

# ANDHRA BANK

(A Govt. of India Undertaking)

\_\_\_\_\_Branch

## SMALL SCALE INDUSTRIES APPLICATION FORM FOR CREDIT FACILITIES OF OVER Rs. 50 LACS AND UPTO 2 CRORE

- 1.1 Name of the Unit  
(In Block Letters)
- 1.2 Constitution : Proprietary / Partnership Firm / Private Limited /  
Public Limited Company /Co-operative Society.  
(Please strikeout which  
are not applicable)
- 1.3 Name of the business  
House / Group (if any)
- 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.
- 3.1 Registered Office
- 3.2 Administrative Office
- 3.3 Factory
4. Background of the Proprietary/  
Partners/Directors  
(Please furnish for each person  
as per the Annexure I)

5. Brief 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 Int .	Repayment per month	Present O/S (in 000s of Rs.)	Amount of Default (if Any)

( \* ) Indicate sources of funds with Name & Address, e.g.,  
Banks/Financial Institutions/Others (Specify)

7. Past Performance  
(To be filled up by existing unit only)

(indicate in 000s of Rs.)

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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8. Arrears in Statutory Payments (if any)
  - a) Income Tax
  - b) Sales Tax
  - c) Provident Fund
  - d) Employees State Insurance Corporation
  - e) Other (specify)
  
9. If the Unit is an Ancillary Unit, the undertaking to which it is catering and its address
  
10. Name of the associate concern(s), if any, and
  - 10.1 Nature of association and amount invested
  - 10.2 Nature of activity
  - 10.3 State whether the above activity is covered under the "Main Objects Clause" or "Other Objects Clause" in the Memorandum of Association :
  - 10.4 Items traded/manufactured
  - 10.5 Turnover and profit during preceding three years
  
11. 

<u>Employment</u>	<u>Present</u>	<u>Proposed</u>
Executives		
Supervisory		
Administrative/		
Office Staff		
Skilled Labour		
Unskilled Labour		
  
12. TECHNICAL FEASIBILITY
  - 12.1 Name of the product(s) including by-products & its (their) use

12.2 Manufacturing Process, in brief,  
(Indicate to the extent possible,  
stage-wise capacity data, yield/  
conversion data, material flow, etc.)

12.3 Capacity : (No. of Units/Quantity in Kg./Volume in litre per annum)

Capacity for each Product	Licensed	Installed	Operating

No. of working days in a month  
and  
No. of shifts in a day.

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

i) absence of civic restrictions

ii) Proximity to the source of raw  
materials

iii) market for the product

iv) availability of

a) power

b) water

c) labour

d) transport

v) Whether clearance has been obtained  
from the pollution control authority

## 12.5 LAND &amp; 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				

## 12.6 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 and blueprints of the buildings duly approved by corporation/municipality/panchayat.

## 12.7 PARTICULARS OF MACHINERY &amp; OTHER FIXED ASSETS

As per Annexure II

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

12.9 RAW MATERIALS/COMPONENTS

(Please mention about the imported and indigenous items separately)

Name / Brief Description of the Items

	(A)	(B)	(C)	(D)
Quantity Required				
Source of Supply				
Minimum Purchase Quantity				
Lead/Procurement Time				
Available Throughout the year				
If answer to the Above is no, then no. of months it is available				

(enclose proforma invoices in respect of each item, if available)

13. UTILITIES

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

a) Power :

Contracted Load

Connected Load

Future power consumption  
(in no. of units) per month

Stand-by Arrangements

(Enclose certified xerox copy of sanction for power connection)

13.2 Water  
(enclose certified)

13.3 Fuel

13.4 Others (specify)

#### 14. QUALITY CONTROL

14.1 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

14.2 Particulars of R & D activity proposed

#### 15. ECONOMIC FEASIBILITY

Marketing mention separately for each product

15.1 whether the product is reserved exclusively for the SSI sector

15.2 Name of the Major Customers

15.3 Region/Area where the products is/will be sold

15.4 Extent of competition & No. of Units engaged in similar line in the area

15.5 How does the units meet/propose to meet the competition  
(comment on the competitive advantages enjoyed by the unit)

15.5.1 In price and quality, how does the unit's product compare with those of its competitors

15.5.2 Is the unit selling direct to its customers?  
If so, please furnish details like sales force, showrooms, depots, etc.

15.5.3 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 such agreement has been entered into)

15.6 Nature and volume of orders/enquiries on hand  
(certified xerox copies to be furnished)

15.7 If the unit is export oriented, please furnish exporter CODE NO. if allotted, and relevant details as per the following details in the preceding **Three Years** :

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

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

**16. COST OF PROJECT**

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

(In 000's of Rs.)

S.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			

## MEANS OF FINANCING

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

(In 000's of Rs.)

S.No	Particulars	Amount Already Incurred	Amount Proposed 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			

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

17.2 Indicate sources from which expenditure already incurred has been financed

17.3 Promoeter'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)

18. Schedule of Implementation :

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

	Date of Commencement	Expected Date 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		

19. FUTURE PROJECTIONS

(To be given for the next **Five** years)

Please furnish data on

- 19.1 Projected profitability as per Annexure III.
- 19.2 Projected cash flow statement as per Annexure IV.
- 19.3 Projected balance sheet as per Annexure V.
- 19.4 Working Capital Requirement as per Annexure VI

Percentage of cash Sales  
in Total Sales \_\_\_\_\_%

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

Average credit available  
on purchases \_\_\_\_\_ days

20. FINANCIAL ASSISTANCE REQUIRED

- 20.1 Rupee Loan
- 20.2 Foreign Currency Loan
- 20.3 Term Loan
- 20.4 Working Capital  
(as worked out in Annexure VI)
- 20.5 Non-Fund Based Limits,  
i.e., other Forms of  
assistance (e.g., L/Cs,  
Bank Guarantees, etc.)

21. Repayment Programme :

- 22. Details of Securities to be Offered :
  - 22.1 Primary  
(Working Capital and Term Loan  
Securities to be indicated separately)
  - 22.2 Collateral, if any  
(full details)
  - 22.3 Details of guarantor(s)
    - 22.3.1 Name
    - 22.3.2 Residential Address
    - 22.3.3 Occupation  
(if in service, name & address  
of his/her employer)
    - 22.3.4 Details of Movable &  
Immovable Property (ies)  
owned by him/her & other  
dependent family members
    - 22.3.5 Details of any similar  
guarantee, if any, given  
to other institutions
- 23 Whether any Government enquiry,  
proceedings or prosecution has been  
instituted against the unit or its proprietor/  
If so, please give details.
- 24. Details of pending litigation, if any,  
against and by the unit.

25 Please indicate whether the proprietor/any of the partners/promoters/directors have at any time declared themselves as insolvent. If so, details thereof.

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/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 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 Xerox copies of

- a) Balance Sheets with Trading and Profit & Loss Account, for the last **Three Years**
- b) Memorandum and Articles of Association, Certificate for Commencement of Business.
- c) Income Tax, Wealth Tax Returns and assessment orders for the last **Three Years**, for the unit as well proprietor/partners/directors/promoters.
- d) Sales Tax Returns 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 / Scheduled Tribes/Minority Community : Yes / No
6. Are you an Ex-Serviceman : Yes / No
7. Ration Card No. and Name of the Issuing Office :
8. Passport No. :
9. Address :
- Office : Telephone No.
- Permanent Residence : Telephone No.
10. Academic Qualification :
11. Experience :

<u>Years</u>	<u>Employer</u>	<u>Designation</u>	<u>Last Salary Drawn</u>
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12. Functional Responsibilities in the unit
13. Capital/Loan Contribution in the unit. : At the Beginning At Present
14. Reasons for joining/establishing the unit (please mention about the motivation factors)

**Annexure-I**

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 :

Date :

Signature

**PARTICULARS OF MACHINERY & OTHER FIXED ASSETS**  
**DETAILS OF EXISTING FIXED ASSETS**

**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 Lease
3. Purchase Price of Building if owned
4. Rent in case of Leased/Rented Premises
5. Terms of Lease

Structure	*Type of Structure	Dimensions	Area (in sq.m)	Actual Cost (in Rs.)	Date of Erection
1.Workshop 2.Godown 3.Adminstrative 4.Other Buildings					

\* (Indicate "P" if permanent)

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 metres)			Total Floor in Sq.m	Rate of Construction	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 inspecto of factories, drug controllers, etc., if any, should be enclosed.
  3. Please enclose a plan showing layout of machinery

## PARTICULARS OF MACHINERY

S. No	Name of Machinery and specification	Second Hand/ New	Name of manufacture/ 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 tax 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							
2.1	Indigenous/Imported							

1. Quotation/Catalogues/Invoice and other details in respect of each machine is 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**

Break-even point  
% of installed capacity

Break-even Quantity  
Break-even Value

(Figures in 000s of Rs.)

	1st Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5th Year
A. Production during the year (Quantity) : % utilisation of installed capacity					
B. Sales					
1. Sales including all miscellaneous receipts					
2. Less Excise					
3. Net Sales					
C. Cost of Production					
1. Raw Material Consumed					
2. Power and Fuel					
3. Direct Labour and Wages					
4. Consumable 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. Deduct 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)

### PROJECTIONS OF PERFORMANCE, PROFITABILITY AND REPAYMENT

(Figures in 000s of Rs.)

	1st Year	2nd Year	3rd Year	4th Year	5th 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 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
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**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. Increase in Unsecured loans  
and deposit
7. Increase in bank borrowings  
for working capital.
8. Sales of Fixed assets/  
investments
9. 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)
11. Decrease in Unsecured loans/  
Deposits

**Total Disposition (B)**

- C. Opening Balance
- D. Net Surplus (A-B)
- E. Closing Balance

**E. PROJECTIONS BALANCE SHEET**

(Figures in 000s of Rs.)

	1st Year	2nd Year	3rd Year	4th Year	5th Year
<b>A. LIABILITIES</b>					
1. Equity Share Capital					
2. Reserve 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					
4. Investment					
5. Current Assets					
6. Cash and Bank Balances					
<b>Total Assets</b>					

**ASSESSMENT OF WORKING CAPITAL REQUIREMENTS**

(Figures in 000s of Rs.)

	1st Year	2nd Year	3rd Year	4th Year	5th Year	6th Year	7th Year
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**I. Current Assets**

1. Raw Material 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 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)
  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**

# ANDHRA BANK

(A Govt. of India Undertaking)

\_\_\_\_\_Branch

## ACKNOWLEDGEMENT

BRANCH LOAN REGISTER	SI. No.	DATE
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We acknowledge the receipt of SSI loan application for sanction of credit facilities

From M/s / Mr / Ms.....

Address.....

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**Branch Seal**

**Signature of the Branch Manager**