

From	To: CANBANK FACTORS LTD, Bangalore Branch, 67/1, Kanakapura Main Road, Basavanagudi, Bangalore – 560 004.
------	---

APPLICATION FOR FACTORING FACILITIES

DATE :

Dear Sir,

We request you to grant us the Factoring facilities indicated therein for the conduct of our business. We submit the particulars of our business, financial statements and other requisite data, in the following columns and annexure for your information. We certify that, the information provided therein is correct to the best of our knowledge and belief. If you require any further information, please let us know.

We certify that, there is no receiving order in bankruptcy, compulsory winding up order, nor any arrangement with creditors in existence and that there are no judgment, wits or petitions-outstanding or threatened against the Company.

We hereby authorize you to discuss with any of our present/past bankers, factors, creditors and debtors regarding our business affairs or any matter relating thereto and to disclose to any bankers/factors such information as they may request you, or as you may consider it to disclose.

Yourselves, your representatives, creditors, auditors, representatives of RBI or any other agency as authorized by you may, at any time, inspect/verify our assets/books of accounts etc., in our factory and business premises.

Our cheque No : _____Dt: _____ for Rs. _____/- drawn on _____ is enclosed towards processing fee.

Thanking you,

Yours faithfully,

AUTHORISED SIGNATORY
(with seal)

Name of the Signatory :

Designation :

Note : Application has to be signed by the Managing Director / Director (Finance) in case of a Company, and Partner/s or a Proprietor in case of Partnership or Proprietary concern respectively.

**PART I
GENERAL DETAILS**

(Please refer to the “Institutions” in the last page, before filling up the form, Superscripts are separately elaborated in the notes)

1. Name of the Applicant

2. Address in Full

3. Constitutions

4. Year of Establishment

5. Group of Particulars

6. Line of Business

7. Directors/Partners/Proprietor

Name	Age	Private	Share Holdings		Interest
		Address	Number	%	In other companies

@ in respect of partnership, indicate amount only.

- Information required in respect of Guarantors/Partners only.

8. DETAILS OF FINANCIAL FACILITIES ENJOYED :

8.1 Term Loans & Leases

(Rs. In Lacs)

Name of the Institution	Limit Sanctioned	Year	Repayment O/s as on----- -----	Overdues	Security
NIL					

8.2 Working Capital Limits from Banks (Enclose a copy of the latest bank sanction letter)

NIL

8.3 Consortium Arrangement details

_____None_____

8.4 Group exposure to Canara Bank
And its subsidiaries

As above

9.0 Statutory payment position
All Statutory Payments are being paid on time.

10 Company Law matters

PART II

PERFORMANCE HIGHLIGHTS

NAME OF THE APPLICANT :

11. COMMENTS ON PRODUCTION, SALES AND PROFITABILITY IN THE LAST FINANCIAL YEAR.

12. Brief Particulars of accounts for the last three years. (Rs.in Lacs).

Particulars	
12.10	Gross Sales
12.20	Net Sales
12.30	Net Domestic Sales
12.40	Net profits after Depn and Tax
12.50	Share Capital and reserves (less : accumulated losses, if any)
12.60	Net working capital (I.e. Current assets – Current liabilities)
12.70	Current Ratio
12.80	Total Outside liabilities/Tangible Net worth

13. VIEWS OF THE APPLICANT ON THE CURRENT TRENDS

Give the details

PART III
Date relating to Sales, Debtors etc.,
(Rs.in Lacs).

Sales Particulars	Last 2 years (Actuals)	Current Year (Estimates)	Next Year (Projections)
14. Gross Sales out of which			
14.1 Normal Credit Sales			
14.2 Cash Sales			
14.3 Deferred Credit Sales			
14.4 Export Sales			

15. Normal Trade Practice (including Sales Return and Credit Note Procedure)

16. Customer Information
(in respect of normal credit sales only)

Particulars	Last Two years	
16.1 No of active Customer Accounts (Active in the yard)		
16.2 Types of Customers : (as a % of 16.1)		
1. Allied / Associate concerns		
2. Government Departments		
3. Public Sector Undertakings		
4. Small Scale Industries		
5. Others.		

17. Enclose a list of your top 15 customers, or those to whom your sales in the last two financial years were 5% of your annual normal credit sales, or more (for format, please see Annexure II).

18. Invoice / Credit note particulars for the last two years.
 (in respect of normal credit sales only)

Particulars		
18.1 Number of invoices 18.2 Made up of invoices up to Rs.10,000/- Above Rs.10,000 up to Rs.25,000/- Above Rs.25,000 up to Rs.1,00,000/- Above Rs.1,00,000/- 18.3 Average value of each invoice 18.4 Total cash discount allowed 18.5 Number of Credit Notes 18.6 Total value of Credit Notes		
19. Debts Realization Particulars		
19.1 Average time taken for realization of invoices 19.2 Total amount of overdue interest Collected in respect of delayed realizations 19.3. No of customers, in whose case debts were considered bad or doubtful of recovery 19.4 Amount involved in the above.	Days	Days

PART IV

FACTORING FACILITIES REQUIRED

20. Name of the Applicant	
20.1 Type of Factoring facility	With Recourse Factoring
20.2 Amount	Rs. lacs
20.3 When was the last working capital assessment Done by the Principal Bank ? (Enclose a copy of the latest CMA format submitted to the bank, and the communication received from them.)	
20.4 What are the changes contemplated in respect of credit facilities granted by the Bank/s, if the Factoring limits are sanctioned ?	
20.5 If any additional funds become available due to the Factoring arrangement, how do you propose to utilize the same?	

ANNEXURE - I

MONTHLY SALES AND S.DEBTORS POSITION FOR THE LAST TWELVE MONTHS

Name of the Applicant :

(Rs.in Lacs).

Month	Gross Sales	S. Debtors As on the Last day	Month	Gross Sales	S. Debtors As on the Last day
1.Apr,			7.Oct		
2.May			8.Nov		
3.Jun			9.Dec		
4.Jul			10.Jan,		
5.Aug			11.Feb		
6.Sep			12.Mar		

ANNEXURE - II

List of Principal Clients

S.No.	Name & Address of The Customers	Constitution	Name & Address of Customer's	Sales in the last two years		Normal Credit	Average Out-	Credit Limit	
								Existing	Now

[Note : This list should contain the names of your top 15 customers or those to who your sales in the last financial year at least 5% of your annual normal credit sales or more]

CANBANK FACTORS LTD., BANGALORE
CHECK LIST ON ENCLOSURES TO FACTORING APPLICATION.

1. Memorandum of Association & Articles of Association, Certificate of incorporation. – for companies
Partnership deed & partnership registration certificate - for Partnership firms.
2. Audited balance sheet for last 3 years
3. Split up details for the Balance Sheet schedules :
 - A. Under current assets**
 - a. Loans & Advances
 - b. Other deposits
 - c. sundry debtors beyond six months – customer wise.
 - B. Under Current liabilities**
 - a. Major creditors for purchases
 - b. Sundry creditors – others
 - c. Other liabilities - details
4. Details of term loans, lease finance, hire purchase – Item 8.1 of Factoring Application Form.
 - a. A copy of the sanction letter.
 - b. Outstanding as on date.
5. Details of working capital facilities (a copy of latest sanction communication to be enclosed.) – Item 8.2 of Factoring Application Form.
6. Copy of latest Form 3 CB, 3 CD (Tax Audit reports) – for firms & Pvt. Limited companies.
7. Latest Income tax returns, wealth tax returns, IT assessment order, Wealth Tax assessment order of all the guarantors.
8. Details of collateral security offered.

The following details may be submitted in a floppy disc or E-mail to canfact.blr@canbankfactors.com.

1. Latest Share holding pattern of the company as at a list of directors & their shareholding (percentage).
2. Details of promoters :
 - a. Name, educational qualifications and experience in the industry.
3. Details of the company :
 - a. When established – whether SSI/Non SSI (Copy of SSI certificate to be enclosed.)
 - b. Products manufactured/ traded – please enclose product brochures.
 - c. Production capacity.
 - d. Current market trends & outlook for the future – Item 13. of Part II of Factoring Application Form.
 - e. Projections for next year.
4. Details of Customers - Annexure – II of Factoring Application Form.
5. Details of sister concerns and/or concerns in which the directors/partners have invested