

RASHTRIYA MAHILA KOSH
New Delhi - 110016

**APPLICATION FORM
FOR NODAL AGENCY SCHEME**

1. Name of the organization
2. Address
3. Phone No., Fax No., Email
4. Nearest Railway Station
5. Registration No. of the organization
6. Date of register/Date of renewal
7. Area of operation
 - i) As per MOA
 - ii) For implementation of Progress
8. Name of the Bank of the organization and Account No.:
9. Name & Designation of the Chief Functionary :
10. Details of Socio-economic development program implemented by the organization during last 3 years:

Year Name of the prog. Funded by Amount Recd. Achievement

Year I

Year II

Year III

Separate sheet may be attached : Attached

11. Experience of the organization in credit activities: (for last 3 years)
 - (a) Internal loaning of SHGs promoted.:
 - (b) Directly funded by the NGO to SHG. :
 - (c) Indirect experience in credit(As a facilitator for Bank/Other funding agencies)

Year of finance	No. of SHGs Financed	No. of borrowers financed	Amount disbursed during the year (as on 31.3.)	Amount of demand during the year (as on 31.3.)	Amount of actual recovery during the year (as on 31.3.)	Amount of overdue during the year(as on 31.3)	% of recovery (as on 31.3)	Source of fund
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(Separate sheet may be attached)

12. Experience of the organization in thrift/savings and internal loaning as on 31st March.....

S. No.	Name & Address of SHG	Date of Formation	No. of Members	Savings Mobilised (Cumulative)	Loans Given out of Savings (Cumulative)	Amount Outstanding
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(Separate sheet may be attached)

13. Financial Position of the organization for last 3 years:

- (a). Liabilities Assets
- Year I
Year II
Year III
- Separate sheet may be attached.

(b). Borrowing if any: as on 31st March..

Name of the lending Institution	Date of loan	Amount of loan	Amount repaid	Overdue	Balance Outstanding
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(Separate sheet may be attached)

14. Organizational set up:

- (a). No. of trained staff :
No. of untrained staff :

(b). Trained staff:

Details regarding training programme attended, name of the trainer, name of the training institution.

N.B. Please attach Xerox copies of certificate of each trained staff.

(c). Other infrastructure:

- Training material/Programme :
- Training hall :
- Resource persons :
- Computer and other equipment :
- 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 of any other funding organization.

Check list:

S.No	Details of Enclosures	Yes/ No	Page No.
1	Attested copy of the original Registration Certificate / Renewals		
2	Attested copy of Memorandum of Association / Bye Laws		
3	Bio-data of the Chief Functionary		
4	Composition of the current Managing Committee with name, designation and address of the members, (with relevant copy of resolution of general body)		
5	Copy of the Audited Account and Balance Sheet of the organization for the last three years.		
6	Copy of the resolution passed by the Management Committee to act as nodal agency of RMK		
7	Copies of Annual Reports for last three years.		
8	Copies of testimonials received from funding agencies / Govt. departments etc., if any		
9	Passport size photograph of 3 members of the managing committee duly attested by the Gazetted officer (Chief Functionary, Second Member, Nodal Officer)		

10	Residential address of the members of the managing committee and Nodal officer both temporary and permanent address with proof of the same.		
11	Undertaking to inform Rashtriya Mahila Kosh of any change in Address of the organization.		
12	Undertaking to keep the registration of the organization alive during the currency of the Rashtriya Mahila Kosh loan.		
13	NGOs who have already availed loan from other organizations should also furnish to the Rashtriya Mahila Kosh a certificate of satisfactory conduct of the loan account with them.		

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 Organization 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: Sheets

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