### CHECKLIST WHILE SUBMITTING COMPOSITE LOAN APPLICATION FORM

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<td><strong>1.</strong></td>
<td>Application Form duly filed and signed</td>
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| **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 shall be as follows:  
Loan Application: ₹10,000.00 (plus GST)  
After the preliminary clearance: 1% (plus GST) of the loan amount Less paid earlier | □ |
| **3.** | Registered Partnership deed with Registration Certificate / Memorandum & Articles of Association | □ |
| **4.** | Copy of EM-part I/II / UAM issued by DITC to set up the unit / Registration with concerned agency. | □ |
| **5.** | Location/Layout plan of the unit. Kindly furnish with reference to important landmarks. | □ |
| **6.** | Details of the personal assets of the promoters with documentary evidence of Ownership/relevant title documents regarding the immovable and moveable properties owned by them. | □ |
| **7.** | Enclosure as per Final Application Form:  
- Sr. No. 16 b) - Last 3 yrs Audited Annual Accounts + PAN + IT/WT returns (incl. computation) + Borrowings  
- Sr. No. 17 g) - Associate Concerns - Last 3 yrs Audited Annual Accounts + PAN + IT/WT returns + Borrowings  
- Latest Turnover figures upto previous month to be submitted. Proposals processed after 30th Sept. Require to submit half yearly unaudited accounts. | □ |
| **8.** | Land ownership documents of Principal & Collateral (separately):  
  - 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 Goa - GIDC plots the earmarking letter or allotment order along with the Lease Deed to be submitted. Subsequently, NOC from GIDC for creation of mortgage charge of EDC will have to be furnished.  
  - 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.  
  Note: Agricultural property to be excluded. | □ |
| **9.** | Estimates of building and all other civil works. Built-up area statement/FAR, etc. Also furnish details of the cost of acquisition of the premises. | □ |
| **10.** | Quotations of Plant & machinery, Furniture & Fixtures, other misc. assets with competitive quotations (2 no’s) along with credentials of suppliers (for high value) and turnkey agreements (if any) | □ |
| **11.** | Details of contracted/connected load to the premises of the unit. Power Availability /sanction letter from Electricity Dept. for requisite electric load. | □ |
| **12.** | Assumptions made in the calculation of projection of profitability estimates, cash flow statements and projected balance sheet. | □ |
| **13.** | List of Consents and Approvals Required & Obtained  
  - NOC from Panchayat/Municipality.  
  - GSPCB/ Health and other related approvals as applicable.  
  - Approved Building plan/Construction license/Occupancy Certificate.  
  - Earmarking/Allotment letter from Goa-IDC  
  - Registration under Shops & Establishments  
  - Any other approvals/NOC as applicable.  
  - Copy of sanction letters of existing term loans/ W.C facilities, presently outstanding (if any) of the borrower. | □ |
14. **Enclosures as per Bio-data (Annexure I)**
   - Sr. No. 8 - Pan Card & Aadhar Card
   - Sr. 14 - Last three years Income Tax/Wealth Tax returns. (incl. computation)
   - Sr. No. 17 - List of concerns in which interested.
   - Net worth certificate of the promoter/partners issued by an C.A
   - Other information/enclosures...... if any.


16. **In case of companies** -
   - Resolutions of the Board/General Body to borrow and appropriate authorization as per the provisions of the Companies Act 1956.
   - Consent letters from Directors to furnish their Personal Guarantee with copies of their property documents.

17. **Litigations** - List of all litigation/legal cases of borrower/promoters/associate concerns

18. **Others** :
   - Technical Feasibility Report and Economic Feasibility Report in case of project that are of technical nature and high project cost.
   - Income Tax/Wealth Tax and Sales Tax/VAT Assessment Orders for last 3 years in case of high value projects.
   - In case of collaboration - brief note on the collaboration, agreement, government approvals, fees/royalty, etc.
   - Any other information as required on case to case basis shall need to be furnished.

19. **Project Report should contain the following information**:
   - Brief history of unit & management background including educational qualifications.
   - Project details inclusive of land, civil works and machinery.
   - Manufacturing process inclusive of raw materials supply and consumption.
   - Installed capacity, proposed capacity & utilised capacity (Rs. & units per annum).
   - Marketing - demand & supply (units per annum), major competitors, marketing arrangements & export potential.
   - Preliminary & Pre-operative expenses to be incurred.

*Note: a. All photocopies of documents submitted may be self attested.*
  *b. Soft copies of submissions made (if available) may be submitted.*