

**LIST OF DOCUMENTS TO BE SUBMITTED**

1. Self attested photocopy of **Voter's ID card, IT PAN card and signature verification** of the proprietor/partners/directors of the applicant unit [AU] from the present bankers.
2. Self attested photocopy of last month's **telephone bill and electricity bill** of each promoter.
3. Self attested photocopy of **Memorandum and Articles of Association / Partnership deed of AU**.
4. Self attested photocopy of latest **income tax return** of each promoter, guarantor and of each concern with which the promoters are associated.
5. Self attested photocopy of **pollution clearance certificate** and of **rent / lease agreement relating to the factory site**.
6. Self attested photocopy of **sanction letters** of facilities being enjoyed with the existing bankers/financial institutions along with the detailed terms of such accommodation.
7. Self attested photocopies of **lease deeds / title deeds** of all properties being offered as primary and collateral securities.
8. Complete **postal address** with the **name of the PS** of the **office and factory** of the AU with PIN code, telephone number, FAX number, and e-mail ID with copies of **last electricity and telephone bill**.
9. Self attested copy of **EM registration certificate, trade licence, and IT PAN card** of the AU.
10. **Bio-data and Asset-Liability statement** of each of the present promoters and proposed guarantors of the AU in the enclosed format [Annexure – A] quantifying the net worth of each promoter as on a recent date, certified by a Chartered Accountant.
11. In principle consent letter from the bank branch from where working capital loan has been proposed to be availed of by the AU.
12. **Self attested copy [SAC] of audited balance sheet and profit & loss a/c, together with the corresponding tax returns, of the AU for the last three FYs ended 31 March of the last FY.**
13. **SAC of the provisional balance sheet and profit & loss a/c of the AU for the current FY up to a recent date.**
14. **SAC of audited balance sheet and profit & loss account, together with the corresponding tax returns, of each unit with which the promoters of the AU are associated, for the last three FYs ended 31 March of the last FY.**
15. **Detailed project report [DPR]**
16. Names with complete mailing addresses of **the bankers** to the AU as well as the **associated units** of the promoters of the AU.
17. Complete **flow diagram** of the manufacturing process with the computation of installed capacity and the quantitative relationship of inputs and output.
18. Detailed **location map / route chart** leading to the office and factory of the AU with reference to well known / important landmarks.
19. Details of existing **civil and other construction** and the existing connected load.

You have to PAY:

1. Non-refundable **Processing Fee**, with the loan application, @ **0.5%** of the loan applied for. Out of this, **0.1%** is to be tendered upfront along with the submission of **Scheme Form**.
2. Non-refundable **Commitment Fee**, before issuance of sanction advice, @ **0.5%** of the loan sanctioned.
3. Non-refundable **Legal cum Service Charge**, within 30 days from the date of the sanction advice, @ **0.40%** of the loan sanctioned.

Service Tax @ 12.36% on the above fees will be charged extra excepting on **Commitment Fee**.

If warranted, further documents/proof/clarifications/undertakings etc. may be asked for.



20. Detailed **civil estimates** from a civil engineer in regard to all civil work including site development, internal roads, boundary wall, culverts, water arrangement, sanitary & plumbing work etc., mentioning the type of construction of each building, its measurements, unit cost of construction etc.

Example :

Item	Type of construction	Measurement	Unit cost
Main shed	GI sheet roofing upon tubular truss on 10" brick wall [15' high] with 15"x15" RCC columns with RCC flooring.	75 feet x 20 feet with a central height of 20 feet.	Rs.300 per sft.

21. SAC of approved site **plan and building plan**.
22. SAC of application for the required **power connection**.
23. Current quotations with technical literature of **proposed plant & equipment** from at least two reputed, independent and unrelated suppliers, mentioning the basic price, all taxes, ED, transit insurance, freight and installation charges.
24. Names with complete mailing addresses of a few reputed users of the above plant & equipment supplied by the above suppliers.
25. Computation showing the total requirement of connected load to the factory and quotation from CESC / WBSEDCL for supplying the same.
26. Quotation for **internal electrification**.
27. Detailed **market survey report** of the proposed products.
28. **Current quotations** of each **raw material**, at site.
29. Names with addresses of a few reputed existing manufacturers of the proposed products and price comparison.
30. Complete list of **extant plant & machinery**, for extant AU.
31. Complete **list of shareholders of the AU** showing percentage of holding – existing and proposed.
32. **ADSR valuation** report of the factory land and of the immovable property offered as collateral security.

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