

**APPLICATION cum APPRAISAL MEMO FOR FINANCIAL ASSISTANCE OF ` ___ LAKH
UNDER COVID-19 STARTUP ASSISTANCE SCHEME (CSAS)**

Name of applicant	
Constitution	Pvt Ltd / Public Ltd (closely held)
Registered Office	
Location of existing facilities	
Date of incorporation	
Date of Commencement of business	
Start-up Registration Details	
Name of the Recommending AIF	

PART A: Founders/ Business

1. COMPANY PROFILE (Brief history and activities of the applicant company)

2. Founders/ promoters

Name (Age) Edu qualification	Experience/background/ other concerns associated with

3. Product details

- Technical details of the company's products, their maturity status
- Whether products have any IPR value

- Any product certifications/ accreditations
- Product comparison with other players

4 Management set up / Financial position/ statutory compliances

4.1 Management team

[Brief details of important responsibility areas like finance, marketing, production, technology, etc. being managed by founders or key professionals]

Name	Key functional area responsible for	Past experience

4.2 Structure of Board of Directors:

Name	Representing	Profile

PART B: Financial position

5. Financial performance of company/ Associate concerns:

5.1 Financial performance/ position of company

(Rs lakh)

(A) Projections as per original business plan before Covid-19

	FY18 (Actuals)	FY 19 (Actuals)	FY 20 (E)	FY21 (P)	FY 22 (P)	FY 23 (P)

Income						
EBIDTA						
Deprn						
Interest						
PAT						
EBIDTA %						
PAT %						
Equity Cap						
Pref Cap						
Reserves						
Networth						
Secured loans						
Unsecured loans						
Receivables o/s						
Current assets						
Current liab.						
Total Collections						

(B) Revised Projections on account of Covid-19 (for projections)

	FY18 (Actuals)	FY 19 (Actuals)	FY 20 (E)	FY21 (P)	FY 22 (P)	FY 23 (P)
Income						

EBIDTA						
Deprn						
Interest						
PAT						
EBIDTA %						
PAT %						
Equity Cap						
Pref Cap						
Reserves						
Networth						
Secured loans						
Unsecured loans						
Receivables o/s						
Current assets						
Current liab.						
Total Collections						

5.1.1 Brief comments on

- Revenue trends (main revenue streams)
- Profitability
- Liquidity (receivables, current assets, etc.)
- Cash and bank balance as on date of loan application and cash runway for business sustainability based on estimated cash burn

- Effects of COVID 19 of the business prospects of the Company and steps taken by the Company to meet these challenges
- Measures taken by the Company to ensure employee safety and their financial stability
- Are any of the existing investors willing to invest additional funds to manage the temporary liquidity crunch on account of Covid-19
- Are there any funding commitments from existing or new investors that have been withdrawn or deferred due to Covid-19
- Details of all receivables overdue more than 90 days or expected to cross 90 days in following format :

Name of Customer	Amount o/s (lakh)	Overdue since (no. Of days)	Reason for overdue	Steps taken by company for collections	Amount expected to be recovered	Expected timeline of collection
Customer A						
Customer B						

5.1.2 Shareholding pattern/ External Investment in the Company

Fully diluted shareholding pattern

Category	Instrument	Shareholder details	% holding	Amount Invested (lakh)
Investors	Equity Shares			
Investors	Preference Shares			
Total			100%	XX

- Comments on shareholding pattern (Valuation/ dilution in case of external investments)

5.1.3 Banking facilities of applicant company

Institution	Facility	Date of sanction	Sanc Amt	(o/s)	Rol	Security
						a)
						a)

5.1.4 Adverse auditor's remarks, if any-

5.1.5 Contingent liability, if any, and its impact or possibility of devolvement during the tenure of the loan/ facility

5.1.6 Arrears of statutory dues, if any –

5.2 Associate concerns (business & financial performance):

Name (location)	Founder associated	Activity				
				FY 18	FY 19	FY 20 (P)
			Sales			
			PAT			

Comments on performance of associate concerns

6. Status of compliances

- 6.1 Full details of disputed liabilities of the enterprise towards statutory payments like income tax, GST, PF, etc., if any, to be provided.
- 6.2 Details of arrears in statutory payments like income tax, GST, PF, etc., if any, to be provided.
- 6.3 Details of GST refunds awaited.

7. Cibil & Legal

Comment on Cibil score and performance of Founders and Company
 Comment if any legal cases open relating to Founders and Company

PART C : Funding sought from SIDBI

8. Proposed venture rationale

Rationale and need for additional funding from SIDBI

Benefits flowing to the company

9. Proposed use of funds from SIDBI (details at Annexure)

Amount of funding sought

Proposed use of funds

Repayment Period and moratorium sought

10. Selling Plans to achieve the business targets

11. Manpower/ technical preparedness

12. Any other approvals required for the new business targets

13. SWOT Analysis of company

Strength

Weaknesses

Opportunities

Threats

PART D : CERTIFICATIONS/COMPLIANCES

(To be certified by the Directors/ Managing Director of the Company)

14. STATUTORY APPROVALS FOR RUNNING THE BUSINESSES

We certify that the details of all the statutory, technology, quality, IPR, etc related approvals/ consents/ permissions required for running the business and implementing the fresh venture plan are as under:

Sl. No.	Particulars	Approving Institution/ Authority	Status	Expected timeline for approval
1	Statutory approvals			
2	Technology approvals			
3	Quality Approvals			
4	Others			

15. I/We hereby certify that:

- a) all information furnished by me/ us above and in the Business Plan/ appendix/ annexures/ statements and other papers enclosed are true;
- b) I/We have perused the RBI guidelines on Connected lending and certify that the provision of Connected Lending guidelines do not apply in the instant case.
- c) I/we have no borrowing arrangements for the unit with any bank/FI except as indicated in the application;
- d) there are no overdues/ statutory dues/ government enquiry/ proceedings/ prosecution against the unit/ associate/ group concerns/ promoters/ directors/ partners/ proprietor except as indicated in the application;
- e) no legal action has been/is being taken against the unit/ associate/ group concerns/ promoters/ directors/partners/ proprietor except as indicated in the application;
- f) None of our promoters / partners/ proprietor/ directors/ managers/ employees / guarantors and/or any of their relative(s) is/are Director(s) in SIDBI or any of the Scheduled Banks/FIs and/ or related to any Senior Officer(s) of SIDBI.
- g) I/We confirm that none of our units/associates/group concerns/promoters/directors /partners/ proprietor has/ have defaulted to any bank/FI.
- h) I/We shall furnish all other information that may be required by SIDBI in connection with my/our application for financial assistance;
- i) I/We have no objection to SIDBI furnishing the information submitted by me/us to other banks / FIs/ CIBIL/ any agency as you may deem fit in connection with consideration of my/our application for financial assistance.
- j) I/We have no objection to SIDBI/its representatives making necessary enquiries/verifications while considering my/our application for financial assistance.

Encl: As above

Place:

Date:

Signature
(Rubber Stamp)
Name & Designation

We confirm that the contents of the above application are true and correct to the best of our information. We confirm having invested in the above Start-up company and recommend the application for sanction of assistance from SIDBI.

For _____ (Name of AIF)

(Authorised Partner)

Place:

Date:

Guidelines for submission of the Application to SIDBI

- Application as per format to be submitted alongwith the checklist of documents.
- Only verifiable information to be mentioned in the application alongwith the source of information.
- Wherever any information/document in the application is not applicable, the same needs to be mentioned as "NA" alongwith the reason for the same.
- The application must address all the issues mentioned in the format.
- Wherever figures are in currency other than INR, the same to be converted into INR for consistency.

List of Annexures to Application

- I. Promoter's CVs and Networth Statements
- II. Analysis of past financial statements
- III. Particulars of proposed Venture Outlay
- IV. Projected financial statements (revised factoring in Covid-19 impact)
 - a. Projected profitability statement
 - b. Projected cash flow statement
- V. Associate Concerns details
- VI. RBI format for multiple banking arrangement

LIST of documents to be submitted along with application

SI	Documents	Enclosure No	Documents not enclosed
1	Promoters and Guarantors –		
1.1	Bio-data and Networth Statement (as per attached format)		
1.2	Photographs/ signatures attested by bankers		
1.3	Copies of passport/ PAN card/ aadhar card etc.		
1.4	3 yrs ITR and wealth tax returns		
1.5	Net Worth statement		
2	Applicant company		
2.1	DPIIT Registration details / Copy of MSME registration/ EM under MSMED Act		
2.2	Certified copies of KYC documents like MAOA/ Partnership deed, PAN allotment letter, Copy of Telephone Bill etc.		
2.3	Atleast 2 yrs audited financial statements of the enterprise and associate concerns with auditor's report, notes to accounts and tax audit report.		
2.4	Provisional b/sheet and P&L of the enterprise as on a latest date		
2.5	Latest 2 year ITR and Sales tax return, copy of latest receipt for advance tax paid. Copy of IT assessment orders for past 2 years.		
2.6	Copies of registration with statutory authorities viz GST, EPF, etc		
2.7	Copies of other statutory approvals obtained		
3	Applicant company		
3.1	Copies of sanction letters for credit facilities from Banks, if any.		
3.2	Bank statement of all bank accounts for past 12 months.		

3.3	Copy of the latest CMA data submitted to WC banker, if any.		
4	Copy of Pollution Control Board approval for existing and proposed units (if applicable)		
5	Copy of sale/ lease deed/ rental agreement		

Self Assessment Tool

Sl.No.	Criterion	Y/N
1	Are you a startup as defined by Government of India?	
2	Whether you have received funding through atleast one of the Alternate Investment Funds registered with SEBI ?	
3	Whether you employ a minimum of 50 persons ?	
4	If the answer to criterion no 3 is No, then how many persons do you employ?	
5	Whether you achieved turnover between `10 crores - `60 crores in FY 2018-19 and FY 2019-20	
6	Whether you have positive unit economics ?	
7	Were you incorporated within last 10 years?	
8	Whether you have positive Networth?	
9	Have you demonstrated innovative measures for ensuring business continuity during the Covid – 19 period?	
10	Have you taken adequate measures and ensured employee safety and their financial stability?	
11	Whether promoter has invested his own money in the business?	
12	Whether any investment done in the entity by any AIF has been Written off in the past?	
13	Whether you have been in Stress usually other than the present Covid-19	

Notes:

- 1. If answer to any of the question from 1-11 (except 3) is no or for question no 12-13 is yes, then you are not eligible for the assistance.*

2. *Based on the above, if you find yourself to be eligible, you may proceed to fill in the application.*
3. *Reasons / justification for smaller employee base may be attached with the application.*
4. *Documents in support of your responses above will need to be attached with the application.*
