

# HARYANA FINANCIAL CORPORATION

## LOAN APPLICATION FOR A LOAN OF RS. \_\_\_\_\_ LACS

1. Name of Industrial Concern
2. Address & Telephone Nos.  
Telegraphic address/Telex No./  
Fax No.
  - a) Registered Office (in case of  
Corporate Bodies only)
  - b) Controlling Head Office
  - c) Factory (Existing & Proposed)
  - d) Address for Correspondence
3. Constitution (Sole Prop./Partnership/  
Company).
4. Size of the Unit (SSI/Medium Scale)
5. Whether the promoter is a member  
of backward minority community/  
Scheduled caste/Scheduled tribe
6. Whether the promoter is a woman  
Entrepreneur
7. Product
8. Name(s) & address of bank(s) with  
whom enquiries may be made regarding  
the applicant concern and the promoters.  
Authority letter from the promoter (s) /  
company for Bank to discuss with the  
lending institution.
9. Whether any Govt. enquiry proceedings  
or prosecution has been initiated against the  
unit or its proprietor, promoters or directors  
for any offences. If so, give details.

10. **PROJECT COST**

(Rs. in Lacs)

<b>Particulars</b>	<b>Already incurred</b>	<b>To be incurred</b>	<b>Total</b>
Land			
Building			
Machinery			
Contingencies			
Other fixed assets			
Preliminary & pre-op.Exp.			
Margin money for working Capital	_____	_____	_____
<b>Total</b>	_____	_____	_____

11. **MEANS OF FINANCING**

(Rs. in Lacs)

<b>Particulars</b>	<b>Already raised</b>	<b>To be Raised</b>	<b>Total</b>
Capital			
Term Loan			
Others (specify)	_____	_____	_____
<b>Total</b>	_____	_____	_____

12. a) Particulars of credit facilities enjoyed by the concern from the Corporation and bank (s) and other financial institutions.

b) Indicate the bank (with address) from whom it has proposed to avail working capital.

**DECLARATION**

I/We certify that all information furnished by me/us is true that I/We have no borrowing arrangements except as indicated in the application for the unit with any banks. That no legal action has been/is being taken against me/us; that I/We shall furnish all other information that may be required by you in connection with my/our application; that this and any other information available with you pertaining to the borrowing unit, present and future may also be exchanged by you with any agency you may deem fit, and that you/your representatives, representatives of RBI, DICGC, IDBI, SIDBI or any other agency as authorised by you, may at any time inspect/verify our assets, books of accounts etc. in our factory and business premises.



**M/s \_\_\_\_\_**

**PARTICULARS OF PROMOTERS/PARTNERS/DIRECTORS  
(To be submitted separately for each promoter/Director/Partners  
alongwith attested photograph)**

1. Name

2. Address

a) Office

b) Residence

Telephone

Office

Resi.

Fax (if any)

3. Age

4. Qualification

5. Experience & its nature

6. Name & address of the employer

7. Name and address of sister/  
associate concern in which  
directly/indirectly interested.

8. Capacity in which interested in  
sister/associate concerns.

Space for  
Photograph

Remarks:

(Signature)

**AFFIDAVIT  
ON NON JUDICIAL STAMP PAPER OF RS. 3/-  
(TO BE SUBMITTED SEPARATELY FOR EACH PROMOTER)**

I/We \_\_\_\_\_ S/o Shri \_\_\_\_\_ R/o \_\_\_\_\_  
\_\_\_\_\_ director(s)/partners/sole proprietor of M/s \_\_\_\_\_  
\_\_\_\_\_ solemnly declare and affirm as follows :

That, I/We am/are proposing to set up our factory at \_\_\_\_\_ by the name of \_\_\_\_\_

I/We director(s)/partner(s)/Sole Prop. have applied for a loan of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) to Haryana Financial Corporation.

That I/We have availed the following facilities /loans from various banks/financial institutions in the capacity of Director(s)/partner(s)/Sole Prop.

(Rs. In lacs)

Name of the unit & loan sanctioned	Amt. Of loan disbursed	Amt. Outstanding	Amt. In default	Name of the bank/ Financial Institution
1	2	3	4	5

3. That no enquiry/suit has been instituted/filed or pending against any of the director(s)/partner(s)/sole prop either by Govt. or financial institution/bank or any other authority for any economic offence or such other offences which may disqualify the company/concern to get any financial assistance from Haryana Financial Corporation.

4. That the proposed company/concern holds, only the following bank accounts.

- i)
- ii)
- iii)

5. That the director(s)/partners/sole prop./guarantors of the concern have the following means.  
(Rs. in lacs)

Name of the director/partner/sole proprietor	Immovable property	Movable property	Personal Liability	Net worth
	Land (give details such as area location whether agri/residential/ indl. present cost. etc.	Bank deposits	Loans/ Borrowing	
	Building (give details such as location, nature of building i.e. residential/indl/comm ercial covered area, present market value etc.	Securities & debentures Capital in sister concerns/ applicant concern	Any other	
	Any other assets (if any)	Insurance Policies, ULIP NSC's etc.		
		Cash		
		Jewellery		

PLACE  
DATE

DEPONENT(S)

VERIFICATION

I/We \_\_\_\_\_ the above named deponent(s) do hereby verify that the contents of the above para(s) are true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom. I/we, further confirm that the means as indicated above in the individual's name shall not be disposed off till the repayment of the Corporation's loan along with interest and other charges due thereon, without the permission of the Corporation.

To be got attested by  
Notary Public

DEPONENT(S)

M/s \_\_\_\_\_

The Manager

Sub : Supply of information to HFC

Sir,

I/We have applied for a term loan of Rs. \_\_\_\_\_ lacs to HFC, Chandigarh to set up a unit in \_\_\_\_\_ .

You are hereby requested & authorised to supply any information to HFC as required by them, on our behalf, regarding our credit worthiness and in respect of our concern namely M/s \_\_\_\_\_

Thanking you

Yours faithfully,

Signature \_\_\_\_\_

Name & Seal

**COPY OF THE RESOLUTION PASSED IN THE MEETING OF THE BOARD OF  
DIRECTORS OF M/S \_\_\_\_\_  
HELD ON \_\_\_\_\_ AT THE REGISTERED OFFICE OF THE COMPANY.**

Resolved that the Director of the company Sh. \_\_\_\_\_ be and are hereby authorised to apply for loan from HFC or from any bank, to apply for registration of small scale industry, to apply for no objection certificate from any department and to open a Bank Account any where in India.

They are further authorised to sign and submit documents to HFC, Industries Department and Haryana Pollution Control Board.

Certified that above resolution has been recorded in Minutes Book of the company.

for M/s \_\_\_\_\_

Director

## CHECKLIST

### INFORMATION AND DOCUMENTS REQUIRED WITH THE LOAN APPLICATION FORM

Kindly mark (√) in the box for the documents you are submitting Mark (X) against the documents you are not submitting presently.

1. Detailed bio-data of promoters as per Format No. 1.
2. Affidavit from the directors/partners/sole-prop. on non judicial stamp paper of Rs. 3/- giving details of their immovable, moveable assets and liabilities as per Format No.II attached duly attested by Notary Public.
3. Copies of letters addressed to the bankers of the Applicant concern/company and sister concerns, if any, authorising them to give information to HFC as per Format No. III.
4. Board resolution in respect of raising loan from HFC and authorising directors to sign the various documents in company cases as per format No. IV.
5. Project report which may include the following :-
  - a) Particulars of Land as per Annexure-I
  - b) Details of building proposed to be constructed as per Annexure No. II. Indicate the steps taken for getting the building plan approved. The details of existing building may also be furnished.
  - c) Details of machinery proposed to be installed as per Annexure No. III along with original, valid and comparable quotations with complete specifications, terms and conditions in the name of the applicant concern/company from three reputed suppliers. The details of existing machinery may also be furnished.
  - d) Supporting documents in respect of raw material & finished goods for working capital.
  - e) Copy of SSI Registration/Registration with SIA for medium scale unit.
  - f) Copy of partnership deed in case of partnership concern, copy of Memorandum and Articles of Association with Certificate of Incorporation in company cases.
  - g) Detailed working results alongwith balance sheet and profit and loss account statement for the last three years in case of existing company/concern.
  - h) Detailed working results alongwith balance sheet and profit and loss account statement for the last three years of sister concern/companies, if any.

- i) In case of existing units, furnished the following :
  - i) Product being manufactured
  - ii) Existing installed capacity, product mix and capacity utilisation for the last three years.
  - iii) Details of existing land, building & machinery.

J) List of proposed shareholders in company cases.

K) Latest trial balance of the applicant concern.

L) The amount of processing fee to be deposited by way of bank draft to be drawn in favour of Haryana Financial Corporation payable at H.O. Chandigarh or any of branch offices is as under :-

<u>Loan amount</u>	<u>Processing fee (Rs.)</u>
Upto Rs. 2.00 lacs	500/-
Above Rs. 2.00 lacs to Rs.5.00 lacs	2000/-
Above Rs. 5.00 lacs to Rs.20.00 lacs	4000/-
Above Rs. 20.00 lacs to Rs.100.00 lacs	5000/-
Above Rs.100.00 lacs to Rs.240.00 lacs	10000/-
Above Rs.240.00 lacs	25000/-

Draft/Pay order for Rs. \_\_\_\_\_ being processing fee deposited.

- i) No processing fee is charged from the Entrepreneurs who apply loan under the scheme "Loan to physically handicapped persons" and "Rural Industrialisation Scheme".
- ii) The fee is not refundable whether the loan is rejected, not availed or withdrawn.

M) Details of collateral security to be offered alongwith supporting documents.

NOTE

This loan application form cost Rs. 100/- Prospective borrowers who download this application form from Internet shall pay Rs.100/- as application form fee at the time of submitting the loan application form to HFC/DIC.

M/S \_\_\_\_\_

PARTICULARS OF LAND

(RS. IN LACS)

SR. NO.	PARTICULARS OF LAND & ITS LOCATION ADDRESS	AREA	NAME OF VENDOR	NAME OF VANDEE	DATE OF SALE DEED	COST OF LAND
						Purchase price Registration charges Misc. charges Site development Charges, if any Total :

M/S \_\_\_\_\_

**DETAILS OF BUILDING CONSTRUCTED/TO BE CONSTRUCTED**

**(RS. IN LACS)**

S. NO	DESCRIPTION	TYPE OF CONSTRUCTION	DIMENSIONS L.B.H. (IN MTRS.)	AREA IN SQ.MTRS	RATE PER SQ. MTRS.	COST

M/S \_\_\_\_\_

**PARTICULARS OF MACHINERY TO BE PURCHASED.**

S. NO	NAME OF MACHINE WITH PARTICULARS, SPECIFICATION ETC.	NAME OF SELECTED SUPPLIERS	QTY.	RATE (RS.)	TOTAL COST (RS.)

**ANNEXURE-IV**

**WORKING CAPITAL REQUIREMENTS**

**(RS. IN LACS)**

Sr No	PARTICULAR	PERIOD / DAYS	BANK MARGIN IN % AGE	1st year			2 <sup>nd</sup> year			3 <sup>rd</sup> year		
				AMOUNT REQUIRED	MARGIN MONEY	BANK BORROWING	AMOUNT REQUIRED	MARGIN MONEY	BANK BORROWING	AMOUNT REQUIRED	MARGIN MONEY	BANK BORROWING
1.	RAW MATERIAL a) LESS TRADE CR. AVAILABLE b) ACTUAL AMOUNT REQUIRED											
2.	CONSUMABLES											
3.	WAGES AND SALARIES											
4.	LIGHT, POWER, FUEL											
5.	REPAIR AND MAINTENANCE											
6.	STOCK OF GOODS IN PROCESS											
7.	TAXES AND INSURANCE											
8.	ADMINISTRATION EXP.											
9.	MISC. FACTORY EXP.											
10.	JOB CHARGES											
11.	STOCKS OF FINISHED GOODS											
12.	SALES EXP.											
13.	OUTSTANDING DEBTORS											
14.	OTHERS											
	TOTAL											

MARGIN MONEY TO BE TAKEN TOWARDS SCHEME =

(RS. IN LACS)



## ANNEXURE : VI

## CASH FLOW STATEMENT

(RS. IN LACS)

SR. NO	PARTICULARS	Const. Period	1 <sup>ST</sup> YR.	2 <sup>ND</sup> YR.	3 <sup>RD</sup> YR.	4 <sup>TH</sup> YR.	5 <sup>TH</sup> YR.	6 <sup>TH</sup> YR.	7 <sup>TH</sup> YR.	8 <sup>TH</sup> YR.
<b>A.</b>	<b>SOURCES OF FUNDS :</b>									
(a)	FUNDS FROM OPERATIONS :									
1.	Net profit before taxes with intt. added back but after Dep. & IAR									
2.	NON CASH ITEMS :									
	Investt. Allowance rebate									
3.	Depreciation									
(b)	OTHER SOURCES OF FUNDS									
4.	Capital									
5.	Increase in long term loans									
6.	Increase in LTL									
7.	Increase in bank borrow. for working capital									
8.	Increase in Defferred payment facilities									
9.	Sales of fixed assets/investment									
10.	Increase in LTL(I.B)									
11.	Prelim.Exp. (Written Off)									
12.	Internal Accruals									
	TOTAL (A)									
<b>B.</b>	<b>DISPOSAL OF FUNDS :</b>									
1.	Increase in capital expenditure									
2.	Prelim. & Pre-Op Exp.									
3.	Increase in working capital requirements									
4.	Decrease in long term loans									
5.	Interest									
6.	Taxation									
	Total (B)									
<b>C.</b>	OPENING BALANCE OF CASH									
<b>D.</b>	NET SURPLUS (A-B)									
<b>E.</b>	CLOSING BALANCE OF CASH									

Total surplus available at the end of currency of loan =

(Rs.in lacs)

## CALCULATION OF BREAK EVEN POINT

AT CAPACITY UTILISATION (%AGE)  
YEAR = 3<sup>RD</sup> Yr.

	SR. NO.	PARTICULARS	RS. IN LACS	
	A.	SALES RECEIPTS		
		<u>VARIABLE COSTS :-</u>		
	a)	RAW MATERIAL		
	b)	CONSUMABLE STORE		
	c)	POWER & FUEL		
	d)	INTT. ON WORKING CAPITAL BORROWINGS		
	e)	DIRECT WAGES		
	f)	SALES EXPENSES		
	g)	PACKING EXPENSES		
	h)	MISC. EXP.		
	B.	TOTAL OF VARIABLE COSTS		
	C.	SURPLUS (A-B)		
		<u>FIXED COSTS :-</u>		
	a)	REPAIR & MAINTENANCE		
	b)	INDIRECT SALARIES (MANAG.& SUPERVISORY)		
	c)	DIRECTOR'S SALARY/REMUNRATION		
	d)	INTT. ON TERM LOAN		
	e)	INTT. ON LONG TERM LOANS (LTL)		
	f)	DEPRECIATION		
	g)	ADMINISTRATIVE EXPENSES		
	h)	TAXES & INSURANCE		
	D.	TOTAL OF FIXED COSTS		
	a)	BREAK EVEN POINT AT UTILISED CAPACITY (D/Cx100)		
	b)	BREAK EVEN POINT AT INSTALLED CAPACITY		

**CALCULATION OF INTERNAL RATE OF RETURN (Before tax)**

YEAR	CASH OUTFLOW	CASH INFLOW	NET CASH FLOW	NET PRESENT VALUE AT DISCOUNT FACTOR (%)
0				:
1				:
2				:
3				:
4				:
5				:
6				:
7				:
8				:
9				:
10				:
			TOTAL :	: (A) (B)

TOTAL PRESENT VALUE AT %  
DISCOUNT FACTOR (RS. IN LACS) =

INTERNAL RATE OF RETURN =