

**EMPANELMENT OF DIRECT RECOVERY AGENCY (DRA)**

**APPLICATION FORM (to be typed on the entity's Letterhead)**

1. Name of the Entity :
2. Nature of Constitution : Public Limited Company / Private Limited Company / Partnership Firm / Proprietorship Firm.
3. Business Office Address :
4. Telephone Nos. :  
Mobile Nos. :
5. Nature of Business : (Profile to be attached separately)
6. No. of years in the Business :
7. No. of Employees on Roll :
9. Details of past experience in collection  
[Housing Loans, Personal Loans, Credit Cards, Others (specify)]
  - a. Name of the Institution/Bank/Others :
  - b. Nature of collection :
  - c. Period of such work undertaken :
  - d. No. of Cases/Accounts procured :
  - e. Quantum of collection (Amt. involved) :
  - f. Whether the activity is continuing. :
10. No. and nature of defaulters you can to contact in 1 month :
11. Estimated collection you expect in 1 year :
12. How many persons you intend to allocate for collection :
13. Give your brief Business Plan/Strategy for collection of amount due :  
(attach separate sheet, necessary)
14. Any other information.

Date :

Place :

Company/Firm/Individuals

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Signature of the Authorized Person  
along with seal of the

Name\_\_\_\_\_

Designation \_\_\_\_\_

Please attach the following documents along with the application form (all copies must be self-attested)

- a. Brief profile of the entity;
- b. Nature of entity (Partners / Proprietor / Company/ Associate of LIC of India)
- c. Copy of Partnership Deed / Memorandum of Association cum AOA / Registration Certificate
- d. KYC details (PAN Card for entity as well as individuals / Aadhar Card)
- e. Police verification report/s
- f. Copy of IIBF certificate/s
- g. Copies of Empanelment letters with other Financial Institutions
- h. Copy of GST registration certificate.