



TOURISM FINANCE CORPORATION OF INDIA LTD.

APPLICATION TO BE SUBMITTED ALONG WITH REQUEST LETTER FOR SEEKING FINANCIAL ASSISTANCE

Date of application -

S. No.	Particulars	Details		
1.	Name of the Applicant Concern			
2.	Constitution (Public/Private Limited Co./LLP)			
3.	Date of Incorporation/Registration (enclose proof)			
4.	Date of Commencement of business (enclose proof)			
5.	Enclose the following : (a) Certified copy of Memorandum and Articles of Association or Partnership Deed/LLP agreement (b) Copy of PAN/ GST of the company			
6.	Enclose copies of audited balance sheet for the last 3 years and give a brief Write-up on the operations/background of the applicant concern:			
7.	As per the last audited balance sheet (as on _____) (a) Authorized Capital Subscribed Capital Paid-up Capital (b) Shareholding Pattern			
		Name	No. of Shares	Amount (in Rs.)
8.	Name of Business House/Group to which Concern belongs			
9.	Address/Location of the following: (a) Registered Office: (b) Head Office/Corporate Office: (c) Location of Project for which assistance is sought:			
10.	External Credit Rating (if yes please enclose rationale)			



11.	Is it a new/expansion/modernisation/diversification project (give details). Also enclose a copy of Detailed Project Report/Feasibility Report	
12.	(a) Project : (b) Sector: (c) Assistance Sought: (d) Tenure Sought:	
13.	Land Details: (a) Area of land (sq. mts.): (b) Ownership: Freehold/Leasehold/ Assignment (c) Name of land Owner: (d) Cost of Land Acquisition: - Purchase Price : - Registration/Other charges: (e) Enclose copy of Sale deed and Mutation certificate (f) Latest valuation Report of the land (g) Existing Circle rate of the land (attach notification) (h) Copy of Title Search Report (i) Is the land presently mortgaged to any other bank/NBFC (if yes, please provide details) (j) In case of leasehold land <u>enclose copy of registered lease agreement</u> and give details as below: - Name of Lessor: - Name of Lessee: - Relationship between lessor & lessee (if any): - Tenure of lease: - Security Deposit paid: - Annual Lease Rent payable: - Confirm that lease deed allows mortgage of leasehold rights:	
14.	Project location: <ul style="list-style-type: none">• Site map depicting the location• Major developments around the site• Distance of the site from major landmarks, railway station, airport, city centre, other hotels etc.	



15.	<p>Details of promoters (<u>enclose biodata and CA certified networth statement for each promoter</u>):</p> <ul style="list-style-type: none">- Name:- Age:- Educational Qualification:- Work Experience:- Present Occupation:- Net Worth (as per Annexure I)- Copies of DIN, PAN, Aadhaar & passport of each promoters- IT returns/ Assessment orders for last 3 years	
16.	<p>Details of other group companies:</p> <ul style="list-style-type: none">-Enclose copies of audited balance sheet of group companies for the last 3 years and give a brief write-up on their operations.-Copies of PAN/GST of the group companies	
17.	<p><u>Security offered</u> (Mark Yes/No) :</p> <ul style="list-style-type: none">(i) First Charge on all the fixed assets of the project(ii) Pledge of entire promoters' shareholding in demat form.(iii) Personal/Corporate guarantees(iv) DSRA for one month of interest servicing.(v) PDC's for principal repayment for the tenure of loan.(vi) Any other (please specify)	
18.	Estimated Cost of Project (Details as per Annexure II)	(Rs. in lakh)
	(i) Cost of Land	
	(ii) Site Development	
	(iii) Building & Civil Works	
	(iv) Plant & Machinery	
	(v) Miscellaneous Fixed Assets	
	(vi) Technical Consultants' Fee	
	(vii) Preliminary & Pre-Operative Expenses	
	(viii) Contingencies	
	(ix) Margin Money for Working Capital	
	Total	



19.	Estimated Means of Financing	(Rs. in lakh)
	(i) Promoters Contribution <ul style="list-style-type: none">• Equity Share Capital (at par/premium)• Interest free Unsecured loans• Internal Accruals (if any)	
	(ii) Term Loan <ul style="list-style-type: none">• TFCI• Other Bank (Specify)	
	Total	
20.	Present Status of Government Approvals (enclose copies): <ul style="list-style-type: none">– Conversion of land-use– Building plan Approvals– Environmental Clearance/NOC from Pollution control board– Fire NOC– Star Category Approval of hotel from Ministry of Tourism– Other operating Licenses (in case of operational project)	
21.	Enclose Complete set of approved building plans. Give detailed area statement vis-à-vis facilities proposed at each division (As per Annexure III)	
22.	Details of consultants involved in the project alongwith their name, profile, scope of services, fees and terms of payment: <ul style="list-style-type: none">– Architect– Plumbing– Electrical and Engineering Consultants– HVAC Consultant– Hotel Layout Consultants– Interior Designer– Hotel Operating Agency (if any)– Other Consultants (give details)	
23.	Requirement of Utilities: (a) <u>Power</u> : Max. demand Connected Load Agency DG sets Required (No. and Capacity) (b) <u>Water</u> : Daily requirement in kilo liters Water Connection Capacity of tanks/reservoirs	
24.	Manpower requirement for the project (provide department-wise break-up)	



25.	Status of project implementation	Estimated Date of Completion			
	- Acquisition of Land				
	- Civil structure of building				
	- Civil finishing works of building				
	- Plumbing, electrical, fire-fighting & air-conditioning				
	- Installation of Plant & Machinery				
	- Interiors and Furniture/Fixture/Furnishing				
	- Landscape and Hardscape				
	- Recruitment & training of staff				
	- Trial Runs/Soft Opening				
	- Commencement of Commercial Operations				
26.	Marketing and management arrangements/tie-up proposed for the project (enclose copy of LOI/MoU/agreement with operator/franchisor).				
27.	Performance of existing similar projects (competitive pool) in the region.	Name of Hotel & Star category	No. of Rooms	ARR (Rs.)	Occupancy (%)
28.	Enclose estimated profitability projections, cash flow and balance sheet for the company/project over the tenure of loan.				
29.	Statutory Auditor's certificate with regard to expenditure incurred on the project till date. (Annexure IV)				
30.	<p>In case of <u>takeover financing</u> provide following additional details:</p> <p>A. <u>If the project is under-implementation:</u></p> <ul style="list-style-type: none"> - Reasons for take-over financing - Background of the project viz. date of commencement of project implementation, original cost of the project & its means of finance, envisaged completion date and present status of project. - Details of existing lenders- Sanction letters of existing lenders, term loan statements and asset classification with existing lenders 				



	<ul style="list-style-type: none">- Stake of existing lenders viz. loan sanctioned, disbursed, outstanding, overdues, rate of interest, repayment schedule, security- Final cost of project, means of finance, estimated completion date and expenditure incurred till date.- In case of cost escalation please state the reasons for increase in each head of the project cost. <p>B. <u>If the project is operational</u></p> <ul style="list-style-type: none">- Operational performance, working results & financial position of project/company for the last 3 years- Copy of completion/ occupancy certificate, operating licenses/approvals/permissions etc.	
31.	<p>In case assistance is sought for manufacturing/industrial sector provide following additional details:</p> <ul style="list-style-type: none">- Details of manufacturing facilities viz. product manufactured, unit location, ownership status, year of establishment, unit-wise installed capacity, capacity utilization, etc.- The kind of product(s) manufactured, type of raw material used, names of vendors, names of major customers, manufacturing process- Operational performance of manufacturing units (installed capacity, capacity utilization, production (MT), average sale price)- Detailed Order Book as on ------ Estimated market prospects/demand	
32.	<p>In case assistance is sought for real-estate sector provide following additional details:</p> <ul style="list-style-type: none">- Details of completed projects (project name, type of project, location, year of completion, land area, construction area, area sold, amount realized, unsold area, amount to be realized).- Details of under-implementation projects (project name, type of project, location, land area, construction area, completion date, area sold, amount realized, unsold area, amount to be realized, term loan sanctioned/disbursed).	



33.	<p>In case of financial assistance to Infrastructure sector provide following additional details:</p> <p>(a) Details of the proposed project</p> <ul style="list-style-type: none">- Detailed Project Report/TEV- Copy of contract awarded by Ministry of Power (Central/State Govt.) for setting up of power plant- Copy of Power Purchase Agreement- Copy of O&M Agreement- Copy of award of EPC contractor- Power Evacuation Agreement with distribution company <p>(b) Details of the other projects executed by company/promoters</p>	
(c)	<p>In case of financial assistance sought by NBFCs provide following additional details:</p> <ul style="list-style-type: none">- RBI Registration Certificate- Location of offices, number of employees- Write-up on operations of the NBFC- Last 3 years data on capital adequacy, recovery efficiency, gross & net NPAs, net owned funds & asset size.- List of top 20 borrowers with name, sector, amount sanctioned, disbursed, outstanding, ROI, tenure & security- Average ticket size of loan in each sector	

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:
Name:
Designation:
Name of the concern:
Date:



Annexure I

NET WORTH STATEMENT

(Annexure to Loan Application Form to be filled in for Individuals / Guarantors and certified by C.A. Please use separate form for each individual)

- A. (i) Name of the person:
- (ii) Father's Name:
- (iii) Date of Birth/Age:
- (iv) Address (with contact nos.):
 - Residence:
 - Office:
- (v) Partner / Director in other firms

B. Statement of Assets & Liabilities as on

(i) **Immovable**

Address & Location	Description of Property	Owned by	Book Value or Purchase Price	Current Market Value	Extent of charge, if any	Net share in the Property
--------------------	-------------------------	----------	------------------------------	----------------------	--------------------------	---------------------------

(ii) **Movable**

Description	Amount
- Amount invested in business	
(a) Principal firms	
(b) Other firms	
-Advance to Parties	
-Shares & Debentures	
-Investment in Parties	
-Investment in Govt. Securities	
-Vehicles	



-Life Insurance (Surrender value)
-Any other Asset

(iii) **Total Assets [Total of (i) & (ii)]** Rs. _____

(iv) **Liabilities**

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

Rs.

(v) **(Total Assets) - (Total Liabilities)** _____

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 / FI may require from time to time.

Dated at _____ on ____ day of _____ 20—

Signatu

**Annexure-II****(Name of the Company)**

<u>Detailed Estimates of Project Cost for Hotel/resort</u>	Amount (Rs. in ----)
I. <u>Land & Site Development</u> Cost of Land, registration & conversion charges Site Development & landscaping Internal roads, Compound Wall, Gate & Fencing	
II. <u>Building</u> Bare Civil Cost (_____ sq. ft. @ Rs. _____ / sq. ft.) Electricals Plumbing, Sewage & Fire Fighting Works Façade Septic Tanks Water Tanks Swimming Pool	
III. <u>Plant & Machinery</u> Air Conditioning (_____ ton @ Rs. _____ / ton) Hydropneumatic System Kitchen Equipment Refrigeration equipment Lifts (Guest --- and Service ---) Escalators D.G. Set (----- kva) HT Sub-Station Equipment IT/ht panels Power Distribution System Transformer Hot Water Boiler / Heat Exchangers Exhaust & Ventilation EPABX CCTV/Music Computers - Hardware & Software Laundry Equipment Swimming Pool equipment Filtration Plant Water Treatment Plant Business Centre equipment Voltage Stabilisers Fire Detection & Fighting System Conference Equipment Health Club Equipment	
IV. <u>Misc. Fixed assets</u> Furniture/fixtures/Interiors (a) Rooms @ Rs._____/room	



(b) Suite @ Rs._____/ suite (c) Lobby / lounge @ Rs._____/ sq. ft. (d) Restaurant 1 @ Rs._____/ sq. ft. 2 @ Rs._____/ sq. ft. 3 @ Rs._____/ sq. ft. (e) Bar @ Rs._____/ sq. ft. (f) Banquet Hall @ Rs._____/ sq. ft. (g) Conference @ Rs._____/ sq. ft. (h) Business Centre @ Rs._____/ sq. ft. (i) Others (Specify) @ Rs._____/ sq. ft. (j) Admn. Area @ Rs._____/ sq. ft. (k) Service Area @ Rs._____/ sq. ft. Crocery/Cultery/Glass Ware Linen/Uniforms/Housekeeping/supplies Singes & Misc. Office Area Office Equipment's & Computer System Vehicles	
V. <u>Technical/Consultant Fee</u> Technical Know-how from the operator (upfront fee) Architect Fees Interior Designer Fees Services Consultants Fees Facility Planning & Back Office Landscape Consultant Financial, Management & Legal Consultant Project Management Consultant	
VI. <u>Preliminary & Pre-operative Expenses</u> Appraisal, Upfront & Legal Fees Interest During Implementation Establishment, Travelling/Misc. Expenses Security Deposit, Rates, Taxes, Insurance & Other fee Recruitment / Training Expenses Start-up & Launch Expenses	
VII. <u>Contingencies</u>	
VIII. <u>Margin Money for Working Capital</u>	
TOTAL	



Annexure III

(Name of the Company)

Salient Features of the Hotel/Resort Building

- 1) Area of the land :
- 2) Total covered area :
- 3) Number of floors in the Building :
- 4) Area of each Floor including basement (area in sq.ft.) :

Floor	Build-up Area	Facilities

- 5) Number of passenger lifts to be installed, particulars thereof :
- 6) Number of food/service lifts :
- 7) Particulars of accommodation
Type of room & Area :
- 8) Total units of accommodation available for guests :
- 9) Area of Reception/Lobby/Lounge :
- 10) Conference/meeting/board rooms (No. and Area) :
- 11) Banquet Halls (No. and Area) :
- 12) Restaurants (No. and Area) :
- 13) Bar (No. and Area) :
- 14) Gym/Health club (No. and Area) :
- 15) Spa (No. and Area) :
- 16) Swimming pool (No. and Area) :
- 17) Fire escape and fire-fighting arrangements :
- 18) Open air facilities regarding recreating, lawns parking, place for guests, cars, etc. :
- 19) Details of the shopping area (if any) :



number, area,type of shop/store,
rent to be charged, terms of tenancy etc.

20) Furniture & furnishings provided in all the :
common facility area/halls, etc.(separately)

21) A write up on facilities provided for guests :



**CERTIFICATE****(Performa of the Certificate to be provided from Statutory Auditor of the company)**

We hereby certify that M/s _____ has incurred the following capital expenditure upto _____ in respect of their hotel project at _____.

S.No	Particulars	Rs. (Estimated Cost)	Rs. (Incurred till -----)
1.	Land and Site Development - Land - Site development - Landscaping		
2.	Building - Building - Electrical - Plumbing & Fire-fighting		
3.	Plant & Machinery (Provide Details)		
4.	Misc. Fixed Assets - Furniture/fixture/interiors - other misc. assets		
5.	Consultants Fee - Architect - Interior Designer - Landscape consultant - Services consultant - Hotel BOH consultant - Others		
6.	Preliminary & Pre-operative Expenses - Financial charges & Interest - Establishment & Travelling Expenses - Project related deposits - Others (specify)		
7.	Advances to suppliers/contractors of the project (if any)		
	Total		

We certify that the above detailed expenditure is financed as under:

Amount (Rs.)

- (i) Equity Share Capital/Share Application Money
- (ii) Share premium
- (iii) Unsecured interest-free loans
- (iv) Internal accruals
- (v) Term Loan
 - TFCI
 - Other Institution/Bank

(vi) Project creditors

Total



We have checked the books of the company, invoices, bills, etc. and certify that the aforesaid information is verified and found to be true. We also certify that all the aforesaid items have been duly paid for and no credit is raised there against in the books of the company except as stated hereinabove. We further certify that as on _____ the balance in the no-lien account was Rs. _____ and in other bank accounts of the company with respect to above mentioned hotel project was Rs. _____.

For M/s _____
Chartered Accountants

Partner

Membership No.....

UDIN NO. _____

Place :

Dated: