

DOCUMENTS IN CASE OF MANUFACTURING / TRADING COMPANY

Sl. No.	Particulars	Attached Yes / No / NA
1	Memorandum & Articles of Association (<i>In case of Co.</i>) / Partnership Deed (<i>In case of Partnership Firm</i>)	
2	Certificate of Incorporation (<i>For Pvt. Ltd. / Ltd. Company / Registration Certificate from ROF in case of Partnership Firm</i>)	
3	Profile of Company / Firm covering of existing & proposed activities including Organisation Structure	
4	Name of Directors / Partners (Existing & Proposed) along with Net Worth Statement supported by Personal Balance Sheet.	
5	Profile of Directors / Partners.	
6	PAN Card Copy of Company / Firm and Directors / Partners.	
7	Share holding Pattern as on Last Balance Sheet Date & latest date in case of Companies (<i>Authorised / Paid up capital as on latest date</i>).	
8	Audited Financial Statements of Preceding 2 / 3 Years or in case audited statements for last financial year is not available then Provisional Statement for the said year. In case 3 months of current financial year is elapsed then the key financial figure like for the said period up to latest date to be given.	
9.	Income Tax Return Copy of Company / Firm and Directors / Partners.	
10.	Details of Existing bankers and nature of facilities enjoyed from banking system along with copy of sanction letter	
11.	Bank Statement of Account of Term Loan (<i>From Commencement to till date</i>) and in case of Cash Credit / other Working Capital Limit / Current Account for last six months.	
12.	Copy of all applicable registration certificates like Sales Tax, IEC Code, Pollution Control, Shop & Establishment, Industry Licenses etc.	
13.	Name of the Products dealt by the Company and Proposed Products.	
14.	Details of Proposed Facilities and Purpose for Same.	
15.	<i>In case Manufacturing Concern & Proposed Expansion</i>	
	a) Present Installed Capacity and Proposed Installed Capacity	
	b) Manufacturing Process	
	c) Major Raw Materials, Source of Supplies and Lead Time, % of imported materials	
	d) Input / Output Ratio	

Sl. No.	Particulars	Attached Yes / No / NA
	e) Price of Raw Material / Finished Products	
	f) List of Existing Machineries and Proposed Machineries to be acquired	
	g) Brochures for proposed machines to be installed for understanding functions of machines / electricity loads	
16	<i>Expansion Activity / New Project</i>	
	a) Cost of Project (<i>Break up like Land & Building, Plant & Machinery, Furniture & Fixtures, Electrical Installation, Office Equipments, Vehicles, Generators Set, Vehicles, Preoperative expenses, preliminary expenses etc</i>) & Means of Finance	
	b) Details of land & building as location, area, factory layout, storage space for stocks etc.	
	c) Power – Contracted Load & Connected Load	
	d) Water – Availability	
	e) Other Consumable Materials and % of imported consumable	
	f) Profile of Technical Consultant for Plant	
	g) Profile of Civil Contractor for Plant	
	h) Source of additional margin to be raised against increase in exposure	
	i) Schedule of Implementation of the Project (From Acquisition of land to Commercial Production) and Present Status of Project	
	j) Copies of Agreements entered with related to projects	
17.	Marketing Plan of the Company for Projected Sales	
18.	Declaration that the name of the company / directors does not figure in RBI defaulter's / caution list / Willful defaulters list.	
19	Details of Collateral Security to be Offered along with it's Market Value and details of Guarantors.	
20	Details of litigation in force against the firm /company or against the partners / directors, if any and present position	
21	Details of any Corporate / Personal Guarantee provided by Company / Directors / Partners	
22	Details of Group / Associate Company / Firm along with Audited Financial Statements, Present Bankers, Nature of facilities Enjoyed from the bank and Status with the banks.	
23	Credit Period Available on Purchase (In days) Credit Period Given in Market (In days)	

Sl. No.	Particulars	Attached Yes / No / NA
	No. of days for which Raw Material to be kept	
	No. of days for which Finished Goods kept	
	No. of days – Work in Progress	
24	Copies of other applicable agreements like Agreement with Suppliers, Landlords, Tenants, Technical Consultants etc	
25	Copy of Insurance Policies of Stock / Properties	
26	Details of any Government Approval or any special benefit to the Company / Industry.	
27	Mandate Letter	
28	Any other Relevant Information which Promoters feel to Provide	

NOTE:

In case of Trading Concern all the above documents are applicable except which are relevant for manufacturing concern.