Bank of India

**Monthly Statement of MSOD**

The Chief Manager Place

Bank of India Date

Name of the borrower……………………………………………a/c No.

A) Estimate for the current a) Gross Sales

 accounting year indicated b) Net Sales

 in the annual plan of which Exports

1. Production

B) Sales a) During the month

 At which exports

 Net Sales b) During the current

 accounting year upto

 the end of the month

 of which exports

 Production a) During the month

1. During the current

accounting year upto

the end of the month

C) Receivables (including a) Dues in respect of which

 Those in respect of bills bill have been discounted

 Which have been negotiated) purchased by the bank/s

 Outstanding as at the end of b) Other O/s bookdebts

 the month c) Total (a+B)

D) Sundry Creditors for

 purchases outstanding at

 at the end of the month

E) Short term borrowings from Name of the bank

 The bank including bills

 Purchased and discounted

 Total

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| F) Stocks | Opening balance as on the 1st day of the month value | Stock in during the month | Stock out during the month | Closing Stock |
| Value of the stock charged to the bank | Value of the stock charged to the bank | Total Value of the stocks |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
| a) Raw Material & consumable stores |  |  |  |  |  |  |
| 1) Imported2) Indigenous  Total |  |  |  |  |  |  |
| b) Stocks in process as on the last day of the month |  |  |  |  |  |  |
| c) Finished Goods |  |  |  |  |  |  |
| d) Consumable Spares |  |  |  |  |  |  |

Bank of India

**Statement of Book Debts Hypothecated**

The Chief Manager Place

Bank of India Date

 RE: Our Loan/ Cash Credit amount

 Hypothecation of Book Debts

 RE: Statement of Book Debts as on

We give below the statement of Book Debts hypothecated to the Bank as on the date of Stated below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Bill No | Date | Name and address of the Party | Items Supplied | ValueRs. | For Office Use |
|  |  | . |  |  |  |
|  |  |  |  | Total |  |

Signature of Borrower

The Manager Place

Bank of India Date

………………………………..Branch

Dear Sir,

 RE: Our Loan/cash credit amount limit Rs.

 RE: Statement of Books debts hypothecated by us to the bank as on ……………………..2012

1. We give on the reverse list of debtors and the amounts due by them to us on …………….. 2012 as appearing in our book and which debts are not more than ………….. months old and are hypothecated by us to you (details as per on the reverse of this sheet). We confirm that all book debts due by debtors to us are ………. Hypothecated by us to you although drawing limit will be allowed to us only against book debts not more than ………….. months old.
2. We hereby declare and certify as follows:
	1. that each of the debts listed in validity due to us and in good recoverable infull in the usual and ordinary course of business.
	2. that the list does not include any debts which are bad and doubtful of recovery or for which there is any doubt of any court or any dispute or cause of action pending against the debtors.
	3. that the amount of each of the debts in the net balance i.e. the balance after deducting all amounts due by us to each of the debtors and after deducting all discounts commission, claims set offs etc.
	4. that each of the debts is free from any claim, lien encumbrances, assignments charges etc. except the charge created in favour of the bank.
	5. that each of the debts arose out of banafied transactions in the ordinary course of our business.
	6. that each of these debts is entered into proper books of accounts maintained by us in the ordinary course of business.
	7. that aggregate realizable value of the book debts above in he ordinary course of business is at least equal to the total amount at which they are stated in this certificate.
3. We are aware and acknowledge that it is on the faith and strength of this declaration of our an other similar made and to be made from time to time that his advance is granted and will be continued by the bank.
4. In order to verify our statement of particulars of book debts the bank is at liberty to inspect our book of accounts and or to make extract or copies thereof any ……………………..

Bank of India

**Statement of Stock Hypothecated**

The Chief Manager Place

Bank of India

……………………………..Branch

Dated

 RE: Our cash Credit account……..

 RE: Hypothecation to the bank statement stock as on…..

We give below the statement of stocks hypothecated to the bank as on……………………..

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Description | Location | Quantity | Rate | Total Value | Insurance | For Office Use |
|  |  |  |  |  | Amount | Policy No. | Quantity | Value |
|  |  |  |  |  |  |  |  |  |

We hereby certify that the quality of the stock noted above and hypothecated to the bank true and the said stock are either our own absolute property or that we have such an interest in …………….us to hypothecate them to the bank to the extent of the bank advances to as against these goods they are not subject to any lien, claim or charge of any and on the strength of this declaration advance has been taken. In order to verity our above statement the Bank is at liberty to have the goods and/ or weighed at any time at our expense and we hereby agree to accept as conclusive proof checking and or weighment as certified by an officer of the bank.

The price detailed in the above statement are either the market prices of the cost prices whichever the above stocks are fully covered against fire and all riots risks and emergency risks.

Opening stock as on ………………………………… Rs………………….

Add: Purchases during the month…………………….Rs………………….

Less : Sales during the month…………………………Rs. ………………

Less: Profit Margin ……………………………………Rs………………….

Closing stock as on………………………………………Rs……………………

Telephone No.