



Annexure-I

**APPLICATION FORM FOR ADVANCE FOR
PURCHASE OF MOTOR VEHICLE**

(To be submitted to Sanctioning Authority through proper channel, duly completed in all respects. Incomplete applications will not be considered)

TO: SANCTIONING AUTHORITY
THROUGH PROPER CHANNEL

1. (a) Full Name (in block letters) _____
(b) Personal /IBM Number _____
2. Designation _____ Department/Section _____
3. Local Address _____
4. (a) Basic Pay Rs. _____
(b) Non-practising pay/ PP _____
(c) Scale Rs. _____
(d) Date of appointment in the Company _____
(e) Date of birth _____
(f) Date of superannuation _____
5. Amount of advance required (in figures) Rs. _____ (in words) Rupees _____
6. Number of monthly instalments for repayment _____
7. DETAILS OF VEHICLE TO BE PURCHASED:
(a) Vehicle (Car/Motor Cycle /Scooter /Scooterette/
Moped _____
(b) New or used vehicle _____
(c) Make _____



- (d) Model _____
- (e) Price of vehicle Rs. _____
- (f) Year of manufacture _____
- (g) Name & address of Dealer/Seller _____
- (h) Whether authorised dealer: Yes/No _____
- (i) Date when vehicle be available/delivered _____
(Copy of dealer's/Seller's letter to this effect to be enclosed)
- (j) In case of used vehicle only:
- (i) Present owner/seller _____
Name & Address _____
Occupation _____
- (ii) Immediate prior owner/seller _____
Name & Address _____
Occupation _____
- (iii) Registration No. of Vehicle _____
- (iv) Insurance covers period from _____
to _____ Amount _____
- (v) Whether the owner has any business /official dealing with
SAIL/ _____ Applicant: Yes/No: _____

8. Application in prescribed form, seeking permission under Conduct Rules for acquiring property (Vehicle) to be attached (Where applicable).



9. IF VEHICLE ADVANCE DRAWN EARLIER FROM THE COMPANY :
YES/NO

(i) Date of drawl of advance _____

(ii) Amount of advance drawn Rs. _____

(iii) Date when complete advance with interest repaid _____

(iv) If full amount not yet repaid, balance yet to be paid
Rs. _____

(v) Sale proceed (in case vehicle purchased from advance drawn earlier)
Rs. _____

(vi) Reasons for taking second advance
(with supporting documents as prescribed)



DECLARATION

I have read and understood the rules and conditions governing the grant of advance for the purchase of a vehicle as detailed in the STEEL AUTHORITY OF INDIA LIMITED (SAIL) Rules for grant of advance for the purchase of Motor Car/ Motor Cycle /Scooter/ Scootrette /Moped, and agree to abide by them. I certify that the particulars given by me are correct.

I also hereby declare that I shall purchase Motor Car/ Motor Cycle /Scooter /Scootrette /Moped for which advance has been sanctioned to me by the Company, within 30 days from the drawl of advance from the Company, and shall submit complete set of documents including hypothecation bond as required under rule 7.3 within 30 days of purchases of vehicle; and in the event of failure to comply with the above or any other rules, the Company shall be entitled to the refund of the entire advance in full alongwith the interest calculated at the rate prevalent at that time of advance, per annum within 30 days from the date of drawl of the advance from the Company.

I agree that in the event of not purchasing the Motor Car/ Motor Cycle/ Scooter / Scootrette /Moped and the failure to refund the advance with interest to the Company within 30 days of the date of drawl of the money, the Company shall be entitled to take such disciplinary action as it may deem fit against me.

I further declare that I shall hold such advance in trust for the Company and shall be liable for breach of trust in case I spend or utilise the money for any other purpose and am liable for criminal proceedings against me by the Company for such breach of trust, notwithstanding any practice to the contrary, and the Company shall be entitled to take such disciplinary action as they may think fit.

Date: _____

Place: _____

Signature of the Applicant _____