-------|--------|---------|-------|-------------|
| | Capital | Surplus / Deficit | Loans | Others | Total | Fixed | Current | Loans | Other total |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) |
| | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

8. Organisational Set-up and Training

- a) No. of trained staff
No. of untrained staff
- b) Trained staff:
Details regarding training programme attended, name of the training institution.
NB: Please attach Xerox copies of certificate of each trained staff
- c) Other infrastructure :
 - i) Training material / programme
 - ii) Training hall
 - iii) Resource persons
 - iv) Computer and other equipment
 - v) Vehicle
- d) Details regarding
Bio-data of all staff and MC members and nodal officers
- e) Experience if any as a nodal agency/ mother NGO/ Franchisee of any other funding organisation

9. Check List

| SNo | Details of Enclosures | Yes/No | Page No. |
|-----|---|--------|----------|
| 1. | Attested Copy of the Registration Certificate/Renewal | | |
| 2. | Attested copy of MOA & Bye-laws | | |
| 3. | Indicate the provision to borrow from outside agency | | |
| 4. | Detailed Objectives of the Organization | | |
| 5. | Details of Bio-data of the Chief Functionary experience in social sector | | |
| 6. | List of current Managing Committee members duly attested | | |
| 7. | Resolution for seeking credit assistance from RMK | | |
| 8. | Consolidated audited accounts for the last 3 years | | |
| 9. | Annual Reports for the last 3 years | | |
| 10. | Copies of sanctions received from funding agencies/Govt. Departments etc | | |
| 11. | Utilisation certificate received for funding agencies | | |
| 12. | Undertaking to charge rate of interest not more than 18% NGO to SHG to ultimately beneficiary on reducing balance | | |
| 13. | Undertaking to keep the registration of the organization alive during the currency of RMK loan | | |
| 14. | Undertaking that office bearers should not be elected members of any political party | | |
| 15. | Undertaking to inform RMK in case of changing address. | | |
| 16. | If borrowed from other organizations, No Dues / Overdues certificate from funding agencies | | |
| 17. | Details of Socio-Economic development activities implemented during the last 2/3 years | | |
| 18. | Passport size photographs of the President, Secretary & Treasurer of the organization duly attested by a Gazetted Officer each photo to be attested individually. | | |
| 19. | Certificate regarding proof of residence of the President, Secretary and Treasurer with their present and permanent address duly attested by a Gazetted Officer | | |
| 20. | Details of arrangements available for organizing training for its Staff/SHGs | | |
| 21. | Copy of resolution in case of dissolution of the organisation / Undertaking Rs. 50/- for dissolution clause | | |
| 22. | Clause of 2/3 rd quorum in MOA byelaws. | | |
| 23. | DCB for the last three years | | |

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 Organisation and any concealment of facts/misrepresentation/indulgence in illegitimate practices which are violative of the terms of sanction and as a consequence thereof, the Rashtriya Mahila Kosh is put to monetary loss, will render me liable to be proceeded against under the relevant provisions of the law of the land.

Place:

Date:
Encl.:

(Signature with official stamp)
Name & Designation of
chief Executive