

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

1.1	Name of the Unit (In block letters)																			
1.2	Constitution	√	Proprietary	Partnership	Pvt. Ltd.	Ltd. Company	Co-op.society	Any Others (Specify)												
1.3	Name of the Business house/ group (if any)																			
2.1	Registration No. (Given by District Industries Centre / Directorate of Industries)																			
2.2	Date on Incorporation / Commencement of Business																			

3. Business Address with Telephone No.

3.1	Registered Office																		
3.2	Administrative Office																		
3.3	Factory Address																		
Telephone Nos.											Mobile No.								
PAN No.											E-mail ID								

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

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

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8. Arrears in Statutory Payments (if any)

- a) Income Tax
- b) VAT Tax
- c) Provident Fund
- d) Employees State Insurance Corporation
- e) 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)

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.

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.

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

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 to which it is catering and its address	
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11. Name of the associate concern(s), if any and

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 litre per anum)

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, other projects in India and abroad set up with the same Collaboration

Please enclose:

- Copy of the published brochure highlighting the activities of the collaborator and balance sheet for the latest year
- Copy of the collaboration agreement
- Fees / royalties payable and the manner in which payable
- 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.

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.

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,

iii) Market for the product,

iv) Availability of

a) Power

b) Water

c) Labor

d) Transport

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

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

12.8.1.2 Scope of work

12.8.1.3 Rates quoted and detailed estimate of expenses

12.8.1.4 Fees payable and manner in which payable

12.8.1.5 Time schedule

12.8.1.6 Penalties

12.8.1.7 Past experience of the architects in the similar work

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

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.

12.9.2 Arrangements made for erection and Commissioning of the plant.

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.

12.11. RAW MATERIALS / COMPONENTS

(Please mention about the imported and indigenous items separately)

Name/ Brief Description of the items				
	(A)	(B)	(C)	(D)
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

- 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 created 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

15.1 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.)

15.2 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.

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	Total			

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 (specify resources contributing capital)			
B	Reserves			
C	Term Loans (give full particulars)			
D	Unsecured Loans, and deposits (indicate sources, rate of Interest, repayment period etc.)			
E	Deferred Payment Arrangements Including Supplier's Credit			
F	Subsidy Central Govt. State Govt.			
G	Seed capital (indicate sources)			
H	Internal cash Accruals			
I	Other Sources (specify)			
J	Total			

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 promoters 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 (please furnish as per <u>Annexure VI</u>)	
20.6	Other forms of assistance (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 licences/ consents required for the project have been Obtained from the respective authorities.

25.1 Specify any special condition attached to the licences / 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)

27.2 Collateral, if any (full details)

27.3 Details of guarantor(s) (Use separate sheets, if required)

27.3.1 Name

27.3.2 Residential Address

27.3.3 Telephone No. /Mobile No.

27.3.4 E-mail ID

27.3.5 PAN No.

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

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

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

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.

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

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.

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 no legal action has been / is being taken against me/us/promoter ; 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 ; any you, your representatives, representatives of the Reserve Bank of India/ National Bank of Agricultural & Rural Development /Small Industries Development Bank of India /Deposit Insurance & Credit Guarantee Corporation 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:

Signature of the Borrower
(Name and Designation)

Encl: Certified Xerox Copies of

- a) Audited Balance Sheets with Trading And Profit & Loss account, for the last three years.
- b) Memorandum and Articles of Association, Certificate for Commencement of Business.
- c) Income Tax, Wealth Tax Returns and assessment orders for the last three years.
for the unit as well as proprietor/partners/promoters/directors.
- d) Sales Tax Returns for the last three years.

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)

1	Full Name																																					
2	Name of the Father/Husband																																					
3	Age							4	Sex	<input type="checkbox"/> M	<input type="checkbox"/> F																											
5	Whether belongs to SC / ST / 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	PAN No.																						E-mail ID															
7(a)	Ration Card No. and Name of the Issuing Office											Passport No.																										
8	Telephone No.																						Mobile No.															
9	Address Office:																																					
10	Permanent Residence																																					
	Academic Qualification																																					
11	Experience: 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 (Please mention about the motivating factors)	
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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 :

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

16.2 Other Assets

16.3 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 (indicate "P" if Permanent)	Dimensions	Area (in Sq. m.)	Actual Cost (in Rs.)	Date of 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	Existing Machinery							
	1.1 Indigenous							
	1.2 Imported							
2	Proposed to be acquired							
	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 therefor.

Projections of Performance , Profitability and Repayment

Break-even point

Break-even Quantity

% of installed capacity

Break-even Value

[Amount in Lakh]

		1 st year	2 nd year	3 rd year	4 th year	5 th year
A.	Production during the year(Quantity) % utilization of installed capacity					
B.	Sales					
1	Sales including all miscellaneous receipts					
2	Less Excise					
3	Net Sales					
C.	Cost of Production					
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					
	Total Cost of Production					
8	Add Opening Stock-in-process and finished goods					
9	Deduct closing stock-in-process and finished goods					
D	Cost of Sales					
E	Gross Profit (B-D)					
F	Interest on					
	1. Terms Loans					
	2. Working Capital					
	3. Other Loans, if any.					
G	Selling, General and Administrative Expenses					

		1 st year	2 nd year	3 rd year	4 th year	5 th 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					
	1. Towards Terms Loan					
	2. Towards other loans, if any					
	Total Repayment					
N.	Debt Service Ratio (L:M)					

Annexure – IV**Cash Flow Statement**

[Amount in Lakh]

		Construction Period	1 st year	2 nd year	3 rd year	4 th year	5 th year
A	Sources of Funds						
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)						
	Total Sources (A)						
B	Disposition of Funds						
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)						
	Total Disposition (B)						
C	Opening Balance						
D	Net Surplus (A-B)						
E	Closing Balance						

Projected Balance Sheet

[Amount in Lakh]

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

Annexure –VI**Assessment of Working Capital Requirements**

[Amount in Lakh]

	1 st year	2 nd year	3 rd year	4 th year	5 th 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)					
Total Current Assets (I)					
(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)					
Total Current Liabilities (II)					
III Working Capital Gap(I-II)					
IV Margin for Working Capital					
V Bank Borrowings					