APPLICATION FOR FINANCIAL ASSISTANCE

(To be used for renovation of an existing guest house in NCT Delhi valid upto 31st July 2010)

1. Name of the Concern	
Constitution (Private Limited Company, Partnership Firm/Proprietary Concern)	
If company enclose certified copy of Memorandum and Articles of Association If Partnership firm enclose certified copy of partnership deed	
Registered Office & telephone no. & Email	
Date of Incorporation/Registration	
Nature of business	
Date of commencement of business	
Enclose audited balance sheet and P&L statement of the concern for the past three financial years	
Furnish PAN and last income tax assessment order of the concern	
2. Promoters	
Details of the Promoters: - Name - Age - Qualification - Present/Permanent Address - Experience - PAN - Proof of Identity - Extent of share in the applicant concern - Bankers details alongwith address for reference - Other business interests, if any (Give separately for all the promoters)	
3. Project	
Details of the guest house: - Address - Land area - Building area - No. of floors - Guest rooms - F&B area - Other facilities - Machineries & equipments	
Details of licences/approvals of the guest house (enclose certified copies): - Proof of ownership	

- Lodging Licence under Delhi Police Regulations - Health Trade Licence by MCD/NDMC - Dept. of Tourism Approval. - Power, water & sewage sanctions.	
Performance of the guest house for the past three financial years: - Average occupancy - Average room rate per day - F&B sales - other sales, if any - No. of Employees	
Furnish details of renovation scheme	
Cost of renovation: - Building : Rs. - Interiors : Rs. - Plant & Machinery: Rs. - Other Equipments: Rs. Total : Rs. (furnish detailed break-up of item-wise cost of the above)	
Means of Finance of renovation: - Promoters margin (min. 40%): Rs. - Term loan (max. 60%) : Rs. Total : Rs.	
Proposed renovation commencement date	
Proposed renovation completion date	
Profitability projections after the renovation (for the loan period): - Rooms - Occupancy - Average rate - F&B sales - Other income - total revenue - operating cost (manpower cost, power, water & fuel cost, F&B cost, other operating cost, administration & misc. expenses, marketing expenses, etc.) - gross operating profit - interest - depreciation - profit before tax - provision for tax - profit after tax - repayment of loan	

- balance cash accruals	
4. Security offered for loan: - Mortgage of guest house - Hypothecation of movables of guest house - Alternate/collateral security by way of mortgage of other property owned by the promoters in lieu of mortgage/ hypothecation of the guest house (give reasons why mortgage of guest house can not be created and furnish certified title papers of alternate security) - Personal guarantees of the promoters (enclose networth statement)	
Signature & date	

Annexure

Major Terms and Conditions of Sanction

1) Applicant should have valid approvals/licences for operating the guest house.

2) Applicant should furnish approval of the guest house from Department of Tourism (DOT), Govt. of India.

3) Applicant should establish free and marketable title to the guest house property and/or alternate property offered as security for the loan.

4) Applicant should raise and deploy entire promoters contribution/margin on the renovation project before seeking disbursement from TFCI. In this regard, statutory auditor's/chartered accountant's certificate should be furnished confirming deployment of promoters contribution/margin in full.

5) The loan shall be sanctioned/disbursed only after obtaining satisfactory credit opinion of the applicant concern and its promoters from the existing bankers/institutions.

6) Applicant shall execute loan and other related documents, create security for the loan and comply with other stipulated conditions before seeking disbursement.

7) The rate of interest shall be fixed based on credit rating of the applicant and may presently vary in the range of 13%-13.5% p.a. The maximum period of the loan shall be five years. The principal installment and interest shall be payable monthly.

8) The interest would be charged as per the applicable rate without taking into consideration 5% interest subsidy available from DOT as per its notification No.14.TH.II(1)/2009 dated 26th May 2010. On timely payment of all dues of TFCI and approval of eligibility by DOT, interest subsidy claim would be submitted to DOT for payment, on quarterly basis. As and when the subsidy amount is received from DOT the same would be remitted to the applicant/ borrower.