



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

Source of fund *	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 and address e.g. banks/financial institutions / others (specify)

7. Arrears in Statutory Payments (if any)

- i) Income Tax
- ii) Sales Tax
- iii) Provident Fund
- iv) Employment State Insurance Corporation
- v) Other (Specify)

8. Past performance (to be filled up by existing unit only)  
(indicate in 000s of Rs.)

Particulars	Last year	Last but one year	Last but two years
Turnover			
Net Profit			
Retained profit			

Monthly turnover for last twelve months

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9.1 MANAGEMENT

(Please furnish background of the main promoter other than those furnished in Annexure-I, 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 limited company, please furnish a write up on the activities and past performance of the company and any other expansion programmes / diversification contemplated.

Please also enclose certified copies of the  
Memorandum and Articles of Association

Audited Balance Sheet and Trading and Profit & Loss A/cs.  
for the past three years of the promoter company.

Copy of the agreement(s), if any, entered into among the  
promoters.

9.3 SHARE HOLDING

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

Contd...p/4

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	Present	Proposed
Employment		
Executives		
Supervisory		
Administrative/Office staff		
Skilled Labour		
Unskilled Labour		
Others (Specify)		

Contd...p/5

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

Name	Designation	Qualification	Experience	Any special achievement (inventional/ 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

11. Name of the associate concern(s) if any

11.1. Nature 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 (Please enclose the feasibility / project report)

12.1 Name of the Product(s) including by products & its (their) use:

12.2 Manufacturing process, in brief  
 (indicate technical process, whether it is a continuous process, whether this has been tried in the country, stage-wise capacity data, yield / conversion data, material flow etc.)

12.3 Capacity No. of Units / Quantity in kg. / volume  
in the litre 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-write-up on the period of collaboration agreement, the name of the collaborator company, indicating the activities, size, turnover particulars of the existing plants, other projects in India and abroad set up with some collaboration

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) Fess / Loyalties 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 full 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 organizational set-up, bio-data of senior personnel, names of Directors/Partners, particulars of work done in the past and work on hand.

Please enclose 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.

Contd...p/8

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

- i) absence of civic restriction
- ii) Proximity to the source of raw materials
- iii) Market to the product
- iv) Availability of
  - Power,
  - Water,
  - Labour,
  - Transport
- v) Whether clearance has been obtained from the Pollution control authority

12.6 Land & Building Area / Plinth Areas (in sq. meter)

	Area / Plinth Areas (in sq. meter)		Value (in 000s of Rs.)	
	Existing	Proposed	Existing	Proposed
Factory Land				
Factory Building				
Ancillary building				
Open storage space				

Contd...p/9



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

**Enclosure:**

- 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) Locational Map
- d) Certified Xerox copy of the site plan of the land and blue prints of the building duly approved by Corporation/Municipality/ Panchayat.

12.8.1 Please furnish the following particulars of Architects

12.8.1.1 Name and 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 Fess 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

Contd...p/10

12.9 Particulars of Machinery & 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 indicate the availability of machinery  
Particularly with sub-contractors with  
Adequate spare capacity

12.9.2. Arrangement made for erection and commissioning of the plant

12.10 Necessity and 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.

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
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 the months & period when it is available				

(Enclose copies of proforma invoices in respect of each item)

Contd...p/11

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

13.1 Power

13.1.1 Sources of power 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 utilization,  
Please enclose

- a) Certified Xerox copy of sanction for power
- b) Certified Xerox copy of agreement with electricity board
- c) Certified Xerox copy of electrical lay out of the plant

13.2 WATER

13.2.1 Indicate the requirement and suitability of water

13.2.2 Describe water treatment arrangements

13.2.3 Sources for supply of water arrangement proposed  
and water charges payable

Contd...p/12

13.3 STEAM

13.3.1 Requirement of steam

13.3.2 Capacity of the boiler

13.3.3 Arrangements 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 Arrangement 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 unit and the measures 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.

Contd...p/13

**15. Quality control**

15.1. Details of arrangement made for quality control.

If BIS/FPO/ISO specifications are followed.

No. of BIS/FPO/ISCO 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)

(Please enclose a Market Survey Report)

16.1 Whether the product is reserved exclusively for SME sector?

If so, please furnish item code No.

16.2 Name of the 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 unit meet / proposed 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 has been appointed, its name, period of contract, commission payable, period by which the Bills 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 proceeding 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.)

Sl. 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 & Accessories			
E	Testing Equipment			
F	Misc. Fixed Assets			
G	Erection / install. Charges			
H	Preliminary Expenses			
I	Pre-Operative Expenses			
J	Provision for contingencies 1. Building 2. Plant & Mach. 3. Other Fixed Assets			
K	Margin for working capital required			
L	TOTAL			

Contd...p/15

18 **Means of financing** (Please furnish details of sources of finance for meeting the cost under the following heads) (In 000s of Rs.)

Sl. No.	Particulars	Amount already Raised	Amount proposed to raised	Total
A	Capital (specify resources contributing to 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 arrangement 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

Contd...p/16

18.3 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)

19 . Financial Assistance required:

19.1 Rupee Loan

19.2 Foreign currency loan

19.3 Underwriting

19.3.1 Equity capital

19.3.2 Preference capital

19.3.3 Debentures

19.4 Guarantee of foreign currency  
Loan / deferred credit

19.5 Working Capital  
(As Worked out in Annexure VI)

19.6 Other forms of  
Assistance (e.g. LCs, Bank Guarantees Etc.)

Contd...p17



**20. 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	Expected date Of completion
A. Acquisition of Land		
B. Development of Land		
C. for		
Civil Works		
Factory building		
Machinery Foundation		
Administrative Buildings		
D. Plant and Machinery imported		
Indigenous		
E. Arrangement of power		
F. Arrangement of water		
G. Erection of equipment		
H. Commissioning		
I. Initial Procurement of raw material		
J. Trial Runs		
K. Commercial production		

21. Future projections (To be given for the next five years)

Please furnish data on

21.1 Projected Profitability as per Annexure-III

21.2 Projected Cash Flow statement as per Annexure-IV

21.3 Projected Balance Sheet as per Annexure-V

21.4 Working Capital Requirement as per **Annexure-VI**

21.5 Percentage of cash sales in total sales ..... %

21.6 Period in which payment is received in respect of credit sales ....  
days

21.7 Average credit available on purchase ..... days

22. How far does the unit contribute to the establishment of ancillary units in the region?

23. Please furnish international /CIF / FOB prices of all inputs which can be imported

24. Government Consents

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

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

25. Repayment programme

Contd...p/19

26. Details of Securities to be offered

26.1 PRIMARY

Working capital and term loan securities to be indicated separately.

Collateral, if any (full details)

26.2 Details of Guarantor(s)

26.2.1 Name

26.2.2 Residential Address

26.2.3 Occupation (if in service, name & address of his / her employer)

26.2.4 Details of movable & immovable property(ies) owned by him / her  
& other dependent family members)

26.2.5 Details of any similar guarantees, if any given to other institutions

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

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

Contd...p/20

29. Please indicate whether the proprietor/any of the Partners/Promoters/Directors have at any time Declared themselves as insolvent. If so, 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 / promoters except as indicated in the application; that no legal action has been / is being taken against me / us / promoters that I / We shall furnish all other information that may also be exchanged by you with any agency you may deem fit, and you, your representatives, representatives of the Reserve Bank of India / National Bank for Agriculture & Rural Development / Small Industries Development Bank of India / Credit Guarantee Fund Trust for Micro and Small Enterprises or any other agency as authorized by you, may at any time inspect / verify my/our assets, books of accounts in our factory business premises as given above.

Signature of the Applicant  
(Name & Designation)

Encl: Certified Xerox copies of

Audited Balance Sheets with Trading and Profit & Loss account for the last three years.

Memorandum and Articles of Association, Certificate of commencement of business.

Income tax, wealth tax returns and assessment orders for the last three years, for the unit as well as of Proprietor / Partners / Directors

Sales tax returns for the last three years