

Haryana State Industrial & Infrastructure Development Corporation Limited

BUSINESS MEET FORMAT

M/s

(Name of Applicant Co)

(Loan applied Rs _____ lakh)

	Name of Promoters / Directors	Address & Phone Nos.	Age	Educational Qualification	Net Worth * (Rs.in lakh)	Experience in line
1						
	* Break up / details of Net Worth in the form of fixed assets and movable / liquid assets be also attached, for each promoters/directors.					
2	Project / Product					
3	Location: i) Works(Existing) ii) Proposed iii)Office					
4	Details of processing fee	Cheque No _____ Dated _____ for Rs _____ drawn on _____ (Bank Name) payable at _____ in favour of HSIIDC.				
5	Project Cost	(Rs. in lakh)				
		Land (_____ SQM) *	Existing	Expansion	Total	
		Building (_____ SQM)				
		Plant & Machinery				
		Misc. Fixed Assets				
		Contingencies				
		Prel.& Pre.Op.Exp				
		Margin money for working capital				
		Total				
	*If proposed project land is not located in Govt. Indl. area, the status of CLU/ NOC from State Govt. may be indicated.					
6	Means of Finance	Capital				
		Reserves				

		Unsecured loans (Intt Free)			
		Term Loan : i) HSIIDC			
		ii) Others			
		Total			
7	Financing Parameters	Promoters Contribution			
		D/E Ratio			
		Security Margin (on book value)			
8	Security Details	a) Primary Security			
		Land (_____ SQM)/ (Price as per present allotment / Circle rate)			
		Building (_____ SQM)			
		Misc. Fixed Assets			
		Contingencies			
		Total			
		b) Collateral security being offered			
		a)Location			
		b)Area (Sq.M)			
		c)Value (Circle rate & market value)			
9	Projected income	1st year Rs. _____ (____%) Capacity utilisation			
		2 nd year Rs. _____ (____%) Capacity utilisation			
		3 rd year (Rs. _____ (____%) Capacity utilisation			
					(Rs. in lakh)
10	Details of Previous Loans	Sanctioned			
		Availed			
		Outstanding			
		Repayment regularity			
					Figs. In Rs. lakh
11	Working results of company*	Particulars	2010-11	2011-2012	2012-13
		Income			
		Cash Profit			
		Net profit			
		Net worth			
12	Working results of Sister units	Particulars	2010-11	2011-2012	2012-13
		Income			
		Cash Profit			
		Net profit			
		Net worth			

Annexure 1

Past Performance of the Applicant Company/Sister Units					
Name of the company/firm					
Location of works & Office					
Working since					
Product/activity of Business					
Financial Position & Working Results					(Rs in Lakh)
Sr. No.	Subject	2010-11 Audited	2011-12 Audited	2012-13 Audited	2013 (upto.....) Unaudited & Provisional
1	Authorised Share Capital				
2	Paid up Share Capital				
3	Share Application money				
4	Reserves & Surplus				
5	Misc exp W/off				
6	Net Worth (2+3+4-5)				
7	Term Loan:				
	a)HSIIDC				
	b)Banks				
8	Unsecured Term Loans				
9	Bank Borrowings (WCL)				
10	Gross block				
11	Net Block				
12	Current Assets				
13	Current Liabilities				
14	Sales				
15	Other Income				
16	Total Income (14+15)				
17	Depreciation for the Year				
18	Net Profit (After Tax)				
19	Net Cash Accruals (17+18)				
20	Debt Equity Ratio				
21	Current Ratio				
Remarks: 1.Copies of three 3 years audited balance sheets be also attached. 2. Separate Annexures should be used for working results for applicant company and each of the sister units					

FORMAT OF LETTER TO BE SENT WITH APPLICATION ON COMPANY'S LETTER HEAD

The Managing Director,
Haryana State Indl. & Infra. Dev. Corpn. Ltd.,
C-13 & 14, Sector 6,
Panchkula-134 109

Sub: Request for Term Loan of Rs._____ lakh.

R/Sir,

We hereby apply for a term loan of Rs._____ lakh (Rupees _____ only) from HSIIDC. The assistance sought is for implementing a new / expansion / diversification/ modernisation project unit. The particulars of the project, in brief are enclosed.

In addition to this, we have also submitted application(s) to _____ (indicate the name of the Bank/Financial Institution, if any, which have been approached for) seeking financial assistance for this project.

We shall be glad to provide any further information which may be necessary for processing our application.

We are enclosing a demand draft / cheque of Rs._____ as processing fee of our application. We understand that after the appraisal is initiated, this fee is not refundable irrespective of whether the loan is sanctioned or not.

We confirm that the company / promoters / firms with whom the promoters are associated, have not been convicted for any economic/ criminal offences and that no enquiries, initiated by the Government are pending at present.

Our Board has authorised the following persons (give names alongwith their designation) to sign loan application, other papers, and furnish particulars / statements or clarifications which may be sought in connection with the application for term loan from HSIIDC.(Copy of BoD resolution of the Company duly notarized be submitted)

1. _____
2. _____

Our Board has appointed _____ (write name and address) as consultant (if any) and he is authorised to submit the application, statements and other papers and discuss with HSIIDC in connection with the application for term loan.

Thanking you,

Yours faithfully,

(Signature & Designation of the Authorised
Signatory submitting the application)
(Seal of the company)

Date:

Place: