

**Loan Moratorium Request Letter**

*(To be obtained on Letter head along with stamp -Proprietary /Partnership Firm /  
Company/ LLP ) wherever applicable*

Dated : \_\_\_\_\_

To,  
The Branch Manager,  
Bassein Catholic Co-operative Bank Ltd.,  
\_\_\_\_\_ Branch.

Re: COVID-19 – Regulatory Package.  
Term Loan / CC/ODCC/OD of Mr/ Mrs/Ms \_\_\_\_\_  
having Account No. \_\_\_\_\_ with your branch.

Dear Sir / Madam,

I/We have availed the abovementioned facility of Rs. \_\_\_\_\_ (Rupees  
\_\_\_\_\_ only) under Account No. \_\_\_\_\_ from your Bank.

- i) I/We am/are paying the Equated Monthly Installment (EMI) of Rs. \_\_\_\_\_ of aforesaid loan regularly.
- ii) I/We am/are being charged interest regularly on our aforesaid Working Capital limits.

I/We, will/would like to state here that, due to the impact of disruptions on account of COVID-19 pandemic, I/We shall not be able to repay my/our monthly installments of aforesaid loan account /service my/our interest charged on Working Capital Account as mentioned above.

In the above circumstances , I/We shall seek relief in terms of RBI Guidelines issued in this regard and request the Bank to -

- i) Grant me/us moratorium of three months for payment of all installments/EMI of my aforesaid Loan Account that are falling due between March 1, 2020 and May 31, 2020 and extend the existing repayment schedule of our/my said loan as also the residual tenor, by three months.
- ii) Grant me/us deferment on Interest being charged on my/our CC/ODCC/OD Account for the next three months.

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I/We, am/are aware that this relief of moratorium is only for postponement of repayment of EMI/deferment of Interest. However, Interest shall continue to accrue on the outstanding portion of the loan amount during the moratorium period.

It is known to us that the repayment of Loan will be rescheduled/extended by three months and new EMI (wherever applicable) will be payable w.e.f. June 2020.

In case of Working Capital Account, I/We undertake to repay the accumulated interest after completion of three months i.e. on or before 30<sup>th</sup> June, 2020.

I/We, am/are willing to abide by all the terms and conditions of the Bank in this regard and undertake to regularly service the above debt after the moratorium period until full & final repayment of the aforesaid loan.

I/We, also understand that all other Terms and Conditions of sanction letter and security documents in respect of the above loan shall remain unchanged and binding on us/me.

Thanking You,

Yours faithfully,

Signature/s of the Borrower/s \_\_\_\_\_

Mobile No. \_\_\_\_\_

*(Stamp of Proprietary /Partnership Firm /Company/LLP wherever applicable)*