

ANDHRA PRADESH INDUSTRIAL DEVELOPMENT CORPN LTD

HYDERABAD, Andhra Pradesh

**CHECKLIST OF INFORMATION TO BE SUBMITTED
FOR FINANCIAL ASSISTANCE**

1. Three hard copies of application for financial assistance
(soft copy to be obtained from APIDC)
2. Three copies of Project report;
3. Details of Properties/solvency (movable and immovable)
Held in the name of promoter directors in triplicate;
4. Properties Proposed to be offered as collateral security
For the financial assistance sought.
5. Details of personal guarantees of the promoters, if any, given to
Banks/Financial Institutions.
6. Details of existing units, if any, and the annual reports of the same.
7. Name & Address of the Bank for obtaining credit report.
8. Any other relevant information.

Please enclose DD/BCs towards, the service charges/ frontend fee drawn in
Favour of "APIDC Ltd." Payable at Hyderabad as per following details:

Assistance sought	Fee to be paid
I. Equity Participation	2.5% of amount applied
II. Term Loans	0.25% of amount applied
III. Appraisal for public Issue	0.25% of the cost of the project

CHECK LIST FOR THE INFORMATION/ DOCUMENTS (COPIES) TO BE SUBMITTED BY ENTREPRENEURS FOR APPRAISAL.

(There would be certain additions to this list according to specific nature of project)

(Please check against each item and write 'yes' if it is enclosed. 'NO' if it is not enclosed and 'NA' if the concerned document is not applicable. Please enclose all the necessary documents, so that processing of your case can be done without further correspondence on this with you by APIDC/IDBI)

I. PROJECT:

1. Detailed Project Report

WHETHER

Enclosed Please check

II. PROMOTERS:

2. Bio-data of the promoter Directors and their address.
3. Name of their Bankers and letters requesting the Bankers to send their reference to APIDC.
4. Income Tax/Wealth Tax returns for the last three years for all the promoters Directors.
5. Property Records. Statement of assets for all the private promoter Director.
6. Audited Annual Reports of previous 3 years for existing units along with analysis.
7. Last 3 years Annual Reports for the companies in which the promoter Directors are having major interest.
8. Audited Balance Sheet and profit and loss account statement of the company as on date (latest)

III. LAND:

9. Lease/Sale/Hire Purchase agreement/Allotment letter from APIIC or registered title deed from private owner with site and cost.

IV. BUILDINGS:

10. Detailed building plans and estimates.
11. Layout of factory and plan layout.

V. PROCESS:

12. Details of process with process flow diagrams and material balance charts where ever applicable.
13. Agreement/contract with supplier of process/Technology.

VI. PLAN AND MACHINERY:

14. Detailed quotations for indigenous machinery and imported machinery (CIF value) with illustrative leaflets from the suppliers indicating the machinery specifications (minimum three quotations).
15. Comparative statements of quotations and the source from where it is planned to be procured.
16. Credentials of the major machinery suppliers.
17. Contract entered with the machinery suppliers/erectors.
18. Certificate for expected useful life for second hand machinery item, in case these are planned to be bought.
19. Terms and conditions of deferred payment if the machinery is brought against this facility.

VII. RAW MATERIAL:

20. Allotment of raw material/letter agreeing to supply the quantum envisaged/contact entered with raw material supplier.
21. Specifications sheet giving specific raw material consumption per unit of the finished product.
22. Quotation for price for raw Material.

VIII. UTILITIES:

23. Sanction letter from Electricity Board indicating quantum and rate.
24. Sanction letter from competent authority for drawing water from river, canal etc.

IX. MARKET:

25. Market survey report.
26. Copy of sales agreement long term as well as short term.

X. EFFLUENT DISPOSAL:

27. Permission from Pollution Control Board.
28. Permission from Panchayat Samithi etc.

XI. PROFITABILITY:

29. Cash flow and profitability statements for a period of 10 years.
30. Quotations in support of sales price in local as well as export market, International price F.O.B. price for export and CIF price for imports.
31. Quotations for various raw materials/bought out sub-contracted items.
International
price F.O.B. price for export and CIF price for imports.

XII. FINANCIAL ARRANGEMENTS:

32. Terms and conditions on which the term loans have been sanctioned by other institutes.
33. Terms and Conditions on which the other institutions like Research laboratories etc., participate in this scheme.
34. Letter from Bankers ,agreeing to finance for working capital.
35. Tie-ups made with bankers and other financial institutions, brokers, for underwriting.
36. Terms and conditions on which the deferred payment facility has been arranged.
37. Terms and conditions on which the Bank/Government/Insurance Companies have provided the guarantee.

XIII. GOVERNMENT APPROVALS:

38. DGTD Registration/Letter of Intent/Industrial License.
39. Capital Goods, Clearance & Import License.
40. Approval for foreign collaboration and a copy of foreign collaboration agreement.
41. Approval under the MRTP Act.
42. Approval under FERA.
43. Permission from Controller of Capital Issues.
44. Permission for employing foreign nationals.

XIV. MISCELLANEOUS:

45. Memorandum of articles of Association.
46. Certificate of Incorpora-

ANDHRA PRADESH INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

INSTRUCTIONS TO BE FOLLOWED

1. Only companies or firms registered in India are eligible for financial assistance from the corporation.
(Long and Short term loans for capital assets and underwriting of shares, stocks, debentures etc., guarantees for the performance of any contracts and obligations, guarantees for accommodation from Banks etc., come under “financial assistance”.)
2. Application should be completed and forward in four copies typed on one side only inapplicable portions being scored through. Additional sheets may also be used if the space in the form is inadequate.
3. Documents to be attached .(Copies should certified by the chairman or the Secretary in respect of public or private Limited Companies.
 - i) Certificate of Registration under section 10 of the industries (Development and Regulation) Act, 1951.
 - ii) Licence obtained under section 13 of the industries (Development and Regulation) Act, 1951, if the scheme envisages substantial expansion.
 - iii) Certificate of Incorporation.
 - iv) Certificate of Commencement of Business.
 - v) Memorandum and articles of Association up-to-date (three copies), mentioning the date.
 - vi) Prospectus or Statement in lieu of Prospectus.
 - vii) Debenture Trust Deed, if any.
 - viii) Mortgages and other documents.
 - ix) Documents in respect of arrangements made with the Banks.
 - x) Three copies each of audited Balance Sheets of the Company, Profit and Loss Accounts, Directors’ Reports and Auditors Reports, explaining fully in respect of the items Criticised by the Auditors for the five financial of the company.
 - xi) Proforma Balance of the company upto the date of application duly certified by the auditors or a responsible Officer of the company, with a note of a significant change in the financial position.
 - xii) Resolution of the Board of Directors/Letters of Attorney from the individual partners of the partnership firm, authorising an Officer/Partner to put in application to the corporation appointing some Directors/Partners to execute the legal documents in respect of loan/ other financial assistance as and how sanction by Andhra Pradesh Industrial Development Corporation Limited and also authorised some Officer/Partner of the applicant concern to draw the sanction amount from the Corporation.
 - xiii) Resolution of the general body , Passed in terms of section 293 of the companies (Amendment) Act, 1960, empowering the Board of Directors of the applicant concern, in the case of the company, to barrow in excess of paid-up capital and free reserves.
4. Please remit the “Investigation fees” and ‘Service charges’ along with the application. The fees paid are not refundable irrespective of the eventual outcome of the Application.
5. Please fill in all the ‘Columns applicable’ and avoid answers such as Refer Project Report etc. to enable us for a quick processing.

Ref No.

Dated.....

To,
The Vice Chairman & Managing Director
Andhra Pradesh Industrial Development Corporation Ltd
Parisrama Bhavan
Basheerbagh
HYDERABAD-500 029.

Dear Sir,

Sub: Application for loan/other financial assistance.

We.....a company registered under the Indian Companies Act, 1913 / Companies Act, 1956 as amended under the Companies (Amendment) Act, 1960, apply for financial assistance as detailed below:

1. Participation in Share Capital
 - Equity Rs. (Rupees)
 - Preferences Rs. (Rupees)
 - Assistance requested as % age of total share capital:
2. Term Loan Rs (Rupees)
3. Any other assistance
(Please specify) Rs (Rupees)

We submit the necessary particulars in the application attached hereto.

We enclose a cheque/Draft No.....date.....

For Rs.....towards investigation fee of Rs.....and

Service charge of Rs.....

Yours faithfully,

Name of the Applicant

Signature:

Name of the Company:

Project :.....

THE PROJECT AT A GLANCE

1. Product & Industrial capacity :
a) Envisaged capacity utilisation : IYr IIYr IIIYr IVYr
2. Promoter and his background in brief :
3. Proposed location :
4. Land Requirement :
a) Land acquired from :
5. Raw material requirement along with specific consumption/unit :
a) Availability of Raw Material :
b) Suitability of Raw Material :
6. Utility requirement and source :
a) Power :
b) Water :
c) Coal :
d) Furnace Oil :
7. Know-how :
a) Tested where :
b) Scaling up :
c) Agreement :
d) Term :
8. Major Machinery Supplier :
9. Direct Employment :
10. Project Implementation time :
a) Present status of the project :

11. Market (Present)	:	Present Installed Capacity	Present Operating Capacity	Import	Export	Total Deman
	(Projected)	Additional to capacity	Installed capacity	Import	Export	Total Deman

Existing Manufacturers & their Performance :

Major consumers of this product & Long Term Marketing Tie-Up :

12. Cost of Project

- a) Land & Development :
- b) Buildings & Civil construction
Contingencies on civil works :
- c) Plant & Machinery including
stores & spares :
Contingencies on Plant
& Machinery :
- d) Detailed Engineering fees :
- e) Pre-operative expenses :
- f) Miscellaneous fixed assets :
- g) Margin money for working capital:

Total

13. Means of Finance

- a) Equity :
- b) Loan :
- c) Capital subsidy from Central
Government/state government :
- d) Total :

14). Equity participation

- a) A.P.I.D.C. :
- b) :
- c) :
- d) :

:

15. Debt Equity Ratio :
- a) Margin on Term Loan :
- Eligibility % age assumed on Land :
- Buildings :
- Plant & Machinery :
- Preliminary & Preoperative Expenses :
16. Promoter's Contribution to Project Cost :
17. Internal rate of Return :
18. Pay Back Period :
19. At Optimum Capacity :
- a) Break Even Point :
- b) Profit before tax as % age of sales :
- c) Returns on total capital employed :
- d) Sale Price/Unit :
- e) Cost of Production/Unit excluding depreciation & interest :
- f) Cost of Production/Unit including depreciation & interest :
- g) Purchase Price of major Raw Material :

COMMON APPLICATION FOR FINANCIAL ASSISTANCE IN RESPECT OF INDUSTRIAL CONCERNS-WHERE ASSISTANCE BY WAY OF EITHER TERM LOAN OR WORKING CAPITAL IS ABOVE Rs.10 LAKHS (APPLICABLE TO NEW PROJECTS, EXPANSION, DIVERSIFICATION AND MODERNISATION OF EXISTING PROJECTS. DOES NOT APPLY TO ONLY RENEWAL OF EXISTING WORKING CAPITAL FACILITIES).

DATE:

1.01. Name of the Industrial concern
(In block letters)

1.02 . Address and Telephone Nos.
Telegraphic address/Telex No.
a) Registered Office
(in case of Corporate Bodies Only)

- b) Controlling (Head Office)
- c) Factory:
(existing and proposed)
- d) Address for correspondence
- e) It is a backward area eligible for concessional finance from institutions/ Central/State subsidy.

1.03 Constitution:

- a) State where a proprietary/partnership/private limited/public limited concern or co-operative society. In the case of partnership and limited company's indicate the name of Managing partner/ Managing Director.
- b) Date of incorporation/registration/ commencement of business (if the unit was purchased given details from whom and when purchased and for what consideration).
- c) Name of the business house/group if any, to which the concern belongs and the list of other companies in the same group. Details of associate/subsidiary concern or concerns in which the promoters are interested.
- d) Is the MRTP Act applicable to the company? If so, have you obtained the necessary Clearance from the Government?

1.04. Industry

- a) Name of product(s) manufactured/ to be manufactured and their uses.
- b) Details of by-products, if any, and their uses.
- c) Whether it is a small scale industry, if so, details of registration.

2.01. Management

Give bio-data of the main promoter including information on name, address, age, educational qualifications, past industrial/business experience, experience in the particular industry, 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 (to the finished separately in respect of each of the main promoters duly signed by him). (Proforma-1).

(Please enclose copies of income tax Returns of the Promoter along with copies of assessment orders for last three years).

2.02 In case the Promoter is a limited Company furnish a write-up on the activities and past performance of the company and any other expansion programme(s)/ diversification contemplated.

- Enclosure :
- (i) Certified copies of Memorandum and Articles of Association of the Promoter Company.
 - (ii) Audited Balance sheet and profit and loss account for the last 2 years of the promoter company (s).
 - (iii) Copy of Agreement(s) if any, entered into among the promoters.

2.03 Provide a list of Directors along with a complete list of concerns with which there are connected, as director, partner, proprietor etc.

2.04 Particulars of existing key technical and executive staff giving their names, age, qualifications, salaries, length of services. (Proforma-II). (Enclose organisation chart showing the lines of authority).

2.05 Name(s) and address of bank(s) with whom enquiries may be made regarding the applicant concern and the promoters. Authority letter from the promoter/s Company for bank to discuss with the lending institutions.

2.06 Whether any Government equity, Proceedings or prosecution has been instituted against the unit or its proprietor, Promoters or directors for any offences. If so, give details.

2.07 Details of pending litigation, if any against and by the concern.

2.08 Indicate whether any of the promoters or directors have at any time declared themselves as insolvent.

Brief History of the concern

- 3.01 State briefly, the history of the unit, In the case of new units state the reason for starting it. (In the case of existing units give two copies each of balance sheets and profit and loss accounts for the last 3 years together with comments on adverse features of working, if any Please also furnish proforma balance sheet and P&L account as on a recent date, if the last Balance sheet is more than 6 months old).
- 3.02 Provide a list of share holders under the heads promoters, other major groups, foreign collaborations and institutions owning or controlling 5% or more of equity shares. indicating the amount \ owned and business relationship, if any, with the company. Indicate NRI share holding if any. In case of preference share holders, give a list of ten largest share holders also, give the number of equity share holders and preference shareholders.
- 3.03 Give a note on the company (s) tax status viz. the year upto which the company has been assessed for income tax, the estimated unassessed liability. the concession available and the basis on which provision for tax has been made. Provide details of unclaimed tax benefits, if any, a note on excise duty claims remaining unpaid against the corporation may also be given.
- 3.04 Details of existing fixed assets (Proforma-III)
- 3.05 Particulars of credit facilities enjoyed by the concern from the corporate and Bank(s) and other financial institutions (as per attached Proforma-IV).
- 3.06 Indicate the Bank (with address) from which it is proposed to avail of working capital

4. **Particulars of the Project**

4.01 Describe in details the project for which financial assistance is required indicating whether it relates to expansion, modernisation/ diversification or setting up of a new plant and specification of major products. (Enclose copy of the feasibility /project report if any).

4.02 **Details of capacity**

	Product	Present	Proposed					
				I	II	III	IV	V
				Yr.	Yr.	Yr.	Yr.	Yr.
i)	Licensed (quantity per day) (Registered)							
ii)	Installed (-do-)							
iii)	Utilised (a) Quantity (b) as % of installed capacity (c) Value							
iv)	No, of working days in a year							
v)	No, of shifts							
vi)	Employment (nos) a)Technical b)Administrative c)Supervisory d)Skilled workers e) Unskilled workers							

@ In the case of existing unit, details of sanction-wise capacity and reasons for under utilisations of capacity, if applicable in the past may be furnished.

4.03 **Manufacturing Process**

- a) Explain briefly, the technical process employed/ proposed to be employed. Indicate reasons for adopting/ choosing the particular process. also indicate whether the process is continuous process or batch process.
- b) Explain briefly the possibilities of diversification in the product line in case of necessity, in future.

4.04. Has the proposed ever been tried in the country? If so where and with what results. Whether the process is patented one. If so, details to be furnished.

Technical Arrangements

4.05. Explain the technical know-how arrangements made/proposed for the project including performance guarantees/penalties

4.06. In case any collaboration is involved furnish brief write-up on the period of collaboration agreement, the collaborator company indicating its activities, size and turnover, particular of the existing plants, other projects in India and abroad setup with same collaboration, etc.

Enclosure: i) Copies of published Brochures highlighting the activities of the collaborator and Balance for the latest year.
ii) Copy of collaboration agreement.
iii) Fees payable and the manner in which payable.
iv) Copy of Govt. approval for availing of the services of foreign technicians, if any.

4.07. If there is no collaboration agreement, furnish full details of arrangement proposed to be made for the implementation of the project. If it is an ancillary unit give details of the parent unit and the terms of agreement.

4.08. Particulars of the consultants as below:

- a) Name of the consultants and their address.
- b) Fees payable and the manner in which payable.
- c) Scope of work assigned to them.

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

- Enclosures : i) Copy of agreement with the consultant.
ii) Copy of the Govt . approval in the case of foreign consultants.

4.09. Whether any of the company's directors have any interest in consultant/collaborator firm. If so details to be furnished.

4.10. **Location and Land**

Indicate location of the site , requirement of the for the project and the arrangement made therefore. Enumerate the locational advantages with reference to proximity to source of Raw Materials ,market, fuel, water, power, transport, labour, effluent disposal etc.

4.11. Give the following particulars in respect of the land acquired/proposed to be acquired for the project and indicate the area of land required separately for:

- i) factory building
- ii) ancillary building
- iii) open storage space
- iv) housing colony , if required and
- v) future expansion and any other purpose (please specify)
 - a) Total area and cost
 - b) basis of valuation
 - c) mode of payment
 - d) when purchased/taken on lease
 - e) previous owners and their relationship, if any, with the promoters/directors.
 - f) if rented/lease /hire purchase, give details regarding the rent.

period of lease/hire purchase etc,

- g) is it industrial land? If not, has it been converted for industrial use and necessary legal formalities compiled with?
- h) type of soil and load bearing capacity.
- i) availability of water at site.

- Enclosures:**
- i) copy of the sale/lease deed
 - ii) copy of the soil/water test report
 - iii) copy of the govt. order converting the land into industrial land if applicable
 - iv) locational map
 - v) site plan showing the contour lines, the internal roads, power receiving station, railway siding , tube wells etc.

Buildings:

4.12. Explain the arrangements made/proposed for construction of the building and furnish particulars as per Proforma-V.

4.13. Give the following particulars of architects

- a) Name of the architects/firms
- b) Scope of work
- c) Rates quoted and detailed estimates of experience
- d) Fees payable and manner in which payable
- e) Time schedule
- f) penalties

- g) Past experience of the architects in the similar work.

Plant & Machinery

- 4.14. a) Details of imported and indigneous plant and machinery acquired/ to be\ acquired (as per proforma-VI) Explain the basis of selection of Supplier of equipment and estimation of cost. Including credentials of major equipment suppliers.
- b) If sub-contract of any portion of production is envisaged, the production stages when the sub-contracting will be done; Details to indicate the availability of machinery with sub-contractors with adequate spare capacity.

- 4.15. a) Arrangement made for procurement of the machinery particularly imported machinery and details of guarantees and penalties.
- b) Arrangement made for erection and commissioning of the plant.

Rai Material

- 4.16. Arrangements made/proposed for obtaining the raw materials such as name of the supplier, long term arrangements made, if any.
- 4.17. If raw materials are to be imported state the country of origin and state if import is controlled/free; if channelised, name agency. Whether import license obtained.
- 4.18. Give details of annual requirement and cost of various raw materials at installed capacity.
- 4.19. Are there any price or distribution controls on any of the items listed above ? If so, give details.
- 4.20. In the case of raw materials which are in short supply, indiate the special arrangements which the company proposes to make for obtaining the indegenous and imported raw materials.

Power

- 4.21. a) Sources of power and supply voltage
- taken from Electricity Board
 - own generation
 - stand-by arrangements

- b) Maximum demand
- c) Connected load
- d) Peak our requirements
- e) Energy consumption per year
- f) power tariff
- g) Cost of power per annum at maximum capacity utilisation
(give calculations)

- Enclosures:**
- i) Copy of letter of sanction of power
 - ii) Copy of arrangement with Electricity Board
 - iii) Copy of Electricity lay out of the plant.

Water and other utilities such as fuel, steam and compressed air

- 4.22. a) i) Indicate the requirements and suitability of water
- ii) Describe water treatment arrangements proposed
- iii) Capacities of tanks , reservoirs
- iv) Sources of supply of water arrangement proposed and water changes payable
- b) i) Requirements of steam
- ii) Capacity of the boiler
- iii) Arrangements proposed for steam
- c) i) Requirements of compressed air
- ii) Arrangements proposed for compressed air
- d) i) Requirement of fuel
- ii) Arrangements proposed for supply

Transport Arrangements proposed for carrying raw Materials and finished goods.

Effluent

4.23. Furnish full details of the volume of atmospheric, soil and water pollution likely to be created by the project and the measures proposed for control of pollution. Indicate whether necessary permission for the disposal of effluent has been obtained from the concerned authorities; if so , a copy of the certificate should be furnished.

4.24. Details of the arrangement made for equity control. If ISI specifications are followed , No. of ISI standards and particulars thereof should be provided. Particulars of R & D activity proposed.

4.25. Schedule of implementation:

Describe how the designing of engineering , erection, Installation and commissioning of the project will be carried out. Also indicate the progress made so far in the implementation of the project and furnish the schedule of implementation as follows:

	<u>Commencement</u>	<u>Completion</u>
i) Acquisition of land		
ii) Development of land		
iii) Civil works factory building machinery foundation auxiliary building Administrative building Miscellaneous building		
iv) Plant and machinery -Imported - Placement of order -delivery at site		
v) Arrangements for power		
vi) Arrangements for water		
vii) Erection of equipment		
viii) Commissioning	<u>Commencement</u>	<u>Completion</u>
ix) Initial Procurement of raw material & chemicals		
x) Training of personnel		

- xi) Trail runs
- xii) Commercial production

Other projects of the concern

4.26. Give details of any other new/expansion projects which are under implementation or which the promoters propose to implement giving the estimated cost, means of financing and the present status.

5. Cost of the project

Furnish estimates of cost of project under following heads. Indicate the basis for arriving at the cost of project.

Rupees in lakhs

	Rupees Cost	Rupees equivalent of foreign exchange cost @	Already incurred	Proposed to be incurred	Total (1+2) or (3+4)
	1	2	3	4	5
1. Land & site development					
2. Buildings					
3. Plant & Machinery					
- Indigenous					
- Imported					
4. Import duty					
5. Erection charges					
6. Electrical Equipment and installation					
7. Transportation charges					
8. Other fixed assets (give details)					
9. Effluent treatment position					

(Rs. In

	Rupees Cost of foreign cost @	Rupees equipment incurred	Already incurred	Proposed to be incurred	Total (1+2) (3+4)
10.	Technical know-how and Engineering fees				
11.	Preliminary & Pre- operative expenses (Proforma VII A)				
12.	Provision for contingencies (Proforma VII B)				
13.	Margin money for working capital (Proforma VIII)				
	Total cost of the project				

@ Also give details of foreign currency
and rate adopted for conversion into rupees)

6.01. Means of financing
(furnish details of sources of finance
for meeting the cost under following heads:)

	Amount Already Raised	Amount proposed to be raised	Total
1.	Capital (specify sources contributing capital)		
2.	Reserves		
3.	Term loans (give full particulars)		
4.	Unsecured loans and deposits (indicate source, rate of interest repayment period etc.,)		
5.	Deferred payment arrangements including supplier's credit if any		

6. Govt.subsidies and grants/State incentives
7. Seed capital (indicate source)
8. Internal cash accruals
9. Other sources (specify)

Total

(Give details of means of financing envisaged and the proposals for raising share capital and loans in separate proforma. Indicate in detail NRI investment, if any).

- 6.02. In case internal accruals is taken as source of finance explain the basis for estimation of internal accruals by means of a statement.
- 6.03. Briefly describe the arrangements so far made for raising the finance and the proposed arrangements.

Enclosures: Copies of letters sanctioning assistance.
- 6.04. Indicate sources of foreign exchange and arrangements, if any, made for obtaining foreign exchange.
- 6.05. Indicate sources from which expenditure already incurred has been financed.
- 6.06. Promoters contribution to the project cost as % of the total cost.
List of persons/firms who would be contributing to the promoters share of the capital and the respective amounts and the relationships.
- 7.1. Financial assistance required from the Corporation/Bank

- a) Rupee loan
- b) Foreign currency loan
(rupee equivalent at market rate)
Under writing
 - i) Equity Capital
 - ii) Preference Capital
 - iii) Debentures

- d) Gurantee of foreign currency loan/
deferred credit
- e) Working Capital (give details in Proforma VIII)
- f) Other forms of assistance like LCs, Guarantees etc.

Total

7.2. Repayment schedule of the loan.

7.3. Details of securities to offered

	Existing (Rs.)	Proposed (Rs.)	Total (Rs.)
a) For term loan			
1. Land			
2. Buildings			
3. Plant & Machinery			
i) Indigenous			
ii) Imported			
4. Others			

Total

- b) For working capital
- c) Details of Collateral security if any,
- d) Details of guarantor(s)
(enclose copy of market survey report, if any
conducted by the company or independent consultants)

8. Market and selling arrangement
(enclose copy of market survey report, if any,
conducted by the company or independent consultants)

8.01. Give brief notes on market, possible competition from substitute products etc. Indicate the special features (regarding quality, price etc.) of your product which would result in consumer preference for your products in relation to competitive products. Also furnish price trend of the products during the last 5years and basis\ of price fixation by the concern.

- 8.02. Furnish estimates of the existing and future demand supply of products proposed to be manufactures.
- 8.03. Provide information regarding export possibilities and the nature of competition to be faced in foreign countries. In the case of existing units, if already exporting, furnish particulars of export during the last 5 years.
- 8.04. If there is any export commitments/obligations stipulated by the Govt. indicate the details thereof along with arrangements proposed for meeting the same and the export incentives available.
- 8.05. Give international prices and landed costs of the proposed products.
- 8.06. List of principal customers and particulars of any firm arrangement entered into with them.
- 8.07. Particulars of Govt. controls, restrictions etc., if any on the selling prices, distribution etc. in respect of products to be manufactured.
- 8.08. Particulars of Govt. controls, restrictions etc., if any on the selling prices, distribution etc. in respect of products to be manufactured.
- 8.08. In case the company proposes to have any selling agency for any of its products, furnish the following particulars :
- a) Name of the selling agent
 - b) Commission/Remuneration
 - c) Special advantages/reasons for the appointment of sole selling agent.
 - d) Past experience in handling the same or similar products.
- 8.09. i) Details of pending order on hand in case of existing concern
- ii) Names of important existing customers and expected sales.

iii) Names of competitors

9. Profitability and cash flow

9.01. Give cost of production and profitability estimates for the first five years of operations as per Proforma IX. Basis and assumptions for all calculations should be Shown separately.

9.02. Based on the estimates of working results provide cash flow statements of the company as a whole, for five operating years of the project in Proforma-X.

9.03. Projected Balance Sheet for five operating years for the company as a whole (in Proforma-XI).

10. ECONOMIC CONSIDERATIONS

10.01. Give the international/CIF/FOB price of all inputs which can be imported.

10.02. Explain in details the various duties, taxes and incentives applicable to the products.

a) Excise duty

b) Export duty

c) Export assistance

i) replenishment license

ii) duty draw back

iii) cash subsidy

iv) any other (specify)

10.03. Give brief write up on the economic benefits to the country in general and the region in particular on account of the proposed project.

10.04. How far does that unit contribute to the establishment of ancillary industries in the region.

11. Government consents

11.1 Indicate whether the various licenses/consents required the project have been obtained from the respective authorities, give details as follows:

	Date of Issue	Validity period	Present status if not already issued
a) Letter of intent/DGTD/ registration	_____	_____	_____
b) Industrial licence			
c) Capital goods clearance			
d) Import licence			
e) Foreign exchange permission			
f) Approval for technical/financial collaboration			
g) Clearance under MRTP Act			
h) Consent of the Controller of Capital Issues			
i) Pollution Control			
j) Any other (specify)			

Enclosures: Copies of licences/consents etc received.

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

DECLARATION

I/We certify that all information furnished by me/us is true; that I/We have no borrowing arrangements except as indicated in the application, for the unit with any bank; that no legal action has been/is being taken against me/us; that I/We shall furnish all other information that may be required by you in connection.

with my/our applications; that this and any other information available with you pertaining to the borrowing unit, present and future, may also be exchanged by you with any agency you deem fit, and that you, your representatives, representatives of RBI, DICGC, IDBI or any other Agency as authorised by you, may at any-time inspect/verify our assets, books of account etc. in our factory and business premises.

“I/We further certify that as on date there are no overdues to financial institutions/banks from the undersigned, the other promoters and the Company/Companies in which I/the other promoters have interest as a promoter /director/partner/proprietor. I/We further certify that there are no statutory overdues pending me/the other promoters/ the Company/or other Companies in which I am /the other promoters are Director/Directors”.

Date: _____ Signature _____
 Place: _____ Name and Designation _____
 _____ Name of the concern.

PROFORMA - I
DETAILS OF MAIN PROMOTERS
(Please use separate sheets for each promoter)

NAME OF UNIT:

1. Bio-data of
2. Full Name:
3. Age :
4. Address : Office Residence
 Telephone No.
5. Academic Qualification:
6. Experience Years Employer Designation/
 Functional duty Last Salary
 drawn
7. Functional responsibilities in the unit:
8. Capital/loan contribution in the unit. i) At the beginning
 ii) At present
9. Reasons for joining/establishing the unit
 (all motivating factors to be furnished)

10. If associated as proprietor/partner/
director /shareholder with concerns
other than the applicant unit details *like

* These details in respect of each
associated concerns should be fur-
nished separately by way of
enclosure.

- a) Name and address of the branch
associates/identical concern
- b) Activity of the concern: **
Functional responsibilities in the concern
- c) Capital/loan contribution
- d) Name of the associate concern's
- e) Aggregate credit facilities enjoyed by
the concern
- f) Security offered by the concern for its
borrowings.
- g) Working results of the units for the past
three years.

11. Personal assets and liabilities:

- a) Immovable property details like land/buildings,
location date of acquisition, cost, present value etc.
- b) Other assets.
- c) Personal liabilities, if any

12. Any other information.

Place :

Signature

Date :

-
- *1. Furnishing audited Balancesheet/Profit & Loss Accounts of these concerns for last two years and brief write-ups on these concerns including information on the nature of business and size of turnover. Also furnish details of any litigations pending against/ form proprietor/partners / directors.
 - 2. a) If the promoter is limited company, furnish a brief write up on the activities and past performance of the company and any other expansion programmes contemplated.
 - b) Give particulars of holding company such as names of subsidiary companies, paid-up capital of subsidiary (equity and preference) and percentage holding by the holding company respectively.

3. Indicate the terms of agreement with the Managing Director /Whole-time director and the present status regarding the approval of the Central Government for the appointment.
- *4. Product(s) manufactured and installed capacity for each product should also be indicated.

PROFORMA - II

DETAILS OF TECHNICAL / MANAGERIAL PERSONNEL

Name	Designation	Qualifications	Experience	Any special Achievement (Inventions/ Research etc.)	Functional duties at the unit

Existing

Proposed

PROFORMA - III*

Details of existing fixed assets

A. LAND

1. Location
2. Area
3. Whether free hold or lease hold
4. Purchase price of land if owned
5. Rent in case of leased land

Security

interest
And / of
principal

-
- A. Term Loans
- B. Other facilities
Such as deferred
Payment etc.
- C. Debentures @
- D. Working Capital
-

NOTE: Has any additional credit facility been sought from any bank or any other financial institutions?
If so, please give details.

In the case of convertible debentures, please furnish terms of conversion and if debentures are privately placed, please furnish names of main holders.