



ASSAM FINANCIAL CORPORATION

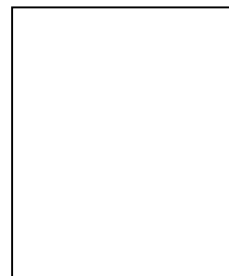
"Vittiya Bhavan", Md. Shah Road, Paltanbazar, Guwahati-781008

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APPLICATION FOR TERM LOAN/ WORKING CAPITAL

1	(a) Name of the applicant (in block letters) .	
	(b) Loan amount required	
	(c) Scheme under which the loan is applied for	
	(d) Line of Activity	
2	Address	
	(a) Registered Office C/o	Telephone No. Mobile
	Street / Road.....	No.....
	House No. /Land Mark.....	E-mail
	City / Town / Village.....	ID.....
	PIN Code.....	FAX
		No.....
	(b) Factory / Location	Telephone No. Mobile
		No.....
		E-mail
		ID.....
		FAX
		No.....
	(c) Address for correspondence	Telephone No. Mobile
		No.....
		E-mail
		ID.....
		FAX
		No.....

Photo duly attested, including the name of the promoters



Name..... Name..... Name.....

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	CONSTITUTION				
3.	State whether Proprietary/ Partnership(HUF),Private Limited Company,Public Limited Company or Cooperative Society				
4.	Date of PRC/PMT registration/commencement of business,Registration Number, if any				
5.	Name of associate / Subsidiary concerns in which the promoters are interested as Proprietor/Partner/Directors.(Three years audited financial statement to be enclosed and also names and addresses of Banks / Fianancial Institutions with whom enquiries may be made regarding the associate concern and the promoters.				
	Name of the Associate/ Sister Concern(s)	Name of the Banker / FI with address	Nature of facility	Outstanding	Defaults if any
6.	Is the loan sought for establishing a new unit or for Expansion/Modernisation / Diversification/Escalation etc., of the existing unit.				
7.	Number and date of SSI / SIA registration				
8.	Details of Proprietor /Partner/Directors(give bio-data,networth of the promoters as per Proforma –A)				
Sl No.	Name	Age	Position in the Company	Shareholding	% age
9.	Name of the Managing Partner / Managing Director/ Chief Executive				
10.	Indicate the name and address of the Bank from whom you propose to avail working capital facilities				
11.	(A) COST OF THE PROJECT(PROPOSED ONLY)				(Rs. in Lakhs)
	Furnish estimate of the project under the following heads				
	1. Land & Site development				
	2. Building and other civil works				
	3.Plant & machinery including electrification & Installation				
	4. Technical Khow-how fess				
	5. Miscellaneous fixed assets				
	6. Preliminary and Pre-operative expenses including interest during escalation				
	7. Provision for contingencies including escalation				
	8. Start-up expenses				
	9. Working capital required including margin money				
TOTAL					

(b). MEANS OF FINANCE (PROPOSED ONLY)			
1. Equity:			
(a) Promoters capital			
(b) Promoters capital			
TOTAL			
2. DEBT:			
(a) A.F.C.			
(b) Others			
TOTAL			
GRAND TOTAL			
12.	Details of security to be offered	Primary	Collateral
	For term loan: (a) Land (b) Building (c) Plnt and Machinery. (d) Others.		
	TOTAL		
13.	Details of guarantees,if any, details of the guarantor(s) may be given(Bio-data and networth of the guarantor(s) may be given as per Proforma- 'A'.		
14.	State the period within which the term loan will be repaid including moratorium		

Signature:

Name of the concern:

Name & Designation

Seal.

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 bank, that no legal action has been/is being taken against me/us , that I /We shall furnish all other informationm 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 any other Agency authorised by you ,may at any time inspect/verify our assets,books of accounts , etc.,in our factory and business premises”.

“I /We further certify that as on date there are no overdues to financial institutions/banks from the undersigned,the other promoters and the Company/Companies in which I/ the other promoters have interest as a promoter/director/partner/proprietor. I/we further certify that there are no statutory ovedues pending against me/the other promoters/the companies in which I am / the other promoters are directors”.

Signature:

Date :

Name & Designation:

Place:

Name of the Concern/Seal:

DOCUMENTS TO BE SUBMITTED ALONG WITH THE APPLICATION

A) General information

1. Application form duly filled in duplicate.
2. Detailed project report (DPR)
3. Bio-data & Network statement as per proforma "A" of Proprietor/Partners/Directors in duplicate.
4. In case of partnership(a) Registered partnership deed (b) Firm Registration certificate issued by Registrar of firms.
5. In case of Company
 - a) Copy of Memorandum and Articles of Association
 - b) Certificate of Incorporation
 - c) List of Directors
 - d) List of share holders with share holding
 - e) Board resolution regarding authorizing borrowing of money and execution of loan agreements etc.
6. Copy of the letter authorizing A.F.C. to obtain opinion from the bank .
7. Affidavit as per proforma
8. Copy of the (a) Provisional / Permanent registration certificate in case of SSI. (b) SIA registration in case of Medium industry (c) Tourism department in case of tourism projects etc.
9. DD/Cheque in favour of A.F.C. for loan processing fee & Sundry Deposit a/c as applicable.

B) TECHNICAL INFORMATION :

1. Approved site and building plans along with building cost estimates.
2. Competitive Quotations / Proforma invoice for plant & machinery along with Technical literature / brochures etc.
3. Technical collaboration agreement copy if any.
4. List of existing machinery and building facilities in case of existing unit.
5.
6.

C) FINANCIAL INFORMATION

1. If an existing concern /firm/ company etc.
 - a) Audited Balance sheet & profit and loss accounts for the last 3 years.
 - b) If promoters are connected with any other unit/s. the audited balance sheet & profit & loss accounts for the last 3 years of the connected unit/s.
2. Financial collaboration agreement if any.
3. Income Tax / Wealth Tax clearance certificate of the promoters / firm/ company .
4. In case of existing unit.
 - a) Copy of the working Capital Sanction letter from the bank.
 - b) Sanction letter/s if any other facilities obtaining from the bank.
5.
6.

D) LEGAL INFORMATION :

1. Documents relating to land and building (Both primary and collateral as detailed below):
 - a) Title deeds
 - b) Non Encumbrance certificate (12 years)
 - c) Certified copy of Jamabandi.
 - d) Sketch map issued by concerned Revenue Authority
 - e) Land valuation Certificate.
2. If the land and building is taken on lease
 - a) Registered Lease Deed / Lease Agreement
 - b) Copy of the title deeds of the lessor property , Jamabandi , Tax paid etc.
 - c) Letter of allotment / possession certificate .
 - d) Genealogical tree of the Proprietor/ Managing Partner / Managing Director be submitted.
3.
4.

BIO-DATA AND NET WORTH

Proforma-

A

Sl.No	Particulars	Details		
1	Name			
2	Father's/Husband's Name			
3	Age			
4	Unit's Address & Phone No. a) Present b) Permanent			
5	Residence Address / Phone / Mobile No. a) Present b) Permanent			
6	Qualification			
7	Experience(Enclose Certificates wherever available)			
	No. of years	Employer	Designation	Last salary drawn
8	Present Profession			
9	Are you a valid passport holder? If 'yes' [copy of I.T clearance to be enclosed] a)Permanent Account No. b) Income declared last year			
11	Address of your Bank, A/c. No. & date of opening			
12	Are you a member of any club? If 'yes' a) Name & address b) Membership Fee Paid			

A) IMMOVABLE PROPERTIES :

(Properties owned or jointly owned with family members with details of eligible percentage of share)

Sl.No	Description (Mention specific details such as Sy.No./Site No./Door No./Street/Town etc. and also Dimension)	Value(Rs.in lakhs)	How acquired [Self / Ancestral/ Gifted]
	SUB TOTAL(A)		

B) MOVABLE ASSETS :

a)Cash on Hand b)Cash at Bank c)Investments d)Deposits e) Shares/Deentures/Others f) Jewellery g) Any movable assets, vehicles etc.	
SUB TOTAL(B)	
GRAND TOTAL OF (A) & (B) OR TOTAL VALUE OF ASSETS	

C) LIABILITIES :

Sl.No	Description	Value (Rs. In lakhs)
TOTAL LIABILITIES :		
TOTAL NET WORTH (Assets – liabilities)		

PLACE :**SIGNATURE****DATE :**

Note: Enclose copies of Property Documents, Pass Books , Shares, Debentures etc., in proof of your net worth.