

BANGLADESH DEVELOPMENT BANK LTD.
HEAD OFFICE, DHAKA

**LOAN APPLICATION FORM FOR BALANCING, MODERNISATION, EXPANSION
 AND REPLACEMENT OF IF EXISTING INDUSTRIAL UNDERTAKINGS.**

A: SPONSORS, CORPORATE SET-UP MANAGEMENT-ORGANISATION:

1. PROMOTER(S) APPLICANT(S) :

(a) Particulars of the promoters:

Name(s) and Father's & Spouses name	Address(es)	Name(s) & Address of banker(s)

(b) Particulars of the persons closely related with the promoters (i.e.) father, mother, spouse, son(s), daughter(s), brother (s) & Sister(s):

Name(s) and Father's & Spouses name	Address(es)	Name & address of their existing trading/business/industrial concerns	Position of loan liability if any, of the said trading/business/industrial concerns with any DFI/Bank

2. Name and address of the project for which financial assistance is sought.

2.1 Name of the project :

2.2 **Address:**

(a) Factory :

(b) Office :

2.3 Year of establishment :

2.3 Date of commencement of business and production :

3. Corporate set-up :

3.1 Sole-proprietorship :

(a) Name and address(es) of the proprietor :

(b) Particulars of movable & immovable properties as per Form-1 enclosed: ...

(c) Name(s) & address(es) of the Bankers of the proprietor:
 (Please send a letter to your Banker as per Form-II enclosed and submit a copy thereof to us)

- (d) Please furnish full particulars of outstanding liabilities e.g. income-tax and other dues to Govt. Such as sales tax, excise duty, etc.
- (e) Has any property of the concern been mortgaged? if so, please state the means of the mortgagees with maturity date.

3.2 **Partnership concern :**

- a) Name of partners Address Extent of interest
- i)
- ii)
- (b) Particulars of movable and immovable properties of each partner as per Form-1 enclosed.
- (c) Name(s) and address(es) of Banker(s) of the firm and of the partners individually, please submit partnership deed.

Please send a letter to your Banker as per Form-II enclosed and endorse a copy thereof to us.

3.3 **Co-operative Societies:**

- (a) Name(s) and address(es) of the president and Secretary of the Society. Please enclose a copy of the constitution/by –laws and certificate of Registration of the society.

3.4 **Limited Companies:**

- (a) Whether private limited or public limited company;
- (b) Name and address of the Directors:

Name(s) and address	Status	Extent of present share holding	Extent of share holding after proposed BMR&E

- (c) Name(s) and address(es) the Banker(s) of
- (i) the company :
- (ii) Directors individually :

Please send a letter to your Banker as per Form-II enclosed and endorse a copy thereof to us

- (d) Declaration of the movable and immovable properties owned by the Directors (including charges or liens) as per Form-I.
- (e) Please enclose a copy of Memorandum & Articles of Association of the company duly certified by the Director along with a copy of certificate of commencement of business from the Registrar of Joint Stock Companies.

4. Extent to which each director of the company/managing agent/partner has guaranteed in his personal capacity any other loans form Banks etc. other than Bangladesh Development Bank Ltd..
5. Please state in Form-III briefly the qualification, past experience of business and industrial background of the proprietor/partners/directors (individually for all partners/ directors). Please give the names of industrial or commercial concerns in which the proprietor/ partners/directors hold interest or are associated and furnish operation results of these concerns and latest financial statements of these concerns.

6. Management set-up and organization :

- 6.1 Please describe the organizational and management set-up which will manage and supervise operation.
- 6.2 Names, qualifications and experience of existing key management and technical personnel and those to be employed after BMR&E.

7. Capital Structure :

- 7.1 If it is a company:

(Tk. in '000')

Existing position	Proposed after BMR&E
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(a) Authorised capital :

- (i) Ordinary Share
(ii) Pref. Sha

(b) Issued, subscribed paid-up capital

- (i) Issued
(ii) Subscribed
(ii) Paid-up

(c) Capital Contribution by the Director

Name of the Director/Share-holders	Value of shares already held	Extent of share holding after completion of BMR&E
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7.2 Partnership firm :

Name of the partner	Present contribution	Total Contribution after BMR&E
(i)		
(ii)		
(iii)		

B: THE PROJECT:**8: BRIEF PARTICULARS ABOUT PROJECT:**

8.1 Please describe briefly the project for which financial assistance is sought giving reasons for seeking additional finance for expansion/balancing/modernization/ replacement. If balancing of existing unit is envisaged, please indicate in what way the existing unit is un-balanced.

8.2 (a) Please give the existing line of products manufactured, with products specification, annual production capacity (rated) and actual annual production for the last three years stating reasons for under-utilisation of capacity, if any, as per Forms-III(A&B)

(b) Please enclose feasibility report if prepared,

(c) Estimated time required for major work relating to project implementation as follows :

(i) Acquisition of additional land (if required);

(ii) Preparation and development of sites;

(iii) Construction of additional building and other civil works (if required).

(iv) Delivery of machinery at site;

Delivery of imported machinery;

Delivery of local machinery.

(v) Installation and erection of plant.

(vi) Trial production.

(vii) Regular commercial operation.

8.3 **Foreign collaboration** :

If the existing unit is operated with foreign collaboration, name and addresses of collaborators, copies of collaboration agreement, together with Government approval for the said collaboration may be indicated and enclosed. If the proposed expansion and/or modernisation scheme envisages further foreign collaboration, similar information may be given.

8.4 **Manufacturing process:**

Please give details of manufacturing process for the products manufactured indicating addition / extension of process and operation after BMR&E in a flow chart. Please indicate problems or waste disposal, if any, and mention scope for utilisation of by products. if any

9. **Location** :

Please indicate location of the existing unit in a site plan showing the surroundings and availability of communication facilities and other utilities such as water, power labour, raw material, market etc.

10. **Land :**

10.1 Land now owned : Please give the following:

- (a) Plot No. :
- (b) Khatian No :
- (c) Mouja :
- (d) Survey plan :
- (e) Area :
- (f) Purchase price :
- (g) Present (book) value:
- (h) Encumbrances, if any:
- (i) Title deed/lease deed:
- (j) Free-hold or lease-hold:

10.2 Additional land required, if any:

Please give the following:

- (a) Free-hold or lease-hold
- (b) Area
- (c) Prices paid/to be paid
- (d) Titled deed/lease deed, if already purchased
- (e) Documentary evidence of negotiations if purchase deed has not been finalised.

11. **BUILDING :**

- (a) Please submit layout plans for existing building. For new buildings, please submit layout plan, structural drawings, detailed estimates of cost as per Form-IV enclosed.
- (b) Please submit layout plans for existing factory building showing layout of installed machinery and indicating the layout of proposed machinery if these are to be housed in the existing premises.

12. **MACHINERY :**12.1 Existing machinery:

Please give complete list of machinery and equipment now installed and in operation giving functions of each machine, year of manufacture and year of installation, production capacity, original purchase price and depreciated book value as per Form V (A) enclosed.

12.2 NEW MACHINERY FOR BMR&E :

- (a) Please give complete list of proposed machinery, equipment and spare parts as per Form-V(B) enclosed. Please enclose at least two price quotations from two different suppliers and furnish illustrated brochures and literature of the machines.
- (b) Please indicate validity period of price offer and delivery period.

- (c) Please obtain copies of guarantee from supplier for satisfactory performance of machinery and enclose same with this loan application.

12.3 **ERRECTION AND INSTALLATION OF MACHINERY:**

- (a) Please state arrangements made/ to be made for erection and installation of machinery;
- (b) If foreign erection engineer is to be hired, please enclose a copy of agreement indicating approximate cost to be incurred for foreign technician;
- (c) The details of technical personnel to be recruited locally for installation and erection giving estimated cost thereof.
- (d) If installation and erection to be made by local consulting firms. please give details and terms of contract.

13. **RAW MATERIALS :**

13.1 Existing requirement :

- (a) Please give annual requirement of direct and indirect raw materials based on 100% rated capacity specifying shift of operation as per below:

Item	Specification	Quantity	Unit price C&F	Landed cost at factory	Sources of supply

- (b) Please give actual consumption of direct and indirect raw material and packing material during the last three yearn as per the following proforma;

Raw materials consumed

Item- Specification	198		198		198	
	Qty.	Value	Qty.	Value	Qty.	Value

- (c) Please give your half yearly entitlement for import fixed by the Government and indicate actual licenses received during the past three years :

	198	198	198
Half yearly entitlement :			
Actual licenses received :			

13.2 Additional requirement after BMR&E :

Item of raw materials	Specifications	Qty. required	Unit price C&F	Total landed cost	Sources of supply (local or import)

14. **POWER :**

Please give :

- (a) Connected load (KW) :
- (b) Present maximum demand (KW) :
- (c) Average existing consumption (KWH) :
- (d) Additional demand for BMR&E :
- (e) If there is a transformer, please indicate transformer capacity
- (f) Average power failure witnessed in the last year (Hours).

15. **FUEL AND LUBRICATING OIL :**

Please give the following:

Item of fuel and lubricant	Existing requirement (quantity)	Requirement after BMR&E (quantity)	Price per unit (TK.)

16. **WATER :**

Please give the following :

- (a) Existing requirement/shift
- (b) Additional requirement/shift
- (c) Existing arrangement for supply
- (d) Arrangement for additional supply
- (e) Arrangement for treatment of water, if any
- (f) Arrangement for waste disposal, if any

17. **TRANSPORTATION :**

Please indicate present arrangement of transportation of raw materials and finished products and proposed arrangement for the same after balancing and modernisation.

18. **TECHNICAL AND MANAGERIAL STAFF :**18.1 Existing :

Type Staff	No.	Salary/ month	Spl. benefit per month	Total cost per year

18.2 Additional staff required for BMR&E :

Type Staff	No.	Salary/month	Spl. benefit per month	Total cost per year

19. LABOUR :19.1 Existing :

Please give the following :

Staff employed	No.	Salary/month	Spl. benefit per month	Total cost per year

19.2 Proposed additional requirement after BMR&E :

Staff employed	No.	Salary/month	Spl. benefit per month	Total cost per year

20. ADMINISTRATIVE & SALES:

Type of staff	Existing				Additional		
	No.	Salary/month/person	Other benefits	Total annual cost	Salry/month/person	Other benefits	Total cost year

C: COST OF THE PROJECT AND MEANS OF FINANCE :**21. Cost of the project :**

Please give the estimated cost of the project in Form-VI enclosed indicating existing cost and estimated proposed cost.

22. Means of finance :

22.1 Please state how the existing cost has been financed and how the additional cost is proposed to be financed:

- (a) Equity capital :
 - (i) Share capital
 - (ii) Partners contribution
 - (iii) Proprietors capital
- (b) Term loans (Specify)/Existing/Proposed/Total after completion.
 - (i)
 - (ii)
- (c) Loan from Directors, if any,
- (d) Other sources (Please specify).

22.2 Please indicate contribution of each director/partner to the equity capital indicating their combined contribution to the total cost of the project.

22.3 Please give full particulars of securities to be offered to BSB as follows :

- (a) Nature of security
- (b) Value
- (c) Margin available
- (d) Nature of charge

D: MARTKETING AND SELLING ARRANGEMENT :

- 23. Please indicate major consumers of your existing products and products to be manufactured.
- 24. Please describe the present selling arrangement indicating whether the products are sold directly or through the distributors and whole-salers or retailers, etc.
- 25. Please indicate selling arrangement for the proposed products giving factory prices to–
 - (a) Direct consumer
 - (b) Whole salers
 - (c) Retailers.
- 26. If the products are exported please state –
 - 26.1 the market for exports
 - 26.2 Percentage of total products exported
 - 26.3 average FOB price of export
 - 26.4 existing export incentives from the Govt.
 - 26.5 prospect of exporting the proposed products
 - 26.6 percentage of total proposed product to be exported.
- 27. Please state the names and address of the major producers of similar products in the country and indicate the prevailing market price and quality of their product.

28. Please state the unit C&F value of similar products, if being imported now, indicating country of origin, rate of duty, sales tax, other cost of importation landed cost of the goods.

(FOR SERVICE INDUSTRIES)

E: PRODUCTION COST, SELLING PRICES AND PROFITABILITY AND REPAYMENT PROGRAMME

29. Please enclose details of profit and loss accounts of your existing unit for the last three years, enclosing therewith the various schedules and explanations of accounts. Please also enclose audited Balance Sheet/Certified statement of Accounts for last three years. Please submit latest Balance sheet even if provisional.
- 29.1 Please furnish details of existing working capital requirement and how they are financed.
- 29.2 Please give income forecast of the project after BMR&E as per Form-VII enclosed detailing specific assumptions.
- 29.3 Please give a schedule of drawings and repayment of proposed BSB loan and other term loans.

F: GENERAL

30. Estimate of net foreign exchange earnings from exports or foreign exchange savings from reduced imports, if any. Any other advantage of national importance likely accrue from the project.
31. If the project, for which financial assistance is required, present particular aspects which are not covered by this questionnaire or are covered inadequately, such aspects which have a material bearing on the feasibility of the project should be indicated.
32. Please furnish three declarations as shown in Form-VIII duly filled in and signed by each Director.

CERTIFICATE

I/we hereby certify the correctness of the figures/data/information and documents furnished by us. I/we also undertake to supply such further particulars as may be required by the Bank.

Place: _____ Dated: _____, 201...	SIGNATURE OF THE DIRECTORS /PROMOTORS
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Note : (The application must be signed by sole-proprietor/all individual sponsors/duly authorized representatives of Limited Companies as applicable).

BANGLADESH DEVELOPMENT BANK LTD.Declaration of assets and liabilities of
Promoters/Directors

(For each persons, a separate sheet is to be filed in and signed)

Name:

Address:

Husband's Name

Father's name:

Mother's name:

A. Properties & Assets:

(1) Immovable Properties (Urban properties only):

(a) Land:

Location	Particulars (Plot No., Kh. No., Mouza No. Area of land)	Present Market Value (Taka in 000)	Encumbrances Mortgage, hypothecation, lien etc. (if any)
1.			
2.			

(b) Building:

Location	Particulars (Plot No., Kh. No., Mouza No. Covered area)	Type & year of construction	Market Value (Tk. 000)	Encumbrances if any

(c) Factory, if any:

Name & Location	Type of assets (in the form of factory land, building, machinery & others)	Present market value (Tk. In 000.)	Encumbrances if any

FORM-1(COND)(2) Investment/interest:(i) Within the country:

(a) Share participation in the following business/industrial concerns:

Name & address of firm/ concern(s)	Nature of business	Associated with the firm/ concern(s) as owner/ director/ shareholder	Extent of interest (%)	Value (Taka in 000)	Encumbrances if any

(b) National savings certificate and other securities held for Taka. _____ (at purchase price)

(ii) Outside the country:

(a) Share participation in the following business/industrial concerns:

Name & address of firm/ concern(s)	Nature of business	Associated with the firm/ concern(s) as owner/ director/ shareholder	Extent of interest (%)	Value (Taka in 000)	Encumbrances if any

(b) Securities held for equivalent Taka (Taka in '000'): _____

(3) Cash & bank balance (Taka in '000'):

(a) Inside the country: Tk.

(b) Outside the country: Nil

(4) Other assets (please specify) (Taka in '000'):

Total assets (1+2+3+4) (Taka in '000'):

(B) Liabilities:(i) Borrowing :(a) From local agencies/institutions :

Name of the business/ Industrial concern(s)	Name of the loan-giving agencies- BSB/BSRS /ICB/other commercial Banks	Amount of loan sanctioned with date (Tk. in 000)	Over dues if any (Tk. In 000)	Principal not due (Tk. in 000)	Total liabilities (Tk. in 000)	Sponsors own Share (Tk. in 000)	Nature of security given

(b) From international loan giving agencies & other agencies outside the country :

Name of the business/ Industrial concern(s)	Name of the loan-giving agencies- BSB/BSRS/ICB/ other commercial Banks	Amount of loan sanctioned with date (Tk. in 000)	Over dues if any (Tk. in 000)	Principal not due (Tk. in 000)	Total liabilities (tk. in 000)	Sponsors own Share (Tk. in 000)	Nature of security given

(ii) Other liability (Please specify) Tk.

Total liability : Tk.

(C) Guarantees issued, if any, in individual capacity:

Certified that the above mentioned particulars are true to the best of my knowledge.

Place: _____ Dated: _____, 201...	SIGNATURE OF THE DIRECTORS /PROMOTORS
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**FORM OF A LETTER TO BE ADDRESSED TO THE BANKER (S)
OF THE APPLICANT**

(This letter should, in the case of the applicant or any other concern, be written on the printed letterhead and signed by a person or persons authorized to operate the account with the Banker (s) & sent to the Bank (s) endorsing a copy thereof to the Bangladesh Development Bank Ltd.)

Date:

The Manager

CD A/c. No. :

Dear Sir,

I/We hereby authorize you to discuss with the Bangladesh Development Bank Ltd. To which we are making an application for financial assistance, our affairs or any matter relating thereto, and to disclose such information to them as the Bangladesh Development Bank Ltd. may ask for or as you may consider fit to disclose to them.

Yours Faithfully,

Sd/-
(-----)
Director

Copy to:

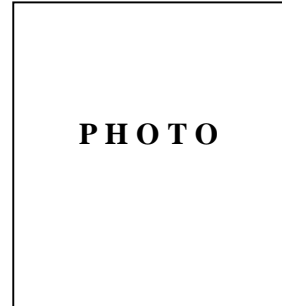
DGM, Loan Operation Department, Bangladesh Development Bank Ltd., Head Office, Dhaka.

Director

BANGLADESH DEVELOPMENT BANK LTD.**BIO-DATA OF PROMOTERS/DIRECTORS**

(For each Person, a separate sheet is to be filled in and signed)

1. Name
2. Husband's Name
3. Father's Name:
4. Mother's Name:



Two copies

- 5 Address:

Present:

Permanent :

6. Nationality: Place of birth :
7. Home district:
8. Date of birth: Age: As on:
9. Education qualifications:
10. Technical or any other qualification:
(please specify)
11. Professional qualification(s) if any:
12. Traveled abroad(if any with purpose,
names of the countries and duration
of any in each country with dates):
- 13 Past business and industrial
experience :

- (a) Please state the nature of business managed indicating to total amount of capital employed in the business, average annual turnover and the number of various categories of personnel employed.

- (b) If any industrial undertaking has been managed, please give the details of the organizational structure of the unit indicating your responsibilities.
- (c) Any other relevant information.

DECLARATION

I do hereby declare that:

- (i) I am a bonafide national of Bangladesh:
- (ii) I am not a minor:
- (iii) Neither myself nor my spouse is serving with any Government/semi-Government/autonomous body:
- (iv) I am not associated with any projects financed by or under appraisal/implementation either with the BSB/BSRS/Nationalized Commercial Banks other than those declared in Form-I:
- (v) That the particulars furnished above are true to the best of my knowledge:

Yours Faithfully,

Place: _____ Dated: _____, 201...	SIGNATURE OF THE DIRECTORS /PROMOTORS
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AFFIDAVIT-A

I/We do hereby declare that I have no/got have liabilities with any/following Banks/ Financial institutions, etc. in my name or in the name of any company/concern in which I hold interest :-

Name & address of borrowers	Name & address of Bank/Financial Institutions	Nature & amount of borrowings	Particulars of security for borrowings

Place:

Date:

Signature of
Director/sponsor

AFFIDAVIT-B

I do hereby declare that the following assets are owned by me and free from any encumbrance (mortgage, hypothecation, lien, etc.):-

Place:

Date:

Signature of
Director/sponsor

AFFIDAVIT-C

I/We do hereby declare that my TIN. No. is as under:-

- (a)
- (b)
- (c)

(-----)
Director

Date:

Place:

FORM-III/A

(A PRODUCTION CAPACITY AND
) ACTUAL PRODUCTION: _____

PRODUCTION CAPACITY ACTUAL
 PRODUCTION AND ACTUAL
SALES OF EXISTING UNIT

Item of products	Rated capacity (Qty. annual)	Actual production during the last three years (Qty.)			Percentage of capacity utilised		
		19	19	19	19	19	19
1	2	3	4	5	6	7	8

BASED ON :-

- (i) Rated capacity per day : (Qty)
 (i) No. of working days :
 (ii) No. of shifts of operation :
 (iii) Reasons for under utilisation of capacity, if any

Items of products	Sales Affected					
	19		19		19	
	Quantity	Value	Quantity	Value	Quantity	Value
1	2	3	4	5	6	7

FORM-III/B(A) PRODUCTION CAPACITY AND ACTUAL PRODUCTION:PRODUCTION CAPACITY
ESTIMATED PRODUCTION AND
ESTIMATED
SALES AFTER BMR&E

Item of products	Rated annual capacity (Qty.)	Estimated production during the projected year of operation (quantity)				Percentage of installed capacity to be utilised			
		1 st yr.	2 nd yr.	3 rd yr.	4 th year	1 st yr	2 nd yr.	3 rd yr.	4 th yr.
1	2	3	4	5	6	7	8	9	10

BASED ON :-

- (i) Rated capacity per day : (Qty)
(ii) No. of working days :
(iii) No. of shifts of operation :

Items of products	Sales Affected							
	19		19		19		19	
	Quantity	Value	Quantity	Value	Quantity	Value	Quantity	Value
1	2	3	4	5	6	7	8	9

DETAILS OF BUILDINGS AND OTHER CIVIL WORKS**EXISTING:**

Description of item of construction	Size	Type of construction	Covered area	Original cost	Depreciated book value

NEW CONSTRUCTION

Description of item of construction	Size	Type of construction	Covered area	Rate per sft.	Estimated cost

LIST OF EXISTING MACHINERY AND AUXILIARY EQUIPMENT

Description machinery	Function	Capacity per unit/shift	No. of units	Year of mfg.	Year of installation	C&F cost	Total cost after installation

FORM-V/B**LIST OF MACHINERY AUXILIARY EQUIPMENT TO BE PURCHASED**

Name of Sponsor(s) :

Name of project :

Name and address of manufacturer :

Date of quotation :

Sl No	Description machinery	Function	Model No.	Capacity per unit per shift	No. of units	Unit price Foreign currency FOB of C&F	Total cost in foreign currency

IMPORTED :

- 1.
- 2.
- 3.
- 4.

Total foreign currency .
equivalent of Tk.....

Name and address of manufacturer :

Date of quotation :

Sl No	Description machinery	Function	Model No.	Capacity per unit per shift	No. of units	Unit price	Total cost

LOCAL MANUFACTURED

- 1.
- 2.
- 3.
- 4.

Total foreign currency .
equivalent of Tk.....

CAPITAL COST OF THE PROJECT

Name of the project :

Item	Existing Cost	Additional (Expansion Scheme)			After Expansio n
		F/C Eqvt. Tk.	L/C	Total	

Land

Building

Imported Machinery

Existing Machinery

Local Machinery

Erection & Installation

Security Deposit for Gas

Safety equipment

Furniture, Fixture &

Equipment

Consultant's Fee

Vehicle

Contingencies

Pre-operating Expenses

Interest During

Construction

Total Fixed Cost of the**Project**

Net working capital

Total Cost of the Project

FORM-VI(Contd.)**H WORKING CAPITAL REQUIREMENTS:**Tk. in '000'

A : Current Assets :	Tied up Period	1st Year	2nd Year	3rd Year	4th Year
----- -----	----- --	----- --	----- --	----- --	----- --
Raw materials (imported)					
Raw materials (Local)					
Work in Process					
Finished Goods Stock					
Receivables at cost					
Stores & Spares					
Other Expenses					
B : Current Liabilities :					

Bank borrowing (70% of Raw materials, WIP, Receivable Finished goods & stores and spares)					
Working Capital Requirement					
Less : Depreciation included in WIP & finished goods (28 days)					
Net Working Capital					
<u>Less : Existing Working Capital</u>					
Net Additional Working Capital					

INCOME FORECAST

NAME OF THE PROJECT :

Tk. in '000'

Item	Existing	1st Year	2nd Year	3rd Year	4th Year
-----	-----	-----	-----	-----	-----
-----	-	-	-	--	--
Sales Revenue					
Cost of Goods Sold					
Gross Profit					
Administrative & Marketing Expenses					
Profit before Tax & Interest					
Financial Expenses					
Net operating profit					
Tax @ 37.50%					
Net Profit after tax					
Dividend					
Retained earnings					
Cumulative retained earnings					
Ratios :					

Gross Profit to sales					
Operating profit to sales					
Net Profit to sales					
Debt Service Coverage Ratio					

AFFIDAVIT-A

I do hereby declare that I have no/got have liabilities with any/following Banks/ Financial institutions, etc. in my name or in the name of any company/concern in which I hold interest:

Name & address of borrowers	Name & address of Bank/Financial institutions	Nature and amount of borrowings	Particulars of security for borrowing

(-----)

Director

Place:

Date:

AFFIDAVIT-B

I do hereby declare that the following assets are owned by me and free from any encumbrance (mortgage, hypothecation, lien, etc.):

As stated in Form-1

(-----)

Director

Place:

Date:

AFFIDAVIT-C

I do hereby declare that My TIN Nos. are as under;

(a)

(b)

(-----)

Director

Place:

Date: