

BO : \_\_\_\_\_

CO: \_\_\_\_\_

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

**Acknowledgement**

Received application from Sh. / Ms. / M/s \_\_\_\_\_ with following particulars:

|                      |  |                                |  |
|----------------------|--|--------------------------------|--|
| Loan Application No. |  | Date of receipt of application |  |
| Name of Applicant    |  | Amount of loan / limit         |  |
| Purpose              |  |                                |  |

The time norms for disposal of MSE loan application are as under, provided it is found complete in all respect and accompanied by the required documents, as per check list :

| S.No. | For credit limit of Rs.             | Period         |
|-------|-------------------------------------|----------------|
| i.    | Upto Rs.5 lakh                      | Within 2 weeks |
| ii.   | Above Rs.5 lakh and upto Rs.25 lakh | Within 3 weeks |
| iii.  | Above Rs.25 lakh                    | Within 6 weeks |

Branch Seal :

Signature :

**MITC (Most Important Terms & Conditions)**  
**(These terms & conditions are only indicative and not exhaustive)**

(To be retained by the applicant)

1. Bank will have the right to examine the financial documents, submitted by the applicant, by officer / s of the bank or third party or qualified auditors or technical experts. Cost of such inspection / examination shall be borne by the borrower.
2. Bank will have the right to examine the applicant's books of accounts and to have the applicant's factories / work places inspected, by officer (s) of the bank and / or qualified auditors and / or technical experts and or management consultants of the bank's choice. Cost of such inspection shall be borne by the borrower.
3. Bank will have the right to generate Credit Information Report of the applicant from CIBIL / Equifax / Experian or any other approved Credit Information Companies and charges shall be borne by the applicant.
4. Bank will have the right to search for charges on IP (Immovable Property) along with its details, from CERSAI (Central Registry of Securitisation Asset Reconstruction and Security Interest), offered by the applicant, if any. Cost of charges for searching of IP at CERSAI shall be borne by the applicant.
5. Bank will have the right to obtain NEC (Non-Encumbrance Certificate) for IP, offered by the applicant, from approved advocate of the Bank and charges shall be paid by the applicant.
6. Rate of Interest will be linked with the MCLR (Marginal Cost of Funds based Lending Rate) with annual reset clause and subject to change from time to time, as per Bank's guidelines.
7. Bank will recover Processing Charges / Upfront Fee as per Bank's guidelines i.e. 10% of Processing charges / Upfront Fee will be recovered from the applicant at the time of receipt of loan application, minimum 50% of applicable charges / fee on sanctioned limit (inclusive of 10% fee charged at the time of receipt of application) at the time of handing over the sanction letter to the applicant and balance 50% at the time of disbursement. Documentation charges shall be recovered from the applicant at the time of execution of loan documents. Banks will also recover Inspection / Visit Charges (for security verification) from the borrower, after visiting the proposed site for the business or verifying the securities.
8. Disbursement of loan will be subject to acceptance of Terms & Conditions of sanction and execution of loan & security documents before bank.
9. Hypothecation charge on the assets of the borrower / firm / company, both present and future.
10. Bank will also have the right to create charge on the IP, offered by the applicant, if any, at CERSAI. Cost of charges for creation of charge at CERSAI shall be paid by the applicant.
11. Comprehensive Insurance cover for full value of all securities against all type of risks shall be obtained in the joint name of applicant / bank. Cost of insurance shall be borne by the applicant.
12. The bank will have the right to share credit information as deemed appropriate with Credit Information Companies (CICs) or any other institution, as approved from time to time, by RBI.
13. The above are only most important terms & conditions and are indicative. The detailed terms & conditions will be conveyed through sanction letter.

**Micro, Small and Medium Enterprises  
 Application Form for Credit Facilities of over Rs.2 Crore for  
 Manufacturing Sector**

|     |   |  |
|-----|---|--|
| 1.1 | Name of the Unit<br>( In block letters) |  |
|-----|---|--|

|     |              |                                     |             |             |           |              |               |                         |
|-----|--------------|-------------------------------------|-------------|-------------|-----------|--------------|---------------|-------------------------|
| 1.2 | Constitution | <input checked="" type="checkbox"/> | Proprietary | Partnership | Pvt. Ltd. | Ltd. Company | Co-op.society | Any Others<br>(Specify) |
|-----|--------------|-------------------------------------|-------------|-------------|-----------|--------------|---------------|-------------------------|

|     |   |  |
|-----|---|--|
| 1.3 | Name of the Business<br>house/ group (if any) |  |
|-----|---|--|

|     |   |  |
|-----|---|--|
| 2.1 | Registration No.<br>(as given by the District Industries<br>Centre / Directorate of Industries) |  |
|-----|---|--|

|     |  |  |
|-----|--|--|
| 2.2 | Date of Incorporation / Commencement of Business |  |
|-----|--|--|

|     |                               |  |                               |  |          |  |
|-----|-------------------------------|--|-------------------------------|--|----------|--|
| 2.3 | State                         |  | City where loan<br>is require |  | District |  |
|     | Branch where loan is required |  |                               |  |          |  |

|     |   |                                     |    |    |     |          |         |
|-----|---|-------------------------------------|----|----|-----|----------|---------|
| 2.4 | Whether applicant<br>belongs to<br>SC/ST/OBC/Minority<br>Community etc. | <input checked="" type="checkbox"/> | SC | ST | OBC | Minority | General |
|-----|---|-------------------------------------|----|----|-----|----------|---------|

**3. Business Address with Telephone**

|     |                   |  |
|-----|-------------------|--|
| 3.1 | Registered Office |  |
|-----|-------------------|--|

|     |                          |  |
|-----|--------------------------|--|
| 3.2 | Administrative<br>Office |  |
|-----|--------------------------|--|

|     |                 |  |
|-----|-----------------|--|
| 3.3 | Factory Address |  |
|-----|-----------------|--|

|                     |  |  |  |  |  |  |  |  |  |  |  |  |
|---------------------|--|--|--|--|--|--|--|--|--|--|--|--|
| 3.4. Telephone Nos. |  |  |  |  |  |  |  |  |  |  |  |  |
| Mobile No.          |  |  |  |  |  |  |  |  |  |  |  |  |
| PAN No.             |  |  |  |  |  |  |  |  |  |  |  |  |
| GST No.             |  |  |  |  |  |  |  |  |  |  |  |  |
|                     |  |  |  |  |  |  |  |  |  |  |  |  |
|                     |  |  |  |  |  |  |  |  |  |  |  |  |
| UAN No.             |  |  |  |  |  |  |  |  |  |  |  |  |
| Email               |  |  |  |  |  |  |  |  |  |  |  |  |

**4. Name(s) of the Proprietor / Partners / Promoters/ Directors**  
**(Please furnish information for each person as per the Annexure - I)**

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**5. Brief Description of the Industrial Activity**

|     |          |  |
|-----|----------|--|
| 5.1 | Existing |  |
| 5.2 | Proposed |  |

**6. How the Activity was financed so far: (to be filled up in case of existing unit only)**

| Source of Funds (*) | Security | Rate of Int. | Repayment per month | Present O/s (In 000s of Rs.) | Amount of Default (if any) |
|---------------------|----------|--------------|---------------------|------------------------------|----------------------------|
|                     |          |              |                     |                              |                            |
|                     |          |              |                     |                              |                            |
|                     |          |              |                     |                              |                            |

(\*) (Indicate sources of funds with name & address, e.g., banks/ financial institutions/others (specify))

**7. Past Performance: (To be filled up in case of existing unit only)**

(Indicate in 000s of Rs.)

| Particulars | Last Year | Last but one Years | Last but Two years |
|-------------|-----------|--------------------|--------------------|
| Turnover    |           |                    |                    |
| Net Profit  |           |                    |                    |

|                 |  |  |  |
|-----------------|--|--|--|
| Retained Profit |  |  |  |
|-----------------|--|--|--|

**Monthly Turnover of last twelve months**

|              |  |  |  |  |  |  |  |  |  |  |  |  |
|--------------|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>Month</b> |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>Amt.</b>  |  |  |  |  |  |  |  |  |  |  |  |  |

**8. Arrears in Statutory Payments (if any)**

| <b>Particulars</b>                    | <b>Amount</b> | <b>Since when (period)</b> |
|---------------------------------------|---------------|----------------------------|
| Income Tax                            |               |                            |
| VAT Tax                               |               |                            |
| Provident Fund                        |               |                            |
| Employees State Insurance Corporation |               |                            |
| Others (specify)                      |               |                            |

9.1 Management (Please furnish background of the main promoter other than those furnished in Annexure- 1, write-up on other companies, if any, promoted by him or with which he is associated together with a copy of the latest balance sheet)

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9.2 In case the promoter is a limited company, please furnish a write-up on the activities and past Performance of the company and any other expansion programme(s)/diversification Contemplated.

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Please also enclose certified copies of the

- (a) Memorandum and articles of Association
- (b) Audited Balance Sheet and Trading and Profit and Loss A/cs for the three years of the promoter company.
- (c) Copy of the agreement(s), if any. Entered into among the promoters.

**9.3 SHAREHOLDING**

9.3.1 Please provide a list of shareholders under the heads

- (a) promoters,
- (b) other major groups,
- (c) Foreign collaborators.
- (d) NRI shareholders,

(e) Other institutions

owing or controlling 5% of more of equity shares, indicating the amount owned and business relationship, if any, with the company.

9.3.2 In case of preference shareholders, please give a list of ten largest shareholders.

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9.3.3. Also furnish number of equity shareholders and preference shareholders.

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9.4 Employment

|                              | Present | Proposed |
|------------------------------|---------|----------|
| Executives                   |         |          |
| Supervisory                  |         |          |
| Administrative/ Office Staff |         |          |
| Skilled Labour               |         |          |
| Unskilled Labour             |         |          |
| Other (specify)              |         |          |

9.5 Particulars of existing key technical and executive staff : (Please furnish date for existing as well as proposed staff)

| Name | Designation | Qualification | Experience | Any special Achievement (inventions, Research etc.) | Functional Duties at the Unit |
|------|-------------|---------------|------------|---|-------------------------------|
|      |             |               |            |   |                               |
|      |             |               |            |   |                               |
|      |             |               |            |   |                               |
|      |             |               |            |   |                               |

|    |  |  |
|----|--|--|
| 10 | If the Unit is an ancillary unit, the undertaking/Parent Company to which it is catering and its address |  |
|----|--|--|

**11. Details of the associate/Allied concern(s), if any (Attach separate sheet, if required).**

11.1 Name of association and amount invested:

\_\_\_\_\_

11.2 Nature of activity:

\_\_\_\_\_

11.3 items traded/ manufactured:

\_\_\_\_\_

11.4 Turnover and profit during preceding three years:

\_\_\_\_\_

**12. TECHNICAL FEASIBILITY**

12.1 Name of the Product(s), including bye-products & its (their) use:

\_\_\_\_\_

12.2 Manufacturing Process, in brief. (Indicate to the extent possible, stage-wise capacity data, yield /conversion data, material flow, etc.)

\_\_\_\_\_

12.3 Capacity (No. of Units Quantity in Kg. / Volume in liter per annum)

| Capacity for each product | Licensed | Installed | Operating |
|---------------------------|----------|-----------|-----------|
|                           |          |           |           |
|                           |          |           |           |
|                           |          |           |           |
|                           |          |           |           |

No. of working days in a month \_\_\_\_\_ & No. of shifts in a day \_\_\_\_\_

12.4.1 In case of any collaboration, please furnish a brief-writ-up on the period of collaboration agreement, the name of the collaboration company, indicating the activities, size, turnover, particulars of the existing plants, and other projects in India and abroad set up with the same Collaboration

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Please enclose:

- a) Copy of the published brochure highlighting the activities of the collaborator and balance sheet for the latest year
- b) Copy of the collaboration agreement
- c) Fees / royalties payable and the manner in which payable
- d) Copy of the government approval, if required for the services of foreign technicians, if any

12.4.2 If there is no collaboration agreement, please furnish details of arrangement proposed to be made for obtaining technical advice and service needed for the implementation of the project.

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12.4.3 Particulars of the Consultants:

- a) Name and address of the Consultants
- 

- b) Fees payable and the manner in which payable
- 

- c) Scope of work assigned to them
- 

- d) Brief particulars of consultants including organisational set-up, bio-data, of senior Personnel, names of directors/partners. particulars of work done in the past and Work on hand
- 

Please enclose a copy of the agreement with the consultant and in case of foreign consultant(s) approval of the Government

12.4.4 Whether any of partners/promoters/directors have any interest in consultant/collaborator firm. If so, details to be furnished.

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12.5 Locational advantages of existing and/or proposed premises with reference to

i) Absence of civic restrictions.

ii) Proximity to the source of raw materials,

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iii) Market for the product,

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iv) Availability of

a) Power

b) Water

---

c) Labour

---

d) Transport

---

v) whether clearance has been obtained from the pollution control authority:

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12.6 LAND & BUILDING

|                    | Area/Plinth Area (in sq. meters) |          | Value (in 000s of Rs.) |          |
|--------------------|----------------------------------|----------|------------------------|----------|
|                    | Existing                         | Proposed | Existing               | Proposed |
| Factory Land       |                                  |          |                        |          |
| Factory Building   |                                  |          |                        |          |
| Ancillary Building |                                  |          |                        |          |
| Open Storage Space |                                  |          |                        |          |

12.7 Type of soil and load bearing capacity (enclose test report)

---

Enclose: a) certified Xerox copy of sale / lease deed

b) Certified Xerox copy of the Govt. order converting the land into industrial land, if applicable

c) Location map

d) Certified Xerox copy of the site plan of the land and blueprints of the buildings duly approved by corporation / municipality / panchayat.

**12.8.1 Please furnish the following particulars of Architects**

12.8.2 Name & address of the architects/ firm

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12.8.1.2 Scope of work

---

12.8.1.3 Rates quoted and detailed estimate of expenses

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12.8.1.4 Fees payable and manner in which payable

---

12.1.8.5 Time schedule

---

12.8.1.6 Penalties

---

12.8.1.7 Past experience of the architects in the similar work

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**12.9 PARTICULARS OF MACHINERY AND OTHER FIXED ASSETS  
(As per Annexure II)**

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12.9.1 If sub-contract of any portion of production is envisaged, the production stages in which the sub-contracting will be done.  
Details to indicate the availability of machinery particularly with sub- contracts with adequate Spare capacity.

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12.9.2 Arrangements made for erection and Commissioning of the plant.

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12.10 Necessity & purpose for the proposed investment / addition to factory premises/machinery (in case where such investment is intended) for achievement of the anticipated turnover.

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**12.11. RAW MATERIALS / COMPONENTS**

(Please mention about the imported and indigenous items separately)

| Name/ Brief Description of the item  |     |     |     |     |
|--|-----|-----|-----|-----|
|  | (A) | (B) | (C) | (D) |
| Name of raw material   |     |     |     |     |
| Quantity Required  |     |     |     |     |
| Sources of supply  |     |     |     |     |
| Minimum Purchase Quantity  |     |     |     |     |
| Lead/ Procurement Time   |     |     |     |     |
| Available throughout the year  |     |     |     |     |
| If answer to the above is no, then no. of months & period when it is available |     |     |     |     |

(Enclose copies proforma invoice in respect of each item, if available)

**13. UTILITIES**

(Give comments on requirement. availability/adequacy, qualitative aspects, etc.)

13.1 Power :

13.1.1 Sources of Power and Supply voltage

- taken from Electricity Board \_\_\_\_\_
- own generation \_\_\_\_\_
- stand –by arrangements \_\_\_\_\_

13.1.2 Maximum Demand \_\_\_\_\_

13.1.3 Contracted Load \_\_\_\_\_

13.1.4 Connected Load \_\_\_\_\_

13.1.5 Energy Consumption per year \_\_\_\_\_

13.1.6 Power Tariff \_\_\_\_\_

13.1.7 Cost of Power per annum at maximum capacity utilisation \_\_\_\_\_

Please enclose

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- i. certified Xerox copy sanction for power
- ii. certified Xerox copy of agreement with electricity board
- iii. Certified Xerox copy of electrical lay out of the plant.

13.2 Water :

13.2.1 Indicate the requirements and suitability of water: \_\_\_\_\_

13.2.2 Describe water treatment arrangements: \_\_\_\_\_

\_\_\_\_\_

13.2.3 Sources for supply of water arrangements proposed and water charges payable: \_\_\_\_\_

\_\_\_\_\_

13.3 Steam :

13.3.1 Requirement of steam: \_\_\_\_\_

13.3.2 Capacity of the boiler: \_\_\_\_\_

13.3.3 Arrangement proposed for steam: \_\_\_\_\_

13.4 Compressed Air :

13.4.1 Requirements of compressed air: \_\_\_\_\_

13.4.2 Arrangements proposed for compressed air: \_\_\_\_\_

13.5 Fuel:

13.5.1 Requirement of fuel: \_\_\_\_\_

13.5.2 Arrangements proposed for supply: \_\_\_\_\_

13.6 Arrangements proposed for carrying raw materials: \_\_\_\_\_

**14. Effluent**

Please furnish full details of the value of atmosphere, soil and water pollution likely to be create by the project and the measure proposed for control of pollution.

\_\_\_\_\_

Indicate whether necessary permission for the disposal of effluent has been obtained from the concerned authority; if yes, a copy of the certificate should be furnished.

\_\_\_\_\_

**15. QUALITY CONTROL**

Details of arrangements made for quality control. (If BIS/FPO/ISO specifications are followed, no. of BIS/FPO/ISO Standards and the particulars thereof should be provided.

\_\_\_\_\_

Particulars of R&D activity proposed

\_\_\_\_\_

**16. ECONOMIC FEASIBILITY (Marketing (mention separately for each product.)**

16.1 Whether the product is reserved exclusively for SSI sector:

\_\_\_\_\_

16.2 Name of Major customers:

\_\_\_\_\_

16.3 Region /Area where the product is/will be sold:

\_\_\_\_\_

16.4 Extent of competition & No. of Units engaged in similar line in the area:

---

16.5 How does the units meet/proposes to meet the competition (Comment on the competitive advantages enjoyed by the unit)

---

16.5.1 In price, and quality, how does the unit's Product compare with those of its competitors

---

16.5.2 Is the unit selling direct to its customers? If so, please furnish details like sales force, showrooms, depots etc.

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16.5.3 If a selling/distribution agency had been appointed, its name, Period of contract, omission payable, period by which the bill will be paid by it etc  
(Enclose copies of agreement, wherever such agreement has been entered into)

---

16.6 Nature and volume of orders/ enquiries on hand ( certified Xerox copies to be furnished )

---

16.7 If the Unit is export oriented, please furnish exporter code no., if allotted, and relevant details as per the following details in the preceding three years:-

Code No. 

|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|

| Name of the Product Exported | Name of the Country where Exported | F.O.B. value in US \$ |
|------------------------------|------------------------------------|-----------------------|
|                              |                                    |                       |
|                              |                                    |                       |
|                              |                                    |                       |
|                              |                                    |                       |
|                              |                                    |                       |

### 17. Cost of Project

(Please furnish estimates of cost of project under the following heads. Indicate the basis for arriving at the cost of project)

(In 000s of Rs.)

| Sr. No | Particulars                             | Already incurred | To be incurred | Total cost |
|--------|---|------------------|----------------|------------|
| A      | Land including development              |                  |                |            |
| B      | Building & other Civil Works            |                  |                |            |
| C      | Plant & Machinery                       |                  |                |            |
|        | 1) Indigenous                           |                  |                |            |
|        | 2) Imported                             |                  |                |            |
| D      | Essential Tools, Spares and Accessories |                  |                |            |
| E      | Testing Equipment                       |                  |                |            |
| F      | Miscellaneous Fixed Assets              |                  |                |            |

|   |                                     |  |  |  |
|---|-------------------------------------|--|--|--|
| G | Erection/Installation Charges       |  |  |  |
| H | Preliminary Expenses                |  |  |  |
| I | Pre-operative Expenses              |  |  |  |
| J | Provision for Contingencies         |  |  |  |
|   | 1)Buildings                         |  |  |  |
|   | 2)Plant & Machinery                 |  |  |  |
|   | 3)Other Fixed Assets                |  |  |  |
| K | Margin for Working Capital Required |  |  |  |
| L | <b>Total</b>                        |  |  |  |

### 18. Means of Financing

(Please furnish details of sources of finance for meeting the cost under the following heads)

| (In 000s of Rs.) |  |                       |                              |       |
|------------------|--|-----------------------|------------------------------|-------|
| Sr. no.          | Particulars  | Amount Already Raised | Amount Proposed to be Raised | Total |
| A                | Capital<br>(specify resources contributing capital)  |                       |                              |       |
| B                | Reserves   |                       |                              |       |
| C                | Term Loans<br>(give full particulars)  |                       |                              |       |
| D                | Unsecured Loans, and deposits<br>(Indicate sources, rate of Interest, repayment period etc.) |                       |                              |       |
| E                | Deferred Payment Arrangements<br>Including Supplier's Credit                                 |                       |                              |       |



|   |   |  |  |  |
|---|---|--|--|--|
| F | Subsidy<br>Central Govt.<br>State Govt. |  |  |  |
| G | Seed capital<br>(indicate sources)      |  |  |  |
| H | Internal cash Accruals                  |  |  |  |
| I | Other Sources (specify)                 |  |  |  |
| J | <b>Total</b>                            |  |  |  |

18.1 In case internal accruals are taken as source of finance explain the basis for estimation of internal accruals by means of statement.

---

18.2 Indicate sources from which expenditure already incurred has been financed

---

19 Promoter's contribution to the project as % of the total cost  
(Please furnish list of persons/firms who would be contributing to the promoter's share of the capital and the respective amounts and their relationships)

---

**20 Financial Assistance Required:**

|        |  |  |
|--------|--|--|
| 20.1   | Rupee Loan   |  |
| 20.2   | Foreign Currency Loan  |  |
| 20.3   | Underwriting   |  |
| 20.3.1 | Equity Capital   |  |
| 20.3.2 | Preference Capital   |  |
| 20.3.2 | Debentures   |  |
| 20.4   | Guarantee of foreign currency loan/Deferred Credit             |  |
| 20.5   | Working Capital<br>(please furnish as per <u>Annexure VI</u> ) |  |
| 20.6   | Other forms of assistance<br>(E.g. LCs Guarantees, etc.)       |  |

**21. Schedule of Implementation:**

Please indicate the progress made so far in the implementation of the project and furnish the Schedule of implementation as follows:

|    |                         | Date of commencement | Date of completion |
|----|-------------------------|----------------------|--------------------|
| a) | Acquisition of Land     |                      |                    |
| b) | Development of Land     |                      |                    |
| c) | Civil works for         |                      |                    |
|    | Factory Building        |                      |                    |
|    | Machinery Foundation    |                      |                    |
|    | Administrative Building |                      |                    |
| d) | Plant & Machinery       |                      |                    |
|    | Imported                |                      |                    |
|    | Indigenous              |                      |                    |
| e) | Arrangement for power   |                      |                    |
| f) | Arrangement for water   |                      |                    |

|    |                                     |  |  |
|----|-------------------------------------|--|--|
| g) | Erection of equipment               |  |  |
| h) | Commissioning                       |  |  |
| i) | Initial Procurement of Raw Material |  |  |
| j) | Trial Runs                          |  |  |
| k) | Commercial Production               |  |  |

## 22. Future Projections

(To be given for the next three years)

Please furnish data on

22.1 Projected profitability as per **Annexure III**

22.2 Projected cash flow statement as per **Annexure IV**

22.3 Projected Balance Sheet as per **Annexure V**

22.4 Working Capital Requirement **Annexure VI**

22.5 Percentage of Cash Sales in Total Sales \_\_\_\_\_%

22.6 Period in which payment is received in respect of credit sales \_\_days

22.7 Average credit available on purchases \_\_days

23. How far does the unit contribute to the Establishment of ancillary units in the region?

24 Please furnish international/CIF/FOB Price of all inputs which can be imported

25 Government Consents

Please indicate whether the various licenses/ consents required for the project have been obtained from the respective authorities.

25.1 Specify any special condition attached to the licenses / consents and the undertaking given by the company in connection therewith.

26. Repayment Programme:

**27 Details of Securities to be offered:**

27.1 Primary (Working capital and term loan securities to be indicated separately)

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27.2 Collateral, if any (full details)

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27.3 Details of guarantor(s) (Attach separate sheet, if required)

27.3.1 Name \_\_\_\_\_

23.3.2 PAN No. 

|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|

23.3.3 Aadhar Card No. 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|

23.3.4 GST No. 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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23.3.5 UAN No. 

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23.3.6 Residential Address \_\_\_\_\_  
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23.3.7 Telephone/Mobile No. 

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23.3.8 Email ID 

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23.3.9 Occupation  
(If in service, name & address of his/her employer)

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23.3.10 Details of Movable & Immovable Property (ies) Owned by him/her & other dependent family members

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23.3.11 Details of any similar guarantee, if any, given to other institutions

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28. Whether any Government enquiry, proceedings or prosecution has been instituted against the unit or its proprietor/partners/directors for any offence? If so, please give details.

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29. Details of pending litigation, if any, against and by the unit.

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30. Please indicate whether the proprietor/any of the partners/ promoters/ directors have at any time declared themselves as insolvent. If so, give details thereof.

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I/We certify that all information furnished by me/us is true; that I/We have no borrowing arrangements for the unit with any Bank except as indicated in the application; that there is no overdues/statutory dues against me/us/promoter except as indicated in the application ; that I/we shall furnish all other information that may be required by you in connection with my /our application ; that this may also be exchanged by you with any agency you may deem fit and you, your representatives, representatives of the Reserve Bank of India or any other agency as authorized by you, may, at any time, inspect/verify my/our assets, books of accounts, etc. in our factory/business premises as given above.

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

Place: \_\_\_\_\_

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**Signature of the Borrower(s)/Applicant(s)**

**Encl: Original/Certified Xerox Copies of indicative documents as per the check list.**

**BIO-DATA FORM**

Details of Proprietor/Partners/Managing Partner/Promoters/Directors/Managing Director

(Please indicate inter-relationship, if any, among the partners/directors/promoters)

(Please use separate sheet for each person)

**SPACE FOR  
THE PHOTO**

**Signature-  
Name-**

|      |  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
|------|--|---|------------------------------|---------------------|--|---|--|--|----------|-----------------|-------------------|-------------|--|--|--|--|--|--|--|--|
| 1    | Full Name  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 2    | Name of the Father/Husband   |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 3    | Age  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 4    | Sex  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 5    | Whether belongs to Scheduled Castes / Scheduled Tribes / Minority Community. |   | <input type="checkbox"/> Yes |                     |  | <input type="checkbox"/> No   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 6    | Are You an Ex-service man  |   | <input type="checkbox"/> Yes |                     |  | <input type="checkbox"/> No   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 7.   | ID Proof   | √ | Passport                     | Voter Identity Card |  |   | PAN Card                                 |  |          | Driving Licence |                   |             |  |  |  |  |  |  |  |  |
|      |  |   | Aadhaar Card                 |                     |  | Identity Card   |  |  | Job Card |                 |                   |             |  |  |  |  |  |  |  |  |
|      | ID Proof No.   |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 8.   | Address Proof  | √ | Electricity Bill             | Telephone Bill      |  |   | Bank Account Statement of any other bank |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
|      |  |   | Letter from reputed employer |                     |  | Letter from recognized public authority verifying the address of the customer to the satisfaction of the bank |  |  |          |                 |                   | Ration Card |  |  |  |  |  |  |  |  |
|      | Address Proof No./Details  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 9    | Address Office:  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| (i)  | Telephone No./Mobile No.   |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| (ii) | E-mail ID  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 10   | Permanent Residence  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
|      | Academic Qualification   |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |
| 11   | <b>Experience:</b><br>Years  |   | Employer                     |                     |  |   | Designation                              |  |          |                 | Last Salary Drawn |             |  |  |  |  |  |  |  |  |
|      |  |   |                              |                     |  |   |  |  |          |                 |                   |             |  |  |  |  |  |  |  |  |

|     |  |                  |            |
|-----|--|------------------|------------|
| 12  | Functional Responsibilities in the unit  |                  |            |
| 13. | Capital/Loan Contribution in the unit  | At the Beginning | At present |
|     |  |                  |            |
| 14  | Reasons for joining/ establishing the unit<br>(Please mention about the motivating factors ) |                  |            |

15. If associated as proprietor/partner/director/ shareholder with concerns other than the applicant unit, please furnish following details separately for each concern by way of enclosure

|      |   |  |
|------|---|--|
| 15.1 | Name and address of the branch/associates/identical concern |  |
| 15.2 | Activity of the concern                                     |  |
| 15.3 | Functional responsibility in that concern                   |  |
| 15.4 | Capital/Loan Contribution                                   |  |
| 15.5 | Name of the associate concern's Banker and their address    |  |
| 15.6 | Aggregate credit facilities enjoyed by the concern          |  |
| 15.7 | Security offered by the concern for its borrowing           |  |
| 15.8 | Working results of the unit for the past <u>three years</u> |  |

16. Personal Assets and Liabilities :

Immovable property details like land/buildings, Location, date of acquisition, cost, present value etc.

Other Assets \_\_\_\_\_

Personal Liabilities, if any. (including guarantees/acceptances given) \_\_\_\_\_

17. Any other relevant information \_\_\_\_\_

Place:  
Date:

**Signature**

**Details of Existing Fixed Assets****A. Land**

|   |                                 |  |
|---|---------------------------------|--|
| 1 | Location                        |  |
| 2 | Area                            |  |
| 3 | Whether Freehold or Leasehold   |  |
| 4 | Purchase Price of Land if owned |  |
| 5 | Rent in case of Leased land     |  |
| 6 | Terms of Lease                  |  |
| 7 | Ground Rent payable per year    |  |

**B. Building**

|   |  |  |
|---|--|--|
| 1 | Location                               |  |
| 2 | Whether Owned or Leased                |  |
| 3 | Purchase price of Building if owned    |  |
| 4 | Rent in case of Leased/Rented Premises |  |
| 5 | Terms of Lease                         |  |

| Structure          | Type of Structure<br>(indicate "P" if Permanent) | Dimensions | Area<br>(In Sq. m.) | Actual Cost<br>(In Rs.) | Date of<br>Erection |
|--------------------|--|------------|---------------------|-------------------------|---------------------|
| 1) Workshop        |  |            |                     |                         |                     |
| 2) Godown          |  |            |                     |                         |                     |
| 3) Administrative  |  |            |                     |                         |                     |
| 4) Other Buildings |  |            |                     |                         |                     |

In case the assets have been revalued or written up at any time during the existence of unit, furnish Full details of such revaluation together with the reason therefore.



**Particulars of Buildings Proposed to be constructed**

| Serial No. | Description of Each Building | Type of Construction | Built-up Area (in meters) |         |                | Total Floor in Sq. m. | Rate of Construction per Sq. m. | Estimated Cost of each Building | Expected Date of Completion |
|------------|------------------------------|----------------------|---------------------------|---------|----------------|-----------------------|---------------------------------|---------------------------------|-----------------------------|
|            |                              |                      | Length                    | Breadth | Average Height |                       |                                 |                                 |                             |
|            |                              |                      |                           |         |                |                       |                                 |                                 |                             |

- Note:** 1. In case contract is awarded for construction of building, furnish details thereof such as name of Contractor, amount of contract, etc.  
 2. Other approvals from inspector of factories, drug Controllers, etc., if any, should be enclosed  
 3. Please enclose a plan showing layout of machinery.

**Particulars of Machinery**

| S. No. | Name of Machinery and Specification | Second Hand/ New | Name of Manufacturer/ Fabricator (place of County and Origin, if Imported) | Date of Acquisition/ Date of Placement of order (actual/ expected) | Expected Date of Delivery | Invoice price including Taxes for Indigenous Machinery/CI F For Imported Machinery | Estimated expenses o/a Of insurance freight Installation, Import Duty | Total Cost |
|--------|-------------------------------------|------------------|--|--|---------------------------|--|---|------------|
| 1      | <b>Existing Machinery</b>           |                  |  |  |                           |  |   |            |
|        | 1.1 Indigenous                      |                  |  |  |                           |  |   |            |
|        | 1.2 Imported                        |                  |  |  |                           |  |   |            |
| 2      | <b>Proposed to be acquired</b>      |                  |  |  |                           |  |   |            |
|        | 2.1 Indigenous                      |                  |  |  |                           |  |   |            |
|        | 2.2 Imported                        |                  |  |  |                           |  |   |            |

1. Quotation / Catalogues / Invoice and other details in respect of each machine to be furnished.
2. If second had machinery, valuation report regarding age, performance and value from competent valuer to be submitted. Also please indicate reasons for going in for second hand machinery and its depreciated value.
3. In case of imported machinery, please indicate mode of payment and price of the machinery in foreign currency.
4. In case the assets have been revalued or written up at any time during the existence of unit, furnish full details of such revaluation together with the reason therefore.

**Projections of Performance, Profitability and Repayment**

Break-even point:

Break-even Quantity:

% of installed capacity:

Break-even Value:

**[Amount in Lakh]**

|           |   | 1 <sup>st</sup><br>year | 2 <sup>nd</sup> ye<br>ar | 3 <sup>rd</sup> ye<br>ar | 4 <sup>th</sup><br>year | 5 <sup>th</sup><br>year |
|-----------|---|-------------------------|--------------------------|--------------------------|-------------------------|-------------------------|
| <b>A.</b> | Production during the year(Quantity)<br>% utilization of installed capacity |                         |                          |                          |                         |                         |
| <b>B.</b> | <b>Sales</b>  |                         |                          |                          |                         |                         |
| 1         | Sales including all miscellaneous receipts                                  |                         |                          |                          |                         |                         |
| 2         | Less Excise   |                         |                          |                          |                         |                         |
| 3         | Net Sales   |                         |                          |                          |                         |                         |
| <b>C.</b> | <b>Cost of Production</b>   |                         |                          |                          |                         |                         |
| 1         | Raw Material Consumed   |                         |                          |                          |                         |                         |
| 2         | Power and Fuel  |                         |                          |                          |                         |                         |
| 3         | Direct Labour and Wages   |                         |                          |                          |                         |                         |
| 4         | Consumable Stores   |                         |                          |                          |                         |                         |
| 5         | Repairs and maintenance   |                         |                          |                          |                         |                         |
| 6         | Other Manufacturing Expenses  |                         |                          |                          |                         |                         |
| 7         | Deprecation/Development Rebate Reserve                                      |                         |                          |                          |                         |                         |
|           | <b>Total Cost of Production</b>   |                         |                          |                          |                         |                         |
| 8         | Add Opening Stock-in-process and finished goods                             |                         |                          |                          |                         |                         |
| 9         | Deduct closing stock-in-process and finished goods                          |                         |                          |                          |                         |                         |
| <b>D</b>  | Cost of Sales   |                         |                          |                          |                         |                         |
| <b>E</b>  | Gross Profit ( B-D )  |                         |                          |                          |                         |                         |

|          |  |                         |                           |                            |                         |                         |
|----------|--|-------------------------|---------------------------|----------------------------|-------------------------|-------------------------|
| <b>F</b> | Interest on<br><br>1. Terms Loans<br><br>2. Working Capital<br><br>3. Other Loans, if any. |                         |                           |                            |                         |                         |
| <b>G</b> | Selling, General and Administrative Expenses   |                         |                           |                            |                         |                         |
|          |  | 1 <sup>st</sup><br>year | 2 <sup>nd</sup> year<br>r | 3 <sup>rd</sup> year<br>ar | 4 <sup>th</sup><br>year | 5 <sup>th</sup><br>year |
| H        | Profit before Taxation ( E- (F+G ))  |                         |                           |                            |                         |                         |
| I.       | Provision for Taxes  |                         |                           |                            |                         |                         |
| J.       | Net Profit ( H-I )   |                         |                           |                            |                         |                         |
| K.       | Deprecation added back   |                         |                           |                            |                         |                         |
| L.       | Net Cash Accruals  |                         |                           |                            |                         |                         |
| M        | Repayment obligations<br><br>1. Towards Terms Loan<br><br>2. Towards other loans, if any   |                         |                           |                            |                         |                         |
|          | Total Repayment  |                         |                           |                            |                         |                         |
| N.       | Debt Service Ratio ( L:M )   |                         |                           |                            |                         |                         |

**Annexure – IV****Cash Flow Statement**

[Amount in Lakh]

|          |   | Construction<br>Period | 1 <sup>st</sup><br>year | 2 <sup>nd</sup> year | 3 <sup>rd</sup> year | 4 <sup>th</sup><br>year | 5 <sup>th</sup><br>year |
|----------|---|------------------------|-------------------------|----------------------|----------------------|-------------------------|-------------------------|
| <b>A</b> | <b>Sources of Funds</b>   |                        |                         |                      |                      |                         |                         |
| 1        | Cash Accruals (viz. net profit before Taxation (item H of Annexure-III to which shall Be added interest (item F of Annexure III)) |                        |                         |                      |                      |                         |                         |
| 2        | Increase in share capital Equity/Preference   |                        |                         |                      |                      |                         |                         |
| 3        | Deprecation   |                        |                         |                      |                      |                         |                         |
| 4        | Increase in long term loans/debentures  |                        |                         |                      |                      |                         |                         |
| 5        | Increase in deferred payment facilities   |                        |                         |                      |                      |                         |                         |
| 6        | Increase in Unsecured loans and deposit.  |                        |                         |                      |                      |                         |                         |
| 7        | Increase in bank borrowing for working capital.   |                        |                         |                      |                      |                         |                         |
| 8        | Sales of fixed assets/ investment   |                        |                         |                      |                      |                         |                         |
| 9        | Others (specify)  |                        |                         |                      |                      |                         |                         |
|          | <b>Total Sources (A)</b>  |                        |                         |                      |                      |                         |                         |
| <b>B</b> | <b>Disposition of Funds</b>   |                        |                         |                      |                      |                         |                         |
| 1        | Preliminary and Pre-Operative Expenses  |                        |                         |                      |                      |                         |                         |
| 2        | increase in Capital Expenditure   |                        |                         |                      |                      |                         |                         |
| 3        | Increase in Current assts   |                        |                         |                      |                      |                         |                         |
| 3.1      | Inventories   |                        |                         |                      |                      |                         |                         |
| 3.2      | Others  |                        |                         |                      |                      |                         |                         |
| 4        | Decrease in long term loans/ debentures   |                        |                         |                      |                      |                         |                         |
| 5        | Decrease in Deferred Payment facilities   |                        |                         |                      |                      |                         |                         |
| 6        | Decrease in Unsecured loans and deposits  |                        |                         |                      |                      |                         |                         |
| 7        | Increase in Investments   |                        |                         |                      |                      |                         |                         |
| 8        | Interest  |                        |                         |                      |                      |                         |                         |
| 9        | Taxation  |                        |                         |                      |                      |                         |                         |
| 10       | Dividend(amount & rate)   |                        |                         |                      |                      |                         |                         |
| 11       | Other expenses (specify)  |                        |                         |                      |                      |                         |                         |
|          | <b>Total Disposition (B)</b>  |                        |                         |                      |                      |                         |                         |
| C        | Opening Balance   |                        |                         |                      |                      |                         |                         |
| D        | Net Surplus (A-B)   |                        |                         |                      |                      |                         |                         |
| E        | Closing Balance   |                        |                         |                      |                      |                         |                         |

**Projected Balance Sheet**

[Amount in Lakh]

|  | 1 <sup>st</sup> year | 2 <sup>nd</sup> year | 3 <sup>rd</sup> year | 4 <sup>th</sup> year | 5 <sup>th</sup> year |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| A. <u>Liabilities</u>                  |                      |                      |                      |                      |                      |
| 1. Equity Share Capital                |                      |                      |                      |                      |                      |
| 2. Reserve and Surplus                 |                      |                      |                      |                      |                      |
| 3. Term Loans                          |                      |                      |                      |                      |                      |
| 4. Bank Borrowings for working capital |                      |                      |                      |                      |                      |
| 5. Other liabilities                   |                      |                      |                      |                      |                      |
| <b>Total Liabilities</b>               |                      |                      |                      |                      |                      |
| B. <u>Assets</u>                       |                      |                      |                      |                      |                      |
| 1. Gross Block                         |                      |                      |                      |                      |                      |
| 2. Depreciation                        |                      |                      |                      |                      |                      |
| 3. Net Block                           |                      |                      |                      |                      |                      |
| 4. Investment                          |                      |                      |                      |                      |                      |
| 5. Current Assets                      |                      |                      |                      |                      |                      |
| 6. Cash and Bank Balances              |                      |                      |                      |                      |                      |
| <b>Total Assets</b>                    |                      |                      |                      |                      |                      |

**Assessment of Working Capital Requirements**

[Amount in Lakh]

|  | 1 <sup>st</sup> year | 2 <sup>nd</sup> year | 3 <sup>rd</sup> year | 4 <sup>th</sup> year | 5 <sup>th</sup> year |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|
| (I). Current Assets  |                      |                      |                      |                      |                      |
| 1. Raw materials including stores  |                      |                      |                      |                      |                      |
| 1.1 Imported (Month's consumption)   |                      |                      |                      |                      |                      |
| 1.2 Indigenous (Month's consumption)   |                      |                      |                      |                      |                      |
| 2. Other Consumable spares   |                      |                      |                      |                      |                      |
| 3. Stock-in-Process (Month's Cost of Production)   |                      |                      |                      |                      |                      |
| 4. Finished Goods (Month's Cost of Sales)  |                      |                      |                      |                      |                      |
| 5. Receivables other than Export an Deferred Receivables (including Bills Purchase/ Discounted by Banks) (Month's Domestic Sales excluding deferred Payment sales) |                      |                      |                      |                      |                      |
| 6. Export Receivables (including Bills Purchased/Discounted by banks)(Month's Export Sales)  |                      |                      |                      |                      |                      |
| 7. Advances to Suppliers of Raw Material and Stores/Spares/Consumables   |                      |                      |                      |                      |                      |
| 8. Other Current Assets including Cash and bank balance and deferred receivables due within one year (furnish individual details of major items)                   |                      |                      |                      |                      |                      |
| <b>Total Current Assets ( I )</b>  |                      |                      |                      |                      |                      |
| (II). Current Liabilities  |                      |                      |                      |                      |                      |
| 1. Creditors for Purchases of raw materials and stores/spares/consumables (Month's Purchases)  |                      |                      |                      |                      |                      |
| 2. Advance from Customers  |                      |                      |                      |                      |                      |
| 3. Accrued Expenses  |                      |                      |                      |                      |                      |
| 4. Statutory Liabilities   |                      |                      |                      |                      |                      |
| 5. Other Current Liabilities (furnish individual details of major items)   |                      |                      |                      |                      |                      |
| <b>Total Current Liabilities ( II )</b>  |                      |                      |                      |                      |                      |
| III Working Capital Gap(I-II)  |                      |                      |                      |                      |                      |
| IV Margin for Working Capital  |                      |                      |                      |                      |                      |
| V Bank Borrowings  |                      |                      |                      |                      |                      |

## **CHECK LIST OF DOCUMENTS TO BE SUBMITTED BY THE CUSTOMER**

- 1) Proof of identity – Voter’s ID Card/Passport/Driving License/PAN Card/signature identification from present bankers of proprietor, partner or Director (if a company).
- 2) Proof of residence – Recent telephone bills, electricity bills, property tax receipt/Passport/voter’s ID Card of proprietor, partner or Director (if a company)
- 3) Proof of business address
- 4) Applicant should not be defaulter in any Bank/F.I.
- 5) Last three years audited balance sheets of the units along with income tax/sales tax returns etc.
- 6) Memorandum and articles of Association of the Company/Partnership Deed of partners etc.
- 7) Assets and liabilities statement of promoters and guarantors along with latest income tax returns.
- 8) Rent Agreement (if business premises on rent) and clearance from pollution control board if applicable.
- 9) SSI /MSME registration if applicable.
- 10) Projected balance sheets for the next two years in case of working capital limits and for the period of the loan in case of term loan
- 11) In case of takeover of advances, sanction letters of facilities being availed from existing bankers/Financial Institutions along-with detailed terms and conditions. Position of accounts from the existing bankers and confirmation about the asset being Standard with them.
- 12) Photocopies of lease deeds/title deeds of all the properties being offered as primary and collateral securities.
- 13) Profile of the unit (includes names of promoters, other directors in the company, the activity being undertaken, addresses of all offices and plants, shareholding pattern etc.
- 14) Last three years balance sheets of the Associate/Group Companies (If any).
- 15) Project report (for the proposed project if term funding is required) containing details of the machinery to be acquired, from whom to be acquired, price, names of suppliers, financial details like capacity of machines, capacity utilization assumed, production, sales, projected profit and loss and balance sheets for the next 7 to 8 years till the propose loan is to be paid, the details of labour, staff to be hired, basis of assumption of such financial details etc.
- 16) Review of account containing month-wise sales (quantity and value both), production (quantity and value), imported raw material (quantity and value), indigenous raw material (quantity and value), value of stocks in process, finished goods (quantity and value), debtors, creditors, bank’s outstanding for working capital limits , term loan limits ,bills discounted.
- 17) Manufacturing process if applicable, major profile of executives in the company, any tie-ups, and details about raw material used and their suppliers, (details about the buyers, details about major competitors and the company’s strength and weakness as compared to their competitors etc.

***Note: i. The check list is only indicative and not exhaustive and depending upon the local requirements at different places, additions could be made, as per necessity.***