

**APPLICATION FORMAT FOR PRODUCTION/MARKETING INSTITUTIONS 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. Activity of the Business Entity:  
Existing:  
Proposed (if different from existing):
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).

**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. Management

- 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

- Details of Board meetings held in last three years :

Year	No. of Board meetings held	Average attendance (%)
2007-08		
2008-09		
2009-10		

- Profile of Chief Executive Officer :

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

### D. Staffing pattern

- Please give details of organizational structure :

- Staff details (give for last three years) :

Year	Office Staff (No.)	Supervisory Staff (No.)	Field Staff (No.)	Total Staff (No.)
2007-08				
2008-09				
2009-10				

Please give organizational chart, affiliate information, subsidiaries and ownership pattern

### E. Details of infrastructure available for the activity

Type of infrastructure	Description	Approximate cost of acquisition	Year of acquisition

**F. Details of raw material/commodities consumed/procured/traded in past 3 years**  
(Rs. Lakh)

S No	Raw Material	Previous Year - 3	Previous Year - 2	Previous Year - 1
	<b>Total</b>			

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

**G. Details of production for past 3 years** (Rs. Lakh)

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

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

**H. Sales Particulars for past 3 years** (Rs. lakh)

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

**I. Net Profit for past 3 years** (Rs. lakh)

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

**J. Cash Flow Statement / Future estimates for next 3 years** (Rs. lakh)

S No	Particulars	Previous Year - 3	Previous Year - 2	Previous Year - 1
	Net Sales			
	Net Profit			
	Depreciation			
	Interest			
	Net worth			
	<b>Total Debt</b>			

**K. Details of loans availed & repaid in past 3 years** (Rs. lakh)

S No	Particulars	Previous Year - 3	Previous Year - 2	Previous Year - 1
	Loan availed			
	Loan repaid			
	<b>Total</b>			

**L. Business Plan for the next 2 years**

1. Enclose a detailed business plan for the next 2 years. The detailed plan should, among others, cover projected income & expenditure, balance sheet, cash flow statement and financial ratio analysis.
2. Furnish details of bank loan/s applied for-

**M. Amount of loan required (Rupees)**

S. No.	Purpose	Amount
1		
2		
3		
	<b>Total</b>	

**N. Repayment Schedule Proposed**

Year	Month	Amount (Rs.)
	<b>Total</b>	

**O. Details of Bank Accounts**

S.	Name of the Bank & Branch	Account No.	IFSC Code
1			
2			
3			
4			

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 :

Date :

Seal

Signature  
Name & Designation

List of Enclosures (as applicable)

Copies of Audited P & L / Balance Sheet and Copies of IT returns for last three years certified by the auditor

PAN (Photocopy)

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)
	Photographs of all authorized signatories
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) 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 may be submitted
	Latest annual return (Schedule V of the Companies Act 1956)