

MADHYA PRADESH FINANCIAL CORPORATION



APPLICATION FORM FOR CREDIT FACILITIES OF OVER RS. 1 CRORE

- 1.1. Name of the Unit
- 1.2. Constitution
(please strike out which are not applicable)
Private Limited/Public Limited Company/
Cooperative Society
- 1.3. Name of the business house/group to which the unit belongs
- 2.1. Registration No
(as given by the District Industries Centre/Directorate of Industries)
- 2.2. Date of Incorporation/
Commencement of Business
3. Business Address with Telephone/Telex No./Fax No.
- 3.1. Registered Office
- 3.2. Administrative Office
- 3.3. Factory
4. Background of the Proprietor/Partners/Promoters/Directors

(Please furnish information for each person as per Annexure I)

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5. Description of the Industrial Activity

5.1 Existing

5.2 Proposed

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

Source of Funds (*)	Security	Rate of Intt.	Repayment per Month	Present o/s	Amount of Default (If any)

(*) Indicate sources of funds with name & address, e.g., banks/financial institution/others (specify)

7. Arrears in Statutory Payments (if any)

- a) Income Tax
- b) Sales Tax
- c) Provident Fund
- d) Employees State Insurance Corporation
- e) Other (specify)

8. Past Performance (in case of existing units)

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 a limited company, please furnish a write-up on the activities & Past Performance of the company and any other expansion programme (s)/diversification contemplated.

Please also enclose certified copies of the

- a) Memorandum and Articles of Association
- b) Audited Balance Sheet and Trading and Profit & Loss a/cs for the past three years of the promoter company
- c) copy of the agreement (s), if any, entered into among the promoters.

9.3 SHAREHOLDING

- 9.3.1 Please provide a list of shareholders under the heads

- a) promoters,
- b) other major groups,
- c) foreign collaborators
- d) NRI shareholders
- e) other institutions

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

- 9.3.2 In case of preference shareholders, please give a list of ten largest shareholders.

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9.3.3 Also furnish number of equity shareholders and preference shareholders.

9.4 **Employment** **Present** **Proposed**

Executives

Supervisory

Administrative/
office Staff

Skilled Labour

Unskilled Labour

Others (specify)

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 (Invention/ 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, and

11.1 Nature of Association and amount invested

11.2 Nature of activity

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- 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 Products (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 of Units/quantity in Kg./Volume in Litres)

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 same collaboration

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

Please enclose a copy of the agreement with the consultant, and in case of foreign consultant (s) approval of the Government.

12.4.4 Whether any of partners/promoters/directors have any interest in consultant/collaborator firm. If so, details to be furnished.

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

- i) absence of civic restrictions

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ii) proximity to the source of raw materials

iii) market for the product

iv) availability of

a) power

b) water

c) labour

d) transport

12.6 LAND & BUILDING

Area/Plinth Area
(in sq. metres)

Value
(in 000s of Rs.)

	Existing	Proposed	Existing	Proposed
Factory Land				
Factory Building				
Ancillary Building				
Open Storage Space				

12.7 Type of soil and load bearing capacity

(enclose test report)

Enclosure :

- certified photo copy of sale/lease deed
- certified photo copy of the Govt. order converting the land in to industrial land, if applicable
- locational map
- certified photo copy of the site plan of the land showing contour lines, the internal roads, power receiving station, railway siding, tubewells, etc. and blueprints of the buildings duly approved by Corporation/Municipality/Panchayat.

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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 Fees payable and manner in which payable

12.8.1.5 Time schedule

12.8.1.6 Penalties

12.8.1.7 Past experience of the architects in the similar work

12.9 PARTICULARS OF MACHINERY & 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 subcontracting will be done

Details to indicate the availability of machinery particularly with sub-contractors with adequate spare capacity

12.9.2. Arrangements made for erection and commissioning of the plant

12.10 Necessity & purpose for the proposed investment/addition to factory premises/machinery (in case where such investment is intended) for achievement of the anticipated turnover

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12.11 RAW MATERIALS & COMPONENTS

(Please mention about the imported and indigenous items separately)

	(A)	(B)	(C)	(D)
Quantity Required				
Sources of Supply				
Minimum Purchase Quantity				
Lead/Procurement Time				
Availability throughout the year				
If answer to the above is no, then no. of months & period when it is available				

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

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

13.1 Power :

13.1.1. Sources of Power and Supply Voltage

- taken from Electricity Board
- own generation
- stand-by arrangements

13.1.2. Maximum Demand

13.1.3. Contracted Load

13.1.4. Connected Load

13.1.5. Energy Consumption per year

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13.1.6. Power Tariff

13.1.7. Cost of Power per annum at maximum
capacity utilisation

Please enclose

- a) certified photo copy of sanction for power
- b) certified photo copy of agreement with electricity board
- c) certified photo copy of electrical lay out of the plant.

13.2 Water :

13.2.1. Indicate the requirements and suitability of water

13.2.2. Describe water treatment arrangements.

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

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

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14. Effluent

Please furnish full details of the value of atmosphere, 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 authority; if yes a copy of the certificate should be furnished.

15. QUALITY CONTROL

15.1 Details of arrangement made for quality control. If BIS/FPO/ISO specifications are followed, no. of BIS/FPO/ISO/ standards and the particulars thereof should be provided.

15.2 Particulars of R & D activity proposed

16. ECONOMIC FEASIBILITY

Marketing (mention separately for each product)
(Please enclose a market Survey Report)

16.1 Whether the product is reserved exclusively for the SSI 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

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16.5 How does the units meet/propose 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 applicable)

16.6 Nature and volume of orders/enquiries on hand

(photo 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 preceeding three years.

Code No. _____

Name of the Product Exported	Name of the Country Where Exported	F.O.B. Value in Us \$

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17. Cost of Project

(Please furnish estimates of cost of project under the following heads. Indicate the basis for arriving at the cost of project)
(In 000s of Rs.)

Sr. No.	Particulars	Already Incurred	To Be Incurred	Total Cost
A	Land including development			
B.	Building & Other Civil Works			
C.	Plant & Machinery 1) indigenous 2) Imported			
D.	Essential Tools, Spares & Accessories			
E.	Testing Equipment			
F	Miscellaneous Fixed Assets			
G.	Erection/Installation Charges			
H.	Preliminary Expenses			
I.	Pre-Operative Expenses			
J	Provision for Contingencies 1. Buildings 2. Plant & Machinery 3. Other Fixed Assets			
K.	Margin for Working Capital Required			
L.	Total			

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18. **Means of Financing**
(Please furnish details of sources of finance for meeting the cost under the following heads)

[in 000s of Rs.]

Sr. No.	Particulars	Amount Already Raised	Amount Propose to be Raised	Total
A.	Capital (specify resources contributing capital)			
B.	Reserves			
C.	Term Loans (give full particulars)			
D.	Unsecured Loans and Deposits (indicate sources, rate of interest, repayment period, etc.)			
E.	Deferred payment Arrangements including Supplier's Credit			
F.	Subsidy Central Govt. State Govt.			
G.	Seed Capital (indicate sources)			
H.	Internal Cash Accruals			
I.	Other Sources (specify)			
J.	Total			

- 18.1. In case internal accruals are taken as source of finance explain the basis for estimation of internal accruals by means of a statement

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18.2 Indicate sources from which expenditure already incurred has been financed

19. Promoter's contribution to the project as % of the total cost

(please furnish list of persons/firms who would be contributing to the promoter's share of the capital and the respective amounts and their relationships)

20 Financial Assistance required :

20.1 Rupee Loan

20.2 Foreign Currency Loan

20.3 Underwriting

20.3.1. Equity Capital

15

20.3.2 Preference Capital

20.3.3 Debentures

20.4 Guarantee of foreign currency loan/Deferred Credit

20.5 Working capital (Please furnish as per Annexure VI)

20.6 Other forms of assistance
(e.g., LCs, Guarantees, etc.)

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21 Schedule of Implementation :

Please indicate the progress made so far in the implementation of the project and furnish the schedule of implementation as follows

	<u>Date of Commencement</u>	<u>Expected Date of Completion</u>
a) Acquisition of Land		
b) Development of Land		
c) Civil works for Factory building Machinery Foundation Administrative Building		
d) Plant & Machinery Imported Indigenous		
e) Arrangement for power		
f) Arrangement for water		
g) Erection of equipment		
h) Commissioning		
i) Initial Procurement of Raw Material		
j) Trial Runs		
k) Commercial Production		

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22. **Future Projections**

(To be given for the next five years)

Please furnish data on

22.1. Projected profitability as per Annexure III.

22.2. Projected cash flow statement as per annexure IV.

22.3. Projected balance sheet as per Annexure V.

22.4. Working Capital Requirement as per Annexure VI.

22.5. Percentage of Cash Sales in Total Sales -----%

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

22.7. Average credit available on purchases ----- days

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

24. Please furnish international/CIF/FOB Price of all inputs which can be imported

25. **Government Consents**

Please indicate whether the various licences/consents required for the project have been obtained from the respective authorities.

25.1. Specify any special condition attached to the licences/consents and the undertaking given by the company in connection therewith.

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26. Repayment Programme
27. Details of Securities to be offered :
- 27.1. Primary
(working capital and term loan securities to be indicated separately)
- 27.2. Collateral (full details)
- 27.3. Details of guarantor (s)
- 27.3.1. Name
- 27.3.2. Residential Address
- 27.3.3. Occupation
(if in service, name & address of his/her employer)
- 27.3.4. Details of Movable & Immovable Property (ies) owned by him/her & other dependent family members
- 27.3.5. Details of any similar Guarantee if any, given to other institutions
28. Whether any Government enquiry, proceedings or prosecution has been instituted against the unit or its proprietor/ partners/promoters/directors for any offences ? If so, please give details.
29. Details of pending litigation, if any, against and by the concern

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- 25 Please indicate whether/any of the promoters/directors have at any time declared themselves as insolvent.

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/promoter's that I/We shall furnish all other information that may be required by you in connection with my/our application; that this may also be exchanged by you with any agency you may deem fit; and you, your representatives, representatives of the Reserve Bank of India/National Bank of Agriculture & Rural Development/Small Industries Development Bank of India/Deposit Insurance & Credit Guarantee Corporation or any other agency as authorised by you, may, at any time, inspect/verify my/our assets, books of accounts, etc. in our factory/business premises as given above.

Date :

Place:

Signature of the Borrower
(Name & Designation)

- Encl: Certified Photo Copies of
- a) Audited Balance sheets with Trading And Profit & Loss account, for the last three years.
 - b) Memorandum and Articles of Association, Certificate for Commencement of Business. In Case of limited Companies.
 - c) Income Tax, Wealth Tax Returns and assessment orders for the last three years, for the unit as well as proprietor/partners/promoters
 - d) Sales Tax Returns and assessment orders for the, last three years.

BIO-DATA FORM

Annexure--I

Details of Proprietor/Partners/Managing Partner
Promoters/Directors/Managing Director

(Please indicate inter-relationship, if any, among the partners/directors/promoters)

(Please use separate sheet for each person)

1. Full Name
2. Name of the Father/Husband
3. Age
4. Sex
5. Whether belongs to Scheduled Castes Yes/No
Scheduled Tribe/Minority Community ?
6. Are you an ex-serviceman ? Yes/ No
7. Ration Card No. and
Name of the Issuing Office
8. Passport No.
9. Address :
Office Tel. no.
Permanent Residence
10. Academic Qualification
11. Experience :

<u>Years</u>	<u>Employer</u>	<u>Designation</u>	<u>Last Salary Drawn</u>
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Passport size photo
With Signature

12. Functional responsibilities
in the unit

13. Capital/Loan Contribution At the Beginning At Present
in the unit

14. Reasons for joining/establishing
the unit
(please mention about
the motivating factors)

BIO-DATA FORM (Contd.)

Annexure -- I
(Contd....)

15. If associated as proprietor/partner/director/shareholder with concerns other than the applicant unit, please furnish following details separately for each concern by way of enclosure
- 15.1. Name and address of the branch/
associates/identical concern
- 15.2. Activity of the concern
- 15.3. Functional responsibility
in that concern
- 15.4. Capital/Loan Contribution
- 15.5. Name of the associate concern's
Banker and their address.
- 15.6. Aggregate credit facilities
enjoyed by the concern
- 15.7. Security offered by the concern
for its borrowing
- 15.8. Working results of the units
for the past three years
16. Personal Assets and Liabilities :
- 16.1. Immovable property details
like land/buildings, location, date
of acquisition, cost, present value, etc.
- 16.2. Other Assets
- 16.3. Personal Liabilities, if any.
(including guarantees/acceptances given)
17. Any other relevant information

Place :

Signature

Date :

Details of Existing Fixed Assets

Annexure--II

A. Land

1. Location
2. Area
3. Whether Freehold or Leasehold
4. Purchase Price of Land if owned
5. Rent in case of Leased land
6. Terms of Lease
7. Ground Rent Payable per year

B. Building

1. Location
2. Whether Owned or Leased
3. Purchase price of Building if owned
4. Rent in case of Leased/Rented Premises
5. Terms of Lease

Structure	Type of Structure (Indicate 'P' if Permanent)	Dimensions	Area (in Sq. m.)	Actual Cost (in Rs.)	Date of Erection
1. Workshop 2. Godown 3. Administrative 4. Other Buildings					

In case the assets have been revalued or written up at any time during the existence of unit, furnish full details of such revaluation together with the reason therefor.

Particulars of Buildings Proposed to be Constructed

Serial No.	Description of each Building	Type of Construction	Built-up Area (in meters)			Total Floor in sq. m.	Rate of Construction per sq. m.	Estimated cost of each building	Expected date of completion
			Length	Breadth	Average Height				

- Note :
1. In case Contract is awarded for construction of building, furnish details thereof such as name of contractor, amount of contract, etc.
 2. Other approvals from inspector of factories, drug controllers, etc., if any, should be enclosed.
 3. Please enclose a plan showing layout of machinery.

Particulars of Machinery

Annexure--II
(Contd.....)

Serial No.	Name of Machinery and specification	Second Hand/ New	Name of manufacturer/fabricator (place of country and origin, if imported)	Date of acquisition/ Date of placement of order (actual/ expected)	Expected Date of Delivery	Invoice Price including taxes for indigenous Machinery/ CIF for Imported Machinery	Estimated Expenses % of insurance freight, instal- lation, import duty	Total Cost
1.	Existing Machinery							
	1.1. Indigenous							
	1.2. Imported							
2.	Proposed to be acquired							
	2.1. Indigenous							
	2.2. Imported							

1. Quotation/Catalogues/Invoice and other details in respect of each machine to be furnished
2. If Second hand machinery, valuation report regarding age, performance and value from competent valuer to be submitted. Also please indicate reasons for going in for second hand machinery and its depreciated value.
3. In case of imported machinery, please indicate mode of payment and price of the machinery in foreign currency.
4. In case the assets have been revalued or written up at any time during the existence of unit, furnish full details of such revaluation together with the reason therefor.

Projections of Performance, Profitability and Repayment

[Figures in 000s of Rs.]

	1st year	2nd year	3rd year	4th year	5th year	6th year	7th year	8th year
K. Depreciation added back								
L. Net Cash Accruals								
M. Repayment obligations								
1. Towards Term Loan								
2. Towards other loans, if any.								
Total Repayment								
N. Debt Service Covprope ratio (L.M.)								

Cash Flow Statement

(Figures in 000s of Rs.)

	Construction period	1st year	2nd year	3rd year	4th year	5th year	6th year	7th year	8th year
A. Sources of Funds									
1.									
Cash Accruals (viz. Net profit before Taxation (item H of Annexure-III) to which shall be added interest (item F of Annexure III)									
2.									
Increase in share capital Equity / Preference									
3.									
Depreciation									
4.									
Increase in long term loans / debentures.									
5.									
Increase in deferred payment facilities.									
6.									
Decrease in Unsecured loans / Deposits									
7.									
Increase in Unsecured loans and deposit									
8.									
Increase in bank borrowings for working capital									
9.									
Sale of Fixed assets/investments									
10.									
Others (specify)									
Total Sources (A)									
B. Disposition of Funds									
1.									
Preliminary and Pre-Operative Expenses									
2.									
Increase in Capital Expenditure									
3.									
Increase in current assets									
3.1									
Inventories									
3.2									
Others									
4.									
Decrease in long term loans/debentures									
5.									
Decrease in Deferred Payment facilities									
6.									
Increase in Investments									
7.									
Interest									
8.									
Taxation									
9.									
Dividend (amount & rate)									
10.									
Other expenses (specify)									
Total Disposition (B)									
C.	Opening Balance								
D.	Net Surplus (A-B)								
E.	Closing Balance								

Projected Balance Sheet

[Figures in 000s of Rs.]

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year	8th Year
A. Liabilities								
1. Equity Share Capital								
2. Reserve and Surplus								
3. Term Loans								
4. Bank Borrowings for Working Capital								
5. Other Liabilities								
<hr/>								
Total Liabilities								
<hr/>								
B. Assets								
1. Gross Block								
2. Depreciation								
3. Net Block								
4. Investment								
5. Current Assets								
6. Cash and Bank Balance								
<hr/>								
Total Assets								
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Assessment of Working Capital Requirements

[Figures in 000s of Rs.]

	1st year	2nd year	3rd year	4th year	5th year
I. Current Assets					
1. Raw Materials including stores					
1.1. Imported (Month's consumption)					
1.2. Indigenous (Month's consumption)					
2. Other Consumable Spares					
3. Stocks-in Process (Month's Cost of Production)					
4. Finished Goods (Month's Cost of Sales)					
5. Receivables other than Export & Deferred Receivables (including Bills purchased/Discounted by banks) (Month DOMESTIC Sales Excluding deferred payment sales)					
6. Export Receivables (Including Bills purchased/Discounted by banks) (Month's Export Sales)					
7. Advances to Suppliers of Raw Materials and Stores/Spares/Consumables					
8. Other Current Assets including Cash and bank balances and deferred receivables due within one year (furnish individual details of major items)					
Total Current Assets (I)					
II. Current Liabilities					
1. Creditors for Purchases of raw materials and stores/spares/consumables (Month's Purchases)					
2. Advances from Customers					
3. Accrued Expenses					
4. Statutory Liabilities					
5. Other Current Liabilities (furnish Individual details of major items)					
Total Current Liabilities (II)					
III. Working Capital Gap (I-II)					
IV. Margin for Working Capital					
V. Bank Borrowings					

MADHYA PRADESH FINANCIAL CORPORATION, INDORE

Information required in connection with the sole proprietor -
Member of H.U.F., Partners, Directors and Guarantors.
(To be furnished in respect of each individual separately)

Self Attestad Passport
Size Current Photo

- (1) (a) Name, Age & Qualification :
(b) Permanent Address. :
(c) Correspondence Address. :
(d) Telephone No. :
(2) Father / Husband's Name :
(3) Existing business & Experience :
(4) Immovable Property :

Particulars with No. & location	Municipal Number/ plot No./ Khasra No.	In whose Name registered	Personal or family property &Share	Encumbrances if any	Approx. Value (Market)
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Copy of Papers sale deed, loan deed, Gift deed, Mutation order etc. should be enclosed
for

- (5) Investment in business :
(inclusive of stock in trade &
investment in branch /
identical firms
(a) Total Assets : Rs (Give details
(b) Less : Liabilities : Rs separately)

- (6) Cash/ Deposits :
- (7) Stock & Shares :
- (8) Gold ornaments & Jewellery :
- (9) Loan From Bank & Outside Parties, if any (other than mentioned as under 5 (b) above) :
- (10) Figures of income for the preceding three years :
- (11) Names of branches/identical associate firms, nature of Association with share in investment / profit, if any A/c. No. of Current / Saving :
- (12) Names of Bankers, if any, of the guarantors, (Address letters to your Banker to give information about you and a copy of it be sent to us) A/c of Current / Saving. :
- (13) Indicate the Financial year upto which income tax/Wealth tax assessment has been completed. Attach copies of the last assessment order / tax clearance certificate. :

I S/O do hereby declare that the information given in column Nos. 1 to 13 of this appendix III are true & correct to my best personal knowledge. At present I am not involved in any economic offence or civil litigation.

Signature