

# FORM (A)

## For Applicant (other than Corporate bodies) seeking Financial Assistance from

### Jammu and Kashmir State Financial Corporation

Note:

1. To be completed and returned in original
2. Additional Sheets may be used for answering any questions for which sufficient space is not available in the form

Photograph of the  
promoter/s

## LOAN APPLICATION FORM

ASSISTANCE REQUESTED FROM THE CORPORATION

- i) LOAN
- ii) GUARANTEE

The Managing Director

**JAMMU AND KASHMIR STATE FINANCIAL CORPORATION**

SFC House, Durganag, Post Box No. 8, Srinagar

Dear Sir,

RE: Application for a loan of Rs.....

I/We.....

Beg to apply for a loan of Rs.....Rupees.....

.....(in words) and submit the following necessary particulars.

**A. Details of the concern**

- ❖ Name :
- ❖ Constitution :
- ❖ Registration Number :
- ❖ Provisional registration number in case of new unit:
- ❖ Formal registration number in case of existing unit:
- ❖ Type of Industry :

(ii) Brief Resume of the promoter/Partners(To be supported by identity proof):

| S.no | Name and parentage of promoter/partners | Date of birth | Land mark | House number | Name of mohalla/colony/village | Land line Number | Mobile no | E mail address (if any) | PAN no |
|------|---|---------------|-----------|--------------|--------------------------------|------------------|-----------|-------------------------|--------|
| 1.   |   |               |           |              |                                |                  |           |                         |        |
| 2.   |   |               |           |              |                                |                  |           |                         |        |
| 3.   |   |               |           |              |                                |                  |           |                         |        |
| 4.   |   |               |           |              |                                |                  |           |                         |        |
| 5.   |   |               |           |              |                                |                  |           |                         |        |
| 6.   |   |               |           |              |                                |                  |           |                         |        |
| 7.   |   |               |           |              |                                |                  |           |                         |        |

(iii) Qualification/experience (supported with documentary proof)

- Academic
- Professional/Technical(if any)
- Experience

iv) References (At least two respectable persons of the locality)

v) Statement of Assets and Liabilities of promoter/partners (Statement to be attached):

- Where the partnership is registered under the Indian Partnership Act. 1932 if so attach a copy of the Registrar's Certificate in that behalf.
- Particulars regarding minor(s) if any, admitted to the benefit of the partnership
- Date of instrument of partnership under which the firms has been constituted. (a copy of the Deed of partnership certified by all the partners to be attached)

vi) Associated concern (if any):

- Nature of activity and address of the concern:
- Balance sheet with P/L statement for the last 3 years (To be attached with)

vii) Whether the prop./partners is /are assessed to income tax, if so, state the amount of outstanding liabilities in respect of income tax, sales tax etc. and indicate the financial year upto which the tax assessments have been completed explaining the reasons, if any also furnish assessment orders for the last three years in respect of Prop./partners with latest clearance certificate.

viii) Whether the prop./any partner was ever involved in any economic offence and /or whether any litigation wither by or against the concern, its prop./partner is pending ; if so furnish details thereof.

ix) Bank/s full name and address (please advise your bankers to give full information to the Corporation as and when a request in this regard is made to them by request in this regard is made to them by the Corporation and attach a copy of the letter addressed to the bankers in this connection).

**B. Scheme**

i. Type of Industry

ii. Products to be manufactured/ services to be rendered.

iii. Has the scheme been approved by SISI and /or Directorate of Industries and Commerce or Directorate of Handicrafts or Directorate of Tourism in the case of hotels /house boats; if so furnish copies of such approvals.

iv. Furnish a copy of feasibility report if such a report is got prepared from an outside agency and the cost paid therefore.

v. In case technical know-how for the process is required, indicate the sources form where it will be arranged and the cost or royalty paid or to be paid therefore.

vi Capacity and output (estimated as per project report)

vii Location and particulars of land

viii Installed capacity

**C. I** Location and particulars of land

• **Location**

[site plan of the land to be enclosed]

- Whether owned lease-hold to be purchased Give the following information.
- **Owned**
- Area
- How acquired?
- Particulars of title-deed/s (copy of certified title deed to be furnished)
- Present market value and its basis of valuation
- Is the land already mortgaged? If so, to whom and for what amount and purpose?

## **II Leasehold**

- Area
- Terms of lease
- Name of lessor/s
- Period of lease
- Date of lease deed (Certified copy of lease-deed/ Rent deed to be furnished)

## **III Purchased / to be purchased**

- Area
- Price
- Date of sale deed
- Price already paid,
- Price to be paid, if any
- Is the land free form all encumbrances/ charges/liens?
- Advantages of location with reference to raw materials, transport, power about market for end products etc.

## **D. Buildings**

- Description of Building
- Type of construction
- Built-up-area: Length Breadth
- Total floor area
- Estimated cost (Rs)
- Rate per Sq. ft.
- Cost already incurred
- Cost to be incurred

(Building plan and estimates of construction duly attested by a civil engineer to be furnished).

Indicate whether approval of the concerned authority has been obtained for the proposed construction; if so, name such authority and submit the

approved plans.

**Plant and Machinery**

**(I) (In case of existing units)**

Furnish a complete list of existing machinery installed in the unit with particulars of price paid and date, suppliers name alongwith the specification of each item.

Furnish a complete list of machinery to be purchased with price, names of suppliers and specifications alongwith at least three quotations for each machine.

**II. Machines already purchased.**

**III. Machines to be purchased.**

**F) Miscellaneous Assets**

(Details of each item, its estimated value and names of suppliers).

**I. Furnitures and fixtures**

**II. Stores and spares**

(Give details together with their estimated Cost and names of suppliers)

**G. Raw materials**

I. Give annual requirements, of raw materials, their estimated cost and sources of supply in the following table.

| S.No | Raw Material | Year            |    |     |    |   |
|------|--------------|-----------------|----|-----|----|---|
|      |              | 1 <sup>st</sup> | II | III | IV | V |

1. Quantity

Cost

2. Quantity

Cost

3. Quantity

Cost

Total Quantity

Cost

**II.** What are the arrangement for and prospects of

Your getting a steady supply of the required raw  
Materials?

#### **H. Utilities**

- I. Arrangement made for power and fuel Give particulars  
Of electric power loan required and sanctioned and whether  
Additional load required, will be sanctioned?
- II. Indicate the quantity of water required daily and  
arrangement made for its storage and treatment of waste,  
if required
- III. Arrangement for disposal of effluents if any
- IV. Transport facilities for raw materials and furnished  
Products

#### **(I) Operating Organization**

Indicate the number of workers required for smooth running

Of the unit in the following following table:



|      | Designation      | No. | Salary P.M |
|------|------------------|-----|------------|
| i.   | Administrative   |     |            |
| ii.  | Technical        |     |            |
| iii. | Skilled labour   |     |            |
| iv.  | Unskilled labour |     |            |
|      | Total Salary     |     |            |
|      | Per month        |     |            |
|      | Per year         |     |            |

**(J) Scheme of implementation**

- i. Period required for acquisition of land
- ii. Period required for construction of building  
Houseboat
- iii. Period required for acquisition of plant and machinery
- iv. Period required for installation and commissioning of  
the machinery
- v. Period required for trial production/run of the hotel.
- vi. Period required for commissioning.

**(K) Working capital requirements**

-whether any tie-up has been made with the bank

-Total working capital requirements at the optimum  
Level of utilization of the installed capacity to be  
Furnished in the following table.

**i) Working capital required**

- .....months stock of raw material and stores
- .....months values of working in process
- .....months stock of finished goods
- .....months value of outstanding debtors
- .....months provision for working expenses

**Less**

.....months trade credit that will be available  
Against purchase of raw materials and stores

**Net working capital requirements (A)**

ii.) Bank borrowing to be arranged with  
(give name of the Bank)

- Cash /credit loan limit to be arranged

**(B)**

- Margin stipulated by the bank

iii ) Margin money for working capital difference  
between **A** and **B**

**L) Pre-operative expenses**

- a. Legal and documentation expenses
- b. Establishment and insurance expenses during construction period
- c. Interest on loan that will fall due during construction period

| <b>M) Estimated cost of the scheme</b> | <b>Already Incurred</b> | <b>To be incurred</b> | <b>total</b> | <b>Amount of loan required</b> |
|--|-------------------------|-----------------------|--------------|--------------------------------|
|--|-------------------------|-----------------------|--------------|--------------------------------|

- |  |  |  |  |  |
|--|--|--|--|--|
| i. Land  |  |  |  |  |
| ii. Building   |  |  |  |  |
| iii. Plant and Machinery                                       |  |  |  |  |
| iv. Technical knowhow fees and /or feasibility report expenses |  |  |  |  |
| v. Miscellaneous assets  |  |  |  |  |
| vi. Stores and Spares  |  |  |  |  |
| vii. Pre-operative expenses                                    |  |  |  |  |
| viii. Margin money for working capital.                        |  |  |  |  |

**N) Financing Proposals**

- **Sources of finance**
  - Capital
  - Loan from the Corporation
  - Deposits
  - Any other sources

- Indicate the sources from which the Capital will be arranged
- Arranged made or proposed to be made for raising loans and deposits by indicating the names of the financial institution bank persons the amount to be raised, security to be furnished and the terms of payment of interest and repayment of the amounts.

**O. Market : market opportunities for end product (detailed description)**

Which are the other important factories in your area /district producing the same type of goods you propose to manufacture in the case of hotels /houseboats. Indicate the names of other hotel house boats in the vicinity of your unit. In what markets do you propose to sell your products and at what price and what portion of your yearly production in the case of hotels/ houseboats. Indicate the names of travel agents through whom you propose to arrange booking of your unit State the selling arrangements proposed to be made by you for making your products in the case of hotels /houseboats indicate the rate of commission to be paid to the travel agents.

**Security for the loan**

**P. Assets of the unit to be financed**

- Land
- Building
- Plant and Machinery
  
- Existing Assets

|            |              |                      |
|------------|--------------|----------------------|
| Book value | Appr. Market | Assets to be created |
| Rs.        | value Rs.    | estimated cost Rs.   |

- Other assets (to be detailed)

**II Addl security to be offered:**

- i. Details of immovable property to be offered (particulars such as location, nature of property, value and name/s of owner/s to do furnished
- ii. Name, father's name and address of guarantor/s whose guarantee is offered.

**Q. Production cost and profitability and cash flow statements (As per project report furnished)**

Furnish estimates of cost production and profitability and sources and utilization of funds as per Annexure I and II

**R. Repayment**

Indicate in what manner and in how many

instalments you propose to repay the loan applied for.

**Certificate**

I /We hereby certify that the particulars given above are furnished for the express purpose of securing loan or financial assistance from the J&K State Financial Corporation and are, to the best of my/our knowledge and belief true and correct No material fact has been concealed or withheld.

**Yours faithfully:**

**Signature(s)**

**Name (s) Prop.**

**Partners** ( incase of partnership)

**Date:**

## **Final disposal**

**A.** *List of the documents submitted during appraisal (copy enclosed):-*

*i.*

*ii.*

*iii.*

*iv.*

**B. The scheme : Brief of the Scheme**

**C. the promoter/s (detailed note para on )**

i. Background

ii. Educational qualification

iii. Experience in the field

iv. Whether participated in 'EDP' / or any other equivalent Training programme

v. If yes, name of the institution and duration of the programme

vi. Resourcefulness

vii. Market reputation

viii. Present business, if any,

ix. Managerial competence.

**D. Credit worthiness:**

- **Asset base**                      **Fixed**                      **Current Assets**                      **other**  
**Assets**

- Details of the loan availed if any by the promoter and its present position

- Net Worth:

- Details of the loan availed if any by the promoters family and present position:-

{Family to include parents, spouse, children}.

- Details of the loan availed if any by the promoter's proposed guarantor/s

- **Referrals :-**

1. Name, address, and land line contact

- Background

2. Name, address, and land line contact

- Background

**E. Position of the related Industry segment :**

(Bothe present and in future)

- Competitors, if any, {to be discussed briefly}

**F. Marketing potential of the proposed end product:**

**G. BPR/ project details:**

- Agency which has prepared the report;
- Branch team which has evaluated the report;
- Short-comings if any, in the report;
- Recommendations as made out in the report.

**H. Comparative Advantages**





**L. Status on Requisite clearances**

**M. Implementation Strategy- Bar Chart / PERT Chart**

- Status of unit/ schemes already financed in the line by the Corporation.

**N. Site Inspection to ascertain the locational advantages/disadvantages and of infrastructure, raw material availability and proximity to market;**

**O. Any other relevant information having bearing on the viability of the Scheme:**

**P. Summary of Interview with the promoter:-**

**Q. *Analysis report of the District Office:***

*i. Areas of strength:*

*ii. Areas of weakness*

*iii. Proposed strategy*

***R. Recommendations of the District office***

○ *Specific recommendations*

○ *Reference of the documents to be executed*

○ *Special conditions to be stipulated*

***S. Reports of the Appraisal Team of The Corporate Office***

- *Appraisal team headed by  
and consorting of:-*
  
- *Specific recommendations*

***T. Recommendation of the General Manager***

***General Manager***

**U. Managing Director**

**Entertainment proposal**

**A. The scheme : Brief of the Scheme**

**B. the promoter/s (detailed note para on )**

- i. Background
- ii. Educational qualification
- iii. Experience in the field
- iv. Resourcefulness

**C. Position of the related Industry segment :**

(Bothe present and in future)

**D. Project cost**

**E. Means of Finance:**

**F. Summary of Interview with the promoter:-**

***G. Recommendations of the District office***

## JAMMU AND KASHMIR STATE FINANCIAL CORPORATION

### CHECK LIST OF FORMALITIES TO BE COMPLIED BY LOANEES-INDUSTRIES, HOTELS & HOUSEBOATS

#### 1. Promoter:

- i) Detailed resume of proprietor/Partners/directors indicating complete residential address with land mark, house number, name of Mohalla/colony/village etc. land line number, cell number, e-mail address (if any), and certificates in support of experience, age & qualification.
- ii) Statement of Assets & Liabilities of promoter/partners/directors and guarantors.
- iii) Statement of affairs-balance sheet with profit & loss account of associated concerns for the last three years.
- iv) Eight photographs each of proprietor/partners/directors duly attested by gazetted officer.
- v) Income tax clearance certificate as on a recent date.



- vi) PAN card in respect of borrower.
- vii) Identity proof of the proprietor/partners/directors and guarantors

**2. Constitution:**

- i) Copy of provisional/formal registration from concerned DIC, Tourism Department as the case may be.
- ii) Copy of Registered Partnership Deed in case of firm.
- iii) Articles and Memorandum of Association & certificate of incorporation in case of Pvt. Ltd. Companies/Corporations/Cooperative societies.

**3. Project:**

- i) Recommendation/permission letter from the concerned sponsoring agency.
- ii) Detailed Project Report/scheme duly prepared by Technical Agency of repute and registered with EDI/SISI/ITCO.
- iii) Projects related to agriculture/live stock (tanneries, dairy farming etc) horticulture needs to be vetted by the concerned departments.

**4. Land:**

- i) Title Documents of land
- ii) Allotment letter from DIC, SICOP, SIDCO as the case may be.
- iii) Registered Lease deed for a minimum period of 20 years in case of leased land.
- iv) Registered Gift deed or agreement to sell.

**5. Site Development:**

- i) Detailed estimates for leveling of land, raising of boundary wall, fixing of gates etc duly certified by an engineer.

**6. Factory Building:**

- i) Detailed estimates and plan of factory building certified by an engineer duly approved by the concerned Municipal Corporations/Council Committee/Town Area Committee/Notified Area Committee/Development Authority/SICOP/SIDCO etc. as per the requirement.
- ii) Detailed Plan and estimate in respect of Hotels/Houseboats prepared by an Architect and duly approved by Tourism Department.

**7. Plant & Machinery:**

- i) 2 / 3 latest quotations in respect of each item of machinery from the reputed manufacturer /authorized suppliers together with the illustrated literature/ catalogues indicating specifications, capacity guarantee etc. along with terms and conditions as also the references of the beneficiary concerns to whom plant and machinery has been supplied by such manufacturer/dealers.
- ii) in case Plant & Machinery is envisaged to be acquired on turn-key basis necessary agreement entered into to be submitted.
- iii) in case Plant & Machinery is to be fabricated locally, details whereof are to be given indicating the advantages.
- iv) Quotations of tools, spare parts etc. to be furnished.

#### **8. Misc. Fixed Assets:**

- i) 2 or 3 fresh quotations in respect of each item of misc fixed assets like DG sets, laboratory equipment, vehicles, fixture, furniture, sanitary equipments, kitchen equipments, air conditioning, fire-fighting equipments etc. from reputed manufacturers /authorized dealers.
  - ii) Provision for distribution of power, cabling etc.
9. Sanction letter of power from PDD Department.
  10. Sanction letter of water from PHE Department.
  11. NOC from Pollution Control Board.
  12. NOC from various financial institutions located in the area.
  13. Income Tax clearance certificate in respect of promoter/Companies as the case may be.
  14. Commitment letter from the banker with regard to working capital also indicating estimate vis-à-vis project report.
  15. Letter of set off from the bank
  16. Documentary evidence with regard to source of promoter's share of equity.
  17. Details about:-
    - Raw material quantity cost & source.
    - Market of the end products.
    - Process of Manufacturing.
  18. Particulars of the collateral security being offered as per norms of the Corporation.
    - i. Land with title documents;
    - ii. Any other invariable assets with title documents.

## TRANSPORT LOAN CASE FORMALITIES

### CHECK LIST OF FORMALITIES FOR TRANSPORT LOANEES.

1. Detailed bio-data of the borrower indicating complete residential address with land mark, house number, name of Mohalla/colony/village etc. land line number, cell number of the borrower.
2. Identity proof of the borrower and guarantors.
3. Permission from RTO
4. NOC from banks/IRDP/DIC and other agencies.
5. Eight Photographs each of Guarantors/Promoters attested by two gazetted officers.
6. Attested copy of Driving Licence in case of driver.
7. Two guarantors of substantial means.
8. Documentary evidence in respect of Additional Security valuating not less than 40% of the loan amount/ FDR of requisite value duly charged to the Corporation.
9. Proforma bill of the vehicles/ chassis/body fabrication duly endorsed in favour of the Corporation.
10. Affidavits in respect of promoter/guarantors indicating the assets/liabilities owned by them to be registered with the office of a First Class Magistrate
11. Application form.
12. Detailed bio-data of two referrals indicating address with land mark, house Number, name of Mohalla/colony / village /Street etc, telephone (Mobile and land line) Number.
13. Furnishing of a Hundi by the borrower.
14. For loan above Rs.9.00 to Rs.15.00 lakh.

In addition to above formalities, the borrower shall furnish:-

- i) Collateral Security in the shape of immovable / moveable property like vehicle, machinery of the value of 40% of the loan.

OR

A third party guarantee (in addition to guarantee by two guarantors) who shall either be a loanee of the Corporation with good track record or a guarantee of an employee of the Central /State Government or any Central /State PSU with service tenure of more than '5' years.

- ii) a) FDR as Collateral Security of value equal to 15% of the loan amount.

OR

- b) Pledging of insurance Policy with a realizable value equal to above.

OR

- c) Combination of a+b covering the requisite security amount.

For loans beyond Rs.15.00 lakh.

Collateral in the shape of immoveable property (Land, Building etc) for a value not less than 60% of the loan amount, besides other requirements as detailed above.