

**APPLICATION FORMAT FOR START-UP ORGANIZATIONS FOR SEEKING LOAN ASSISTANCE FROM NABARD FINANCIAL SERVICES LIMITED, BANGALORE**

**A. Organizational Particulars**

1. Name of the Applicant :
2. Address :
  
3. Phone & Fax No. with STD code :
4. E-mail address :
5. Website :
6. Constitution : Individual/Proprietorship/Partnership/  
Pvt Ltd Co/ Public Ltd Co / Co-op Soc/  
Trust / Society
7. Details of Registration / Incorporation (enclose copies):

Act/s under which registered	Date & Place of registration	Registration No.	Validity Period

8. Proposed Activity of the Business Entity:
9. Whether Registered under Foreign Contribution (Regulation) Act, 1976(FCRA)? Yes/No. If yes, indicate details of FCRA No. (enclose a copy)
10. Whether exemption obtained under 12A of IT Act, 1961? Y/N. If yes, indicate details (enclose a copy).
11. Whether Permanent Account Number (PAN) obtained from Competent Authority? Y/N  
If yes, indicate details (enclose a copy).
12. Location of the project
13. Particulars about promoter Organization(s)

Please furnish constitution, registration/incorporation particulars & copies of bye-laws, Memorandum of Association, Articles of Association, etc. of all promoting agencies

Please furnish the financial statements for the previous 3 years of all promoting agencies

**B. Objectives**

1. Main objectives of the organisation as given in bye-laws, Memorandum of Association, Articles of Association, etc. (enclose a copy each)
2. Whether there is a provision in the bye-laws/MOA/AOA to undertake borrowing/ lending activities?

**C. Existing/Proposed Ownership pattern**

Sl No	Name of the person/entity	No of shares	Share to total shareholding
	<b>Total</b>		

**D. Management**

1. Please give details of organizational structure/Chart
2. Names of members of Governing Body/ Board of Trustees/ Board of Directors / Proprietor/ Partners / Authorised signatories / Principal share holders

Name	Designation	Address	Occupation	Educational qualification & experience	Details of association with any other institution

3. Profile of Chief Executive Officer/Key persons :

Name	Designation	Qualification	Experience	Date of appointment	Details of association with any other institution

**E. Proposed staffing pattern/employment potential**

Staff details (give for next three years) :

Year	Office Staff (No.)	Supervisory Staff (No.)	Field Staff (No.)	Total Staff (No.)	Approximate employee compensation (C to C)
Year - 1					
Year - 2					
Year - 3					

Please give affiliate information, subsidiaries and ownership pattern

**F. Proposed Project Cost**

Type of infrastructure	Description	Approximate cost	Expected month of acquisition/installation
Land			
Building			
Plant & Machinery			
Consultancy charges			
Pre-operative Expenses			
Administrative/Corporate office setup			
Vehicles			
Others			
<b>Total</b>			

**G. Details of production in next 3 years**

S No	Particulars	Year - 1	Year - 2	Year - 3
1	Installed capacity			
2	Capacity utilization %			
3	Total Raw Material Cost			
4	Sales (No of units)			
5	Unit price realisation			
6	Unit cost of production (Fixed)			
7	Unit cost of production (Variable)			
8	Total Cost of marketing			
9	Total Cost of sales			

A brief note on the raw materials used/commodities produced/traded in, sources of procurement, markets, etc. to be furnished

**H. Prtojected Annual Turnover for next 3 years (Rs. Lakh)**

S No	Product	Year - 1	Year - 2	Year - 3
	<b>Total</b>			

Details of end products and names of major clients, sales, market places to be furnished.

**I. Projected Annual Expenditure for next 3 years (Rs. lakh)**

S No	Particulars	Year - 1	Year - 2	Year - 3
1	Raw Material			
2	Conversion Cost			
3	Fixed Costs			
4	Interest on Tem Loan			
5	Interest on Working Capital Loan			
6	Depreciation			
7	Tax			
	<b>Total</b>			

**J. Net Profit for next 3 years (Rs. lakh)**

S No	Particulars	Year - 1	Year - 2	Year - 3
	Total Income			
	Total Expenditure			
	Net Profit			
	<b>Total</b>			

**K. Cash Flow Estimates for next 3 years (Rs. lakh)**

S No	Particulars	Year - 1	Year - 2	Year - 3
	Total Turnover			
	Net Turnover			
	Other Income			
	Variable Production Cost			
	Fixed Cost			
	Total Expenditure			
	Interest			
	Depreciation			
	Tax			
	Net Profit			
	Total Debt			

**L. Details of Secured/Unsecured loans proposed (next 3 years) (Rs. lakh)**

S No	Particulars	Year - 1	Year - 2	Year - 3
	Secured Loan			
	Unsecured loan			
	<b>Total</b>			

**L. Business Plan for the next 3 years**

1. Enclose a detailed business plan for the next 3 years. The detailed plan should, among others, cover projected income & expenditure, balance sheet, cash flow statement and financial ratio analysis.



We request you to sanction a loan of Rs. \_\_\_\_\_

Space for photo	Space for photo	Space for photo
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Signature of the Proprietor/partner/director whose photo is affixed above (sign across the photo)

We hereby certify that the information furnished by us is correct. In the event of any of the information furnished by us is found to be false, we agree to be liable for any action under the law of the land.

Place : \_\_\_\_\_ Signature  
 Date : \_\_\_\_\_ Seal Name & Designation

List of Enclosures (as applicable)

Copies of projected Balance Sheet/Financial statements, cash flow statements and project report with production plans

Partnership Deed for firm	Memorandum and articles of Association
Photographs of sole proprietor/all partners & authorized signatories	Certificate of incorporation / registration
A trade credit information report of the personal account of the sole proprietor from his existing bank	Board resolution
	List of directors (If the list does not tally with MOA/AOA please submit certified copy of Form 32 filed with ROC)
For new entities formed within last three months, copy of license/permission granted by Local authorities & valid title deeds of manufacturing/business premises, SSI registration (if applicable), Clearance from Pollution Control Board, if any may be submitted.	For new entities formed within last three months, copy of license/permission granted by Local authorities & valid title deeds of manufacturing/business premises, SSI registration (if applicable), Clearance from Pollution Control Board, if any may be submitted.