

Be ready for your dreams.

Citibank Personal Loan Application Form





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.Mr./Mrs./Ms.	Firs	t Nam	ne												Mic	ldle N	ame																	ast	Nar
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. Date of Birth	:																			*Citi	Alert	S W	ill be	sen	t to	ou a	it th	e mo	bile	numb	oer a	nd e-	mail i	d pr	ovio
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. Official e-mail ID	*:																																		
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7. Telephone (office landline)	:													Ext	n.: Fax:																				
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Yes, Citibank Person	nal Lo	an N	lum	ber	:																														
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Gross Annual Salar	/(₹ p	.a.)													0	Fros	s re	ceip	t fr	om	Bus	sine	ess,	'Pro	fes	sior	า (₹	p.a.	.)						
Years at current job: Retirement Age: Ot Number of years with previous employer: Ye				N	Net profit from Business/Profession (₹ p.a.) Other Income (₹ p.a.)																														
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				Number of years at previous business:																															
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I oan Amount (尹):							Ė									(mo						Г		24				36			4	Ω	Г		60
Loan Amount (₹): Fresh Loan	Top	-UP		Bala	ncc	Tr	ans	fer						ıe	1101	(III)	/IILÍ	13/.		12		L		∠4		L		36			J ⁴⁶	U	L		ان
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Signature of the Ap Authorised Signato along with Busines	ry	int/			X																				•		,		•						





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Loan/
Personal
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		Lim payii	nent mode			
Please choose any o	ne of the options below fo	r your regular monthly p	ayment:			
Standing Instruc	ctions (SI)	ectronic Clearing System	(ECS)			
In addition to the above	e standard options, you may	also use NEFT/RTGS electror	nic payment options to	make the payment tow	ards the loan accou	nt, when require
		Please tell us mo	ore about your	self		
. Permanent Address (If different from above)						
(ii dinerent nom dbove)						
City					DIN.	
City:					PIN:	
Telephone : (permanent residence)						
People staying at Permanent address	Parents Sil	olings	pouse	Others		
.Preferred Mailing address:	Residence	fice				
Type of Vehicle you currently own:	Car	vo-wheeler				
.Ownership:	Self Fi	nanced	Company provided			
	Please t	ell us about your oc	cupation and i	ncome details		
salaried, you	Public Sector	State Governm	ent	Central Government	Multi-Nat	ional Compar
ork for :	Public Limited Comp	any Private Limited	I Company F	Partnership	Proprieto	orship
	Other, please specify					
f not salaried,	D-Individual-Director	E-Individual Sel	f-employed F	R-Individual-Partner		
ou are :	U-Sole Proprietorship	F-Partnership F	irm	C-Private Limited Com	ipany	
f self-employed,	Trading	Manufacturing		Consultancy	Real Esta	te
your nature of business:	Transporter	Service		Contractor	Processin	g
Professional Practice Dealer/Distributor Other, please specify						
	Ex	isting or past relat	ionship with Ci	tibank?		
Savings Account:			t Card No.:			
		Credi	. [
Current Account:			a)			
_oan Account: a)			b)			
b)			c)			
		etails of existing L	oans and Liabil	ities*		
S.No. Institution N	Name Type of Loan	Loan Amount/	EMI	Current	Balance	Other
		Credit Line	Amount	Outstanding	Tenor	
· · · · · · · · · · · · · · · · · · ·			1 1: 11	1: (
Kindly attach addition	nal sheets, if required. In ca			y mention employer n	ame.	
			Details:	ormation Systems &		
Z-Agribusiness	C-C	ontractors		nunications/Compute	ers X-Bank	(foreign)
K-Shipping L-Real Estate/Developers/Builders B-Consumer Durables W-Bank (local)						
Tr Shipping						

/08-14
Loan,
Personal
VP/TT/PL/
GCG/V

J-Textiles/Garments	G-Education	Y-Airline	O-Food & Beverages				
I-Public Utilities	U-Cosmetics & Toiletries	V-Financial Services	E-Exports				
F-Engineering/Mfg.	N-Petroleum/Oil/Gas/Mining	H-Hotels	Q-Other, please specify				
	Your Qualifi	cation:					
01-Doctor (MBBS/Equivalent)	O2-Doctor (Diploma/Equivalent)	03-Homeopath	04-Ayurvedic Doctor				
05-Chartered Accountant	06-Company Secretary	07-Engineer (B.Tech/AMIE/Equivalent)	08-Engineer (Diploma/Equivalent)				
09-Architect (Degree)	10-Architect (Diploma)	11-General Management (MBA/PGDM)	12-Hotel Management				
13-Designer	14-Postgraduate	15-Graduate	16-Other				
Degree/Registration:		Year of Qualification:					
University/Institute Name:							
	For Office U	Jse Only					
Rate of Interest : Pre-		essing fee: EMI Amour	nt (in INR):				
Please Note:							
		ommence from the 1st day of the sub	sequent month. E.g. For a loan				
	MI would commence from 1st April 2	2013. would commence from the 1st day of	the second succeeding month				
	n, the 1st EMI would commence from	·	the second succeeding month.				
		oan booking date and the last day of	the said month will be charged				
to the customer by way of upfront of	deduction from the loan amount disb	oursed.					
Form of declaration to be filled by a pers	on who does not have a Permanent Ac	count Number and who enters into an	transaction specified in rule 1148				
	CBDT For	m 60					
1. Full Name and Address of the Declara	ant:						
2. Particulars of the Transaction:							
3. Amount of the Transaction:							
4. Are you Tax Assessee?	'es No						
5. If Yes, (i) Details of Ward/ Circle/ Range where the last return of income was filed:							
(ii) Reason for not having a PAN / GIR number:							
6. Details of the documents being prod	uced in support of address in column(i	i):					
Verification: I, , do hereby declare that what is stated above is true to the best of my knowledge and belief. Verified today,							
the	day of						
Signature of the Applicant/							
Authorised Signatory X							
along with Business Entity seal							
Instructions: Documents that be produced Copy of the electricity or telephone bill beari or local bodies showing residential address (g	ng residential address (f) Any document or o	communication issued by an authority of Ce	ntral Government, State Government				
	Please Provide Tw						
Namo :		Name :					
Name :							
Address:		Address:					
Talankana		T-1					
Telephone:		Telephone:					
Relationship:		Relationship:					

	Please Tick Relevant Boxes	
In accordance with requirements prescribed vide as may be applicable to you:	circular dated 05-06-2007 issued by the RBI, request	you to kindly provide the following information
Community: Sikh Muslim Christi Category: SC ST Others		;
	LEASE SIGN ON THIS DECLARATION	
	of the Bank. I/We confirm that I/we have by our own h	and filled this application form and all details as
stated purpose only and shall not be used for spect and/or purchase of gold/gold bullions/gold coins/gol of India I/we undertake to inform the Bank of any cland are fully cognizant that dishonors of the above and or it's associates/subsidiaries/affiliates to verify and/or my employer/Banker/Credit Bureau/ CIBIL/Fand/or disclose to the Reserve Bank of India or an anee/identity, credit information including but not I confirm that the attached photograph is the presente Bank currently offers/would offer in future and respect thereto. I/We have read, understood and hereceive Alert messages/advices with respect to every to the e-mail ID/mobile phone number specified by the Bank, in the event of any change in any of Alerts/advices through e-mail/over mobile phone. SENIOR PUBLIC FIGURE DETAILS: Do you or your immediate family member/joint acceposition as a senior public figure? Senior Public Figure Declaration: Which is defined as a senior official in the executive senior official of a major political party, or a senior Public Figure also includes any entity the beneficial owner of at least twenty-five per cent of Figure and any close associate or relative of a Secunsually close relationship with and able to conduct Declaration on Bank director/ senior officer posit I do hereby solemnly declare and state I am not a. Directors/Senior officers of Citibank and/or their Relatives.	eir Relatives and	use purpose or prohibited/ antisocial purposes s. I/we further certify that I/we am/are citizen(s) nding instruction for the repayment of the loan e under the law. I/We further authorise Citibank and/or contact me and/or my family members for to do any such acts as they deem necessary the Bureau/CIBIL or any other third person, the fany, etc along with demographic details ank, N.A. to apply to any product(s) / service(s) not to make any claim against Citibank, N.A. in verning CitiAlert Facility. I/We hereby agree to accounts through e-mail/over my mobile phone to it shall be my/our sole responsibility to advise the to avail of statement-on-the-net or received ently hold/have held/are being considered for a terfunded corporation, institution or charity. As a Figure, in which the Senior Public Figure is a ludes the immediate family of a Senior Public is widely and publicly known to maintain an Figure.
Name of the Director of Citibank N.A., or other	Name of the other bank / Position with other bank	
bank / Senior Officer of Citibank N.A.		·
 immediately inform the Bank of such change". Note: 1. "Director" would include Director on Citibank India. (includes 'Nominee directors' and 'Cha Funds/Venture Capital Funds set up by Citiban 2. "Senior Officer" would include any officer in s 3. "Relative" includes: (a) Spouse (b)Father (c) step-daughter) (g) Daughter's Husband (h) Bro 	NA's Board abroad or Member of Local Operations Mairman/Managing Director'). This would also includ k or any other bank. enior management level (Title 'Managing Director' ar Mother (including step-mother) (d) Son (including stepther) (i) Brother's wife (j) Si se (m) Sister (including stepsister) of the spouse.	anagement Committee (LOMC) of Citibank NA, e directors of Subsidiaries/Trustees of Mutual d above). ep-son) (e) Son's Wife (f) Daughter (including
Photograph of Applicant Please paste recent passport-sized colour photograph here and Please do not use pins, tape, staples on the photograph.		ure of the Applicant/ Authorised Signatory with Business Entity seal

Please visit www.citibank.com/india for detailed terms & conditions.

Value-added services				
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CitiAlert

Keep track of your Personal Loan Account through our CitiAlert Facility. This special service provides payment reminders, payment confirmation and similar alerts.

,	rrently free of cost. Please provide a valid E-mail ID/Mobile Number. In case of nk reserves the right to, at its sole discretion, but with prior intimation to the co	
expressly auth share, disclose any of the pro the companies	y voluntarily requisition, irrespective of any other communication proviorize Citibank N.A. and/or all the companies/entities/subsidiaries/affiliate or use in any manner whatsoever, the information voluntarily provided duct/services or any enhancements/up gradations/revisions thereof offs/entities/subsidiaries/affiliates there off under Citigroup. This instruction grexisting products from Citibank N.A. and/or all/any of the companies/	es there off under Citigroup and their agents to exchange, by me/us herein to offer and/or market and/or sell to me ered from time to time by Citibank N.A. and/or all/any of n shall apply going forward for all the products availed by
Name		Telephone No.
Signature	X	
I/We herek	oan Insurance Program by voluntarily agree, accept and authorize Citibank N.A. and/or all the any third party they deem necessary and their agents to contact me, at the resonal loan insurance product and its terms and conditions.	
	For bank use only	
	Source Code:	
	Name	Code
DSA		
SE		
RM		
	Details of old loan	
Old Loan No	D: Book	sing date:
Loan Sancti	ioned: Loar	Disbursed:
Current out	standing/Ideal balance: Rate	of interest on old loan: %
Tenor of the	e old loan: Months EMI	on the old loan:
	Declaration by Sales Execu	ıtive
,	to confirm that I have personally met	and the customer has filled up the application

Please note that for speedy processing of your personal loan application, you need to submit all required documents and SMS APP XXXXXX (XXXXXX refers to application reference number) to 52484/91-9880752484

Signature



Executive Name



Customer Copy - Please Retain

Description of Charges	Applicable Charges
Interest Rate	Interest Rate on the loan will be, rate as applicable at the time of signing the loan agreement. Interest for the month = Loan Outstanding*ROI%*(Number of Days in a month/365)
Booking Fee*	Up to 3% of the loan amount sanctioned The fee is deducted from the loan amount at the time of disbursal
Cheque/ECS Bounce Charges*	Cheque/ECS/SI Bounce Charges will be charged at the rate of ₹250
Late Payment Charges*	Any delay in the payment of an EMI shall entail an additional interest of 2% p.a. above the prevalent rate upon the outstanding Balance of the Loan. All EMIs will be presented on 1st of every month
Loan Pre-closure Charges*	 No pre-payment is allowed for six months post booking Pre-closure charges are levied at the rate of 3% on total principal outstanding At the time of calculating the amount for full and final settlement of account interest for the present month is also taken into consideration
Statement Copy	₹500
Stamp Duty	To be charged for the loan agreementCost is as per state Law

Payments towards your Personal Loan may be made in any of the following ways:

- Standing Instructions (SI) for Citibank account holders
- Electronic Clearing System(ECS) for non- Citibank account holders
- Customers may also repay their loan by way of an NEFT. Please use IFSC Code CITIO000003 for this payment and mention your Loan Account number as the beneficiary account

Please visit www.citibank.com/india for detailed terms & conditions.

DOCUMENTATION REQUIREMENTS

Criteria	Documents for Self-Employed	Documents for Retail Salaried
Proof of Age	□ Birth certificate □ School leaving certificate □ Passport □ Voters card with DOB □ College certificate □ DOB on tax return □ PAN card	□ Birth certificate □ School leaving certificate □ Passport □ Voters card with DOB □ College certificate □ DOB on tax return □ Company ID / HR confirmation for CELP PAN card □ PAN card
Proof of Residence	□ Passport □ Electricity Bill □ Landline telephone bill □ Voters Card □ Ration Card □ Lease Agreement □ Property Registration Agreement / Acknowledged copy of Advance □ Tax /Income Tax Receipt □ Driving License □ Mobile Bill □ Water or Gas Bill □ Bank account statement printed on bank's letterhead, not more than 3 months old, signed and stamped by existing banker. However if this statement is a computer generated the stamp and signature of the official is optional. □ Mutual Fund Statement □ Valid ID Card issued by (Govt. Org., PSU, Armed Forces, Statutory/ Regulatory Auth., Recognized Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, Indian Medical Association, established under the central or state statutes, members of trade bodies and trade councils □ Overseas Citizen of India Card □ Person of Indian Origin Card	□ Passport □ Electricity Bill □ Landline telephone bill □ Voters Card □ Ration Card □ Lease Agreement □ Property Registration Agreement / Acknowledged copy of Advance Tax /Income Tax Receipt □ Driving License □ Mobile Bill □ Water or Gas Bill □ Bank account statement printed on bank's letterhead, not more than 3 months old, signed and stamped by existing banker. However if this statement is a computer generated, the stamp and signature of the official is optional. □ Mutual Fund Statement □ Valid ID Card issued by (Govt. Org., PSU, Armed Forces, Statutory/ Regulatory Auth., Recognized Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, Indian Medical Association, established under the central or state statutes, members of trade bodies and trade councils □ Overseas Citizen of India Card □ Person of Indian Origin Card
Proof of ID	□ Photograph is mandatory □ Passport □ Voters Card □ Driving License □ Ration Card □ PAN card □ MAPIN Card □ Birth Certificate □ 10th/12th Marksheet (for students only)	□ Photograph is mandatory □ Passport □ Voters Card □ Driving License □ Ration Card □ PAN card □ MAPIN Card □ Birth Certificate □ 10th/12th Marksheet (for students only)

^{*}Service Tax and other Government taxes & levies as applicable will be levied on all fees and charges.

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	□ Valid ID Card issued by (Govt. Org., PSU, Armed Forces, Statutory/ Regulatory Auth., Recognized Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, Indian Medical Association, established under the central or state statutes, members of trade bodies and trade councils □ Professional License with Photo □ Trade License with Photo □ Overseas Citizen of India Card □ Person of Indian Origin Card	□ Valid ID Card issued by (Govt. Org., PSU, Armed Forces, Statutory/ Regulatory Auth., Recognized Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, Indian Medical Association, established under the central or state statutes, members of trade bodies and trade councils □ Professional License with Photo □ Trade License with Photo □ Overseas Citizen of India Card □ Person of Indian Origin Card
Criteria	Documents for Self-Employed	Documents for Retail Salaried
	, ,	
Length of Employment/ Continuity of Business	 □ Lease Deed/Rent Receipts □ Ownership document □ Utility bills (telephone/water/electricity) □ Tax returns from the same city 	☐ Letter from Employer ☐ Old Payslip / Form 16 ☐ HR Check by designated CPA resource
Signature	□ By the Banker of the bank from which Repayment Instruction is given □ Cleared LOF cheque if issued by Customer from same Bank Account from where Loan Repayment Instruction is given □ Citibank Branch Account □ Passport □ Income Tax Receipt □ PAN card □ MAPIN Card □ Driver's License □ Valid ID Card issued by (Govt. Org., PSU, Armed Forces, Statutory/ Regulatory Auth., Recognized Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, Indian Medical Association, established under the central or state statutes, members of trade bodies and trade councils □ Overseas Citizen of India Card □ Person of Indian Origin Card □ First Party Cheque Signed by Customer and deposited for account opening along with AOF	□ By the Banker of the bank from which Repayment Instruction is given □ Cleared LOF cheque if issued by Customer from same Bank Account from where Loan Repayment Instruction is given □ Citibank Branch Account □ Passport □ Income Tax Receipt □ PAN card □ MAPIN Card □ Driver's License □ Valid ID Card issued by (Govt. Org., PSU, Armed Forces, Statutory/ Regulatory Auth., Recognized Professional Bodies such as ICAI, ICWAI, ICSI, Bar Council, Indian Medical Association, established under the central or state statutes, members of trade bodies and trade councils □ Overseas Citizen of India Card □ Person of Indian Origin Card □ First Party Cheque Signed by Customer and deposited for account opening along with AOF
Proof of Income and Occupation	☐ IT Returns for the last two years and Supplementary documents ☐ Computation of Income Schedule P&L Account ☐ P&L Account ☐ Balance Sheet ☐ Audit Report (wherever applicable) ☐ Above accounts to be certified by CA ☐ Last six months bank statement	□ Latest two or one salary slip as applicable not more than three months old □ Latest Form 16 □ Last six months bank statement
General		□ Degree certificate □ 6 months Loan Repayment Track/ Credit Card Statement/ OD CC

The application will be processed within 2 days on a best-effort basis, on receipt of all required documents mentioned above. The document requirements given above are indicative and Citibank reserves the right to request further documents, if required. This document is not to be construed as a commitment from Citibank, either express or implied. Terms & conditions as mentioned in the loan agreement will apply.

account

Documents for Expats

Criteria	Documents for Expat
Proof of Identity	☐ Photograph is mandatory
	□ PAN
	□ Valid VISA
Proof of Residence	 A letter from employer/ Certificate from Embassy of the Country of Origin or any appropriate legal authority certifying the local address in India.
	☐ Bank account statement printed on bank's letterhead, not more than 3 months old/ Passbook signed and stamped by existing banker.
	☐ Rent agreement
	☐ Certificate of Registration issued by the FRRO
Proof of Signature	□ PAN
	☐ Valid Passport
	☐ First Party Cheque Signed by Customer and deposited for account opening along with AOF
	☐ Existing Banker's attestation
	☐ Certificate of Registration issued by the FRRO
Proof of Age	☐ Birth Certificate
. 100. 01 / igc	☐ School Leaving certificate
	□ Passport
	□ Voters card with DOB
	☐ College Certificate
	□ DOB on Tax return

Length of Employment/Continuity of Business	☐ Letter from employer (if employed) ☐ Old Pay-Slip/Form 16 ☐ HR check by designated CPA resource
Proof of Income and Occupation	 □ Latest one or 2 salary slip (not more than 3 months old) □ Latest Form 16 □ Last 3 months bank statement

DOCUMENTATION REQUIREMENTS

Criteria	Documents for Company	Documents for Partnership Firm
General	 Certified Copy of Memorandum of Association Certified Copy of Articles of Association Copy of Pan Card Certificate of Incorporation Board Resolution to obtain Personal Loan C.A. attested Shareholding pattern Duly acknowledged by ROC if MOA and AOA does not contain director's name - Form 32 or Certified Copy of Register of directors or latest annual return filed with ROC or Chartered Accountant / Company Secretary Letter / Certificate Form 18 duly acknowledged by ROC for change in address of the company 	 Copy of duly registered Partnership Deed signed by all the partners Copy of Pan Card Shop and Establishment licence with latest renewal stamp Letter of Authority signed by all the partners Sales Tax / VAT / Excise / Municipal Registration
Proof of Income	 ↓ IT Returns for the last 2 years and supplementary documents ↓ Computation of Income ♣ P&L Account ↓ Balance Sheet ↓ Audit Report (wherever applicable) ↓ Above documents to be certified by C.A ↓ Last 6 months bank statement 	 il T Returns for the last 2 years and supplementary documents il Computation of Income il P&L Account il Balance Sheet il Audit Report (wherever applicable) il Above documents to be certified by C.A. il Last 6 months bank statement
Continuity of Business	 Lease Deed / Rent Receipts Ownership Document Utility Bill (Telephone / Water / Electricity) not more than 3 months old Tax Returns from the same city 	 Lease Deed / Rent Receipts Ownership Document Utility Bill (Telephone / Water / Electricity) not more than 3 months old Tax Returns from the same city

For any queries/issues related to services provided by Citibank or its service providers, following are the contact details:

Write to us at: Citibank N A, PO Box # 4830, Anna Salai Post Office, Chennai - 600002.

or Call us at 24 Hour CitiPhone

24-Hour CitiPhone

Ahmedabad	:	079-2642-2484	Cochin	:	0484-404-2484	Ludhiana	:	0161-501-2484
Akola	:	1800-180-2484	Coimbatore	:	044-2852-2484	Mumbai	:	022-2823-2484
Aurangabad	:	0240-663-2484	Delhi/NCR	:	0124-254-2484	Nasik	:	1800-180-2484
Baroda	:	0265-232-2484	Hyderabad	:	040-6666-2484	Pondicherry	:	044-2852-2484
Bengaluru	:	080-2227-2484	Indore	:	1800-180-2484	Pune	:	020-6601-2484
Bhopal	:	1800-180-2484	Jaipur	:	0141-2372484	Surat	:	0261-653-2484
Bhubneswar	:	1800-180-2484	Jalandhar	:	0181-506-2484	Vapi	:	0265-232-2484
Chandigarh	:	0172-5082484	Kolkata	:	033-2283-2484			
Chennai	:	044-2852-2484	Lucknow	:	0522-220-1022			

Please note that for speedy processing of your personal loan application, you need to submit all required documents and SMS APP XXXXXX (XXXXXX refers to application reference number) to 52484/91-9880752484

ACKNOWLEDGEMENT SLIP					
Place:	Date:	Ref. No.			
Received from Mr./Ms	s				
completed application application will be sent	for a Citibank Personal Loan. Please note that th form with requisite documents including the si on your email id registered with us. Please note a period of 6 months. In case of any queries, pleas	igned loan agreement as per Citiban that the photo copies of the document	k's policy . Communication regarding your		
Sales Executive Name:					

This receipt does not require a signature. Once your loan is booked, you can contact us through: P.O. Box 4830, Anna Salai, Chennai - 600 002.