



Loan Application Form

Please fill in all the required details in BLOCK LETTERS. Tick boxes as applicable.

All Fields Mandatory

For office use only

Application Type* New Update
 KYC Number

Details of Company/ Partnership/ Proprietor Firm

Name of Applicant
 Legal Status Pvt. Ltd. Public Ltd. HUF Registered Partnership Unregistered Partnership Proprietorship Concern
 Year of Incorporation ROC Registration No./ Partnership Deed No.
 PAN No./GIR No. Sales Tax Registration No.
 Registered Office Address
 Ownership Owned Rented Builtup Area _____
 Landline No. Fax No.
 No. of Branch/ Marketing Office _____ Name of Cities _____
 No. of Owned Branches _____ No. of Rented Branches _____
 No. of Employees _____ Permanent Employees _____ Temporary Employees _____
 Advance Tax Paid Yes No
 Credit Rating (if any) _____ Name of Rating Agency _____

GST Details

GST Applicable Not Applicable Exempted GSTIN / UIN
 GST Exemption Notification No. _____
 Name of the Company/Business
 Date of Commencement of Business
 Place of Incorporation Country of Incorporation Country of Residence as per Tax laws
 Identification Type Tax Identification Number (TIN)
 Number of controlling person(s) resident outside India for tax purposes
 (Please provide details of each Controlling Person resident outside India for Tax purposes separately in 'Annexure C1')

Proof of Identity (PoI)

(Certified copy of any one of the following Proof of Identity[PoI] needs to be submitted)
 Certificate of Incorporation / Formation Registration Certificate
 Resolution of Board / Managing Committee Memorandum and Article of Association / Partnership Deed / Trust Deed
 Officially valid document(s) in respect of person authorised to transact

Current / Permanent / Overseas Address Details

Address Type Residential / Business Residential Business Registered Office Unspecified
 Proof of Address Certificate of Incorporation / Formation Registration Certificate
 Address

 City / Town / Village
 District Pin / Post Code State / U.T Code ISO 3166 Country Code
 No of yrs at above address No of years at current city Residence type Owned Rented Others (Pls Specify)

Correspondence / Local Address Details

Same as Current / Permanent / Overseas Address details (In case of multiple correspondence / local addresses, please fill 'Annexure A1')

Address Type Residential / Business Residential Business Registered Office Unspecified

Proof of Address Certificate of Incorporation / Formation Registration Certificate

Address

City / Town / Village

District Pin / Post Code State / U.T Code ISO 3166 Country Code

Address In The Jurisdiction Where Entity Is Resident Outside India For Tax Purposes

Same as Current / Permanent / Overseas Address details Same as Correspondence / Local Address details

Address Type Residential / Business Residential Business Registered Office Unspecified

Proof of Address Certificate of Incorporation / Formation Registration Certificate

Address

City / Town / Village

District Pin / Post Code State / U.T Code ISO 3166 Country Code

Preferred Mailing Address Current Office Permanent (Pls specify the reason for this selection)

Detail of Related Person (In case of additional related persons, please fill 'Annexure B1')

Addition of Related Person Deletion of Related Person KYC Number of Related Person (if available)

Related Person Type Director Promoter Karta Trustee Partner Authorised Signatory Court Appointed Official Beneficiary

Personal Details

Name* Prefix First Name Middle Name Last Name

Father's / Spouse Name*

Mother's Name*

Date of Birth* Gender Male Female Transgender Marital Status Married Single Others

Citizenship* Indian Others (Pls Specify)

Residential Status* Resident Individual Non Resident Indian Foreign National Person of Indian Origin

Occupation Type* Service Private Sector Public Sector Government Sector Others Professional Self Employed Retired Housewife Student Business Not Categorised

TICK IF APPLICABLE RESIDENCE FOR TAX PURPOSES IN JURISDICTION(S) OUTSIDE INDIA

ADDITIONAL DETAILS REQUIRED*

Country of Jurisdiction of Residence

Tax Identification Number or equivalent (If issued by jurisdiction)

Place / City of Birth* ISO 3166 Country Code of Birth*

Proof of Identity (PoI)*

PAN No. Aadhar No.

Voters ID

Passport No. Passport expiry date

Driving License DL expiry date

NREGA Job Card Others (Pls Specify)

Simplified Measures Account - Document Type code Identification Number

Proof of Address (PoA)

Address Type* Residential / Business Residential Business Registered Office Unspecified

Proof of Address* Passport Driving Licence UID (Aadhaar) Voter Identity Card NREGA Job Card Others (Pls Specify) Simplified Measures Account - Document Type code

Address*

City / Town / Village*

District* Pin/Post Code* State/U.T Code* ISO 3166 Country Code*

Remarks (If any)

Promoters and Management Profile

Prole of Directors/Partners/Proprietor	1	2	3
Name of Directors			
Relationship with Promoters			
Date of Birth			
Educational Background			
Experience in Industry			
Contact Nos.			
Networth (as per latest IT return) (₹ in Lacs)			

Details of Shareholding Pattern in Public Ltd. / Pvt. Ltd. / Ltd. and Partnership Firm

Name of Shareholder	No. of Shares	% Holding	Relationship with Promoters

Details of Associate / Group Company/ies & Firm/s

Name of Company/Firm/ Partnership			
Prole of Business			
Sales in Last Financial Year			
PAT in Last Financial Year			
Total Borrowings			
Total Network			

Details of Business

Business Profile (Can be also provided as an annexure)

Details of Products (Can be also provided as an annexure)

Gross Block of Plant & Machinery (₹ Lacs)

Current Year Sales (Only Past 6 Months) :

Month	Sales (in ₹ Lacs)

Name of Customers (Only top 5)	Sales in Last FY	Average Credit Period	% of Last FY sales	Name of Contact Person	Contact No.

Name of Suppliers (Only top 5)	Purchases in Last FY	Average Credit Period	% of Last FY Purchases	Name of Contact Person	Contact No.

Details of Banking Relationships

Working Capital Facility:

Bank Name			
Fund Based Facility			
Facility Amount (₹ Crs.)			
O/S as on Latest Date			
Non-Fund Based Facility			
Facility Amount (₹ Crs.)			
O/S as on Latest Date (₹ Crs.)			
Length of Relationship			

Term Loans & Business Loans:

Bank Name			
Purpose			
Facility Amount (₹ Crs.)			
O/S as on Latest Date			
Repayable in Current FY (₹ Crs.)			
Repayable in Next FY (₹ Crs.)			

Proposed Facility/ies

Fund Based Facility	Facility Amount (₹ Crs.)	Tenure
Term Loan		Year
Business Installment Loan		Year
Working Capital Demand Loan		One Year
Line Of Credit		One Year
Transaction Banking Facility		One Year

Proposed Securities

Fund Based Facility	Estimated Value	Particulars

LIST OF DOCUMENTS (Self Attested Copies):

Sr. No.	Particulars	Submission
1.	Audited Financials for Last 3 years	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Provisional Financials (Balance Sheet and Prot & Loss Statement) for Last FY with Schedules	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	CMA data for Current FY and Future Financial Years with company signatory – Only in case of Corporate Loan	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Projected Turnover on Company Letter Head	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	ITR returns for Company and ITR Returns for Promoters along with Statement showing Computation of Income of the Promoters with Acknowledgement from IT Department	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Analysis of Debtor (More than 180 days outstanding)	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Tax Audit Reports for Last 3 years	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Bank Statement for the Last 6 months	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	RTR to be given for all Term Loans, Car and other Loans availed by the Company	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	RTR to be taken for Loans greater than ₹ 5 Lacs in the name of the Promoters (only to be taken if no Loan has been taken by the Borrower Entity)	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Details of Existing Bank Borrowings – from Banks as well as FIs. Indicate Limit, Outstanding, Overdue, Repayment Schedule, since when Overdue, Securities, Guarantees etc. and whether the Credit Limits are under sole Banking or Multiple Banking Arrangement	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Copies of Sanction Letters from all Banks and Institutions for Secured as well as Unsecured Loans	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	List of Property Document held with the Existing Banker / Copy of MOE	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Memorandum of Association and Articles of Association/Registered Partnership Deed	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	PAN Card of Company	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Address Proof of Company - Light Bill, Telephone Bill	<input type="checkbox"/> Yes <input type="checkbox"/> No
17.	(a) Certificate of Incorporation (b) Shop Establishment License, (c) Trade License (any one of them)	<input type="checkbox"/> Yes <input type="checkbox"/> No
18.	Latest Form 20B	<input type="checkbox"/> Yes <input type="checkbox"/> No
19.	PAN Card, Address Proof – Passport Copy, Light Bill, Telephone Bill	<input type="checkbox"/> Yes <input type="checkbox"/> No
20.	Prole / Bio data of Directors (including experience proof, if possible)	<input type="checkbox"/> Yes <input type="checkbox"/> No
21.	Prole of the Company	<input type="checkbox"/> Yes <input type="checkbox"/> No
22.	Product Prole	<input type="checkbox"/> Yes <input type="checkbox"/> No

I/We also confirm that:

- Our Company, is not a BIFR referred Company nor it has been admitted or referred to NCLT for Insolvency proceeding. The Company has not been declared a defaulter by any Financial Institution / Bank including Reserve Bank of India or sought financial reconstruction under any law.
- None of our Directors or Member of Management is/are related to any Director / Senior Officers of Aditya Birla Group.
- I/We hereby declare that the details furnished above are true and correct to the best of my/our knowledge and belief and I/we undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I/we am/are aware that I/we may be held liable for it.
- My/Our personal KYC details may be shared with Central KYC Registry.
- I/We hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address.

[Signature / Thumb Impression]

Director's/Authorised Signatory of Applicant

Date

Place

For Internal Use

Referral Partner Name	
Referral Partner Code	
RM Name	
RM Employee ID	

Note: Interest rates are subject to change from time to time at the sole discretion of Aditya Birla Finance Limited.

Rate of Interest

Customer would be required to service the loan at pre-dened frequency at the rate set out in the Loan agreement/sanction letter/interest rate intimation letter

The rate of interest is linked to ABFL Long Term Reference Rate (i.e. ABFL LTRR) or ABFL Short Term Reference Rate (i.e. ABFL STRR) or any other pre-dened benchmark rate for floating rate lending products of the Lender. e LTRR or STRR or Benchmark rates may change from time to time and any revision in this rate will have an impact on the interest rate.

Calculation of Interest rate

The interest rate applicable is determined with reference to the ABFL Long Term Reference Rate (i.e. ABFL LTRR) ABFL Short Term Reference Rate (i.e. ABFL STRR) or any other benchmark rate and customer margin communicated in the sanction Letter\amendment letter\rate intimation letter at the time of origination and thereafter.

Change in Rate of Interest

The customers floating rate loans are linked to ABFL Long Term Reference Rate or ABFL Short Term Reference Rate (i.e. ABFL STRR) or any other pre-dened benchmark rate . Any change in LTRR or STRR or Benchmark Rate would also affect the rate of interest of loan of the customer. Any change in Rate of Interest can impact Equated Installments or Tenure or both.

Any change in LTRR or STRR will be updated on ABFL website from time to time.

Fees and Charges

- Please refer to the Schedule of charges for the latest fees and charges applicable to our products as updated on our website <http://adityabirlafinance.com>. Customer can also make enquiries at any branch of Aditya Birla Finance (ABFL) or with ABFL's Customer service.
- Any fees and charges mentioned in the Sanction Letter are the rates applicable on the date of issue of the Sanction Letter and are subject to change from time to time.
- Any Service Tax as applicable on the fees and charges shall be payable by the Borrower.

Liability of the Borrower

Where the Loan is provided to more than one Borrower, then the liability of the Borrower to repay the Loan together with interest and all other amounts and to observe the terms and conditions of the Agreement/ and any other agreement(s), document(s) made between the Borrower and ABFL in respect of the Loan is joint and/or several.

Security

- The loan would be secured by immovable or movable property as acceptable to ABFL in its sole discretion..
- ABFL shall have the right to decide, in its sole discretion, the type, manner and the timing of creation of mortgage or any other security; and/or any additional security to be created by the Borrower for securing the Loan and all other amounts as aforesaid .e Borrower is bound to create such security and shall duly execute documents evidencing the same as may be required by ABFL
- Loan which is being offered is based on the understanding, that the security is located in India and within ABFL's approved city limits. Even if the security is within the specified limits, ABFL may refuse to disburse the loan if the security does not meet ABFL's credit policies, guidelines and criteria as deemed fit by it in its sole discretion.
- In case the loan is secured by mortgage of any immovable property/ies , borrower shall procure prior written consent of ABFL

Conditions for Disbursement of Loan

- ABFL shall be entitled to revoke the sanction of the facility/ies, inter alia, in any of the following circumstances:
 - Assessment / verification checks not satisfactory to ABFL
 - There is any material change in the purpose(s) for which the facility is being sanctioned
 - In the sole judgement of ABFL, any material fact has been concealed and/or ABFL becomes subsequently aware of during the tenor of the loan.
 - Accepted copy of the Sanction Letter not received within the specified period
 - Any statement/ information made by or on your behalf is misleading, unsatisfactory or is incorrect
 - There is a default or breach or violation of any condition of this or any other facility offered/availed by you from ABFL
 - Loan Agreement/ any other documents related to disbursement being incomplete, incorrect or unsatisfactory, in a form and manner as may be required by ABFL in connection with the Facility/ies.
 - Any other facts or circumstances which in the sole discretion of ABFL would lead to deterioration in the credit worthiness of the Borrower or lead to material adverse change in the financial or business condition of the Borrower
- Provided further that notwithstanding anything to the contrary contained in the Sanction Letter and Loan agreement, ABFL may at its sole and absolute discretion at any time, terminate, cancel or withdraw the Facility or any part thereof (even if no / partial disbursement is made) without any liability and without any obligations to give any reason whatsoever, whereupon all principal monies, interest thereon and all other costs, charges, expenses and other monies outstanding (if any) shall become due and payable to ABFL by the Borrower forthwith upon demand from ABFL.

Repayment

- Repayment should be done as per the amount payable by the Borrower(s) at such period of rests as provided for in the Sanction Letter, to ABFL comprising of Interest, or as the case may be, principal and Interest calculated on the basis of such period of rests at the Interest Rate applicable as stated in the Sanction Letter/Loan Agreement and is rounded off to the next rupee.

Default

- Non-payment of any money due on its due date including interest would lead to default as the terms of the facility, ABFL reserves the right to report the non payment to various credit bureaus. It may have an adverse effect on Borrower's credit rating and affect your ability to obtain credit from other Lenders. To avoid any adverse credit history with credit bureaus, customers should ensure timely payment of the amount due on the loan amount is duly made.
- If an "Event of default" (as defined under the Loan Agreement) happens, Borrower will have to pay default interest or such other rate of interest as decided by ABFL. For Default interest rate / charges for non conformance, Please refer to Schedule of Charges for more details.

Prepayment and Foreclosure

- No Pre-closure of the facility allowed in first 12 months from the date of disbursement of Term Loan. The customer can prepay/foreclose the loan by giving 30 working days prior notice in writing and pay in accordance with the prepayment / foreclosure rules of ABFL, along with prepayment/foreclosure charges if any (Please refer to Schedule of Charges for more details).
- In the event of sale of security, Loan needs to be pre-closed with all dues and charges. Alternatively collateral can be swapped as acceptable to ABFL with applicable charges.
- The original property documents of the customer submitted to ABFL, would be returned within 15 business days from the date of satisfactorily closing the loan, as per the conditions of the loan agreement signed by the customer.

Insurance

Customer shall need to insure all movable and immovable properties proposed to be hypothecated or mortgaged to ABFL before the Loan can be disbursed. However the choice of Insurer will be lie solely with the Customer. e Customer should provide the copy of insurance policy along with the other security documents before disbursement.

ABFL has partnerships with various Insurance providers, and customer may choose Credit Insurance / Property Insurance and other product from our partners.

Customer Service

For any service related issue, Customer can get in touch with ABFL by:

1. Calling ABFL Customer Service Desk on the numbers provided on our website
2. Placing a request online by logging onto www.adityabirlanance.com
3. Contacting the Relationship Manager (RM) at any of our branches.

Disclosure

- The customer acknowledges the right of ABFL to provide details of the customer's account to third party agencies for the purpose of availing support services of any nature by ABFL, without any specific consent or authorisation from the customer or any joint applicants/add-on customers.
- ABFL has the right to recall the loan in the event of the customer failing to submit all/any post disbursement documents.
- ABFL is authorized to disclose from time to time any information relating to the loan to any credit bureau (Existing or Future) approved by Government of India and Reserve Bank of India without any notice to the borrower. ABFL is also authorized to make inquiries with the Credit Information Bureau of India (CIBIL) and get the applicant's Credit Information Report.
- ABFL and its staff would never collect cash from customers or ask for sharing of any passwords. Customer acknowledges that no cash has been paid to ABFL staff along with loan application and that the application has not been made against promise of any gifts or special waivers.
- The Most Important Terms and Conditions mentioned above are an indicative list of terms and conditions of our loan products. These Terms and Conditions are further described in our loan agreement under relevant sections / schedules and therefore should be read in conjunction with those mentioned in the loan agreement and sanction letter or other communications.

Declaration

1. I/We hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I under take to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. 2. I/We confirm that no insolvency proceedings or suits for recovery of outstanding dues or monies whatsoever and/ or any criminal proceedings have been initiated and /or are pending against me/ us and that I/We have never been adjudicated insolvent by any court or other authority. 3. No action nor other steps have been taken or legal proceedings started by or against me/us in any court or law/other authorities for winding up, dissolutions, administration or reorganization or for the appointment of the receiver, administrator, administrative receiver, trustee or similar officer for my /our assets. 4. I/We declare that I/We have not made any payments in cash, bearer cheque or kind along with or in connection with this application to the executive collecting my/our application. I/we shall not hold Aditya Birla Finance Limited. (hereinafter referred to "ABFL") liable for any such payments made by us to the executive collecting this application. 5. I/We understand and acknowledge that ABFL shall have the absolute discretion, without assigning any reasons (unless required by applicable law) to reject our application and ABFL shall not be responsible in any manner whatsoever to me/us for such rejection or any delay in notifying me /us of such rejection and any costs, losses, damages or expenses, or other consequences, caused by reasons of such rejection, or any delay in notifying me/us of such rejection, of our application. 6. I/We understand and am/are aware that the processing fees collected from me/us by ABFL, is for the purpose of ABFL reviewing this loan application as per its own parameters and is not refundable to me/us under any circumstances whatsoever, irrespective of whether ABFL sanctions this loan application of mine or not. 7. I/We confirm that I /we shall not use the products or the credit /loan facility(s) (or any part thereof) for any improper/illegal or unlawful purpose/ activities. 8. I/We shall inform to ABFL regarding any changes in my /our address(s) or my employment or profession. 9. I/We hereby confirm that I/we am/are competent and fully authorized to give declarations, undertaking etc. execute and submit this application form and all other documents for the purpose of availing the loan, creation of security and for all the purposes mentioned /required to be done for this. 10. I/We confirm that I/we shall cooperate with ABFL and furnish additional documents and/or shall execute such other documents, if necessary to enable ABFL to abide by/comply with all other existing /further directives of the statutory /regulatory authorities/any other authority acting under any Law. 11. I/We hereby give consent to the ABFL or its Authorized Agents and third party service providers to use information/data provided by me to contact me through any channel of communication including but not limited to email, telephone, sms, etc. and further authorize the disclosure of the information contained herein to its affiliates/group companies or their Authorized Agents or Third Party Service Providers in order to provide information and updates to me on various financial and investment products and offering of other services. 12. I/We Agree that all personal or transactional related information collected /provided by me can be shared/transferred and disclosed with the abovementioned parties including with any regulatory, statutory or judicial authorities for compliance with any law or regulation in accordance with privacy policy as available at the website of the ABFL.13. I/We hereby consent to receiving information from Central KYC Registry through SMS/Email on the above registered number/email address. 14. I/We hereby provide our consent to ABFL to obtain the Applicant(s) information from Credit Information Company and/or information utility and/or such institution set up under the provisions of law from time to time, as and when required.

IMPORTANT NOTE

- That the receipt of your application form for the loan does not imply automatic approval of your loan by ABFL. ABFL may request for additional documents other than those in connections with the application. I/We confirm that executive who collected my /our applications/ documents has informed me/us and I/we am/are fully aware: 1. That service tax as may be applicable from time to time will be charged in connection with the Loan. 2. That ABFL will not be liable for loss or delay in receipt of the documents. 3. That incomplete/defective applications will not be processed and ABFL shall not be responsible for any manner for the resulting delay or otherwise. 4. That the applications forms, documents/ photographs will not be returned under any circumstances once submitted to ABFL. 5. That approval for the applications is the sole discretion of ABFL. 6. That the quantum of the loan will be finally decided by ABFL and ABFL has not made any commitment to me/us regarding the same. 7. That equated installments (EMI) will be due on 1st / 5th of every month (strike out which is not applicable)
- The Most Important Terms and Conditions mentioned above are an indicative list of terms and conditions of our loan products. These Terms and Conditions are further described in our loan agreement under relevant sections / schedules and therefore should be read in conjunction with those mentioned in the loan agreement.

Applicant's Signature

Co-Applicant's Signature

Place _____

Date _____

For Office Use Only

Documents Received Self-Certified True Copies Notary

Risk Category High Medium Low

In Person Verification Carried Out By

Institution Details

Identity Verification Done Date

D	D	M	M	Y	Y	Y	Y
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Name

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Emp. Name

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Code

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Emp. Code

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Emp. Designation

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Emp. Branch

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[Institution Stamp]

[Employee Signature]

Correspondence / Local Address Details

 Same as Current / Permanent / Overseas Address details
Address City / Town / Village District Pin / Post Code State / U.T Code ISO 3166 Country Code No of yrs at above address no of years at current city Residence type Owned Rented Others (Pls Specify)

Contact Details

Tel. (Off) Tel. (Res) FAX Mobile Email ID

Details Of Related Person

Addition of Related Person Deletion of Related Person KYC Number of Related Person (if available)

Related Person Type Guardian of Minor Assignee Authorized Representative

Name Prefix First Name Middle Name Last Name

Proof of Identity (Pol) of Related Person

PAN No. Aadhar No.

Voters ID

Passport No. Passport expiry date

Driving License DL expiry date

NREGA Job Card Others _____ (Pls Specify)

(any document notified by the central government)

Annexure C1

Details of Controlling Person

Addition of Controlling Person Deletion of Controlling Person Update Controlling Person details

KYC Number of Controlling Person (if available)

Type of control

In case of Legal Person Ownership Other Means Senior Managing Officials
 In case of Trust Settlor Trustee Protector Beneficiary Other
 In case of Other Legal arrangement Settlor-Equivalent Trustee-Equivalent Protector-Equivalent
 Beneficiary -Equivalent Other-Equivalent

Personal Details

Name Prefix First Name Middle Name Last Name
 Father's / Spouse Name
 Mother's Name
 Date of Birth Gender Male Female Transgender Marital Status Married Single Others
 Citizenship Indian Others (Pls Specify)
 Residential Status Resident Individual Non Resident Indian Foreign National Person of Indian Origin
 Occupation Type Service (Private Sector Public Sector Government Sector)
 Others (Professional Self Employed Retired Housewife Student)
 Business Not Categorised
 ISO 3166 Country Code of Jurisdiction of Residence Tax Identification Number or equivalent (If issued by jurisdiction)
 Place / City of Birth ISO 3166 Country Code of Birth

Proof of Identity (PoI)

(Certified copy of any one of the following Proof of Identity [PoI] needs to be submitted)

PAN No. Aadhar No.
 Voters ID
 Passport No. Passport expiry date
 Driving License DL expiry date
 NREGA Job Card Others (Pls Specify)
 (any document notified by the central government)

Proof of Address (PoA)

Current / Permanent / Overseas Address Details

Address Type Residential / Business Residential Business Registered Office Unspecified
 Proof of Address Passport Driving Licence UID (Aadhaar)
 Voter Identity Card NREGA Job Card Others (Pls Specify)
 Address

 City / Town / Village
 District Pin / Post Code State / U.T Code ISO 3166 Country Code
 No of yrs at above address no of years at current city Residence type Owned Rented Others (Pls Specify)

Contact Details

Tel. (Off) Tel. (Res)
 FAX Mobile
 Email ID

List of two - digit state / U.T codes as per Indian Motor Vehicle Act, 1988

State / U.T	Code	State / U.T	Code	State / U.T	Code
Andaman & Nicobar	AN	Himachal Pradesh	HP	Pondicherry	PY
Andhra Pradesh	AP	Jammu & Kashmir	JK	Punjab	PB
Arunachal Pradesh	AR	Jharkhand	JH	Rajasthan	RJ
Assam	AS	Karnataka	KA	Sikkim	SK
Bihar	BR	Kerala	KL	Tamil Nadu	TN
Chandigarh	CH	Lakshadweep	LD	Telangana	TS
Chattisgarh	CG	Madhya Pradesh	MP	Tripura	TR
Dadra and Nagar Haveli	DN	Maharashtra	MH	Uttar Pradesh	UP
Daman & Diu	DD	Manipur	MN	Uttarakhand	UA
Delhi	DL	Meghalaya	ML	West Bengal	WB
Goa	GA	Mizoram	MZ	Other	XX
Gujarat	GJ	Nagaland	NL		
Haryana	HR	Orissa	OR		

List of ISO 3166 two - digit Country Code

Country	Country Code	Country	Country Code	Country	Country Code	Country	Country Code
Afghanistan	AF	Dominican Republic	DO	Libya	LY	Saint Pierre and Miquelon	PM
Aland Islands	AX	Ecuador	EC	Liechtenstein	LI	Saint Vincent and the Grenadines	VC
Albania	AL	Egypt	EG	Lithuania	LT	Samoa	WS
Algeria	DZ	El Salvador	SV	Luxembourg	LU	San Marino	SM
American Samoa	AS	Equatorial Guinea	GQ	Macao	MO	Sao Tome and Principe	ST
Andorra	AD	Eritrea	ER	Macedonia, the former Yugoslav Republic of	MK	Saudi Arabia	SA
Angola	AO	Estonia	EE	Madagascar	MG	Senegal	SN
Anguilla	AI	Ethiopia	ET	Malawi	MW	Serbia	RS
Antarctica	AQ	Falkland Islands (Malvinas)	FK	Malaysia	MY	Seychelles	SC
Antigua and Barbuda	AG	Faroe Islands	FO	Maldives	MV	Sierra Leone	SL
Argentina	AR	Fiji	FJ	Mali	ML	Singapore	SG
Armenia	AM	Finland	FI	Malta	MT	Sint Maarten (Dutch part)	SX
Aruba	AW	France	FR	Marshall Islands	MH	Slovakia	SK
Australia	AU	French Guiana	GF	Martinique	MQ	Slovenia	SI
Austria	AT	French Polynesia	PF	Mauritania	MR	Solomon Islands	SB
Azerbaijan	AZ	French Southern Territories	TF	Mauritius	MU	Somalia	SO
Bahamas	BS	Gabon	GA	Mayotte	YT	South Africa	ZA
Bahrain	BH	Gambia	GM	Mexico	MX	South Georgia and the South Sandwich Islands	GS
Bangladesh	BD	Georgia	GE	Micronesia, Federated States of	FM	South Sudan	SS
Barbados	BB	Germany	DE	Moldova, Republic of	MD	Spain	ES
Belarus	BY	Ghana	GH	Monaco	MC	Sri Lanka	LK
Belgium	BE	Gibraltar	GI	Mongolia	MN	Sudan	SD
Belize	BZ	Greece	GR	Montenegro	ME	Suriname	SR
Benin	BJ	Greenland	GL	Montserrat	MS	Svalbard and Jan Mayen	SJ
Bermuda	BM	Grenada	GD	Morocco	MA	Swaziland	SZ
Bhutan	BT	Guadeloupe	GP	Mozambique	MZ	Sweden	SE
Bolivia, Plurinational State of	BO	Guam	GU	Myanmar	MM	Switzerland	CH
Bonaire, Sint Eustatius and Saba	BQ	Guatemala	GT	Namibia	NA	Syrian Arab Republic	SY
Bosnia and Herzegovina	BA	Guernsey	GG	Nauru	NR	Taiwan, Province of China	TW
Botswana	BW	Guinea	GN	Nepal	NP	Tajikistan	TJ
Bouvet Island	BV	Guinea-Bissau	GW	Netherlands	NL	Tanzania, United Republic of	TZ
Brazil	BR	Guyana	GY	New Caledonia	NC	Thailand	TH
British Indian Ocean Territory	IO	Haiti	HT	New Zealand	NZ	Timor-Leste	TL
Brunei Darussalam	BN	Heard Island and McDonald Islands	HM	Nicaragua	NI	Togo	TG
Bulgaria	BG	Holy See (Vatican City State)	VA	Niger	NE	Tokelau	TK
Burkina Faso	BF	Honduras	HN	Nigeria	NG	Tonga	TO
Burundi	BI	Hong Kong	HK	Niue	NU	Trinidad and Tobago	TT
Cabo Verde	CV	Hungary	HU	Norfolk Island	NF	Tunisia	TN
Cambodia	KH	Iceland	IS	Northern Mariana Islands	MP	Turkey	TR
Cameroon	CM	India	IN	Norway	NO	Turkmenistan	TM
Canada	CA	Indonesia	ID	Oman	OM	Turks and Caicos Islands	TC
Cayman Islands	KY	Iran, Islamic Republic of	IR	Pakistan	PK	Tuvalu	TV
Central African Republic	CF	Iraq	IQ	Palau	PW	Uganda	UG
Chad	TD	Ireland	IE	Palestine, State of	PS	Ukraine	UA
Chile	CL	Isle of Man	IM	Panama	PA	United Arab Emirates	AE
China	CN	Israel	IL	Papua New Guinea	PG	United Kingdom	GB
Christmas Island	CX	Italy	IT	Paraguay	PY	United States	US
Cocos (Keeling) Islands	CC	Jamaica	JM	Peru	PE	United States Minor Outlying Islands	UM
Colombia	CO	Japan	JP	Philippines	PH	Uruguay	UY
Comoros	KM	Jersey	JE	Pitcairn	PN	Uzbekistan	UZ
Congo	CG	Jordan	JO	Poland	PL	Vanuatu	VU
Congo, the Democratic Republic of the	CD	Kazakhstan	KZ	Portugal	PT	Venezuela, Bolivarian Republic of	VE
Cook Islands	CK	Kenya	KE	Puerto Rico	PR	Viet Nam	VN
Costa Rica	CR	Kiribati	KI	Qatar	QA	Virgin Islands, British	VG
Cote d'Ivoire Côte d'Ivoire	CI	Korea, Democratic People's Republic of	KP	Reunion IRéunion	RE	Virgin Islands, U.S.	VI
Croatia	HR	Korea, Republic of	KR	Romania	RO	Wallis and Futuna	WF
Cuba	CU	Kuwait	KW	Russian Federation	RU	Western Sahara	EH
Curacao Curaçao	CW	Kyrgyzstan	KG	Rwanda	RW	Yemen	YE
Cyprus	CY	Lao People's Democratic Republic	LA	Saint Barthelemy ISaint Barthélemy	BL	Zambia	ZM
Czech Republic	CZ	Latvia	LV	Saint Helena, Ascension and Tristan da Cunha	SH	Zimbabwe	ZW
Denmark	DK	Lebanon	LB	Saint Kitts and Nevis	KN		
Djibouti	DJ	Lesotho	LS	Saint Lucia	LC		
Dominica	DM	Liberia	LR	Saint Martin (French part)	MF		

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