**EDC LIMITED**



EDC House,

Dr. Atmaram Borkar Road

Panaji – Goa 403 001

Tel: 0832-2224510 to 2224517 / 2224509 CIN: U65993GA1975SGC000214

Website : [www.edc-goa.com](http://www.edc-goa.com) E-mail: loans@edc-goa.com

 **TERM LOAN APPLICATION FORM**

**Applicant Name: \_**

**Correspondence Address: \_**

 **Pin code: \_**

To,

The Managing Director,

EDC Limited,

EDC House,

Dr. Atmaram Borkar Road

Panaji– Goa 403 001

CERTIFICATE

I/We hereby certify that the particulars given in the attached application form are furnished for the express purpose of securing financial assistance from the EDC Limited and are to the best of my/our knowledge and belief true and correct, and that no material fact has been concealed or withheld.

I/We tender herewith part/full processing fees of `\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by cash/cheque/draft No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ drawn on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as required. I hereby confirm that in case of rejection, closure or withdrawal of my/our application or in case I/we do not avail of the loan sanctioned, the processing fee will be forfeited*.*

 Date: Signature

 Place: Name \_\_\_\_

 *(Proprietor/Partner/Director/Authorized Signatory)*

**1. Address**:

|  |  |
| --- | --- |
| Regd. Office address | Factory/Unit Address |
|  |  |

**2. Constitution** : Proprietary/Partnership/Company/LLP

**3. Product/Line of Activity**:

**4. Contact Details** :

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Mobile |  |
| Email |  |  |
| Website |  | Office Landline |  |

 **5. Loan Applied (figures in `)** :

 **6. Utilities :**

 **a. Power (**Connected Load) : HP/KVA

 **b. Water (**Qty. of water required/day) :

 Source of water : Bore well/local authority

 **7.** **Security offered Towards Loan:**

 a) Prime Security:

 b) Additional Security:

 c) Collateral Security:

 d) Details of Guarantor(s):

**8. Details Of Financial Concessions/Waivers Availed in the past:**

**9.** **Cost of Project**:

*(`in Lakhs)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars** | **Existing** | **Proposed** | **Total** |
| Land |  |  |  |
| Land development |  |  |  |
| Building and other civil works |  |  |  |
| Machinery – Imported |  |  |  |
| Machinery – indigenous |  |  |  |
| Electrification & DG Set |  |  |  |
| Office Equipment, Furniture |  |  |  |
| Dies and Moulds |  |  |  |
| Other fixed assets (please specify) |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Preliminary and Pre. Op. expenses |  |  |  |
| Contingencies (10% of non firm cost) |  |  |  |
| Working Capital Margin |  |  |  |
| **Total** |  |  |  |

(Enclose supporting Documents as per checklist)

**10. Means of Finance**

 *(`* *in Lakh)*

|  |  |  |  |
| --- | --- | --- | --- |
| **Particulars** | **Existing** | **Proposed** | **Total** |
| Capital –Equity / Preference shares |  |  |  |
| Internal Accruals |  |  |  |
| Unsecured loansa) Interest Free –b) Interest bearing*(indicate sources, rate of interest, repayment period, etc.)* |  |  |  |
| Term Loan |  |  |  |
| Other Sources (specify) |  |  |  |
|  |  |  |  |
| **Total** |  |  |  |

**11.** **Projections Of Profitability Estimates**

*(`* *in lakh)*

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | 1styear | 2ndyear | 3rdyear | 4thyear | 5thyear | 6thyear | 7thyear | 8thyear |
| A | Production during the year (Quantity) |  |  |  |  |  |  |  |  |
|  | % utilisation of installed capacity |  |  |  |  |  |  |  |  |
| B | Sales |  |  |  |  |  |  |  |  |
|  | 1 | Sales /Income (Net) |  |  |  |  |  |  |  |  |
|  | 2 | Other Income |  |  |  |  |  |  |  |  |
|  | 3 | Total Sales |  |  |  |  |  |  |  |  |
| C | Cost of Production |  |  |  |  |  |  |  |  |
|  | 1 | Raw Material |  |  |  |  |  |  |  |  |
|  | 2 | Power and Fuel |  |  |  |  |  |  |  |  |
|  | 3 | Direct Labour and Wages |  |  |  |  |  |  |  |  |
|  | 4 | Consumable Stores |  |  |  |  |  |  |  |  |
|  | 5 | Repairs and maintenance |  |  |  |  |  |  |  |  |
|  | 6 | Other Manufacturing Expenses |  |  |  |  |  |  |  |  |
|  | 7 | Depreciation |  |  |  |  |  |  |  |  |
|  | 8 |  |  |  |  |  |  |  |  |  |
|  | 9 |  |  |  |  |  |  |  |  |  |
|  |  | Total cost of Production |  |  |  |  |  |  |  |  |
| D | Cost of Sales |  |  |  |  |  |  |  |  |
| E | Gross Profit (B-D) |  |  |  |  |  |  |  |  |
| F | Interest on |  |  |  |  |  |  |  |  |
|  | 1 | Term Loans |  |  |  |  |  |  |  |  |
|  | 2 | Working Capital |  |  |  |  |  |  |  |  |
|  | 3 | Other Loans, if any |  |  |  |  |  |  |  |  |
|  | Total Interest |  |  |  |  |  |  |  |  |
| G | Selling, General and Administrative Expenses |  |  |  |  |  |  |  |  |
| H | Profit before Taxation (E-(F+G)) |  |  |  |  |  |  |  |  |
| I | Provision for Tax |  |  |  |  |  |  |  |  |
| J | Net Profit (H-I) |  |  |  |  |  |  |  |  |
| K | Depreciation added back |  |  |  |  |  |  |  |  |
| L | Net Cash Accruals |  |  |  |  |  |  |  |  |
| M | Repayment obligations |  |  |  |  |  |  |  |  |
|  | 1 | Towards Term Loan |  |  |  |  |  |  |  |  |
|  | 2 | Towards other loans, if any |  |  |  |  |  |  |  |  |
|  | Total Repayment |  |  |  |  |  |  |  |  |
| N | Debt Service Ratio – L/(F+M) |  |  |  |  |  |  |  |  |
| O | D.S.C.R. |  |  |  |  |  |  |  |  |
| *Note : 1. Kindly enclose assumptions made in working of Profitability Estimates.**2. Kindly enclose calculations relating to Breakeven point, DSCR, etc.* |

**12. Cash Flow Statement**

*(`* *in lakh)*

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Constructionperiod | 1styear | 2ndyear | 3rdyear | 4thyear | 5thYear | 6thyear | 7thYear | 8thYear |
| **A** | **Sources of Funds** |  |  |  |  |  |  |  |  |  |
| 1 | Cash Accruals (viz. Net profit beforeTaxation ) |  |  |  |  |  |  |  |  |  |
| 2 | Increase in share capitalEquity/Preference |  |  |  |  |  |  |  |  |  |
| 3 | Depreciation |  |  |  |  |  |  |  |  |  |
| 4 | Increase in long term borrowings |  |  |  |  |  |  |  |  |  |
| 5 | Increase in bank borrowings |  |  |  |  |  |  |  |  |  |
| 6 | Sales in Fixed assets/Investments |  |  |  |  |  |  |  |  |  |
| 7 | Others (specify) |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |
|  | **Total Sources (A)** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| **B** | **Utilisation of Funds** |  |  |  |  |  |  |  |  |  |
| 1 | Preliminary and Pre-OperativeExpenses |  |  |  |  |  |  |  |  |  |
| 2 | Increase in Capital Expenditure |  |  |  |  |  |  |  |  |  |
| 3 | Increase in Current Assets |  |  |  |  |  |  |  |  |  |
| 4 | Decrease in long term borrowings |  |  |  |  |  |  |  |  |  |
| 5 | Increase in Investments |  |  |  |  |  |  |  |  |  |
| 6 | Interest |  |  |  |  |  |  |  |  |  |
| 7 | Taxation |  |  |  |  |  |  |  |  |  |
| 8 | Dividend |  |  |  |  |  |  |  |  |  |
| 9 | Other expenses (specify) |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |  |
|  | **Total Utilisation(B)** |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |
| C | Opening Balance |  |  |  |  |  |  |  |  |  |
| D | Net Surplus (A-B) |  |  |  |  |  |  |  |  |  |
| E | Closing Balance |  |  |  |  |  |  |  |  |  |

**13. Working Capital Estimates**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **No. Of****days** | **I** | **II** | **III** |
| Raw materials |  |  |  |  |
| Work in progress |  |  |  |  |
| Finished Goods |  |  |  |  |
| Debtors |  |  |  |  |
| Sub Total |  |  |  |  |
| Less Creditors |  |  |  |  |
| Sub Total |  |  |  |  |
| Less: Bank Finance |  |  |  |  |
| Add: Working expenses |  |  |  |  |
| Working capital margin |  |  |  |  |

14. Details of litigations / legal cases related to the: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Borrower/promoters/Guarantors /associate company (if any)

**15. Declaration :**

I/We certify that all the information furnished by me/us is true; that I/we have no borrowing arrangement except as indicated in the application, for the unit with any bank/Institution; that no legal action has been/is being taken against me/us by bank/Institution/Government agency; that I/We shall furnish all other information that may be required by you in connection with my/our application; that this and any other information available with you pertaining to the borrowing unit, present, and future, may also be exchanged by you with any agency you may deem fit, and that you, your representatives, representatives, of RBI, CIBIL or any other agency as authorized by you, 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 overdues to financial institutions/banks from the undersigned, the other promoters and the company/companies in which I/the other promoters have interest as a promoter/director/partner/proprietor. I/We further certify that there are no statutory overdues pending against me/the company of other companies in which I am/the other promoters are Director/Directors.

SIGNATURE OF AUTHORISED SIGNATORY Date: Name:

Place: Designation:

**BIODATA OF THE PROMOTER/PARTNER/DIRECTOR/GUARANTOR**

**(Please enclose separately the details of all promoters and third party guarantors along with the application)**

1. Full Name:

2. Permanent Address:

3. Correspondence Address:

4. Father’s/Husband’s name:

5. Mother’s Full Name:

6. Role in the organization: Promoter/Partner/Key Person/Director/Guarantor

 7. Other details:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Marital status : | Married/unmarried |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

 Mobile nos.:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

 |
| Gender : |  Female/Male / 3rd gender |
| Date of birth: |  | E-mail: |

Proof of Address (Enclose photocopy of at least one)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Aadhaar Card |  | Ration Card |  | Voter ID Card |  | Passport |  |

Religion :

(For statistical purpose)

Category of promoter: SC/ST/BC/OC/Minorities/Others

(For statistical purpose)

8. Academic Qualifications :

9. Work/Business Experience:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.****no** | **Name & Address of****The Employer** | **Designation** | **Period of Service** | **Nature of****Work** |
| From | To |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

10. Litigations pending against firm (s)/concern/myself:

11. Name/Address along with A/c details of Bankers: (Enclose Separate sheet)

 12. Details of Borrowings/Guarantees (if any): (Enclose Separate sheet)*Affix recent colour passport size photo*

13.Personal Assets & Liabilities:

**IMMOVABLE ASSETS: (Land, Building/House/Flat)** *(`* *in lakh)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Description of****The property with location &address** | **Full name of****The property owner and address** | **Extent of****Share in property** | **Purchase****Value** | **Market****Value** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| **Total Immoveable Assets-(A)** |

**MOVABLE ASSETS☹Motor Vehicles/Investments-Shares/Mutual funds/Postal/LIC/FD etc.)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S. No.** | **Items** | **Description** | **Purchase****Value** | **Market****Value** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
|  | **Total Movable Assets– (B)** |

Total (A) + (B) : Less: Liabilities : Net Assets owned as on date :

14. List of other concerns in which I have interest:

(Enclose separate sheet & give all details)

**DECLARATION**: I declare that all the information furnished by me as above is true and complete. In- case any supporting documents are required to be produce data later date, I shall produce the same. I understand that action would be taken against me, if found incorrect.

Date: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: Promoter/Partner/Director/Guarantor/Key Person

**CHECKLIST WHILE SUBMITING**



**THE TERM LOAN APPLICATION FORM**

***(Tick Mark)***

|  |  |  |
| --- | --- | --- |
|  | Term Loan Application Form duly filled and signed  | *□* |
|  | **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)
* Balance before issue of sanction letter.

to be decided  After the preliminary clearance : 1% (plus GST) of the loan amount Less paid earlier  | *□**□* |
|  | Registered Partnership deed with Registration Certificate – For partnership firmMemorandum & Articles of Association - For Companies  | *□* |
|  |  Term Loan Applicant & Associate Concerns: Last 3 years Audited Annual Accounts + PAN + ITR (incl. computation). | *□* |
|  | Ownership documents of Primary, Additional & Collateral Securities (excluding agricultural properties):* Sale Deed/Lease Deed, Conversion Sanad, Form 1 & XIV, Nil Encumbrance Certificate, Site plan, Survey plan (with dimensions) and other relevant title documents.

*(In case of leased/sub-leased premises the borrower shall have to furnish a NOC/lease/sub- lease agreement from the lessor for a minimum period of 10 years.* | **□** |
|  |  Documents pertaining to Building / Civil works:* Approved Plan, Construction licence/Occupancy Certificate
* Estimates of building and other civil works.
 | *□**□* |
|  | Details of machinery proposed to be acquired: Name, description, Supplier’s details, Qty, Cost (Inclusive of all taxes & charges) Quotations of Plant & machinery, Furniture & Fixtures, other misc. assets with competitive quotations (if any) | *□* |
|  | **List of Consents and Approvals (Enclose photocopies):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Description** | **Applied** | **Submitted** |
|  |  |  |  |
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|  | **Enclosures as per Bio-data of promoter/partners/directors/shareholders/guarantors** * Pan Card & Aadhar Card
* Last three years Income Tax Returns. (incl. computation)
* Applicants bank details (Bank name, Branch address, Account Number, Account type).
* Net worth certificate listing assets & liabilities with location details issued by Chartered Accountant (for loans above `50.00 Lakhs)
 | *□**□**□**□* |
|  | **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
 |
| B | 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. |