

Ready reckoner for borrower-wise credit outreach by Indian Over Bank post lifting of lockdown under COVID -19.

Credit Support	Time Frame	Existing borrower category	Mode of submission of loan request	Checklist of information/ documents required	Dedicated helpline no. and dedicated e mail account for COVID -19 related queries facilitation and grievances
<p>A. IOB COVID 19-WCDL i) Working capital demand loans</p>	<p>1.Request to be received and acknowledged 2. Visit to Branch for Submission / Application/ documents – within 6 working days from receipt of application. 3. Sanction and disbursement/limit enhancement by the bank – within 6 working days on receiving documents</p>	<p>Corporate</p>	<p>Scanned signed copies followed by hard copy to be submitted.</p>	<p>1. Request letter for the additional facility required along with appraisal of damages incurred justifying the need, time required for resuming the activity and strategy to overcome the present phase. 2. Provisional financials if available. 3. The sales achieved for the last year. 4. Copy of valid orders in hand for execution. 5. justification for request due to COVID 6. Cash flow for the tenor of facility to be submitted 7. stock position on quarterly basis from 31.3.2019 till date to be submitted.</p>	<p>044-28519691</p>

<p>A. Working capital reassessment on account of COVID -19 impacted requirements (upto Rs.5 Crs)</p>	<ol style="list-style-type: none"> 1. Request for reduction in margin/increase in holding period for stock/Book debts to be received and acknowledged. 2. Submission of basic financial data-within 4 working days on receipt of request. 3. Clarification by phone/email within 2 working days on submission of documents 4. Assessment and appraisal by the Bank-within 2. To 4 working days on receiving documents. 5. Documentation within 1 to 3 working days after assessment. 6. Sanction and limit enhancement by the Bank-within 1 to 2 working days from date of documentation. 	<p>Corporate</p>	<p>Scanned signed copies followed by hard copy to be submitted.</p>	<ol style="list-style-type: none"> 1. Request letter for the additional facility required along with appraisal of damages incurred justifying the need and strategy to overcome the present phase. 2. Time required for resuming the activity and any maintenance \overhauling required if yes cost of the same. 3. Provisional financials if available. 4. Latest stock statement/debtors statement. 5. The sales achieved for the last year. 6. Copy of valid orders in hand for execution. 7 Justification for requests due to COVID. 8 Cash flow statement required for full tenor of facility 9 Stock position for the period 31.03.2019. 	<p>044-28519691</p>
<p>B. Working capital reassessment above Rs.5 Crs for</p>	<ol style="list-style-type: none"> 1. Request for reduction in margin/increase in holding period for stock/Book debts to be 	<p>Corporate</p>	<p>Scanned signed copies followed by hard</p>	<ol style="list-style-type: none"> 1. Request letter for the additional facility required along with appraisal of damages incurred justifying the need and strategy to 	<p>044-28519691</p>

<p>existing borrowers</p>	<p>received and acknowledged 2.Submission of basic financial data viz., estimated sales, holding period of inventory and receivables, Sundry creditors levels to be provided for reassessment -within 4 working days on receipt of request. 3. Clarification by phone/email within 2 working days on submission of documents 4. Assessment and appraisal by the Bank-within 8 to10 working days on receiving documents. 5. Documentation within 1 to3 working days after assessment 6. Sanction and limit enhancement by the Bank-within 1 to 2 working days from date of documentation.</p>		<p>copy to be submitted.</p>	<p>overcome the present phase. 2 Time required for resuming the activity and any maintenance \overhauling required if yes cost of the same. 3 Provisional financials if available. 4 Latest stock statement/debtors statement. 5 The sales achieved for the last year. 6 Copy of valid orders in hand for execution. 7 Justification for requests due to COVID. 8 Cash flow statement required. 9 Stock position for the period 31.03.2019.</p>	

