

## APPLICATION FOR FINANCIAL ASSISTANCE

(To be used for a new project or expansion of an existing unit)

Date of application -

1.01 Name of the Concern (IN BLOCK LETTERS)

1.02(a) Constitution (Public/Private Limited Co., Co-op. Society, Partnership/ Proprietary Concern)

1.02(b) Enclose the following and mention the Status of enclosure as Yes/No

(i) Certified copy of Memorandum and Articles of Association

(ii) Bylaws

(iii) Partnership deed

1.03 Date of Incorporation/Registration (DD/MM/YYYY)

1.04 Date of commencement of business (DD/MM/YYYY)

1.05 Sector (Public Sector/Joint Sector/Private Sector/ Co-operative Sector)

1.06(a) Name of Business House/Group to which Concern belongs

1.06(b) Furnish the following details of the concerns in the same Business House/Group:

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Sl. No.	Name of Concern	Nature of Business	Year	To be provided for three years		
				Turnover (In Rs. lakhs)	Profits after tax	Rate of dividend

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paid

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1.07 Is the MRTP Act applicable to the Company? (Yes/No)

If so, have you obtained the necessary clearance from the Government? (Yes/No)

1.08 LOCATION OF:

- (a) REGISTERED OFFICE
- (b) CONTROLLING (HEAD) OFFICE:
- (c) LOCATION OF PROJECT FOR WHICH ASSISTANCE IS SOUGHT:
- (d) Is Location in BACKWARD Area? (Yes/No)
- (e) Whether eligible for Central /State Subsidy (Yes/No)

1.09 Purpose of Project (State YES where applicable)

NEW (NOT TO BE CLUBBED WITH ANY OTHER)

EXPANSION

MODERNISATION

DIVERSIFICATION

1.10 Furnish brief particulars of the project.

1.11 Financial assistance applied for:

(In thousands of Rupees)

- (a) Rupee Loan
- (b) Foreign Currency Loan  
(Rupee equivalent at market rate)
- (c) Underwriting
  - (i) Equity Capital
  - (ii) Preference Capital
  - (iii) Debentures
- (d) Guarantee of Foreign Currency Loan/deferred Credit  
(Rupee equivalent at market rate)
  - (i) Principal

- (ii) Interest
- (iii) Total
- (iv) Guarantee to be issued in favor of

1.12 Particulars of foreign currency loan/guarantee applied for

Currency	Amount	Rate of Exchange		Rupee equivalent at	
		Parity rate	Market rate	Parity rate	Market rate

- i) Loan
- ii) Guarantee of foreign currency loan/Deferred

2. PROMOTERS

2.01 Give the following details of the main promoter(s)(individuals)

- Sl. No.
- NAME
- ADDRESS
- AGE
- EDUCATIONAL
- QUALIFICATIONS
- EXPERIENCE

DETAILS OF OTHER COMPANIES PROMOTED OR ASSOCIATED WITH:

Sl. No.	Company Name	Nature of Business	Nature of Ind.	Whether held	Position P/A* Attached (Y/N)	Latest B/Sheet For Year
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project Ind. same as  
(Yes/No)

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\* P – Promoted      A - Associated

2.02      DETAILS OF promoting corporate BOOY,  
INSTITUTIONS:

(In case promoter is a limited company)

SL. NO.

NAME OF BODY/INST.

IS IT A LIMITED COMPANY,

(State Constitution/Sector)

NATURE OF BUSINESS

ACTIVITIES OF COMPANY

PAST PERFORMANCE      ANY OTHER EXPANSION  
PLANS (YES/NO)

IF YES, GIVE DETAILS

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YEAR      TURNOVER      PROFIT  
(IN RS. LAKHS)

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PLEASE ENCLOSE THE FOLLOWING (State status of  
enclosure against each)

(i) Certified copies of. Memorandum and Articles of

Association of the Promoter Company (state Yes/No)

(ii) Audited Balance Sheet for the Past \_\_\_\_\_ Years

Profit & Loss Accounts' for the past \_\_\_\_\_ Years

(For last 5 years required)

(State No. of years enclosed)

(iii) Copy of Agreement(s), if any, entered into among the promoters (state Yes/No)

## 2.03 DIRECTOR DETAILS

Details of Director			Details of other concerns with which associated		Relationship with other Directors
Sl. No.	Name	Designation (in case of whole time director)	Name of concern	Associated as partner/ proprietor/ Director etc.	State relationship and Sl.No.

2.04 BANKERS' DETAILS (with whom inquiry may be made regarding the applicant concerns and its promoters. ENCLOSE copies of letters addressed to Bankers in FORM I.)

Sl. No.	NAME OF BANKERS	ADDRESS	Reference No. of Copy of letters in Form I enclosed.

3. PARTICULARS OF THE INDUSTRIAL CONCERN  
(Many of the questions in this section are applicable to existing concerns only)

3.01 Give a brief history of the concern including any changes in name, business, management, etc. Also indicate any merger, reorganisation etc. which took place in the past.

3.02 DETAILS OF SUBSIDIARY COMPANIES:

Sl.	Name of subsidiary	Nature of	Percentage of holding

No.	Concern	Business	Equity Preference
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3.03 Give particulars or holding company. Also ENCLOSE  
Copies of audited Balance Sheets & Profit and Loss Accounts  
for last 5 years of tile holding Company.

Details of Holding Company			Subsidiary Company Details			% held by holding company	
Name of holding company	Activities	Years for which B/S and P/L statements enclosed	Name of Subsidiary companies	Nature of their Business	Paid-up capital of Subsidiary companies as on (DD/MM/YY) --/--/--	Equity	Pref.
						Equity	Pref.

3.04 DETAILS REGARDING DIRECTORS (Including whole time Directors)

Sl. No.

NAME

ADDRESS

AGE \_\_\_\_\_ YEARS \_\_\_\_\_ MONTHS

WHETHER WHOLE TIME (STATE YES/NO)

QUALIFICATIONS

A. EDUCATIONAL

B. PROFESSIONAL

PAST EXPERIENCE:

SL. NO.	NAME OF ORGANISATION	INDUSTRY	NATURE OF BUSINESS	YEAR FROM	YEAR TO	POSITION HELD	SHARE HOLDING (IF ANY) EQUITY PEF.

SHAREHOLDING IN COMPANY (IN RS. LAKHS)

EQUITY \_\_\_\_\_ PREFERENCE \_\_\_\_\_

Kindly ENCLOSE certified copies of the following and State reasons (if any) for not enclosing:

(i) Agreement with Managing Director/ Whole time director/Chief Executive

(ii) Approval of the Central Government for the appointments

3.05 ANALYSIS OF FINANCIAL STATEMENTS OF THE CONCERN

3.05.1 ENCLOSE THE FOLLOWING:

A) Audited Statements for the past five years:

(i) Balance Sheet (State the year of enclosure)

(ii) Profit and Loss Statement (State the year of enclosure)

B) Performa statements of as recent date as possible

(i) Balance Sheet (DD/MM/YY)

(ii) Profit & Loss

3.05.2 Give brief explanations for year-to-year variations in production, sales, stocks, profits etc.

DETAILS OF CONTINGENT LIABILITIES (If any as shown in Balance Sheet)

3.06 In case the assets hence been revalued or written

up at any time during the existence of the company, furnish full details of such revaluation together with reasons therefore:

### 3.07 DETAILS REGARDING EXISTING KEY STAFF

#### A. Personal details of Technical and Executive Staff:

SL. NO.	NAME	*T/E	DESIGNATION	AGE (in yrs)	QUALIFI- CATIONS	SALARY (Annual Gross)	LENGTH OF PREVIOUS SER- VICE WITH CO.	EXPER- IENCE (In Years)
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#### A Personal details of Technical and Executive Staff:

#### B. Statistics regarding class of existing employees:

Sl. No.	Plant	Nurnber of Existing Employees				Total
		Supervisory	Skilled	Semiskilled	Unskilled	

\* Technical Staff E - Executive Staff

Enclose Organisational chart showing the lines of authority. (Give reasons for not enclosing)

3.08 Give particulars of existing long term and short term borrowings as set out in FORM - II and FORM - III.

### 3.09 DETAILS OF SHAREHOLDERS OF CONCERN:

A. EQUITY: Shareholders owning or controlling 5% or more equity shares.

Sr.	Name	Business Relationship With concern	% of holdings	Amount Rs.
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B. PREFERENCE (Give details of 10 largest shareholders)



Sl. No.	Name	% of Holding	Amount	O/C*	Business relationship With concern (if any)
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\* O-OWNED C-CONTROLLED

C. TOTAL NUMBER OF SHAREHOLDERS OF THE CONCERN

D. Furnish Distribution of Shareholdings in Form IV.

3.10 COMPANY'S TAX STATUS:

A. Assessed for Income tax

Upto Years	Tax Assessed	Tax Paid
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A)

B) Unassessed Tax Liability

Years	Estimated Tax Liability	
	Assessed	Paid

C. CONCESSIONS AVAILABLE:

D. BASIS ON WHICH PROVISION FOR TAX HAS BEEN MADE

E. DETAILS OF UNCLAIMED TAX BENEFITS WITH REASONS

3.11 Indicate whether the Company is regular in crediting contributions to the Employees' Provident Fund:

Please ENCLOSE the Provident Fund dues clearance Certificate from the Provident Fund authorities (indicate status of enclosure as Yes/No)

3.14 DESCRIBE THE LOCATIONAL ADVANTAGES OF THE EXISTING UNITS WITH RESPECT TO SUPPLY OF RAW MATERIAL. POWER, WATER. FUEL AND LABOUR AS ALSO WITH RESPECT TO FACILITIES FOR TRANSPORTATION. EFFLUENT DISPOSAL AND MARKET.

3.15 INDICATE THE EXISTING REQUIREMENTS OF VARIOUS UTILITIES AND SERVICES AND THE ARRANGEMENTS FOR THEIR SUPPLY

SL. NO.	UTILITY/SERVICE	REQUIRED	AVAILABLE	SPECIAL ARRANGEMENTS
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3.16 INSURANCE DETAILS ON FIXED ASSETS, INVENTORIES, ETC.

Sl. No.	Item	*Class. of item FA/INV/OTH	Basis of Insurance	Book value (In Rs.)	Insured value	Names of insurers	Risks covered
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\*FA - Fixed Asset INV - Inventory OTH - Others(Specify)

3.17 Give details of any pending litigation either by or against the company

3.18 Give a brief note on preventive maintenance adopted by the company indicating the organisational set-up.

3.21 SHARES' OF COMPANY

(i) Whether the shares of Company listed (state Yes/No) if yes, Give names of Stock exchanges.

#### 4. PARTICULARS OF THE PROJECT

4.01 Describe in detail the project for which financial

assistance is required, indicating whether it relates to expansion, modernisation or setting up of a new plant.

A. Enclose the following (State whether enclosed Yes/No)

- (i) Project report
- (ii) Feasibility report

B. TECHNICAL ARRANGEMENTS

4.02 Explain the technical arrangements made/proposed for the implementation of the project

4.03 DETAILS OF COLLABORATOR COMPANY (if any)

Name of the Company

Location (of Head Office)

Country/Continent

Activities

Size (UNITS, TURNOVER, OPERATING REGIONS etc.)

Particulars of existing projects

Particulars of other projects in India and abroad~

Sl. No.	Project	Location	Product	Production	Turnover	Other Details
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ENCLOSE THE FOLLOWING (STATE, IN YES/NO, STATUS OF ENCLOSURE):

- (i) Copies of published brochures highlighting the activities of the collaborator and balance sheets for the last three years:
- (ii) Copy of collaboration agreement

- (iii) Copy of Govt. approval for the collaboration
- (iv) Copy of Govt. approval for availing of the services of foreign technicians

4.04 Furnish the particulars of consultants, as below :-

- (a) Names of the consultants (state Indian/Foreign)
- (b) Scope of work assigned to them
- (c) Fees payable

Manner in which fees payable

(d) BRIEF PARTICULARS OF THE CONSULTANTS

(i) ORGANISATION - NAME

- SETUP

(ii) BIO-DATA OF Senior Personnel

SL. NO.

NAME

ADDRESS

AGE

QUALIFICATIONS: EDUCATIONAL

(iii) NAMES OF  
DIRECTORS/PROMOTERS

SI. No.	NAME	*D/P	Position held
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\* D - DIRECTOR P - PROMOTER

- (iv) Particulars of work down in past
- (v) Particulars of work on hand

Enclosures:- Copies of published material, agreement, Govt. approval in case of foreign consultants:

D. MANGEMENT

4.10 Describe proposed arrangement for executive management of the concern both during the construction period and for regular operations thereafter:

4.11a) GIVE PARTICULARS OF PROPOSED KEY PERSONNEL

TOTAL NUMBER PROPOSED:

TECHNICAL

ADMINISTRATIVE

ACCOUNTING

Sl. No.	Name	T/ AD/ AC	Qualification		Designation	Age	Salary	Previous Experience		Remarks
			Basic	Additional				Relevant	Others	
.										

\* T - Technical AD - Administrative AC - Accounting

Enclosure : Proposed organisation chart indicating the lines of authority(state whether enclosed or not)

4.11(b) Give a note on the proposed cost and budgetary control systems

Management reporting system

Inventory control system

Purchase of raw material, components etc.

E. LOCATION AND LAND

4.12 Details about the location of project

Location of project

Requirements of land for project

Arrangement made for land

Locational advantages (if any)

4.13 Give the following particulars In respect of the land acquired/proposed to be acquired for the project

- (a) 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, to the promoters/directors.
- (f) Is it industrial/commercial land? If not, has it been converted for industrial/commercial use?
- (g) Type of soil and load bearing capacity
- (h) Water table

Enclose the following (Give status of enclosure as Yes/No)

- (i) Copy of sale/lease deed
- (ii) Copy of soil test report
- (iii) Copy of Government order converting the land into industrial land, if applicable
- (iv) Location map
- (v) Site plan showing the contour lines, the Internal roads, power receiving station, tube wells etc.

## F. BUILDINGS

4.14 Explain the arrangements made/proposed for constructing the buildings. Furnish particulars of buildings as per Form V.

Enclose copies of the following (State whether enclosed Yes/No)

- (i) Master plan showing location of buildings and roads, power receiving station, tubewells etc.
- (ii) Plan and sectional elevation of buildings
- (iii) Equipment lay out or plan of buildings indicating the flow

4.15 Give the following particulars of architects /interior designer

- (a) Name of architect/firm
- (b) Scope of work
- (c) Fees payable and manner in which payable
- (d) Past experience of the architects
- (e) Bio-data of Senior personnel in architects firm

Enclose: (State Whether enclosed)

- 1. Copy of agreement with architects:
- 2. Copy of published write-up/ brochure on architects:

## G. PLANT AND MACHINERY

4.16.1 Explain the basis of selection of equipment for the project

4.16.2 Furnish list of imported and Indigenous plant and machinery acquired/ to be acquired for the project, along with detailed specification etc., as per Form VI and Form VII.

4.16.3 In case of existing concerns give the procedure followed for:

Purchase of equipment:

Scrapping

Selling

Others

## H. RAW MATERIALS

4.17 Provide information as per Form VIII indicating the requirement of the raw materials, stores supplies, fuel, etc.

4.18 Are there any price or distribution controls on any of the items listed above? (Yes/No)

If yes, give details

4.19 Give a detailed note on the arrangements made/proposed for obtaining the raw materials, stores, fuel etc.

## I. UTILITIES

4.21 Power: Furnish the following details

(a) Source of power and supply voltage

- purchased
- own generation
- stand by arrangements

(b) Maximum demand

(c) Connected load

(d) Peak hour requirements

(e) Contracted load

(f) Power tariff

(g) Cost of power per annum at maximum capacity utilisation (give calculations)



Enclose the following and state whether enclosed

- (i) Copy of letter of sanction for power:
- (ii) Copy of agreement with Electricity Board
- (iii) Copy of electrical layout of the plant:
- (iv) A note on - Power generation
  - demand and supply of power In the State-
  - present
  - projected
  - extent of powercuts/tripping In the state during last 3 years
  - impact on the company's operation

4.21 (a) Indicate the efforts proposed for utilising alternate sources of energy, particularly the following

- (i) For improving power factor
- (ii) For improving heating efficiency in kitchens, toilets; etc.
- (iii) Use of solar energy for low temperature heating requirements and whether siting/orientation of the hotel building has been made to optimise the use of solar energy
- (iv) For bringing down air-conditioning loads.
- (v) For optimising illumination from lighting fixtures.
- (vi) For better power-load management, including for evening out peak demand requirements and cutting down non-essential load.
- (vii) For generally cutting down losses in the use of various utility services, namely,

Power \_\_\_\_\_

Water \_\_\_\_\_

Steam \_\_\_\_\_

Maxjimum and efficient

utilisation of waste heat \_\_\_\_\_

(b) Indicate any other measures considered necessary or proposed to be taken in the context of energy conservation

(c) Give particulars of the monitoring system to acquire the desired economy in use of energy.

(d) Indicate the savings achieved/proposed to be achieved by utilizing alternative source of energy

4.22 Water : give details on

(a) Requirement of water, separately for-

- Circulating
- make up
- process
- boiler feed
- drinking
- cooling

(b) Sources of water arrangements proposed and water charges payable.

(c) Capacities of tanks, reservoirs

(d) Describe water treatment arrangements proposed

Enclose and give status of enclosure

(i) Layout for the water system

(ii) Copy of letter of sanction of water by municipal/local authorities, where applicable

(iii) Copy of water analysis report:

4.23 Steam : Detail the following:

(a) Steam requirements and the steam balance

(b) Capacity and type of the boiler with detailed specifications.

(c) Steam and energy balance diagrams

(d) DETAILS REGARDING ENERGY

TOTAL ENERGY PURCHASED

GENERATED

Sl. No.	Consumption Station	Theoretical requirement (in M.K.cal)	Expected actual requirement	Other details

(e) Area alternate processes available (Yes/No)

If yes,

Give comparative energy consumption figures for the various processes:

Is process energy intensive (Yes/No)

If yes, give the possibility of choosing alternative process in order to make the project less energy intensive

(f) Steps proposed to be taken by the company to:

- improve energy efficiency
- reduce energy losses

(i) Power factor improvement

(ii) Power load management

(iii) Optimising illumination

(iv) Waste heat utilisation

(v) Others

(g) Scope for usage of solar/other renewable sources of energy

(h) Any other measures contemplated In the direction of energy conservation and management:

Enclose Layout of the steam system (State whether enclosed Yes/No)

4.24 Compressed air, fuel, etc.: Provide information on

- (a) Requirement
- (b) Sources
- (c) Arrangements proposed
- (d) Cost at site with detailed calculations

Enclose the following and state whether enclosed -

- (i) Layout plan for compressed air, fuel, etc.
- (ii) Copies of letter of allotment of -
  - coal from the concerned authorities
  - furnace oil

4.25 TRANSPORT: Furnish information on -

- Arrangements proposed for canying raw materials:
- Arrangements proposed for guests

## J. EFFLUENT

4.26 Furnish details of the nature of atmospheric, soil and water pollution likely to be created by the project and the measures proposed for control of pollution, indicate whether necessary permissions for the disposal of effluents have been obtained:

ENCLOSE (State whether enclosed) : Copy of approval from concerned authorities for the proposed arrangements.

## K. LABOUR

4.27.1 Give the following details

Sl. No.	Category or classification	*S/U	Estimated Requirement	REMARKS
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\* S - Skilled      U - Unskilled

4.27.2 Furnish details regarding plans for training of personnel

4.27.3 Briefly Describe the manpower developmenet programme

4.28 Furnish existing and proposed arrangements for housing the staff and workers In the following form

No. of quarters		Floor Area		Unit Cost		Total cost of Prop-osed	Amount proposed to be met out of Industrial Housing Scheme
Exist-ing	Prop-osed	Exist-ing	Prop-osed	Exist-ing	Prop-osed		
		(Sq. m.)		(Rs.)			

Senior Executives

Other Executives

Supervisors

Labour

Total

(a) Describe how the following will be carried out for the project

Indicate the progress made so far in the implementation of the project

#### M. SCHECULE OF IMPLEMENTATION

(b) Furnish the schedule of implementation as follows:

	Commencement (Month and year)	Completion (Month and year)
(i) Acquisition of land		
(ii) Development of land		
(iii) Civil works - factory buildings		

machinery foundation  
auxiliary building  
administrative building  
miscellaneous buildings

(iv) Plant and machinery

Imported - placement of order  
- delivery at site  
Indigenous - placement of order  
- delivery at site

(v) Arrangements for power

(vi) Arrangements for water

(vii) Erection of equipment

(viii) Commissioning

(ix) Procurement of raw material and  
chemicals

(x) Training of personnel

(xi) Trial runs

(xii) Commercial production

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ENCLOSE: PERT Chart \_\_\_\_\_yes\_\_\_\_\_

(State Yes if enclosed)

N. OTHER PROJECT OF THE CONCERN

4.30 ANY other project of the company

- which are under implementation
- propose to be implemented  
(state Yes/No)

If yes,

State nature of project: (State Yes where applicable)

New

Expansion

Modemisation

Others

Give details of -

- project
- estimated cost
- means of financing
- present status

## 5. COST OF THE PROJECT

5.01 Furnish estimate of cost of project under following heads (details may be furnished as per Form IX). Also provide the basis of cost estimate (such as quotation, orders placed, etc.), bringing out the built in provision for cost escalation, if any.

in lakhs

Rupee cost	Rupee equivalent of foreign exchange cost	Cost	Total
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1. Land & Site Development
2. Buildings
3. Plant and machinery,
  - imported
  - indigenous
4. Technical know-how fees
5. Expenses on foreign technicians and training of Indian technicians abroad
6. Miscellaneous fixed assets
7. Preliminary and preoperative expenses
8. Provision for contingencies
9. Margin money for

TOTAL

5.02 Give estimates of conlingency/escalation provisions as in Form IX-A and margin money for working capital as in Form IX-8.

6. MEANS OF FINANCING  
(In LAKHS of rupees)

6.01 Means of financing envisaged

Share Capital- Equity

- Preference

Rupee Loans

Foreign Currency Loans

Debentures

Internal cash accruals

Others (specify)

(Give details of the means of financing envisaged and the proposals for raising capital and loans in Form X and Form XA respectively).

6.02 In case internal accruals is taken as a source of finance, expln the basls of estlmatlon of Internal accruals by means of a suitable statement.

6.03 Briefly describe the arrangements so far made for raising the finance and the proposed arrangements

ENCLOSE Copies of letters sanctioning assistance

(State whether enclosed)

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, in Form XB.

6.06 Promoters' contribution to project cost:

Amount Rs.

As % of total cost

6.07 List of persons/firms who would be contributing to the promoters' share of the capital and the respective amounts

Sl. No.	Name	*I/F	Promoters' share		% of total promoter capital
			No. of shares	Value of shares	

\*I – Individual F - Firm

6.08 . Give details of security proposed to be offered for loans and/or guarantee for deferred payments on plant and machinery or guarantee for foreign currency loans. In case it is proposed to offer mortgage of fixed assets, give preliminary information regarding title of your properties on Form No.X-C.

6.09 Is it proposed to offer a Bank guarantee instead of mortgage of fixed assets? (State Yes/No) \_\_\_\_\_

If yes, give the following details:-

Sl. No.	Name of Bank	Address	Bank Guarantee (in Rs. lakhs)	* Letter enclosed Yes/No	REMARKS
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\* Enclose Copy of letter from the bank indicating its willingness to provide the guarantee.

## 7. MARIKET AND SELUNG ARRANGEMENTS

(ENCLOSE: Copy of market survey report, if any, conducted by the company or independent consultants)

7.01 Give brief notes on the products, their major uses, scope of the market, possible competition from substitute products etc. Indicate the special features (regarding quality, price etc.) of the product which would result in consumer preference in relation to competitive products.

7.02 Provide a detailed note on the existing and future demand and supply of the products proposed to be manufactured.

7.03 Give an assessment of likely competition in the future and indicate any special features of the project which may enable it to meet the competition

7.04 Provide information regarding international market possibilities and the nature of competition to be faced in foreign countries; also give comparative data on the manufacturing costs and prices (domestic as well as export) prevailing in selected competing countries.

7.05 If there are any F.E. earnings commitments assumed by the company as part of the Government requirements, indicate the arrangements proposed for meeting the same and export incentives available.

7.06 List of principal customers and particulars of any firm arrangements entered into with them.

7.07 Particulars of Government controls, restrictions, etc., If any, on the sale price, distribution, import. export, etc., in respect of the products proposed to be manufactured.

7.08 In case the company proposes to have any sole selling agency for any of its products, furnish the following particulars:

- (a) Name of the selling agent
- (b) Remuneration
- (c) Special advantages/reasons for appointment of sole selling agents.
- (d) Relationship of the directors/promoters of the company with the directors/partners of the sole selling agents.
- (e) Past experience in handling the same/similar products and financial position of the sole selling agents

7.11 Give details regarding the trend in prices during the last five years. If the prices are controlled by the Government or on a voluntary basis, indicate the basis on which the prices are fixed.

## 8. PROFITABILITY AND CASH FLOW

8.01 Give estimates of cost of production and working results ~ the first ten years of operation as per Form XI and XII respectively. Basis for all the calculations should be shown separately. Give details of unit cost of production as in Form XIII.

NOTE: In case of expansion/diversification of existing companies, two sets of profitability statements may be prepared (1) for the project and (2) for the existing operations only.

8.02 Based on the estimates of working results in Form XII, provide a cash flow statement for the company as a whole, for ten operating years of the project in Form XIV.

8.03 From the foregoing statements, provide a projected balance sheet for ten operating years for the company as a whole as indicated in Form XV.

8.04 At what capacity will the plant break-even? Give detailed calculation as per Form XVI.

## 9 ECONOMIC CONSIDERATIONS

9.01 Explain in detail the various duties, taxes and incentives -

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

9.03 How far does the unit contribute to the establishment of ancillary industries in the region?

## 10. GOVERNMENT CONSENTS

10.01 Indicate whether the various licenses/consents required for the project, have been obtained from the respective authorities. Give details as follows:

Date of issue	Valid upto issued	Present status if not already
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- (a) Letter of Intent
- (b) Industrial Licence
- (c) Capital Goods clearance
- (d) Import Licence
- (e) Foreign exchange permission
- (f) Approval of technical/financial collaboration
- (g) Clearance under MRTP Act
- (h) Building Plans/Land use clearance
- (i) Department of Tourism
- (l) Any other (specify)

Enclose : Copies of licence/consents etc. received.

(State whether enclosed)

10.02 Specify any special conditions attached to the licenses/consents and the undertakings given by the company in connection with them

## 11. DECLARATION

We hereby declare that the information given herein before and the statements and other papers enclosed are, in the best of our knowledge and belief, true and correct in all particulars.

(Signature)

Station: Name and Designation:

Date: Name of the concern

## **Detailed Estimates of the Cost of the Project**

### Land & Site Development:

Cost of land ( \_\_\_\_\_ sq. mt. @Rs. \_\_\_\_\_/ sq. mt.)

Registration Charges

Internal Roads & Parking

Compound Wall, Gate & Fencing

Landscape & Horticulture

### Building:

Civil Cost ( \_\_\_\_\_sq.mt. @ Rs. \_\_\_\_\_/ sq. mt.)

Swimming Pool/Ramp

Water Storage Tanks.

Soak Pit & Septic Tanks

Electricals

Plumbing

### Plant & Machinery:

Power Distribution System

HT Sub-Station Equipment

Transformer  
D.G. Sets( \_\_\_nos of\_\_\_\_\_KVA)  
Air Conditioning ( \_\_\_TR. Plant)  
Exhaust & Ventilation  
Pumps, motors. etc.  
Boilers & Heat Exchangers  
Fuel tanks. etc. for boilers  
Hydropneumatic System  
Water Softening Plant  
Water Treatment Plant  
Sewage Water Treatment Plant  
Swimming Pool Filtration  
Lifts (Guest\_\_\_ nos    Service\_\_\_ nos.)  
Kitchen Equipment  
including refrigeration  
Laundry Equipment  
Health Club/Sports Equipment.

Misc. Fixed Assets:

Furniture/Fixture/Interiors

- (a) Rooms (@ Rs. \_\_\_\_/room)
- (b) Public area( \_\_\_\_\_ sq.ft. @.\_\_\_\_\_/ sq. ft.)
- (d) Office area ( \_\_\_\_\_sq.ft. @Rs. .\_\_\_\_\_/ sq. ft.)

Fire Detection & Fighting System  
EPABX  
Office Equipment & computer system  
CCTV/Dish Antenna/Music  
Mini Bars  
Vehicles  
Conference Equipments  
Crockery/Cutlery/Glass ware  
Linen/Uniforms/Housekeeping supplies  
Mini Safes  
Locks  
Hair Dryers  
& misc.

Technical Consultants Fee:

Architects Fee  
Interior Designers Fee  
Other Project Consultants Fee (specify)  
Technical Know-how Fee

Preliminary & Pre—operative Expenses:

- Preliminary Expenses
- Appraisal & Upfront Fee
- Interest during Implementation
- Traveling & misc.
- Establishment
- Security Deposit
- Start-up Expenses

Contingencies

Margin Money for Working Capital

TOTAL

Annexure to Loan Application

CONFIDENTIAL

TOURISM FINANCE CORPORATION OF INDIA LTD.  
 CORE-V, SCOPE COMPLEX, LODHI ROAD  
 NEW DELHI - 110 003.

(Annexure to Loan Application Form to be filled in for individuals/ Guarantors. Please use  
 separate form for each person)

Status Guarantor

A. Name of the Account \_\_\_\_\_

B. (i) Name of the person \_\_\_\_\_

(ii) Father's Name \_\_\_\_\_

(iii) Date of Birth & Age \_\_\_\_\_

(iv) Address Res: \_\_\_\_\_

Tel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Office: \_\_\_\_\_

Tel: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- (v) Partner/Director in other firms \_\_\_\_\_  
(use separate sheet if required)

## C. Statement of Assets &amp; Liabilities as on

## (i) Irnmovable

Station	Complete Address	Description of Property	Standing in the name of	Market Value	Extent of Charge if any the Property	Net Share, in
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## (ii) Movable

(Rs. in lakhs)

Description	Amount	Description	Amount
Amount invested in business		Balance with Bank	
(a) Principal firms			
(b) Other firms		Cash in hand	
Advance to Parties		Life Insurance (Surrender Value)	
Shares & Debentures			
investment in Parties		Any other Assets	
Investment in Govt. Securities			
Vehicles			

(iii) Total Assets [Total of (i) &amp; (ii) ] Rs. \_\_\_\_\_

## (iv) Liabilities

(Rs. in lakhs)



Description	Amount
(a) Due to Banks	
(b) Sundry Creditors	
(c) Borrowings from Market	
(d) Debit.Balances shown in Balance Sheet of any firm in which you have interest	
(e) Any other liabilities	

(v) Total Assets - Total Liabilities      Rs. \_\_\_\_\_

**D. Particulars of Income Tax & Wealth Tax**

Last. Assessment Completed		Total Income/Wealth according to latest returns filed		Remarks
Year	Amount of tax paid	Year	Amount	
I.Tax				
W.Tax				

Note: In case of completed Assessments attach copy of the orders

I/We confirm that the particulars furnished above are true and correct and I/We undertake to further such information as the Bank may require from time to time.

Dated at \_\_\_\_\_ on \_\_\_\_\_ day of \_\_\_\_\_ 19 \_\_\_\_\_

Signature

**Check list for documents required to be submitted alongwith Application for financial assistance**

1. Memorandum and articles of Association of Company.
2. Present Authorized, Subscribed and Paid-up Capital of the company
3. Present & proposed shareholding pattern of the company.

4. Bio—data of the promoters giving details of directorship in other companies.
5. Networth of the promoters alongwith details of income-tax and wealth-tax assessment orders for past three years.
6. Abridged working and financial performance of other concerns in which the promoters are substantially interested. Enclose audited balance sheet of these concerns for past three years.
7. Brief details of the project.
8. Status w.r.t. obtaining approvals from requisite authorities for land use clearance for hotel purpose, building plans and star categorisation of the hotel.
9. Location of the project, extent of land acquired, cost of land, its registration company's name and its suitability for setting up the proposed hotel. Enclose copy of sale-deed, lease-deed and a brief title report.
10. Complete set of approved building plans alongwith detailed area statement vis-a-vis facilities proposed at each division.
11. Details of consultants involved in the project alongwith their scope of services, fee and terms of payment:  
Architect, Plumbing, Electrical & Engineering consultants, HVAC Consultant, Hotel layout Consultant, Interior Designer, Hotel operating agency, if any and Financial Consultant.
12. Requirement of Utilities viz. Power, Water, Fuel, LPG. Raw Material and Effluent/ Garbage Disposal.
13. Organisational Structure proposed for the project.
14. Manpower requirement for the project. Break-up of executive and other staff requirements and arrangement for employing the desired manpower.
15. Details of Plant & Machinery and Other Misc. Assets required for the project. Provide specifications of the equipments alongwith quotations/ cost estimation for the same.
16. Cost of the project and means of financing.
17. Resources for promoters contribution alongwith necessary supporting documents.
18. Market prospects for the project. Marketing and management arrangements (any tie-up) proposed for the project.
19. Performance of existing similar projects (competitive pool) in the region.

20. Profitability projections for the project.