

Date : ____/____/____

To,

Branch Manager,
Cent Bank Home Finance Limited,
Branch Office,
_____.

Sir,

Reg. :- ENGAGEMENT AS "RECOVERY AGENT".

We came to know that your Company is going to engage some outside agencies to work as "Recovery Agent" for recovery of hard core Loan Accounts. In the same context, we request your good self to kindly consider our proposal for approval of our firm as "Recovery Agent". Our resume is given here under:-

1.	Introduction		
2.	Name of Firm		
3.	Whether Proprietorship / Partnership		
4.	Name of Proprietor / Partner	i.	
		ii.	
		iii.	
		iv.	
		v.	
5.	Telephone No.	Office	
		Residence	
		Mobile	
6.	Office Address		

7.	Number and types of Vehicles available		
8.	Name of Key Person / Persons (i.e. Proprietor / Partners)		
9.	Other Infrastructure available		
10.	Reference of two person known to the branch with full address and phone numbers	i.	
		ii.	
11.	Working experience in the field of Recovery with supporting papers / certificates		
12.	Total Staff Strength		
13.	Name of Staff	1.	
		2.	
		3.	
		4.	
		5.	
		6.	
		7.	

14.	STAFF DETAILS	
1.	Name : Father's Name : Address : Phone No. : Mobile No. :	Photo of Mr. _____ Attested by Branch Manager
2.	Name : Father's Name : Address : Phone No. : Mobile No. :	Photo of Mr. _____ Attested by Branch Manager
3.	Name : Father's Name : Address : Phone No. : Mobile No. :	Photo of Mr. _____ Attested by Branch Manager
4.	Name : Father's Name : Address : Phone No. : Mobile No. :	Photo of Mr. _____ Attested by Branch Manager
5.	Name : Father's Name : Address : Phone No. : Mobile No. :	Photo of Mr. _____ Attested by Branch Manager

14.	6.	Name :	Photo of Mr. _____ Attested by Branch Manager
		Father's Name :	
		Address :	
		Phone No. :	
		Mobile No. :	
	7.	Name :	Photo of Mr. _____ Attested by Branch Manager
		Father's Name :	
		Address :	
		Phone No. :	
		Mobile No. :	

- In case any company is applying, please provide details of directors and copy of Memorandum & Articles of association.

Please accept our proposal and approve us as Recovery Agent of your Company/Branch. We assure you that we will comply with all terms and conditions of your Company and will give good results to you.

Thanking you.

Proprietor / Partner
(Signature)

Encl. :- As above.

Enclosures : i.
ii.
iii.
iv.
v.

Note: Please submit the application form duly to respective branch locations for which agency is applied.