

APPLICATION FORM

Respected Sir,

Sub: Application for the Post of _____

It is learnt that you are recruiting hands for the above post, for which I am submitting this application for the favour of your kind consideration.

I submit hereunder my detailed BIO-DATA for favour of your kind perusal and consideration.

BIO- DATA

1. Name in full :
2. Father's name :
3. Age and date of Birth :
4. Educational Qualifications :
5. Experience :
6. Address for communication :
7. Languages known :
8. Other information :

In view of the above I request you to kindly consider my application for the post of above mentioned capacity.

Thanking you,

Place:

Date:

Yours faithfully



Branch:

BIO-DATA
(for the appointment as gold appraiser)

1	Name in full	
2	Present Address	
3	Permanent Address	
4	Date of Birth	
5	Educational Qualifications	
6	Means of the applicants (Credit report to be enclosed)	
7	Name of the two Guarantors and their means (Credit report to be enclosed)	
8	Whether The Applicant Is willing to Deposit Rs. 50000/-/Rs 1,00,000 In DRIC for a Minimum Period of 5 Years and offering the same under lien and to agree to abide by the rules of the Bank, if he is appointed as gold appraiser	
9	Experience in testing the purity of the gold and gold ornaments (He should be an approved gold smith and proof thereof should be submitted)	
10	Due- Diligence Report as per KYC norms	
11	Recommendations of the Branch	



_____ Branch
Due-diligence Report on Gold Appraiser engaged in gold loan

1	Date of inspection																			
2	Name and address of the appraiser																			
3	Age																			
4	Whether belongs to the community of Gold Smith?																			
5	Location of shop if any and value of paid up stock																			
6	Experience of the appraiser in the said line of activity																			
7	Market reputation of the said appraiser																			
8	Whether already working as appraiser for any other bank																			
9	Present income of the appraiser and source	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 60%;">Sources of income</th> <th style="width: 40%;">Amount (Rs. per annum)</th> </tr> <tr> <td>Business income</td> <td></td> </tr> <tr> <td>Appraiser charges from other banks if any</td> <td></td> </tr> <tr> <td>Others, Specify</td> <td></td> </tr> <tr> <td>Total</td> <td></td> </tr> </table>			Sources of income	Amount (Rs. per annum)	Business income		Appraiser charges from other banks if any		Others, Specify		Total							
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10	Details of dependents and other spouse	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;">Name of family</th> <th style="width: 25%;">Relation</th> <th style="width: 25%;">Age</th> <th style="width: 25%;">Annual Income</th> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>			Name of family	Relation	Age	Annual Income												
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11	Details of assets owned by appraiser	<table border="1"> <tr> <td>Nature of Asset</td> <td>No.</td> <td>Value (Rs)</td> <td>Encumbered/ Not encumbered</td> </tr> <tr> <td>Land/ Plot</td> <td></td> <td></td> <td></td> </tr> <tr> <td>House</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Others</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td></td> </tr> </table>				Nature of Asset	No.	Value (Rs)	Encumbered/ Not encumbered	Land/ Plot				House				Others				Total														
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12	Details of borrowings from Co-op Societies	<table border="1"> <tr> <td>Name of FI/ Bank</td> <td>Purpose of loan</td> <td>Date of loan</td> <td>Amount of loan</td> <td>Present O/S</td> <td>Overdues</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>					Name of FI/ Bank	Purpose of loan	Date of loan	Amount of loan	Present O/S	Overdues																								
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13	Means of appraiser (in Rs.)																																			

Part B: Due- Diligence

Independent Enquiries made with for KYC norms	
Name and address of person contacted	
Whether related to appraiser	
Since when he knew the appraiser	
How long the appraiser is staying at the current location	
Opinions and views gathered	

Part C: Remarks and Recommendations

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Name & Signature of Second Officer

Name & Signature of Branch Manager