

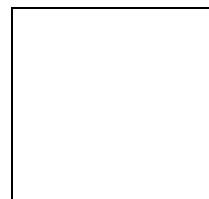


Delhi Financial Corporation

(A Government of Delhi undertaking)

HEAD OFFICE :- Plot No. 37 –38, PANKHA ROAD INSTITUTIONAL AREA, D- BLOCK JANAKPURI
NEW DELHI –110058, Ph. 28525035 – 39 , Fax 28525041, E-mail: dgmdfc.delhi@nic.in,
Website: <http://www.dfcdelhi.nic.in>
SUB OFFICE :- 4th FLOOR, AMBEDKAR BHAVAN, SECTOR –16, ROHINI, DELHI-110085
Phone NO-27572696, 27572699, 27571081 , Fax 27572138

APPLICATION FORM FOR FINANCIAL ASSISTANCE UNDER BUSINESS LOAN SCHEME FOR
DSIDC ALLOTTEES. THE MINIMUM AND MAXIMUM LIMIT OF LOAN IS RS.1.00 LACS AND
RS.25.00 LACS RESPECTIVELY.



1. Name of the Industrial concern : -----
2. Factory Address : -----

Ph.: Mobile:
Fax: Ph.(Residence):
3. Contact Office Address : -----

Ph.: Mobile:
Name of promoter :-----

Ph.: Mobile:
5. DSIDC application No. : -----
6. Manufacturing activity : -----
7. Balance sheet for last 3 years : YES / NO
 - Audited
 - Certified
8. Category (Whether belong to : SC ST OBC
SC/ST/OBC etc.)
9. Whether there is any change in : YES NO
constitution

10. Term loan applied : Rs.....
11. Whether any of your relative is YES NO
working in Delhi Financial Corpn.
Or is director on the Board of
Delhi Financial Corpn. If so please
Specify the name and relationship
12. Whether any of the director of : YES NO
Delhi Financial Corpn. has any
interest in the proposal? If so please
specify the name and interest
thereof.
13. Existing Loan Account.
14. Whether Existing Loan is running or fully Re-Paid.
15. PAN_____

SIGNATURE OF PROP./PARTNERS/AUTHORISED SIGNATORY(S) (IN CASE OF COMPANY: CO-
OPERATIVE SOCIETIES & TRUST ETC.) WITH STAMP

IMPORTANT INSTRUCTIONS:

Processing fee (non-refundable) 0.5% of loan amount + service tax to be obtained at the time of sanction of loan.

Each column of the application form along with the attached annexure should be properly filled up giving information /suitable remarks. No column should be left blank.

The sole proprietor in the case of sole –proprietary concern , all the partners in respect of partnership firm, two of the directors authorized on this behalf, in the case of company’ two office bearers (Authorised in this behalf) in respect of co-operative society should append their signatures against their names which should be given in block letters in the application form. They should also sign and certify all the papers to be submitted along with the form or subsequently.

The application should be submitted along with all the papers.

Partnership concerns where minors have been admitted to its benefit permission of court will be required.

Submission of the application, its receipt by DFC and subsequent correspondence in this connection does not in any manner mean any commitment on the part of the DFC to sanction the loan applied for. The DFC has the right to file or reject the application for loan without assigning any reason.

(For office use only)

1. DATE OF RECEIPT OF APPLICATION
2. NO & DATE OF ENTRY IN REGISTER
3. WHETHER PROCESSING FEE HAS BEEN
RECEIVED IF SO AMOUNT
4. SIGNATURE & NAME OF THE OFFICIAL

APPLICATION FORM

1. Name of the unit
2. Date of commencement of business
3. Constitution:
(Please furnish bio data of all promoters as per Annexure-I)
4. Details of the promoters of the Applicant concern /sister concern together with details of their bankers (as per Annexure – II)
5. Details of Existing Business :
 - A. Address :
 - B. Area and its utilization :
 - C. Line of activity-product being manufactured/ :
Job Work
 - D. Number of employees (existing & proposed) :
 - F. Details of Existing plant & machinery
(as per Annexure-III).
 - G. Highest turnover achieved during the last 3 years :
 - H. List of Assets to be created against proposed Business loan with in 3 months.
(as per Annexure-IV).
 - G. Bank report :
(As per annexure –V)
6. Details of Plot Allotted by DSIDC (Attach Allotment Letter)

Plot No_____ Pkt_____ Sector _____ Narela / Bawana/ Badli/ Patparganj/Jhilmil	Total Area of Plot_____
	Cost of Plot Rs. _____
	Stamp Duty Payable Rs. _____
	Total Cost Rs. _____

7. Details of Building

- Total Area Constructed :-
- Rate of Construction :-
- Cost of Construction :-
- Book Value of Construction as per last Balance Sheet. :-

8. Total Power Required :-

9. Total Cost of Project Existing Proposed Total
As on
(As per Balance Sheet)

- I. Cost of land
- II. Stamp Duty
- III. Cost of Construction
- IV. Plant & Machinery
- V. Other assets
- VI. Pre-operative Exp.
- VII. Margin for Working Capital
- VIII. Proposed Expenses for
Business Loan
- IX. Others

Total

Existing Proposed Total
As on
(As per Balance Sheet)

1. Means of Finance :

- (I) Promoter's Capital
- (II) Term Loan from Bank/
Other Financial Ins.(if any)
- (III) Unsecured Loan From,
Relatives and Friends

DFC's Existing Loan

Proposed Term Loan from DFC

Total

11. Whether any Litigation Pending with any other institution
(Give details if Yes)

Yes / No

UNDER TAKING:

I/we further certify that in case any information/documents furnished above is found wrong/Misleading or mis-reporting. I / we will be liable for legal action including cancellation of Loan as may be deemed fit by the Corporation.

Signature of the Applicant(s)

Date :

Name and Designation

LIST OF INFORMATION / DOCUMENTS FOR RELOCATION CASES

A. To be submitted along with Loan Application Form - Relocation

1. Bank Statement of current account for one year.
2. Copy of allotment letter, possession letter, sanction letter of building and approved building plan.
3. List of existing machinery as per annexure-III of the application.
4. Copy of Balance Sheet, Profit & Loss Account for the last three financial year duly certified by C.A. for proprietor and partnership concerns whose turnover is up to Rs.40 lakhs. Audited balance sheet with Profit & Loss A/c in respect of private limited companies, societies, proprietorship and partnership where turnover is more than Rs.40 lakhs.
5. Copy of Income Tax Returns for last 3 years of all partners / proprietors / directors.
6. Balance Sheet of sister concern / company for the last one year.
7. Copy of Form 'A' and 'B' and partnership deed in case of partnership concern.
8. Copy of bills of sale / Job work in respect of running units.
9. Bank report as per Performa.
10. Affidavit for undertaking regarding authentication of information furnished in the loan application form.
11. Copy of PAN
12. Copy of ID proof such as identity Card, Driving License etc.
13. Copy of resident proof such as electricity bill, Adhar Card , elction card etc.
14. Copy of Lease deed .
15. Electricity Bill of Bawana/Narela etc..
16. Undertaking regarding utilization of loan

B. To be submitted for release of loan

1. Non-judicial stamp paper of Rs.100/- to be purchased in the name of concern for mortgage deed in favour of Delhi Financial Corporation and non-judicial stamp paper for Rs.50/- in case of soft loan. Non-judicial stamp paper for Rs.50/- in case of private limited company for Bond of Guarantee of the directors.
2. Original Conveyance deed, allotment letter and original possession documents of plot to be mortgaged along with copy of site plan.
3. Signature verification of promoter and photo attested by a Gazetted Officer or Bank Manager.
4. Four photograph.
5. Rubber stamp in the name of concern.
6. Permission to mortgage the plot from Competent Authority if not available.
7. Bank creditworthiness report in response to DFC's request letter.
8. In case of private limited company:
 - i) Two certified copies of articles and memorandum of association of the company.
 - ii) Two certified copies of Board Resolution of the company accepting the terms and conditions of sanction (as per proforma) and authorizing the person to sign / execute the loan documents and put the common seal of the company.
 - iii) Report from C.A. after inspecting file and record of the company in the office of Registrar of Companies (to be conducted by Panel Chartered Accountant of the Corporation).
 - iv) Common seal of the company.
 - v) Attested signature and photographs of directors from gazetted officer or bank manager.
 - vi) Form 8 & 13 to be filed with Registrar of Companies after execution of documents for registration of charge.

BIO DATA OF THE PROPRIETOR / PARTNER / DIRECTORS OF THE CONCERN

1. Name :
2. Father's/Husband's name :
3. Age :
4. Present Address :
5. Permanent Address :
6. Qualification :
7. Experience :
8. Details of Assets :
 - a) Immovable :
 - b) Movable :
9. Details of other Sister/
Associated concern :
10. Details of Liability :
11. Details of Income Tax :
(Attach assessment copies)
12. PAN

(Signature of applicant)

Annexure-II

AFFIDAVIT ON STAMP PAPER OF Rs.10/- DULY ATTESTED BY NOTARY

Affidavit of Shri _____ S/o _____

R/o _____. I, the above names deponent do hereby affirm as
under:

PARTICULARS OF THE PROMOTERS OF APPLICANT AND SISTER CONCERN

ABOUT APPLICANT UNIT :- M/s

A. Name and Address of promoters	Age	% of profit Share held with No. & Amt.	Nature of Association	Since when Associated
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B. BANKERS OF THE APPLICANT UNIT SINCE INCEPTION

Name and Address	Limit/Loan Assistance	Since when Account is in operation with No.
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ABOUT SISTER/ASSOCIATE CONCERN

A. DETAILS OF SISTER CONCERN

Name of Promoters	Name & address Of the concern	Line of Activity	Nature of Association	Since when Associated
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B. Name and Address	Limit/Loan Assistance	Since when Account is in Operation with No.
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ABOUT LOAN TAKEN AGAINST PLOT

S.No.	Name of the Banker	Loan Amount	Submit No Dues Certificate from the banker
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We undertake that the above information is correct and nothing has been concealed there from.

Deponent

Verification:

I/We Proprietor/partner/director of M/s._____ do hereby verify that all information furnished by me/us with the loan application is true that I/we have no Borrowing arrangement for the unit with any Bank/financial Institution, except as mentioned above 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 you in connection with My/Our application; that this may also be exchanged by you with any agency you may deem fit, and that You/Your representatives, representatives of RBI/SIDBI or any other agency as authorized by you at any time, inspect/verify our assets, Books of accounts, etc. at our business premises.

I/We further verify that I/we do not have any overdue in respect of any Financial Assistance, I/we have availed so far.

Deponent

Annexure - III

M/s _____

List of Existing Plant and Machinery

S.N.	Description	Year of Purchase	No.	Purchase Value	Power Required
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Total

- Depreciated value as on Date : - Rs. _____

Annexure - IV

List of Assets to be created against proposed Business Loan.

1. Fixed Assets (Details to be given):-
 - Re-conditioning of Existing Machinery : Rs. _____
 - Renovation of Building : Rs. _____
 - Shifting of remaining Existing machinery : Rs. _____
 - Installation of power connection : Rs. _____
 - Purchase of Vehicle : Rs. _____

2. Current Assets :- (Detailed to be given):-
 - Working Capital (Raw Material) :Rs. _____

3. Repayment of unsecured temporary loan taken for above purpose incurred up to one year before the date of application.
 - Repayment of Temp. Loan :Rs. _____

Annexure - V

Bank Report

TO WHOME SOEVER IT MAY CONCERN

It is certified that M/s. _____ is maintaining a current account with our Branch Bank since _____ and the conduct of the concern/company is satisfactory/unsatisfactory. The concern is enjoying / not enjoying the credit limits of Rs. _____ against security of stock / machinery / collateral security of _____.

It is also informed that our Bank has no objection in case party avails loan from Delhi Financial Corporation for purchase of land, construction of building, working capital loan on plot No. _____ Narela/Bawana and purchase of additional machinery for the unit under Relocation Scheme and the Bank shall not have any lien/charge on the assets financed by the Corporation. It is also informed that as per our record the concern has the following sister concerns:

Signature and seal of
Authorised signatory of the Bank

Undertaking

- 1 Name of the Unit :-

- 2 Date of power connection :-

- 3 Electric Meter No. :-

- 4 Line of activity :-

- 5 Highest turn over during the last 2 years. :-
(as per balance sheet of the concern)

- a. Sale :- Rs.
- b. Job Work :- Rs.
- Total :- Rs.

- 6 Proposed sale turnover during the next first year. :- Rs.

- 7 Whether present machinery are sufficient to generate projected turnover :-

- 8 LIST OF ASSETS TO BE CRAETED AGAINST PROPOSED BUSINESS LOAN :-
- I Repairing of Existing machinery :- Rs.
- ii Renovation of building :- Rs.
- iv Working Capital (Raw Material) :- Rs.
- v Repayment of unsecured temporary loans taken for above purposes incurred within one year are as under :- Rs.
- Total :- Rs.

- 9 Source of raw material required :- M/s
M/s
M/s

10	Justification of working capital requirements	:-				
S.N.	Items		Qty	Rate (Rs.)	Amount (Rs.)	
1						
2						
3						
	Total					