

To  
 The Branch Manager  
 Bank of Maharashtra  
 \_\_\_\_\_ ( Branch Name)

Date: \_\_\_\_\_

Dear Sir,  
 Reg: Request for AD-HOC Line of Credit COVID-19

I/We are banking with you since \_\_\_\_\_ and enjoying various credit facilities as mentioned. Due to COVID-19 our business has adversely impacted and we are facing liquidity problem. I/We hereby request you to sanction RS. \_\_\_\_\_ under AD-HOC line of credit COVID-19 facility recently launched by the Bank brief particular is given below.

1	Name of the Unit/Applicant		
2	Constitution		
3	CIF/ Account No		
4	Date of Incorporation		
5	Segment/Sector		
6	Company Details		
a	CIN		
b	TAN		
c	GST No		
d	LEI No		
E	Udyog Adhar No		
7	Ownership/Group		
8	Borrowing entity dealing with us since		
9	Activity	Non-Trade/Trade/Services	
10	Details of Activity		
11	Industry		
12	Promoters Details		
a	Chairman/MD		
b	Promoters/CEO/CFO		
13	Addresses:		
a)	Registered Office		
b)	Corporate Office		
c)	Works(Major Locations)		
14	Brief detail of the COVID-19 impact.		
15	Detail of Existing Facility	Limit	Outstanding Balance as on _____
	i) Fund based WC		
	ii) Fund based TL		
	iii) Non Fund based		
	iv) Investment		

16	Detail of the Existing Security ( to be extended for new facility)	
	i) Primary Security	
	ii) Collateral Security	
17	Detail of Existing Guarantee if any	
	i) Personal Guarantee	
	ii) Corporate Guarantee	

I/We hereby offer additional charge on the existing primary and collateral security and existing guarantee may be extended to the new facility sanctioned under the scheme.

I/We have enclosed herewith detailed financial working in support of our present request for AD-HOC Line of credit.

Yours faithfully,

( Borrower/Authorised)