

**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**  
**Application form for assistance to existing units**  
**(upto and including Rs. 50 lakh)**

**I Applicant details**

1	Name of Unit	
2	Address for correspondence	
3	Constitution	
4	SSI Registration. No.	
5	Date of Incorporation	
6	Date of Commencement of Operations	
7	Activity / Industry	

	Registered Office	Factory / Service Establishment (existing)	Factory / Service Establishment (proposed)
Full Address			
Contact Person(s)			
Tel No.			
Fax No.			
E mail address			

**II Promoters/Directors**

Bio-data of all the promoters/directors of the unit (Preferably make separate sheet for each promoter/director)

<b>Promoter/Director</b>	
Name	
Full Address( incl Tel no./ mobile no)	
Age	
Passport No.	
Father's / husband's name	
Qualification	
Experience	
Functional responsibility in the unit	
Relationship with Chief Promoter	
Shareholding in the unit	
Net worth	

Pl. furnish details of any other shareholder having more than 5% in the unit.

**III. Products Manufactured**

Sl. No.	Product	Installed capacity p.a.	Present capacity utilisation	End use of product	Export orientation
					Yes/ No

**IV. Existing Facilities with Banks /FIs incl. SIDBI**

a	Name of the Bank(s) / FI, Branch,	
b	Dealing person and contact tel. no.(s)..	
c	Dealing since (each Bank / FI)	

Facilities enjoyed :

Nature of facility (bankwise)	Amount (Rs. lakh)		Rate of interest	Nature of Security and value
	Sanctioned	Outstanding as on ____		
Fund based Based				
-Term Loan				
-Working capital				
Non Fund Based				

Are there any defaults ? Yes/No

**V. Financial Position of applicant unit/ associate concern**

(Rs. lakh)

	Net-worth			Sales			Net profit		
	Y1	Y2	Y3	Y1	Y2	Y3	Y1	Y2	Y3
Applicant unit									
Associate concern I									
Associate concern II									

Details of Associate concerns to be given as per **Annexure I**.

**VI. Project Details**

6.1. Purpose for which assistance now required :

	Purpose	
1	Indicate whether Expansion /diversification / modernisation and details	
2	If new products envisaged give details	
3	Details of expected incremental qualitative / quantitative benefits	
4	Expected month/year of implementation	
5	No. of employees existing and additional	

**6.2. Cost of Project**

(Rs. Lakh)

S. No	Details	Total Amount
1	Civil Works	
2	Plant & Machinery (incl. installation) * -Indigenous -Imported	
3	Misc. fixed assets	
4	Margin money for working capital	
5	Contingency provision, if any (basis)	
<b>TOTAL</b>		
<i>* Details of Plant and machinery/ Misc. fixed assets at Annexure II and III</i>		

Indicate details of expenditure already incurred, if any and how the expenditure was financed ?

**6.3. Means of Finance**

(Rs. Lakh)

S. No.	Details	Total
1	Additional share capital	
2	Internal accruals	
3	Interest free Unsecured Loans	
4	Term Loan proposed from SIDBI	
<b>Total</b>		

6.4 Whether additional Working Capital required for the unit. If yes, amount and arrangements proposed may be indicated:

**6.5 Technology**

S. No.	Item	
1	Any Technical collaboration? If yes, details	
2	Details of main technical professionals employed	
3	Any quality certification obtained ? If yes enclose certificate.	

**6.6 Raw material / Labour/ Utilities**

1	Raw material (Details, arrangement, sources and distance)	
2	Power	Connected Load  Utilised load  Requirement of power for Additional machines

		Back-up arrangement (DG)
3	Other critical inputs if any	

**6.7 Marketing & Selling Arrangements**

Items	Applicants remarks
Main Markets (Locations)	
Main buyers, Indicate clearly if the unit is relying on a single buyer	
Indicate competitors	
Whether product has multiple applications	
Distribution channels ( e.g. direct sales, retail network, distribution network )	
Marketing team details, if any.	
Orders on hand (enclose copies)	

6.8 **Projected profitability** : Statement to be enclosed as per **Annexure IV**.

**6.9 Others**

Items	
Please indicate the various licenses / consents for the project / unit already obtained from the respective authorities	
Please indicate licenses / consents for the project / unit that are yet to be obtained.	
Category as per pollution control dept. If polluting, pollution control measures taken	
Whether the project is entitled for any govt. subsidy, tax exemptions. Details thereof	
Repayment period (in months) sought including repayment holiday requested, if any,	
Details of Collateral security offered and value (basis).	
List of guarantors for the proposed loan	

**Enclose documents as indicated in the check list at Annexure V.**

6.10 **Strengths / Weaknesses of the borrower** (such as market standing, product/ service differentiation, technical expertise, infrastructure facilities etc.)

Strengths	
Weaknesses	

**DECLARATION**

I/We certify that all information furnished by me/ us above and in the appendix/ annexures/ statements and other papers enclosed is true; I/we have no borrowing arrangements for the unit with any bank / FI except as indicated in the application; that there are no overdues / statutory dues/government enquiry/proceedings/prosecution against the unit/associate concerns/ promoters/directors except as indicated in the application; that no legal action has been/ is being taken against the unit/associate concerns/promoters/directors; that I/ we shall furnish all other information that may be required by SIDBI in connection with my/our application and I/ We have no objection to your furnishing the information submitted by me/ us to any agency as you may deem fit in connection with consideration of the assistance. We have no objection to SIDBI/ its representatives making suitable enquiries while considering the application.

**Place :**

**Signature**

**Date**

**Name & Designation**

**Annexure I**

**Details of Associate Concerns**

Name , Address & products manufactured	Existing since	Name & Address of existing Banker (s)	Facilities Enjoyed	Share holding of the main promoter(s) of applicant unit

**Annexure II**

**Particulars of machinery proposed for the project**

Name of machinery, (model / specification)	Name of manufacturer, contact person, e-mail address telephone no.	Lead time for delivery of machinery	Invoice price (for indigenous machinery) / CIF price (for imported ) (Rs. lakh)	Purpose /use of machine	Basis of selection of supplier	Remarks reg. after sale service etc.

- Furnish competitive quotations, catalogues / invoice for each machinery proposed to be acquired
- In case of second hand /fabricated machinery, indicate the need / reasons for acquiring such machinery. Also enclose Chartered Engineer's certificate regarding residual value and life in respect of second hand machinery.

**Annexure III**

**Details of Misc. Assets / equipment Proposed**

S.No.	Name of item	Supplier	Cost (Rs. lakh)	Purpose/ use of MFA	Remarks

**Annexure IV**

**Profitability projections for the Unit/ Company as a whole\***

S.No.	Item	Actuals for previous year	Y1	Y2	Y3	Y4	Y5
1	Total Income						
2	Raw materials						
	Power and fuel						
	Wages and salaries						
	Selling expenses						
	Other expenses						
	Total Cost						
3	Profit before depreciation, Interest and taxes (PBDIT) (2 - 1)						
4	Interest on Term Loan						
5	Interest on Working Capital						
6	Interest on unsecured loans						
7	Depreciation						
8	Profit before Tax (3 - 4 - 5 - 6 - 7)						
9	Tax						
10	Profit after Tax (8 - 9)						
11	Dividends/ Withdrawals						
12	Cash Accruals ( 10 - 11 + 7)						
13	Repayments of all term liabilities (Principal)						
14	Debt Service Coverage Ratio ((10+7+4)/(13+4))						
15	Average DSCR (Total of 10+7+4 for projected period/(Total of 13+4 for projected period)						

\* Please give projections for the entire tenure of SIDBI loan.

**Annexure V**

**CHECK LIST of documents to be  
submitted along with the application**

S. No.	Documents	Y/N	Reasons for Non-submission
1	SSI Regn. / CA certificate certifying SSI status		
2	Certified copies of Memorandum & Articles of association / Partnership Deed		
3	Audited financial results for the last three years of Applicant unit		
4	Copies of lease deed / sale deed on which the unit is situated		
5	Copies of sanction letters from commercial banks / FIs which have sanctioned assistance to the unit		
6	NOC from pollution control board/consent letter, if applicable		
7	IT Returns/Assessment orders/Sales tax returns of the Applicant Unit/promoters/directors for 2 years		
8	List of existing plant and machinery		
9	Competitive quotations for machines and Misc. fixed assets proposed to be acquired under the scheme		
10	Duly signed latest net worth statements of promoters/directors & guarantors in SIDBI format; In case of guarantors please furnish, Name, Age, Father's/Husband's name, residential address. Details of similar guarantee, if any, given to other institutions		
11	2 sets of photographs along with signatures of all promoters/directors/guarantors duly certified by a Bank or Gazetted Officer.		
12	Audited financial results for last three years for each associate concerns. If applicable.		
13	Copy of title deed of collateral security and valuation report		

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