

**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**  
**APPLICATION FORM FOR CREDIT FACILITIES**

(term loan plus working capital\*)

(To be submitted in duplicate)

1.1 Name of the Unit

1.2 Constitution - (please strike out which are not applicable

Proprietary/Partnership/Private Limited/Public Limited

Concern/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 (please enclose copy of certificate)

2.2 Date of Incorporation / commencement of Business

3 Business Address with Telephone/Telex/Fax No.

3.1 Registered Office

3.2 Administrative office

4.1 Background of the Proprietor / Partners / Promoters / Directors

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

4.2 Brief history of the unit including previous changes in management, if any, modernisation / expansion schemes implemented in the past.

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\*For working capital, application to be submitted to a commercial bank separately.

5. Description of the Industrial Activity / Installed capacity

5.1 Existing

## 5.2 Proposed

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

Sources of Funds (*)	Security (including collateral, if any)	Rate of Intt.	Repayment per month	Present O/s as on	Amount of Default (if any)	Purpose of which loan taken

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

### 7.1 Arrears in Statutory Payments (if any)

(a) Income Tax

(b) Sales Tax

(c) Provide Fund

(d) Employees State Insurance Corporation

(e) Others (Specify)

### 7.2 Contingent liabilities (if any)

### 8. Past Performance (in case of existing units)

<b>Particulars</b>	<b>Last Year</b>	<b>Last but One Year</b>	<b>Last but Two year</b>
Capacity utilisation			
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 1, 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 promoters is a limited company, please furnish a write-up on the activities and 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

owing 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 the ten largest shareholders.

9.3.3 Also furnish number of equity shareholders and preference shareholders.

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#### 9.4 Employment Present Proposed

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- Executives
- Supervisors
- Administrative / Office Staff
- Skilled Labour
- Unskilled Labour
- Others (specify)

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

Name	Designation	Qualification	Experience	Any special achievement (Inventions/ 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

11.3 items traded manufactured

11.4 turnover and profit during preceding three years

11.5 names and addresses of bankers

12. TECHNICALLY FEASIBILITY (Please enclosed 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 (No. of Units / Quantify 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 and No. of hours per shift.

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, and other projects in India and abroad set up with same 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) 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 services 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 / collaboration firm. If so, details to be furnished.

12.4.5 Locational advantages of existing and proposed premises with reference to

(1) absence of civic restrictions

(2) proximity to the source of raw materials

(3) market for the product

(4) availability of

- power

- water

- labour

- transport

(5) whether backward area and benefits available

## 12.6 Land Building

Area/Plinth Area Value

(in sq. metres) (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:

- (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 showing contour lines, the internal roads, power receiving station, railway siding, tubewells, etc. and blueprints of the buildings duly approved by corporation/municipality / panchayat
- (e) details of charges / encumbrances created/to be created on the existing assets

12.8.1 Please furnish the following particulars of Architect(s)

- (a) Name and address of the architect(s) firm
- (b) Scope of work
- (c) Rates quoted and detailed estimate of expenses
- (d) Fee payable and manner in which payable
- (e) Time schedule
- (f) Penalties
- (g) past experience of the architect(s) in 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

**12.11 Raw Materials & components**

(Please mention about the imported and indigenous items separately)

Material/component	(A)	(B)	(C)	(D)
Quantify Required*				
Sources of Supply				
Minimum Purchase Quantity/unit cost				
Lease/Procurement Time				
Available 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) \*in the optimum year.

13. **Utilities** (Give comments on requirements, availability/adequacy qualitative aspects, etc.)

13.1 Power :

(a) Sources of Power and Supply Voltage

- Taken from Electricity Board
- Own generation
- Stand-by arrangements

(b) Maximum Demand

(c) Contracted Load

(d) Connected Load

- (e) Energy consumption per year
- (f) Power tariff
- (g) Cost of Power per annum at maximum capacity utilisation

Please enclose:

- i) Certified xerox copy of sanction for power
- ii) Certified xerox copy of agreement with electricity board
- iii) Certified xerox copy of electrical lay out of the plant.

13.2 Water:

13.2.1 Indicate the requirements and suitability of water

13.2 Describe water treatment arrangements

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

13.2.3 Steam:

- (a) Requirement of steam
- (b) Capacity of the boiler
- (c) Arrangements proposed for steam

13.4 Compressed Air:

- (a) Requirements of compressed air
- (b) Arrangements proposed for compressed air

13.5 Fuel:

- (a) Requirement of fuel
- (b) Arrangements proposed for supply

13.6 Arrangement proposed for carrying raw materials

14. Effluent

Please furnish full details of the nature 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

(a) 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.

(b) 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

16.5 How does the unit / 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 directly 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 (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 for the preceding three years.

Code No. \_\_\_\_\_

Name of the product exported	Name of the Country where exported	F.O.B. value in US. \$

16.8 Details of benefits that would accrue to the unit by way of reduction in unit cost of production, quality improvement etc. after implementation of the scheme.

Sr. No.	Particulars	Already incurred	To be incurred		Total cost
			Firm	Non-firm	
(A)	Land including development				
(B)	Building & other Civil Works				
(C)	Plant & Machinery - Indigenous - Imported				
(D)	Essential Tools, spares & Accessories				
(E)	Testing Equipment				
(F)	Miscellaneous Fixed Assets				
(G)	Erection/Installation				
(H)	Preliminary Expenses				
(I)	Pre-Operative Expenses				
(J)	Provisions for Contingencies				
	(1) Building				
	(2) Plant & Machinery				
	(3) Other fixed assets				
(K)	Margin for working Capital Required				
(L)	<b>TOTAL</b>				

18. Means of financing

(Please furnish details of sources of finance for meeting the cost under the following heads)

(in '000 Rs.)

Sr. No.	Particulars	Amount Already Raised	Amount Proposed to be Raised	Total
(A)	Capital (specify sources 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			
(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.

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 promoters 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

20.3.2 Preference capital

20.3.3 Debentures

20.4 Guarantees of foreign currency loan/deferred Credit

20.5 Working Capital (Please furnish as per Annexure VI)

20.6 Other forms of assistance

(e.f. LCs, guarantees, etc.)

21. Schedule of Implementation:

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

Date of Expected date

Commencement of completion

(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

## **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 Project cash flow statement as per ANNEXURE IV.

22.3 Projected Balance Sheet as per ANNEXURE V.

22.4 Working Capital Requirements as per ANNEXURE VI.

22.5 Percentage of Cash Sales in Total Sales \_\_\_\_\_%

22.6 Period in which payment is received in respect of credit sales \_\_\_\_\_ days

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 imparted.

## **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 herewith.

## **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/here & 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.

30. Please indicate whether any of the promoters or 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 arrangement 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 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 for Agriculture & Rural Development/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:

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Place: Signature of the Borrower,

Name & Designation

Encl: (a) Audited Balance Sheets with Trading and Profit & Loss Account for the last three years of the applicant company and associate concerns.

(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/directors.

(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/promoter)

(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 Tribes/Minority Community

6. Are you an Ex-Servicemen 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

Year Employer Designation Last Salary Drawn

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)

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, area, date of acquisition, cost, present value, basis of valuation etc.

16.2 Other Assets

16.3 Personal Liabilities, if any (indicating guarantees/acceptances given)

17. Any other relevant information

Place:

Date:

Signature :

**Details of Existing Fixed Assets****(a) Land**

1. Location
2. Area
3. Whether Freehold land 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)	Dimen- sions	Area (in sq.m)	Actual Cost (in Rs.)	Date of Erection
Workshops					
Godown					
Administrative					
Other Buildings					

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

### Particulars of Building Proposed to be Constructed

S.No	Description of each building	Type of construction	Dimensions (in meters ) Length/ Breadth / Average Height	Total Floor area in sq.m	Rate of construction per sq.m	Estimated cost of each building	Expected date of completion

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 Controller, etc. if any, should be enclosed.
3. Please enclose a plan showing layout of machinery

S. 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 o/a of insurance, freight, installation import duty	Total cost
1	Existing Machinery							
	- Indigenous							
	- Imported							
2	Proposed to be acquired							
	- Indigenous							
	- 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 } Prior approval  
competent valuer to be submitted. Also } of SIDBI

please indicate reasons for going in for } necessary

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 the Unit, furnish full details of such

revaluation together with the reason therefor

5. Details of machinery taken/to be taken on

lease/hire-purchase

6. Whether existing assets fully insured ?

## Projections of Performance, Profitability and Repayment

Break-even point Break-even quantity

% of installed capacity Break-even Value

(Figures in 000's of Rs.)

			1st year	2nd year	3rd year	4th year	5th year
A.	Production during the year (Quantity)						
B.	Sales						
	1	Sales including all miscellaneous receipts					
	2	Less: Excise					
	3	Net Sales					
	4	Other income (give details), if any					
C	Cost of Production						
	1	Raw material consumed					
	2	Power and Fuel					
	3	Direct Labour and Wages					
	4	Consumables Stores					
	5	Repairs and maintenance					
	6	Other manufacturing expenses					
	7	Depreciation / Development Rebate Reserve					
		Total cost of production					
	8	Add : Opening stock-in-process and finished goods					
	9	Less : closing stock-in-process and finished goods					
D	Cost of sales						
E	Gross Profit (B-D)						
F	Interest on						
	1	Term Loans					
	2	Working Capital					
	3	Other Loans, if any					

G	Selling, General and Administrative Expenses					
H	Profit before taxation ( E - (F+G)					
I	Provision for Taxes					
J	Net Profit (H-I)					
K	Depreciation added back					
L	Net Cash Accruals (J+K)					
M	Repayment obligations					
	1 Towards term loan					
	2 Towards other loans, if any					
	Total Repayment					
N	Debt Service Ratio (L+F1+F3) : (M+F1+F3)					

Note:

1. Please attach a statement of assumptions underlying profitability estimates like installed capacity, no. of working days/shifts, production/sales, quantity of each product, product specifications, unit selling price, input-output norms/yield, depreciation method/rate, interest rates, income tax rate/calculation, income tax reliefs/sales tax deferment, if any, etc.
2. Please attach worksheet for calculation of cost of various inputs and breakeven point.

### Cash Flow Statement

(figures in 000's of Rs.)

Construction period		Year 1	Year 2	Year 3	Year 4	Year 5
A. Sources of funds						
1	Cash accruals (viz. 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	Increase in unsecured loans and deposits					
7	Increase in bank borrowing for working capital					
8	Sales of Fixed assets / investments					
9	Others (specify)					
<b>TOTAL SOURCE (A)</b>						
<b>B. Disposition of Funds</b>						
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	Decrease in unsecured loans/ deposits					
7	Increase in investment					
8	Interest					
9	Taxation					
10	Dividend (amount & rate)					
11	Other expenses (specify)					
<b>Total Disposition (B)</b>						
C	Opening Balance					
D	Net - surplus (A-B)					
D	Closing Balance					

**PROJECTED BALANCE SHEET**

		1st year	2nd year	3rd year	4th year	5th year
A.	<b>LIABILITIES</b>					
	1 Equity Share Capital					
	2 Reserves and Surplus					
	3 Term Loans					
	4 Bank Borrowings for working capital					
	5 Other Liabilities					
	<b>Total Liabilities</b>					
B.	<b>ASSETS</b>					
	1 Gross Block					
	2 Depreciation					
	3 Net Block [1-2]					
	4 Investment					
	5 Current Assets					
	6 Cash and Bank balances					
	<b>Total Assets</b>					

## Assessment of Working Capital Requirements:

[Figs. in 000'0s 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 consumables spares					
	3	Stock-in-process (Month's cost of production)					
	4	Finished goods (Month's cost of sales)					
	5	Receivables other than export and deferred Receivables (including bills Purchased/discounted by banks ) (Month's 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

**Checklist to be forwarded with application**

<b>Sr. No.</b>	<b>List of documents to be furnished / enclosures to be completed</b>	<b>Enclosure No</b>
1	Audited Financial statements for the last three years of the applicant unit (if in existence).	
2	Audited Financial statements for the last three years of all the associate concerns of the applicant unit	
3	<b>Certified copy</b> of Memorandum and Articles of Association / Certificate of Incorporation / Certificate of Commencement of business / Partnership Deed / Trust Deed / Bye-laws / Registration Certificate from Registrar of firms / Societies, as the case may be.	
4	IT / Wealth Tax assessment orders / returns / certificates for the last 3 years in the respect of the applicant unit (if in existence) and the promoters.	
5	Sales Tax Returns and assessment orders for the last three years (if in existence).	
6	Copy of Ration card / Passport / Voter ID card of all the promoters / directors / guarantors.	
7	Photograph of all the promoters / directors / guarantors with signatures <b>duly certified</b> by their bankers/as per extant guidelines	
8	Biodata and Networth statements of the promoters / directors / guarantors <b>duly signed</b> by the concerned individual and certified by a CA firm.	
9	SSI registration certificate	
10	Detailed Project Report, if any.	
11	Collaboration agreement and related details including copy approval from RBI / Govt., if required.	
12	Agreement with Technical consultants (if any) and related details including copy approval from RBI / Govt., if required	

<b>Sr. No.</b>	<b>List of documents to be furnished / enclosures to be completed</b>	<b>Enclosure No</b>
13	Title Documents such as Sale / lease deed / agreement for the land and buildings on which the project is to be operated / set up and of collateral securities, if any.	
14	Govt. order / permission converting the land into industrial land, if required.	
15	Locational / site map of the land showing contour lines, the internal roads, power receiving station, railway siding, tubewells, etc. and blueprints of the building plan duly approved by the concerned govt. / corporation / municipality / panchayat authorities.	
16	Details of charges / encumbrances created / to be created on the existing assets.	
17	Agreement with the electricity board for sanction of requisite power load / Electricity Bill for last three months.	
18	No objection certificate / Consent to operate / establish obtained from the pollution control board (if applicable).	
19	Orders / enquiries in hand for the output of the proposed project.	
20	Invoices / quotations from at least three suppliers for each item of plant & machinery and miscellaneous fixed assets proposed to be purchased under the project alongwith a write up on the technical specifications, advantages, etc. of the machinery.	
21	Justification for choosing a particular supplier of plant and machinery with details of its credentials.	
22	Detailed estimates for civil construction with bio-data of the builder / architect.	
23	Detailed assumptions underlying the projected profitability statements.	
24	Worksheet for calculation of cost of various inputs and break-even point.	
25	In-principle letter of sanction for working capital assistance	

<b>Sr. No.</b>	<b>List of documents to be furnished / enclosures to be completed</b>	<b>Enclosure No</b>
	to the applicant unit given by a Bank.	
26	In case some portion of the expenditure has already been incurred, please furnish necessary proofs (cash receipts) alongwith a CA certificate with regard to sources of finance, items of expenditure, etc.	
27	In case the applicant unit has been promoted by a Company, please furnish Memorandum and Articles of Association and Audited Balance Sheet and Trading and Profit & Loss a/cs for the past three years of the promoter company	
28	License / Permissions / Approvals by Regulatory Authority, where applicable.	
29	Plan showing layout of machinery and organizational chart	