



Bank of Maharashtra
Commercial & Corporate Credit Department
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**APPLICATION FOR CREDIT FACILITIES OF INDUSTRIAL & CORPORATE
BORROWERS OTHER THAN MSME**

1.General

1.1 Name of the applicant Company / firm (In block letters)

1.2 Constitution (Public / Private Ltd Company / Co-op society / Partnership / Proprietary Concern (Copy of Memorandum & Articles of Association / Byelaws / Partnership Deed as applicable to be enclosed)

1.3 Date of Incorporation
/ Inception / Registration

1.4 Date of commencement of business

1.5 Sector (public sector / joint sector / private sector / co-op sector)

1.6 Segment:

Name of business house/group to which the concern belongs and the list of other companies in the same group

1.7 Details of Existing Banking Arrangement & Declaration as per annexure:

Name of the Bank	Branch	Nature of facilities	Security Offered

Details be furnished as per Annexure I

1.8 Details of proposed banking arrangement: Sole / Consortium / Multiple

Details be submitted as per annexure II

If takeover of existing credit facilities of other banks is proposed copies of the latest sanction letters of such banks be enclosed.

1.9 Auditors of the company:

Name of Auditors	Address	Telephone No / FAX No	Name of the contact person

1.8 Branch where proposed credit facilities are required:

1.9 Registered Office :
 Tel: Fax: e-mail:

1.10 Administrative Office :
 Tel: Fax: e-mail:

1.10 Factory address :
 Tel: Fax: e-mail:

1.11 Nature of business/activity : Manufacturing / Trading / Service Provider / Others

1.12 State if it is a new/expansion/modernisation/diversification project

1.13 Give brief particulars of the project

1.14 Nature of industry & products

Industry product licensed capacity capacity installed

2. Promoters

2.1 No of Directors / Partners of the Company :

2.1 Details of Directors / Partners / Members

Rupees in Lakh

S No	Names of the Directors / Partners / Members as the case may be	Age	Address	Designation	PAN No	Net worth (as on-----) *

Name of MD / CEO of the company:

*Personal information form for both borrowers as well as guarantors, as prescribed by the Bank to be submitted (copy attached).

2.2 Particulars of Key Technical & Executive staff (Please furnish for existing as well as proposed staff)

Name	Designation	Qualification	Experience	Any special achievement (Inventional / Research etc)	Functional Duties at the unit

2.2 Shareholding pattern

As on (last quarter)

i. Directors & relatives * %

ii. FIIs %

iii. FIs %

iv. Public %

v. Others %

(If holding is 5% or more details to be given)

*% of shares pledged with the lenders if any be stated

2.3 Details of Guarantors (including mortgagors)

(Rupees in Lakh)

S No	Names of the Directors / Partners / Members as the case may be	Age	Address	Designation	PAN No	Net worth (as on-----) *

*Personal information form as prescribed by the Bank to be submitted (copy attached).

*Net worth should be of the latest concluded financial year.

2.4 Profile of Promoters / Directors / Guarantors:

2.5 Profile / Financials of Promoter company:

2.6 Change in Management if any in recent past (last 1 year). Also indicate any mergers, reorganisation etc which took place in the past.

2.7 Associate / Sister concerns - having account with our Bank

S No	Names of Concern	Limits sanctioned	IRAC Status	Last review date

2.8 Associate / Sister Concerns – Not having account with our Bank

	Names of Concern	Bankers	IRAC Status

Statement of accounts of the firms / Companies for the last 6 months should be submitted for reference, if banking with other banks.

Any litigation pending against the Company / firm / promoters / partners / directors:

3. Particulars of the industrial / trading concern

3.1 Background in brief:

Details of the applicant Company:

Manufacturing setup:

Products manufacture / marketed:

Market Share:

Names of major competitors & their market share:

Names of Major customers:

Brief write-up on the future plans of the company:
(Diversification if any, Present funding plans, if any)

Technical, Commercial & Managerial competence:

Enclose write-up giving information on the technological & manufacturing process as well as on marketing and selling arrangements in brief.

3.4 Any significant development in the applicant company.

4. Particulars of the project, in case of new project.

4.1 Furnish copy of project report / TEV study report if undertaken / feasibility report and profitability projections if any.

A. Capacity

Furnish details of installed capacity and production as below
(capacity is arrived at on the basis of –days’ working on—shift basis)

Product	Present installed capacity	Maximum production achieved	Proposed installed capacity	Maximum production envisaged

B. Process - Copy of process flow chart may be enclosed.

4.2 Technical Aspects of the Project

Technical aspects should mention the information on whether the pre-requisites to ensure the successful commissioning of the project have been ensured and reasonably good choices have been made in respect of Preliminary Tests and studies / Production Technology and process / Selection of Equipments (Plant and Machinery) / Size of the plant / Location etc. The technical aspects should also state information on availability of raw material, power and water, manpower, transport, distribution facilities, climatic factors, site characteristics, effluent disposal etc. Schedule of project implementation need be stated.

4.3 Commercial Aspects

Commercial aspects should give information on demand forecasting and sales envisaged, import substitution possibilities, export opportunities, market share envisaged, pricing decisions, Marketing and distribution network set up, Advertising and sales promotion and after

sales service. It should in a net shell state as to how the projected production and sales from the proposed project are substantiated.

4.4 Financial Aspects

Financial Aspects should give information on Cost of the project and sources of finance

Cost of the Project and & Means of Finance

(Rupees in Crore)

Cost of project		Means of financing	
Total		Total	

4.4.1 The cost of the project should give information on

- a) Preliminary and Pre operative expenses
- b) Site and its preparation
- C) Cost of construction
- D) Plant and Machinery
- e) Provision for contingencies
- F) Margin money for working capital
- g) Interest during construction period etc
- h) Any other item

4.4.2 Sources of Finance may state the information on

- a) Issue of share capital / debentures etc
- b) Term loans from Banks and financial institutions
- c) Deferred payment credits
- d) Public Deposits
- e) Loans from group companies/ associated
- f) Internal Accruals
- g) Any other source

Assumptions in respect of underlying financial statements including profitability projections to be given with reasoning.

4.4.3 Break Even Point Analysis and working of DSCR be given along with sensitivity analysis.

4.4.4 The working of IRR be given.

4.4.5 Regulator, Local Bodies and other approvals if any – status (copies of such approvals to be enclosed)

4.4.6 Moratorium requirements

4.4.7 Implementation / Repayment Details

Date of Financial Closure

Zero Date - (date of commencement of project implementation)

Schedule for drawl of loans

Date of Completion

Date of Commencement of Commercial Production-

Date of first repayment-

Total repayment period-

Date of last instalment-

Interest servicing-

If the earlier term loans from any of the lenders are restructured, whether it complies with RBI guidelines and whether additional share is provided by the promoters w r t Diminution Value be stated.

Status of obtention of various regulatory clearances, local body approvals:

5. Fund based Working capital limits

5.1 Copy of CMA data to be enclosed.

Enclose copies of audited balance sheets, profit & loss accounts for the last 3 years. In case the audited balance sheet of the immediate preceding year is not ready, provisional statement may be provided. Sales Performance during the current year as on the date of application should also be provided.

5.2. Build up of Current Assets -Historic and projected, be stated

5.3 Details of Other Current Assets & Non Current Assets be explained. In case of investment details be furnished.

5.4 Break up of Current Liabilities other than Bank Borrowings

5.5 Contingent liabilities and its mitigating measures to be furnished

5.6 Details as regards clearance of statutory dues if any:

	Amount of arrears	Age of arrears	Action taken for their clearance
Income Tax			
Sales Tax			
Provident Fund			
Employees State Insurance Cooperation			
Others Specify			

5.1 Non Fund Working Capital Limits

5.1.1 Bank Guarantee

The bank guarantee limit will normally be required for issuing guarantees in favour Govt Department for various accruals/to suppliers/for securing advance received etc. Justification for expected Bank guarantee limit need be given here.

5.1.2 Letter Of credit

(Transit / lead period of the raw materials/goods covered under LC & usance, if any, to be explained while requesting for LC limit. The LC limit to be based on the total consumption of raw materials / goods estimated and the quantum of raw materials/goods proposed to be procured under LC.

5.1.3 Deferred Payment Guarantee / Forward Cover etc.

If deferred payment guarantee is envisaged, the plan to meet the liability on respective due date/s be given and the same should reflect in the projected funds flow statement.

Appropriate forward cover has to be applied for, for hedging the forex risk, if natural hedge is not available.

6. Other Matters

6.1 External rating to be furnished with date of rating:

6.2 Any other concessions/request sought/ sub-limits/ inter-changeability etc

6.3 Collateral Security if any-Details to be furnished

Description	Nature of charge	Market Value*	If encumbered quantum of 1st charge if any	MV net of 1st charge
Total Value of Security net of 1st charge				
Total Credit facilities				
Collateral Coverage %				

The basis of stating the valuation be given. Valuation from approved valour of the Bank will have to be submitted as and when required.

* The MV should be net of depreciation. The depreciation should be taken for the period from the date of report and unto the end of the last financial year.

6.4 Details of the existing charges and nature thereof be stated

6.5 Insurance:

i) Primary Securities

Name of insurance company

Amount insured

Valid upto-----

ii) Collateral Securities

Name of insurance company

Amount insured

Valid up to-----

iii) Whole turnover Credit Insurance if any—

6.5 Corporate Guarantee (if any)-(with details of compliances with relevant laws & Latest net worth based on the latest audited balance sheet).

7. Declaration

I / We certify that all information 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 are 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 / promoter: 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: may at any time, inspect / verify my / our assets , books of accounts etc. in our factory, business premises, as given above.

I / We understand that as a precondition relating to grant of the loans / advances / other non fund based credit facilities to me / us, Bank of Maharashtra, requires my / our consent for the disclosure by the bank of information and data relating to me / us, of the credit facilities availed of / to be availed, by me / us, obligations assumed, to be assumed. by me / us, in relation there to and default, if any, committed by me / us, in discharge thereof.

Accordingly, I / We hereby agree and give consent for the disclosure by the Bank of Maharashtra of all or any such;

- a) Information and data relating to me / us.
- b) The information or data relating to any credit facility availed of / to be availed of by me / us and
- c) Default, if any, committed by / us in discharge of my / our such obligation.

I / We declare that the information and the data furnished by me / us to Bank of Maharashtra are true and correct.

I / We undertake that:

- a) The Credit Information Bureau (India) Ltd and any other agency so authorised may use, process the said information and data disclosed by the Bank in the manner as deemed fit by them: and
- b) The Credit Information (India) Ltd and any other agency so authorised may furnish for consideration, the processed information and data or products thereof prepared

by them, to Banks / Financial Institutions and other credit grantors or registered users, as may be specified by the Reserve Bank in this behalf.

Date:

Signature of the Borrower
(Name & Designation)

Place:

Checklist of documents / certificates to be enclosed with the application:

1. Proof of Identity – Voters ID card / Passport / Driving License / Pan Card / Signature Identification from present bankers of Proprietor / Partner or Director (if a company).
2. Proof of Residence – Resent telephone bills, electricity bills, property tax receipt / passport / voters id card of Proprietor / Partner or Director (if a company).
3. Proof of business address.
4. Proof of minority.
5. Last 3 years Balance Sheet of the units along with Income Tax / Sales Tax returns etc.
6. Memorandum & Articles of Association, Partnership Deed of Partners etc.
7. Assets & Liabilities statement of Promoters and Guarantors along with latest Income Tax returns.
8. Rent agreement (if business premises on rent) and clearance from pollution control board if applicable.
9. SSI Registration if applicable.
10. Projected balance sheet for the next 2 years in case of working capital limits and for the period of the loan in case of Term Loan.
11. In case of take over advances sanction letters of facilities being availed from existing bankers / financial institutions along with detail terms and conditions.
12. Profile of the unit (includes names of promoters, other directors in the company, the activity being undertaken, address of all the officers and plants, share holding pattern etc.)
13. Last 3 years balance sheets of the associate / group companies (if any).
14. Project report for the proposed project if term funding is required (containing details of the machinery to be acquired, from whom to be acquired, price, names of suppliers, financial details like capacity machines, capacity utilisation assumed, production, sales, projected profit & loss and balance sheet for the next 6 to 7 years till the proposed loan is to be paid, the details of labour, staff to be hired, basis of assumption of such financial details etc.
15. Review of account containing month-wise sales (quantity & value both), production (quantity & value), Imported raw material (quantity & value) Indigenous raw material (quantity & value), value of stock in process, finished goods (quantity & value), debtors, creditors, banks outstanding for working capital limits, Term Loan limits, Bills Discounted.
16. Photo copies of lease deeds / title deeds of all the properties being offered as primary & collateral securities.
17. Position of accounts from the existing bankers & confirmation about the account being standard with them (in case of takeover).
18. Manufacturing process, if applicable, major profile of executives of the company, any tie-ups, details of the raw material used and their suppliers, details about the buyers, details about major competitors and the companies strength & weakness as compared to their competitors etc.

Annexure 1

Abridged Balance Sheet

(Rs in cores)

LIABILITIES	31.03. Audited	31.03. Audited	31.03. Prov/estd	ASSETS	31.03. Audited	31.03. Audited	31.03. Prov/estd
Capital				Fixed Assets			
Reserves				Depreciation			
NET WORTH *				NET BLOCK			
Term Loans				Cash & Bank			
Unsecured Loans				Raw Material			
Other Term. Liab.				W.I.P.			
TOTAL TERM LIABILITIES				Finished Goods			
Sundry Creditors				Receivables: - Domestic			
Bank Borrowings				- Export			
Other Current Liabilities				Other Current Assets			
TOTAL CURRENT LIABILITIES				TOTAL CURRENT ASSETS			
				Investments			
				Other N.C.A.			
				TOTAL NON CURRENT ASSETS			
				Accumulated Losses			
				Other Intangi.			
				TOTAL INTANGIBLE ASSETS			
TOTAL LIABILITIES				TOTAL ASSETS			

Annexure – 2

CONSORTIUM MBA DETAILS (wherever applicable)

NAME OF LEAD BANK :

Rupees in Lakh

Name of the Bank	Existing Share Amount - %		Proposed Share Amount - %		ROI for the Fund based limits