

Price Rs. 200/-

S.No.

Rajasthan Financial Corporation

BRANCH OFFICE _____

LOAN APPLICATION FORM

For Office use only	
Amount of application fee Rs.	Received by cash/ demand draft/
Amount of Service Tax Rs.	cheque no. _____ dated _____
Amount of education cess Rs.	drawn on _____
	and realized on _____
Total Amount	vide receipt no _____ dated _____
	Signature of BM/DM(I/c) Signature of Cashier

Loan Applied for Rs.

Name of Loan Scheme :

(I) Information regarding Applicant

1. Name of the concern / firm / company :

2. Address, telephone / fax no. and e-mail address.

(a) Registered office :
.....
Tel. no.
Fax no.
e-mail address.....

(b) Administrative office/ :
Address for correspondence
Tel. no.
Fax no.
e-mail address.....

(c) Factory / works (existing / proposed) :.....
 Tel. no.
 Fax no.
 e-mail address.....

3. Constitution :
 (proprietorship / partnership /
 private limited company / public limited company / others)

4. Date of incorporation / formation :

5. Registration no. with the Registrar
 of Companies / Firms :

6. PAN of applicant company :

7. Registration no. (with date) with the Industries
 Department (SSI registration)
 (photocopy to be enclosed) :

8. Name and address of Banker

(If more than one account is being operated, please furnish details as below in respect of each such account)

a) Where current account is being maintained

	(1)	(2)	(3)
i) Name of bank			
ii) Address			
iii) Account number			
iv) Date of opening the account			

b) Wherefrom working capital assistance is being availed

i) Name of bank			
ii) Address			
iii) Type of facility			
iv) Account number			
v) Year when sanctioned			
vi) Working capital limit sanctioned			

Note: Please enclose a copy of the statement of account for last six months

9. Particulars of authorized representative, if any

(Please attach a copy of resolution/ authority letter duly signed by the directors with common seal / signed by all the partners)

- a. Name :
- b. Address :

- c. Telephone no./mobile no. :

II. Details of product

Product (s) being manufactured /
 proposed to be manufactured

- i) Existing :
- ii) Proposed :

III. Information regarding promoters:

A. Names of all promoters:

- 1)
- 2)
- 3)
- 4)
- 5)

B. Details of promoters:

(a) Please furnish detailed bio-data as sought in annexure A; separately for each promoter as A-1, A-2, A-3

(b) Please attach a separate sheet, if required

C. Details of net worth of promoters: (please furnish details as sought in annexure B; separately for each promoter as B-1, B-2, B-3

D. Details of past financial assistance availed, including sister / associate concerns, if any, availed from RFC / banks / financial institutions.

(Please furnish complete details as sought in annexure C & annexure AA)

E. Details of any benefit / relief by way of settlement / compromise (like waiver of penal interest / interest / re-scheduling / write off etc.) availed by any of the promoters or by any of their sister / associate concern in last three years from RFC or any other financial institution.

S. No.	Name of the unit / interested promoter	Name of financial institution	Nature of benefit	Amount of benefit	Year when benefit taken.

IV. Details (address, area of land / construction, plant / machinery etc.) of security being offered to secure the loan

(a) Prime security :

.....

.....

(b) Collateral :

.....

.....

.....

.....

V. Declaration

I/We certify:

- that all information furnished by me/us is true and no material information has been concealed,
- that I / we have no borrowing arrangements for the unit with any bank, except as indicated in the application,
- 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 RFC in connection with my / our application,
- that this and any other information available with RFC pertaining to the borrowing unit present and future, may also be exchanged by RFC with any agency, RFC may deem fit, and

- that RFC, their representatives, any other agency as authorized by RFC, may at any time inspect / verify our assets, books of account etc. in our factory and business premises.

I / we further certify that, as on date, there are no over-dues payable to financial institutions / banks by the undersigned, other promoters and the company / companies in which I / other promoters have interest as promoter / director / proprietor. I / we further certify that there are no statutory over-dues pending against me / other promoters / company or other companies in which I am / other promoters are director / directors.

I / we further certify that there has / have been no criminal / economic offences conviction against me / other promoters / company / concern. I also certify that I / we are not facing any criminal / economic offence charges at present.

Signature of promoter(s)			
Name of promoter			
Designation			
Name of concern / company			
Place and date			

Note

1. The Corporation reserves the right to close / reject the application without assigning any reason thereof.
2. A project report with complete details about the land, building, plant & machinery, miscellaneous fixed assets, preliminary & preoperative expenses, working capital requirement, cost of production, projection of profitability statement, cash flow statement and projected balance sheet is to be prepared & enclosed with the application form.

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[a] Date of registration of application

[b] The undersigned has checked all the documents, including mandatory documents submitted, and those submitted as enclosures.

[c] The following deficiencies in application form / documentation have been conveyed to the applicant(s):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

Date:

Signature and designation of Officer

If decision on the application is to be taken at the branch level

Date of meeting of the Internal Processing Committee (IPC)

Date:

Signature of Branch Manager

If decision on the application is to be taken at the Head Office

Date of forwarding to the Head Office

Date:

Signature of Branch Manager

Particulars of the deficiencies in application form / documentation and date of IPC noted.

Date:

Signature of applicant(s) /
authorized representative

DETAILS ABOUT PROPRIETOR / PARTNERS / DIRECTORS
(Reference column III(B) of the application form)

				Passport size self attested photograph
1	Full name (as on PAN Card)	:		
2.	Father's/ husband's name	:		
3.	Date of birth	:		
4.	Complete residential address (please enclose proof of residence – latest electricity bill / telephone bill)			
	a) Permanent address	:		
	b) Present address	:		
	c) Contact details	:	a. Office telephone no.: b. Residence telephone no.: c. Mobile number: d. e-mail address:	
	d. UID no.	:		
	e. Passport no.	:		
5.	Educational qualifications	:		

6.	a) Past experience – occupation / business / service. (please furnish details about name and address of concern / employer, period, exact nature of work)	:				
	b) Present occupation / business / service and details of responsibilities assigned.	:				
7.	Names and addresses of bankers with which the applicant holds personal bank accounts:					
Name of bank and address	Account number	Nature of account (SB / Home loan / Car loan / Personal loan)	Year of opening of account			
8.	Details of legal heirs:					
S. No.	Name of legal heir	Age	Relationship	Occupation	Present address	
1						
2						
3						
4.						
5.						

9.	Please furnish details of concerns in which applicant has financial stake as proprietor / partner / director as in annexure-AA.		
10	<p>Details of Income Tax for last three assessment years : (please attach self-attested photo copy of the PAN card and IT returns) :</p> <p>a) Permanent Account Number (PAN) of the Income Tax Department</p> <p>b) Details of income tax:</p>		
	Assessment year	Total Income	Income tax paid
11.	Net worth (as worked out in Annexure B):		
12.	Any other details:		

Date:
Place:

Signature
Name of promoter

Annexure – AA.

Details of concerns in which applicant has financial stake as proprietor / partner / director

(Reference column 9 of Annexure-A)

A: Details of concerns in which applicant has financial stake as proprietor / partner / director

	(a)	(b)	(c)
Name and address of concern			
Year of establishment of the concern			
Nature of business			
Extent of stake held as proprietor / partner / director			

B: Details of financial assistance obtained from the financial institutions / banks by the concerns mentioned above:

(Rs. in lacs)

	(1)	(2)	(3)
Name of concern / company in whose name assistance has been obtained			

Name of financial institution / banks with address.			
Account number			
Loan amount sanctioned (with date of sanction)			
Nature of assistance			
Amount outstanding			
Over-dues, if any			

Note: Please attach report from CIBIL of promoter and concerns mentioned in column A above.

Date:

Name and signature of promoter

DETAILS OF NET WORTH OF PROMOTORS

(please furnish details separately for each promoter as B-1, B-2, B-3 ...)
(reference column III (C) of application form)

Name of applicant company: _____

STATEMENT OF NET WORTH IN RESPECT SHRI _____

as on (date) _____

1. Immovable Assets

(Rs. In lacs)

S. No.	Particulars / address of property (land or land & building)	Total area of plot / building	Nature of property (residential / commercial / industrial / agriculture)	Approximate value of property calculated on the basis of current DLC rate
	Total value of immovable assets			

Note: A legible attested photo copy of the title documents of the said properties may please be attached.

2. Movable Assets:

i) Investment in shares/debentures of companies (please attach a separate sheet, if required)

(Rs. In lacs)

Name of company	Number of shares / debentures	Present total value
Total		

ii) Investment in all partnership firms

(Rs. In lacs)

Name of concern	Percentage of share	Amount as per last balance sheet
Total		

iii) Investment in proprietorship concern

(Rs. In lacs)

Name of concern	Amount as per last balance sheet
Total	

iv) Loans & advances (please attach sheet separately, if required) provided to other industries / companies:

(Rs. In lacs)

Name & address of the party	Amount advance	of	Date of advance	Outstanding amount as on date
Total				

v) Deposits in Banks / Post offices (amount as on (date)_____)

(Rs. In lacs)

Name and address of Bank	Amount
Saving bank accounts	
Face value of FDRs / bonds.	
PPF / post office deposits.	
Others	
Total	

vi) Cash in hand as on (date) (Rs. In lacs) _____

vii) Others

1.

2.

3.

Total value of movable assets: _____

3. **Total value of assets (1 + 2) (Rs. in lacs)** **Rs.** _____

4. **Liabilities:**

Details of loan from:

(Rs. In lacs)

S. No.	Particulars	Amount
1.	Financial institutions / banks	
2.	Statutory liabilities	
3.	Creditors	
4.	Friends and relatives	
5.	Others.	

Total value of liabilities (Rs. in lacs): **Rs.** _____

5. **Net worth (3-4) (Rs. in lacs)** **Rs.** _____

Date: _____

Signature

Place : _____

(Name of proprietor / partner /
director)

AFFIDAVIT

(To be executed on proper non-judicial stamp paper of Rs. 10/- purchased in the name of each executant and duly attested by a notary public)

I, s/o / w/o / d/o Shri, aged years, at present residing at as proprietor / partner / director (choose one that is applicable) of M/s. (name of applicant company / concern) do hereby state on oath as under:-

1. that I have applied to the Rajasthan Financial Corporation for a sanction of loan for Rs. (Rupees only) under the (name of scheme) of the Corporation and for a subsidy of Rs. (Rupees only) under the(name of the scheme) for the establishment / development of my industry against fixed assets situated at (address of applicant company / concern) as primary security, and fixed assets situated at (address) as collateral security, against loan to my company / concern.
2. that my details as proprietor / partner / director of the applicant concern / company as given in Annexure-A of the loan application submitted to the Rajasthan Financial Corporation are correct to the best of my knowledge.
3. that neither I nor any partner / director of our concern / company have sought any sort of financial assistance from any other financial institution / bank, except as stated in the statement shown in the details of financial assistance obtained from the financial institutions / banks in Annexure-AA of the loan application submitted to the Rajasthan Financial Corporation.
4. that I am the rightful and legal owner of the immovable and movable properties / assets, details of which are given in the statement of net worth in Annexure-B of the loan application submitted to the Rajasthan Financial Corporation. These are free from all encumbrances and charges and I do not have / possess any other immovable and movable property in my name.

DEPONENT

Place:
Dated:

VERIFICATION

I do hereby verify on oath that the contents of para 1 to 4 of the above affidavit are true and correct to the best of my knowledge and belief. Nothing has been concealed or falsely stated. So help me God.

DEPONENT

CHECK - LIST OF ENCLOSURES
(To be furnished with the loan application form)

PART - A

List of documents that should accompany the loan application form submission of which is **mandatory** for the application to be taken up for consideration :

S.No.	Particulars		
1	Bio-data of each promoter as in Annexure-A (A-1, A-2, A-3.....) and Annexure AA (AA-1, AA-2, AA-3.....), including proof of residential address, Income Tax PAN)		
2	Statement of Net worth of each promoter as in Annexure – B (B-1, B-2, B-3.....) including copies of title documents of immovable properties).		
3	Affidavit, as in Annexure – C (C-1, C-2, C-3.....), regarding financial assistance availed and details of immovable properties owned by each promoter as in Annexure AA..		
4.	Copy of balance sheet / audited balance sheet and Profit & Loss account for last 3 years of applicant company / concern and sister companies / concerns.		
5	Copies of Income tax returns filed, with computation-sheet, for last three assessment years for each promoter, separately.		
6	Documents regarding land:		
	i)	For lease hold Land	Copies of allotment letter / Lease deed, with site plan and documents showing chain of transfer of ownership / lease. Also, copies of receipts of lease money.
	ii)	For converted Land	Copies of sale deed / mutation entry in revenue record, trace map conversion order / lease deed with duly approved site plan showing “aam rasta”. Copy of receipt of conversion charges.
	iii)	For Freehold Land	Patta / Sale deed with chain of transfer of title documents & site plan. NOC from local authorities regarding permission to set up the proposed project. Copy of resolution passed by Gram Panchayat.
7	Building plan for the proposed building.		
8	Project report alongwith the details of scope of products, and demand and supply position.		

9	If the applicant is a partnership firm : Partnership deed / Supplementary Partnership deed alongwith firm registration certificate and entry U/s 67 of the Indian Partnership Act, consent of all partners authorizing one partner to sign the application for, submit the documents with the application form, and to represent the firm before the RFC.
10	If the applicant is company : i) Certificate of incorporation and Memorandum & Article of Association. ii) Prospectus & certificate of commencement of business (in case of Public Limited Company) iii) Form No. 32 for incoming and outgoing directors. iv) Share holding pattern. v) Copy of resolution duly approved by board of directors of the company for one of them to sign the application for, submit the documents with the application form, and to represent the firm before the RFC.
11	Entrepreneur Memorandum Number for MSME.
12	i)Quotations for purchase of plant and machinery from reputed suppliers. ii) List of other clients where the supplier has affected sale of same / similar plant and machineries.

Part-B:

List of other documents that the applicant is required to furnish to enable detailed appraisal of the loan application.

S. No.	Particulars
1)	Technical details : i) Details of capacity / technical specifications of machines proposed to be acquired. ii) Sales tax numbers, catalogue, price list etc. of the supplier. iii) Performance certificate from existing users of similar plant & machinery supplied by proposed supplier. iv) Reasons for selection of proposed supplier (undertaking to be taken in prescribed proforma) v) Document that support the prices of raw material and sale price of finished goods stated in the project report. vi) Details of technical expertise which will be available to the unit for manufacturing the proposed product.
2)	Search report from Registrar of Companies in respect of for existing directors of the company and charge on the company, if any.
3)	If amount of loan being sought is more than Rs. 50.00 lacs, report from CIBIL in respect of each promoters, their companies / concerns / sister concerns.

4)	<u>Others :</u>
	i) Approved building map, if required.
	ii) Implementation schedule of the project.
	iii) Proof regarding SC/ ST/ Ex-serviceman/ physically handicapped, if applicable.
	iv) NOC from the local authority to set up the proposed project. (as per rules of local authority concerned)
	v) Consent to establish or consent to operate, as the case may be, from RPCB.
	vi) Environment clearance, if applicable.
	vii) Power assurance letter from power company in case unit is to be set up in other than RIICO Industrial Area.
	viii) Any other statutory clearance / NOC necessary for the project to be commissioned.