

DOCUMENTS REQUIRED FOR VALUATION

A. Immovable Property (Land & Building)

1. Ownership Document (Sale/ Purchase/ Lease Deed)
2. Zone Certificate/ N.A. Conversion Order
3. Building Sanctioned/ Approved Plan (If applicable)
4. Building Completion Certificate (If applicable)
5. Latest Electricity Bill & Property Tax Receipt
6. Insurance Policy of the Structure if obtained
7. Title Investigation/ Search Report

B. Project Valuation for Construction Finance

1. Ownership Documents
2. DAPA, if any
3. Building Sanctioned Plans
4. RERA Registration Certificate
5. NA Order
6. Commencement Certificate
7. Various Approvals/ NOCs obtained
8. Cost of Project
8. MIS of Sold & Unsold Inventory along with Receivables from Sold Inventory

C. Movable Properties (Plant & Machinery)

1. Detailed List of plants & machines, with information of name of the equipment, Make, Model No., Type no, Makers, Brand name, Year of manufacture, Identification no if any, if m/c is purchased 2nd Hand /New, their working
2. Brief note prepared by promotor / Company describing/ stating the types of products, method of production, major customers etc.
3. Machinery Invoices: Copies of all invoices of machines listed above. If special purpose machine is fabricated by yourself please give costing of such machine or details like material used, wt of materials, manpower used while fabricating this m/c
4. Maintenance Record of machineries
5. Process: Brief outline of process used for manufacture of the product.
6. Fixed Asset Register
7. Audited Balance Sheets/ Financial Statements of last 3 Years
8. Machinery / Equipment Insurance

**** Above lists are Basic Lists, based on the type of property, property specific some additional documents may be asked for**

DOCUMENTS REQUIRED FOR COST VETTING REPORT

1. Ownership Documents
2. Building Sanctioned Plans/ Approved drawings
3. NA Order
4. Various Permissions/ Sanctions/ Approvals/ NOCs obtained
5. Overall proposed projects cost & its Bifurcation
6. Detailed Estimate of the civil work along with BOQ
7. Structure wise proposed specifications
8. Contracts between Company & Civil Contractor (if any)

DOCUMENTS REQUIRED FOR LENDER'S ENGINEER REPORT

1. Ownership Documents
2. Building Sanctioned Plans/ Approved drawings
3. Bank Loan Sanction Note/ Letter
4. Various Permissions/ Sanctions/ Approvals/ NOCs obtained
5. Overall proposed projects cost & its Bifurcation
6. Cost Vetting Report
7. CA certificate
8. Implementation schedule of the project

DOCUMENTATION & INFORMATION REQUIRED FOR **TEV STUDY**

Name of the Company:

Industry Type:

Project Details/ Capacity:

General Information:

1. About the Company – MOA, AOA, & COI
2. Promoters/ Directors Profile – Name, Age, PAN, Education Qualification, Experience and Net-worth as on date.
3. Technical and Managerial Personnel Profile – Name, Education Qualification, Designation, and Experience
4. Management Chart

Project Specific Information:

1. About the Project / Project Report prepared if any
2. Financial Projections in Excel with formula – On a Standalone basis as well as consolidated basis
3. Detailed Implementation schedule proposed for the project
4. Sources and application of funds as on date if any incurred on the proposed project costs
5. Detailed workings of the existing and expansion capacity of the unit

Technical Information:

1. Google image of the site location
2. Land details: Land Area, Ownership details, NA copy
3. Land connectivity – Air, Road, Rail and from Raw material procurement
4. Land boundary: North, East, West and South
5. Building Plan: Approved building plan with detailed break-up of BUA
6. Detailed estimates of civil costs to match with the proposed project costs
7. Plant Layout Plan
8. List of Plant & Machinery available at the site – S. No., Name of the Plant, Makers Name, Year of Manufacture, Conditions
9. New Plant & Machinery and Equipment Proposed to be Purchased - Name of the Machine, Make, Purchase Costs, GST and Net Value to match with the project costs
10. Electricity: Existing and proposed Electricity Requirement Plant wise electricity requirement in KVA, it's source and its status as on date
11. Water: Existing and Proposed Water requirement in MLD, It's source and its status as on date
12. Water storage capacity: Overhead water tank and underground water tank

13. DG Sets: DG Set requirements/ available in No.'s and its capacity
14. Manpower: Manpower existing and additional requirement details
15. Project costs details – Estimates for plant & Machinery proposed and Civil costs estimates from Architect/ Civil Engineer if any additional proposed for the project
16. List of various sanctions and approvals available as on date and the new sanctions and approvals required and its status as on date
17. Other Electrical Equipment and its conditions as on date.
18. Installed Capacity calculation and its capacity utilization % for past three years
19. Production Process Flow Chart
20. Major Competitors List – Name of the Unit, Installed Capacity and Place

Financial data:

1. Last three year audited financial statements
2. Contingent Liability as on date
3. Statutory Liability as on date
4. Present Share holding pattern
5. Details Related to all the existing loan – S. No. Type of Loan, ROI, Start date, End Date, Repayment Period, Total Loan, Loan O/s as on date.

Marketing and Ties ups data:

1. Existing and Proposed marketing plan of the company
2. Existing and Raw material requirement and its sources - Name of the suppliers, basic address, type of raw material
3. Top 10 Raw material suppliers list for past two years – Name, Type of Raw Material, Amount in Value and Qty
4. Existing and proposed buyers list – Name of the buyer and its basic address
5. Top 10 Buyers list for past two years – Name of the buyer, Amount in Value and Qty

**** Above lists are Basic Lists, based on the type of property, property specific some additional documents may be asked for..**