

RAJASTHAN FINANCIAL CORPORATION
(Credit Appraisal Section)

Udyog Bhawan
Tilak Marg
Jaipur-302 005

Ref. RFC/LA-13(4)/630

Dated : 28.07.2010

CIRCULAR
(LA No. 554)

Reg. : Loan application Fee.

Attention is invited to P&G Circular No. 1314 dated 14.05.2010 regarding charging 50% loan application fee from the entrepreneurs who register their loan applications on the day of BP camp.

The matter was reviewed by the PC &CC in the meeting held on 22.07.2010 and action taken by BOs with regard to acceptance of loan applications with 50% fee during BP Comapain had earlier was confirmed. It was further, decided that the check list be classified into two parts. Part "A" shall be mandatory and shall contain documents which must be taken alongwith applications so that 50% fee be charged. Part "B" will have documents which shall be obtained within seven days from the date of receipt.

Accordingly, the check list has been revised and enclosed herewith.

Other terms & conditions shall remain unchanged.

All concerned are advised to take a note of above and ensure compliance strictly with immediate effect.

(G.S. Sandhu)
Chairman & Managing Director

Encl. As above.

Copy to :

1. Standard circulation at HO.
2. All Branches/SOs
3. DGM (A&I), Eastern & Western Zones.

Rajasthan Financial Corporation
Udyog Bhawan, Tilak Marg, Jaipur

Requirement of documents from the promoters alongwith loan application

P A R T "A"

S.No.	Particulars	
	<u>GENERAL :</u>	
1	Bio-data in prescribed proforma of each promoter.	
2	Statement of Net worth of each promoter in the prescribed proforma.	
3	Affidavit regarding financial assistance availed in the prescribed format by each promoter.	
4	Affidavit regarding immovable properties/assets in the prescribed format by each promoter alongwith photo copy of title documents.	
5	Copy of balance sheet/ audited balance sheet and P&L account for last 3 years of applicant concern and sister concerns.	
6	Copies of Income tax returns with computation for last three assessment years for each promoter separately.	
7	Documents regarding land:	
	i)	For lease hold Land Allotment letter/Lease deed
	ii)	For converted Land Sale deed/mutation entry in revenue record, conversion order/lease deed.
	iii)	For Freehold Land Patta/Sale deed with chain of title documents. True copy of resolution passed by Gram Panchayat and NOC from local authorities regarding permission to set up the proposed project.
8	Registered Rent deed in case the unit is proposed to be set up in rented premises and the proposed loan is for P&M only.	
9	Project report in two copies alongwith the details, on scope of the products and demand and supply position.	

10	Technical : i) Quotation of plant and machinery from 2-3 different reputed suppliers.
11	<u>FOR PARTNERSHIP CASES:</u> Partnership deed /Supplementary Partnership deed alongwith firm registration certificate and entry U/s 67 of IP Act.
12	<u>FOR COMPANY CASES:</u> i) Certificate of incorporation and Memorandum & Article of Association. ii) Prospectus (in case of Public Limited Company) iii) Form No. 32 for incoming and outgoing directors.
13	For Other:
	(i) SSI/Renewed SSI registration certificate.

P A R T "B"

S. No.	Particulars
1)	TECHNICAL : i) Details of capacity/technical specifications. ii) Sales tax nos., catalogue, price list etc. iii) List of clients of P&M iv) Details of technical expertise which will be available to the unit. v) Performance certificate of similar P&M, supplied by proposed supplier in case of new supplier. vi) Reasons for selection of proposed supplier (undertaking to be taken in prescribed proforma)
2)	Search report from CA/CS for existing directors of the company and charge, if any.
3)	Certificate of commencement of business in case of Public Limited Company.
4)	Credit report from CIBIL in prescribed proforma of all the promoters.
5)	<u>Others :</u> i) Name of banker alongwith assurance letter from bank for working capital loan

	ii) Site plan (approved) and building map (approved) if required.
	iii) Share holding patterns.
	iv) Details about implementation schedule.
	(ii) Permission from Electricity Company for installation of DG Set above 125 KVA.
	(iii) Proof regarding SC/ ST/ Ex-serviceman/ physically handicapped/ technocrat
	(iv) NOC from local authority mentioning power load allowed in Abadi land and permission to set up the proposed project. (as per rules of local authority)
	(v) NOC from RPCB and environment clearance is required if applicable.

Note : The information which is not applicable should not be insisted, additional information may be called as per requirement.