



**ANDHRA PRADESH STATE FINANCIAL CORPORATION**  
**HYDERABAD**

\_\_\_\_\_ **BRANCH**

- \* APPLICATION FOR MEDIUM TERM LOAN  
(MTL) UNDER MSME - MTL SCHEME**
- \* TERM LOAN UNDER MARKETING  
ASSISTANCE SCHEME**

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(for Branch Office Use)

Loan amount	
Service Charges Amount paid Date of Payment	
Details of payment	
Loan A/c. No.	

1. Date of receipt of Application :
2. Name of Applicant :
3. Location of the Unit :  
Mandal :  
District :
4. Name of Area Officer :
5. Existing Borrower : YES / NO
6. If Yes, Account No. :
7. Correspondence Address :
  
8. Chief Promoter :
9. Scheme :  
Product :  
Line of Activity :  
Industry (Sector) :  
Size of Industry :  
Product Code :
10. Collateral security required :
11. Loan a/c. position in case of assisted units :

Development / Appraisal Officer

APPLICATION FOR MEDIUM TERM LOAN (MTL) / TERM LOAN UNDER  
 MARKETING ASSISTANCE SCHEME OF RS. \_\_\_\_\_ LAKHS, FOR THE  
 UNIT ENGAGED IN \_\_\_\_\_ AT  
 \_\_\_\_\_ VILLAGE, \_\_\_\_\_ MANDAL \_\_\_\_\_ DISTRICT.

GENERAL DETAILS :

1. Name of the Unit :
2. Address :
  - a. Correspondence Address :
  - b. Factory Address :
  - c. Regd. Office :
3. Constitution : Limited Company / Partnership Firm/  
Sole Proprietary / Co-operative Society /  
Society / Trust / Limited Liability Partnership
4. Date of Incorporation / Registration :  
of the Concern
5. Chief Promoter :
6. Contact Person :
7. Phone No. :
 

Factory	:
Office	:
Mobile	:
E-mail	:
8. Type of Industry (Sector) :
 

1. Food & Agro; Chemical	8. Jute & Textiles
2. Drugs & Pharma	9. Medical & Health
3. Engineering	10. Construction
4. Steel	11. IT & ITES
5. Paper Products	12. Transport
6. Printing	13. Miscellaneous
7. Tourism	
9. Line of activity :
10. Products Manufactured :
11. Date of Commercial Production :

12. a) Capacity :

Product	Installed		Operating	
	Existing	Proposed	Existing	Proposed

b) Size of the Industry :

Manufacturing	Service
Micro	Micro
Small	Small
Medium	Medium
Large	Large

13. a) BRIEF HISTORY / COMPANY PROFILE :

b) Working results for the last 3 years :

(Rs. in Lakhs)

Financial Year	Turnover	Net Profit / Loss	Depreciation	Cash Profit	Income Tax

Please furnish the provisional working results as on a latest date also.  
In case there are wide variations in turnover or profit, please give reasons.

c) DETAILS OF LOANS AVAILED FROM THE CORPORATION (Rs. in Lakhs)

Date of Sanction	Amount Sanctioned	Amount Availed	Outstanding	Over Dues if any	Purpose

d) DETAILS OF TERM LOANS / WORKING CAPITAL LOANS AVAILED FROM OTHER FINANCIAL INSTITUTIONS / BANKS. (Rs. in Lakhs)

Date of Sanction	Amount Sanctioned	Amount Availed	Outstanding	Over Dues if any	Purpose

14. DETAILS OF ASSOCIATED CONCERNS

a. Name of the Concern :

b. Line of activity :

c. Financed by :

d. Promoters interested in concerns:

S. No.	Name of promoter	Share holding % in the concern

e. Working results for the last 3 years :

(Rs. in Lakhs)

Financial year	Turnover	Net profit/ Loss	Depreciation	Net worth	Total Long Term Debt

f. Details of loan(s) availed from the Corporation by associated concerns of the Promoters :

Date of Sanction	Amount Sanctioned	Amount Availed	Outstanding	Over Dues if any	Purpose

- g. Details of loan(s) availed from Banks / Other Financial Institutions by associated concerns of the Promoters :

Date of Sanction	Amount Sanctioned	Amount Availed	Outstanding	Over Dues if any	Purpose

(Please enclose Audited Balance Sheets, Profit & Loss Accounts along with complete schedules. If there are more units, please enclose all the details separately in same format as above at 14(a) to (g))

## 15. DETAILS OF SECURITIES & GUARANTEES PROPOSED

### a) Collateral Securities :

Sl. No.	Name of the Surety	Details of property offered for CS with address/location	Nature: Agri/Plot/House/Flat/Others (Pl. specify)	Extent	Value (Rs. in Lakhs)
1					
2					
3					
4					

\* Value of land to be reckoned at average of Sub-Registrar rate and Market rate.

### b) Third Party guarantors details :

Sl. No.	Name of the Guarantor	Residential Address	Net Worth (Rs. in lakhs)
1			
2			
3			

(Please enclose bio-data of guarantors as per format with colour photograph)

## 16. PRODUCTS :

### a) Product Details :

S.No.	Name of Product	Installed capacity (units)	Operating capacity (units)	Capacity Utilisation (%)	Uses & Application
a					
b					
c					

b) **By-Product Details** :

S. No.	Name of Product	Installed capacity (units)	Operating capacity (units)	Capacity Utilisation (%)	Uses & Application
a					
b					
c					

17. **MANAGEMENT :**

a) **Details of all promoters** : (Please enclose Bio-data/details of all promoters in proforma enclosed)

S. No.	Name of Promoter	Father / Husband Name	Share holding %	Functional responsibilities
1				
2				
3				
4				
5				
6				
7				
8				

b) **Management Details** :

c) **Any other details** :

**18. RAW MATERIALS :**

**a) Raw Materials details :**

S.No.	Nature of Raw Material	Source	Cost/ Unit	Comments on availability

**b) Brief Note on raw materials availability & arrangements :**

**19. MARKET POTENTIAL / DEMAND :**  
**(Including details of orders on hand & list of major customers)**



20. FINANCIAL POSITION AS ON \_\_\_\_ - \_\_\_\_ - 201\_\_\_\_ AS PER CERTIFIED/  
PROVISIONAL BALANCE SHEET:

(Rs. in Lakhs)

Particulars	Existing as on _____
Land	
Buildings	
Plant & Machinery	
Dies & Moulds	
Testing Equipment	
Boiler	
D.G. Set	
Crockery & Cutlery	
Linen	
D.G. Set	
Furniture	
Vehicles	
Capital Work-in-Progress	
Deposits / Investments	
Other Fixed Assets	
Preliminary & Pre-op. expenses	
P & L A/c. Debit Balance	
Working Capital Margin	
<b>Total</b>	

MEANS OF FINANCE

(Rs. in Lakhs)

Particulars	Existing as on _____
Capital	
Reserves & Surplus	
Share Application Money	
Internal Accruals	
Subsidy	
Vehicle Loans	
Term Loan - APSFC	
Term Loan - Others	
Unsecured Loans - Interest Free	
Unsecured Loans - Interest bearing	
Others (Please specify)	
<b>Total</b>	

21. DETAILS OF WORKING CAPITAL MARGIN AS ON \_\_\_\_\_

(i) Current Assets :

(Rs. in Lakhs)

<b>Inventories :</b>		
Raw Materials		
Stores & Spares		
Work-in-Process		
Finished Goods		
<b>Sundry Debtors :</b>		
Exceeding Six months		
Others		
<b>Loans &amp; Advances :</b>		
Advances to RM Suppliers		
Advances to Staff		
Other Advances		
<b>Cash &amp; Bank balances :</b>		
Cash in hand		
Cash at Bank		
Other Current assets		
<b>Total :</b>		

(ii) Current Liabilities :

Sundry Creditors for purchases		
Creditors for expenses		
Creditors for others		
Advances from Customers		
Provisions		
Other Current liabilities		
<b>Total :</b>		
<b>Net Current Assets (i - ii) :</b>		
Less: Bank Borrowings for Working Capital		
WCTL from APSFC		
<b>Working Capital Margin</b>		

**23. DETAILS OF EXISTING WORKING CAPITAL ARRANGEMENTS :**

Name of the Bank :  
Branch :  
City :

Fund based			Non-fund based	
Facility	Limit (lakhs)	Margin %	Facility	Limit (lakhs)
CC Limits	Rs.		LC Limits	Rs.
OD Limits	Rs.		BG Limits	Rs.
Others	Rs.		Others	Rs.
ROI			Banker's Opinion :	
Outstanding as on _____ is Rs. _____				

**24. PURPOSE OF PROPOSED LOAN :**

25. ESTIMATION OF WORKING CAPITAL REQUIRED & GAP IN WORKING CAPITAL :

(Rs. in Lakhs)

Details	Days	Amount
<b>A) CURRENT ASSETS:</b>		
Raw Material		
Stores & Spares		
Work-in-Process		
Finished Goods		
Debtors		
Other Current Assets		
TOTAL (A)		
<b>B) CURRENT LIABILITIES</b>		
Sundry Creditors		
Advance from Customers		
Other Current Liabilities		
TOTAL(B)		
Net Current Assets (A) - (B)		
LESS : 25% of Gross Current assets or existing margin, whichever is higher		
Working Capital Finance required		
LESS :WC Limits with Bank WCTL outstanding loan from APSFC		
Gap in Working Capital		

**26. DETAILS OF ONE TIME BENEFITS (OTS) AVAILED; IF ANY:**

The applicant concern / Associate concern / Promoters / Family members have availed / NOT availed benefits under one time settlement (OTS) on compromise proposals of APSFC / Banks / Other Financial Institutions and the details are as under :

(Rs. in Lakhs)

Name of Concern	Name of Institution from which availed	Loan Availed	Settlement benefit	Year availed

**27. DECLARATION :**

I/We certify that all the information furnished by me/us is true; that I/We have no borrowing arrangements except as indicated in the application, for the unit with any bank; 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 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, DICGC, IDBI, SIDBI, CIBIL or any other Agency as authorised 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 over dues 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 over dues pending against me/the company or other companies in which I am/the other promoters are Director/Directors.

**DATE :**

**SIGNATURE OF CHIEF PROMOTER**

**Name :**

**Designation :**

## ANDHRA PRADESH STATE FINANCIAL CORPORATION

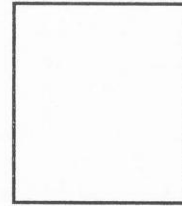
### CHECK LIST OF INFORMATION / DOCUMENTS FOR MEDIUM TERM LOANS UNDER MSME-MTL SCHEME AND TERM LOAN UNDER MARKETING ASSISTANCE SCHEME

1. Copy of Partnership deed / Memorandum and Articles of Association / bye-laws of society.
2. List of Directors and Share Holding Pattern duly certified by Chartered Accountant.
3. Bio-data of the Promoter(s) with solvency details, net worth declaration on Rs. 20/- NJS in the prescribed proforma duly certified by Chartered Accountant along with 3 passport size colour photographs, photo ID and residential proof.
4. Income Tax returns of all the promoters (proprietor / partners / directors) for the last three years along with the computation statements.
5. List of Associated units in which promoters/directors are interested and past three years audited working results.
6. Details of existing Land and Building with areas.
7. List of Existing machinery/Testing equipment (not applicable for MAS).
8. Details of installed capacity and present capacity utilization (not applicable for MAS).
9. Annual reports / Audited financial statements of the unit for the last 3 years together with schedules.
10. Tax audit returns together computation of income for the last 3 years.
11. Certified Provisional Balance sheet and P & L Account together with all schedules in case the Audited Balance Sheet is more than six months old.
12. Copy of sanction letter of banks / financial institutions for the CC / OD / TL sanctioned. (In case of CC/OD latest renewal shall be submitted)
13. Opinion from Bankers and other Term lending institutions.
14. Statement of Accounts of CC / OD for the last 6 months.
15. Service Charges @ 0.50% including prevailing applicable service tax on loan amount applied.
16. Details of properties proposed to be offered as collateral security along with copies of documents.
17. Copies of licences/approvals (VAT registration / SSI registration / other approvals).
18. Details of products being manufactured / dealt with, list of major customers, market potentiality etc.,
19. Projections of income and expenditure for 5 years and Schedule of repayment of existing loans for the next 5 years.

M/s. \_\_\_\_\_

**BIO DATA OF PROMOTERS / THIRD PARTY GUARANTOR**

(Please enclose the details of all promoters & third party guarantors along with the application in Duplicate)



1. Name :  
(Full name with sur-name)
2. Permanent Address :
3. Correspondence address :
4. Telephone No. :
5. Gender : Female / Male
6. Marital status : Married / Unmarried
7. Father's / Husband's name :
8. Other Details  
Mobile No. : E-mail :  
Date of Birth : Place of Birth :  
Voter ID No. : Hails from :  
Gas Connection No. : Ration Card No. :  
Passport No. : Driving Licence No.:  
PAN No. : AADHAR Card No. :  
Religion :  
Category of Promoter : SC / ST / BC / OC / Minorities / Others.  
(for statistical purpose)
9. Designation : Proprietor/Partner /Promoter Director  
Professional Director / Third party  
Guarantor
10. Role in the Organisation : Key Role - YES / NO



11. Academic qualifications :

12. Family Back ground :

13. Credit Card Details :

S.No.	Card No.	Bank Name

14. Experience :

S.No.	Name of Unit & Address	Designation	Period of Service		Nature of work
			From	To	

15. Income-Tax Assessee : Yes / No  
(If Yes, please submit copy of IT returns with computation sheets for last 3 years)

S.No.	Year	Income Assessed	Tax paid

16. Details of loans availed from Corporation, if any :

Name of the Unit :

Amount sanctioned & Availed :

Amount outstanding :

Branch :

17. Stood as Guarantor / Surety for others : YES / NO

18. Details of Guarantees given :

19. Amount for which surety given :



20. DETAILS OF REFERENCES :

S.No.	Name of the Reference	Address of the Reference	Phone No.

21. SOLVENCY DETAILS :

IMMOVABLE PROPERTIES :

S.No.	Description of the property with location & address	Full name of the property owner and address	Extent of property	Sub-Registrar value	Market value
1					
2					
3					
4					
Total Immovable - (A)					

MOVABLE PROPERTIES :

S.No.	Items	Description	Market value
1			
2			
3			
Total Movable - (B)			

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

**DECLARATION**

I declare that all the information furnished by me as above is true.

Date :

Signature of the Promoter / Guarantor