

CHECKLIST WHILE SUBMITING THE TERM LOAN APPLICATION FORM

(Tick Mark)

	Term Loan Application Form duly filled and signed			
2.	Processing fees - 1% of the sanctioned amount subject to maximum of `2.00 lakh (plus GST			
	as applicable). The processing fees to be paid as follows:			
	• With Loan Application: `10,000.00 (plus GST)			
3.	Registered Partnership deed with Registration Certificate – For partnership firm Memorandum & Articles of Association - For Companies			
4.	Term Loan Applicant & Associate Concerns: Last 3 years Audited Annual Accounts + PAN			
	+ ITR (incl. computation).			
5.	Ownership documents of Primary, Additional & Collateral Securit properties):	ies (excluding a	agricultural	
	• Sale Deed/Lease Deed, Conversion Sanad, Form 1 & XIV,			
	Certificate, Site plan, Survey plan (with dimensions) and ot		itle documents.	
	(In case of leased/sub-leased premises the borrower shall have to	v		
6.	NOC/lease/sub- lease agreement from the lessor for a minimum period of 10 years. Documents pertaining to Building / Civil works:			
0.	 Approved Plan, Construction licence/Occupancy Certifica 	te		
	• Estimates of building and other civil works.			
7.	Details of machinery proposed to be acquired: Name, description,	Supplier's det	ails, Qty, Cost	
	(Inclusive of all taxes & charges) Quotations of Plant & machinery, Furniture & Fixtures, other misc	. assets with c	competitive	
	quotations (if any)			
8.	List of Consents and Approvals (Enclose photocopies):	4 79 7		
	Sr. Description	Applied	Submitted	
9.	Enclosures as per Bio-data of promoter/partners/directors/share	holders/guara	ntors	
9.	Enclosures as per Bio-data of promoter/partners/directors/share • Pan Card & Aadhar Card	holders/guara	intors	
9.		holders/guara	ntors	
9.	Pan Card & Aadhar Card			
9.	 Pan Card & Aadhar Card Last three years Income Tax Returns. (incl. computation) 	Number, Ac	count type).	

10. Project Report should contain the following information:

- Brief history of unit & promoters.
- Details of land, civil works, machinery & other fixed assets.
- Assumptions made in the calculation of cost of production & profitability estimate, cash flow statement and working capital estimates
- Manufacturing process inclusive of raw materials supply and consumption.
- Marketing demand & supply (units per annum), major competitors, marketing arrangements & export potential (if any).
- Implementation schedule
- Manpower requirements: Type of staff, Nos., Avg. salary, Annual salary.

Note: a. All photocopies of documents submitted may be self attested.

b. Soft copies of submissions made (if available) may be submitted.

Documents to be submitted post sanction of loan:

A	 To create mortgage charge on immovable property: NOC from Goa IDC for land in industrial estates. Income Tax Clearance under section 281 (1) (ii) of the Income Tax Act,1961
В	 In case of companies: Board Resolution to borrow and appropriate authorization as per the provisions of the Companies Act 1956. Consent letters from Directors to furnish their Personal Guarantee.

C Any other documents as stipulated in the Sanction Letter.