

APPENDIX – 2: LOAN APPLICATION FORM FOR ENERGY EFFICIENCY PROJECT

Date _____

To,
The Branch/ Loan Manager

Application No. _____

Name of the Borrower _____

1. Name of the Borrower					
2. Address of Registered Office		<Address & Telephone No.*>			
3. Address of Administration Office		<Address & Telephone No. *>			
4. Address of Major Units		<Address & Telephone No. *>			
5. Constitution		<Government Co/ Public/ Private/ Co-operative/Partnership/ Sole Proprietorship/ Others>			
6. Date of Incorporation		<Year>			
7. Date of Commencement of Business		<Year>			
8. Chief Executive Officer		<Name>			
9. Auditors		<Auditor Name and Address>			
10. Industry Classification		<Industry Name>			
11. Borrower Classification		<SSI/Medium/Large> <Priority/Non-Priority>			
12. Group to which company belongs		<Group Name>			
13. SSI Registration No.		14. CST Registration No.		15. PAN No.	
16. Applicant related to any director/officer of Bank	<Yes/No>	17. Whether directors/partners under caution/defaulters list of RBI/ECGC	<Yes/No>	18. Credit rating (if available)	

*Address should include, City/Town, District, State/Union Territory, Pin Code, Country, Telephone Numbers, Area Code (STD Code), Email

19. Briefly Description of the Project (based on the following):

Objective & Rationale of the EE Project
Methodology to be used
Expected benefit
Risks perceived, along with any mitigants if any

20. Additional/ New Facility Requested:					
Facilities (Rs. Lakh)	Existing Approved**		Current Outstand- ing**	Additional/ New Facility Requested	Overall Limits**
	Customer Limits	Tenor of facility (months/ years)			
Working capital/ Export Finance/ Bill Negotiation or Purchase Limits					
Term Loan/ Project Finance facility					
Any other loans					
Non-funded facilities					

**applicable only for existing customer of the bank

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¹ For existing customers, banks are advised to use their respective promoter/ customer assessment

PART I - PROMOTER COMPANY INFORMATION
(APPLICABLE ONLY IN CASES OF NEW CUSTOMERS)

1.0 Promoter Company Background *(only required if borrower is a new customer)*

Briefly Description of the Promoter Company (based on the following):

Date of incorporation:
Company/ Group turnover and net profits:
Products Manufactured:
Market/ Customers:

1.1 Capital Structure

(Rs. in Lakh)

<i>Authorized Capital</i>	<i>Equity</i>	<i>Preference Share</i>
<i>Issued & Subscribed Capital</i>		
<i>Paid-Up capital (as on _____)</i>		
<i>Calls- in Arrears</i>		

Whether a Listed Company : YES/NO.

Name(s) of Stock Exchange(s) where Shares are listed :

	<i>52 Week High</i>	<i>52 Week Low</i>	<i>Volume</i>	<i>Current/ last traded Price</i>
<i>Company's Share Price Face Value _____</i>				
<i>NSE Index</i>				

Share Holding Pattern as on _____

	<i>No. of shares</i>		<i>Holding %</i>	
	<i>Equity</i>	<i>Preference Share</i>	<i>Equity</i>	<i>Preference Share</i>
<i>Promoters</i>				
<i>Sister/Associate/Group Concerns & Subsidiary Cos.</i>				
<i>Other Major Groups</i>				
<i>Financial Institutions (if any)</i>				
<i>Public (if any)</i>				
<i>Total</i>	<i>100%</i>			<i>100%</i>

1.2 Details of Directors/Proprietor/Partners

Name	Relationship*	Residential Address & Tel	PAN. No.	Age	Net worth as on _____	Income as per Asst. Order/ Return	Shareholding (%)

*Relationship of other partner(s)/director(s) to the main partner/director

1.3 Details of Key Managerial Persons

Name	Experience (yr.)	Age	Qualification	Designation	Department	Joined on

Major changes, if any, in the management, ownership and key executive(s) during last 2 Years:

1.4 Details of suit filed by any Bank/FI against borrower/Group Co./ Guarantors /Directors/ Partners/ Proprietors

Suit Against	Name of Bank/FI	Date of Suit Filed	Amount of Suit Filed	Present Status	Remarks

1.5 Banking Arrangement

Name of the Bank/Institution	Type of facility	Limits (Rs lakh)	Rate of Interest	Amount O/s as on_____	Overdue Date & amount (if any)	
					Principal	Int.
Bank/Institution#1						
Bank/Institution#2						
Bank/Institution#3						

1.6 <Bank's> Exposure to the Company, Group and Industry

	<i>Fund Based Rs lakh</i>	<i>Non-fund Based Rs lakh</i>	<i>Total Exposure Rs lakh</i>	<i>Exposure to Company as a % to Bank's Net worth</i>	<i>Exposure to Group As a % to Bank's Net worth</i>	<i>Exposure to the Industry as a % Gross Bank Credit</i>

<i>Compliance with</i>	<Company>	<Yes/ No>	<Reasons for deviation>
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Exposure Norms

1.7 Financial Information of the Promoter Company

(Rs. Lakh)	<Previous Year 1>	<Previous Year 2>	<Latest >
<i>Net Sales</i>			
<i>Profit before depreciation, interest and tax</i>			
<i>Profit before interest and tax</i>			
<i>Net Profit</i>			
<i>Total debt (long & short term debt)</i>			
<i>Current Liabilities (excl. working capital loan)</i>			
<i>Net Fixed Assets</i>			
<i>Current Asset</i>			

Key Financial Ratios

	<Previous Year 1>	<Previous Year 2>	<Latest >
<i>Net Sales Growth %</i>			
<i>Net Profit Growth %</i>			
<i>Operating Profit Margin %</i>			
<i>Net Profit Margin %</i>			
<i>ROCE %</i>			
<i>Current Ratio</i>			
<i>Fixed Assets Turnover</i>			
<i>Debtors Turnover</i>			
<i>Inventory Turnover</i>			
<i>Creditor Turnover</i>			
<i>Debt/ Equity</i>			
<i>DSCR</i>			
<i>Interest Coverage</i>			

PART II – ENERGY EFFICIENCY PROJECT INFORMATION

2.0 Technical Information

- 1. Name of the Energy Auditor
- 2. Profile of the Energy Auditor (*Qualifications, experience, number of relevant energy audits conducted, whether accredited/ empanelled*)

[Empty rectangular box for profile details]

3. *Please attach Energy Audit Report as per recommended format in Annexure IV of the manual.*

- 4. Who is implementing the project?
 - i. In-house: Company implementing the project
 - ii. Contracted to EPC or ESCO

5. Whether the project implementation team has adequate skills and experience? (as per table below)

<i>Names of Key People</i>	<i>#1</i>	<i>#2</i>	<i>#3</i>
<i>Position in the project</i>			
<i>Total length of experience</i>			
<i>Number of years in current position</i>			
<i>Qualifications</i>			
<i>Training</i>			
<i>List of EE projects completed in last two years, including his/her role in project</i> - <i>Designing & Constructing</i> - <i>Maintenance Experience</i>			
<i>Availability for the project</i>			

6. Track record/ experience of the Company/EPC/ESCO (depending upon whosoever is implementing the project) in implementing the EE project (list of relevant projects completed in the last two years).

7. Implementation Schedule

[Empty rectangular box for implementation schedule]

11. Would the EE project implementation result in shut down of the facility. If yes, what would be the potential loss, and has that been taken into account when computing the energy savings?

[Empty rectangular box for potential loss and savings calculation]

2.1 Financial Information

I. Project Cost

<i>Total Projected Cost (Rs. Lakh)</i>	<i>Energy Saving Opportunity 1</i>	<i>Energy Saving Opportunity 2...</i>	<i>Energy Saving Opportunity n</i>
<u>Hardware Costs:</u>			
- Equipment/ Other fixed assets to be installed			
<u>Soft Costs:</u>			
- Energy Audit Report			
- Cost of Engineering & design			
- Installation/ erection charges			
Total Cost of the Project			

II. Means of Financing (Rs. Lakh)

Total Project Cost	
Promoters Contribution	
Total Project financing sought	
- Financing requested from <bank>	
- Financing Requested from other banks*	

*includes amount, term of financing and name of the bank/ financial institution from which financing is sought

III. Cashflow Projections of the Project

	<i>Year 0</i>	<i>Year 1</i>	<i>Year 2..</i>	<i>Year n*</i>
<u>Project Cost</u>				
Promoters Investment				
Loan Proposed				
<u>Estimated energy saving</u>				
(-) Depreciation				
(-) Interest				
(-) Operating Expenses (OM&R)*				
(-) Tax				
<u>Net Savings</u>				
(+) Depreciation				
<u>Cash Inflow (simple)</u>				
DSCR				
Debt/ Equity				
IRR %				
Payback period (in months)				

PART III – ESCO INFORMATION

(applicable only in cases where ESCO is seeking finance for a specific EE project)

3.0 Basic ESCO Information

I. Track record		
1	Is this a new or existing firm?	(new/ existing)
a.	If Existing Whether the ESCO has completed any energy efficiency project in the specific industry or sector? If yes, how many?	(yes/no; if yes: number)
b.	List of EE projects completed in the last 2 years	(as per below format)

List of key EE projects completed in the specific industry in the last 2 years

I.	Company/ Facility name where the project was executed	
a.	Date of project commencement/ completion	
b.	ESCO Mandays	
c.	Industry	
d.	Brief description of energy saving project	
e.	Total Project Cost - Investment by facility owner - Investment by ESCO, if any - Loan (name of the bank or financial institution)	
f.	Total Savings to the facility owner	
g.	Terms of Payment to ESCO	
h.	Project Results Key Performance indicators • Power & Fuel Bill – Pre & Post ESCO Project • Specific Energy Consumption – kWh or MT or KL or TPS per unit of output produced (Pre- & Post) • Cost of Implementation – Projected Vs Actual • Savings – Baseline Vs M&V Results	

II. Firm Structure		
1.	Names of the promoters of the ESCO?	
2.	Type of firm	(proprietorship, partnership, private limited or public limited)
3.	Number of Full Time Staff Numbers	

Names of promoters

	<i>Promoter Name</i>	<i>Equity Stake (%)</i>
1		
2		

III. Qualifications & Experience

1.	<i>Qualifications of key personnel assigned to the project (as per table below)</i>	
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Key Personnel in the project

<i>Names of Key People</i>			
<i>Position</i>			
<i>Total length of experience</i>			
<i>Number of years in current position</i>			
<i>Qualifications</i>			
<i>Training</i>			
<i>List of projects completed in the last two years, including his/her role in the project</i>			
- <i>Designing & Constructing EE Projects</i>			
- <i>Maintenance Experience</i>			
- <i>Skill Transfer</i>			
<i>Availability for the project</i>			

IV. Financial Information

1.	<i>Equity base and structure, Networth of ESCO/ Promoters</i>	
2.	<i>If existing firm, please provide last 3 years Profit & Loss and Balance Sheet.</i>	
2.	<i>Financial Projections (P&L and BS) till the term of the loan.</i>	
4.	<i>Current bankers to the firm:</i>	
	- <i>Facility availed</i>	
	- <i>Current outstandings</i>	
	- <i>Security provided</i>	
5.	<i>Current order book</i>	

3.1 Client References

At least '3' client references preferably from that particular industry, for projects completed within the last two years are required. The client references would be in the following format:

Feedback Form

1. Client Name:
2. Industry:
3. Project completed by ESCO:
4. Date of project commencement:
5. Date of project completion:
6. Project Cost:
7. Services offered by the ESCO:

1.	How does the achieved energy savings compare with the estimated energy savings indicated in the energy audit report (pre-implementation)? a) Achieved savings higher than estimated b) Achieved savings as per expected/ estimated c) Achieved savings below than estimated <i>Comment: If 'c', please provide reason why the projected energy savings were not achieved.</i>
2.	Was there any cost escalation in the project? a) No cost escalation b) Project cost incurred were higher than projected on account of: i. Incorrect estimation of project cost by the ESCO? ii. External factors like increase in prices of equipment or any other costs? iii. Combined affect of the above two factors <i>Comment: If 'b', by how much were the project costs incurred higher than projected? Reason for higher projects costs. Specific areas where the project cost incurred was higher than estimated.</i>
3.	Was the project completed on schedule? a) Completed before schedule b) Completed as per schedule c) Delayed <i>Comment: If 'c', please provide reasons for delay, and by how much time the project was delayed.</i>
4.	Six months or one year post implementation, how does the energy saving achieved compare with the projected energy saving (prior implementation)?- Response required, if applicable a) Achieved savings higher than estimated b) Achieved savings as per expected/ estimated c) Achieved savings below than estimated <i>Comment: If 'c', please provide reason why the projected energy savings were not realised.</i>

Note: The duly completed feedback form should be signed by an authorised official in the client company, should bear the company seal or on company letter-head, and should be sealed in an envelope and directly sent to the ESCO's bank for evaluation.

4.0 Security Details

Details of Security offered for the proposed facility:

1. Primary Security

<i>Type of Security</i>	<i>Estimated value of security</i>	<i>Date of valuation</i>	<i>Type of charge & registration</i>	<i>Insurance details</i>

2. Collateral Security

<i>Type of Security</i>	<i>Security Details</i>	<i>Estimated value of security</i>	<i>Date of valuation</i>	<i>Insurance details</i>
<Residential/industrial/commercial>	<Name of owner> <Address of property> <Leasehold/Freehold>			

3. Guarantor

<i>Name</i>	<i>Relationship*</i>	<i>Residential Address & Telephone No.</i>	<i>PAN.No</i>	<i>Age</i>	<i>Net worth as on _____</i>	<i>Income as per Asst. Order/ Return</i>

*Relationship with the applicant

5.0 Declaration

I/ We certify that all information furnished by me/ us is true; that I/ We have no borrowing arrangements (other than those stated in the application form) for the unit with any bank, that no legal action has been/ is being taken (other than those stated in the application form) against me/ us; that PF/ESI/IT/Other Statutory Liabilities are not overdue; that I / we shall furnish all other information that may be required by you in this connection with my/ our application; that this may also be exchanged by you with any agency you may deem fit, and that you, your representatives, representative of the Reserve Bank of India or any other agency as authorised by you may, at any time inspect/ verify our assets, books of account etc, in our factory/ business premises. I have understood the rules related to payment/refund of processing charges (as per schedule of charges of Bank).

Place:

Date:

Signature of the Borrower/ Authorised Signatory

6.0 List of Annexures to be enclosed with the application

The Applicant is required to furnish bank with following (where applicable):

	List of Annex
<i>Annex 1</i>	<i>Energy Audit Report (in format as provided below)</i>
<i>Annex 2</i>	<i>Annual Reports for last 3 Financial Years & Annual Reports of 3 years for sister concerns (including Directors' Report, Auditor's Report, Schedules, and Notes to Accounts) of borrower</i>
<i>Annex 3</i>	<i>Copies of latest quarterly/ half-yearly financial results with Auditor's Certificate of borrower</i>
<i>Annex 4</i>	<i>Estimates for current year and Projections for next three years (or over tenure of the term loan)</i>
<i>Annex 5</i>	<i>Current order book of borrower</i>
<i>Annex 6</i>	<i>Satisfactory Account Performance Certificate from banks, as applicable</i>
<i>Annex 7</i>	<i>Note on Purpose of Borrowing and Sources of Repayment</i>
<i>Annex 8</i>	<i>Proforma Invoices for the assets to be purchased</i>
<i>Annex 9</i>	<i>I.T. Return for borrower</i>
<i>Annex 10</i>	<i>Wealth Tax Return for borrower</i>
<i>Annex 11</i>	<i>Sales Tax Return for borrower</i>
<i>Annex 12</i>	<i>Proof of Networth of Directors/ Promoters/ Partners</i>
<i>Annex 13</i>	<i>Proof of Income of Directors/ Promoters/ Partners</i>
<i>Annex 14</i>	<i>Copy of certificate of registration / incorporation of company</i>
<i>Annex 15</i>	<i>Memorandum & Articles of Association/ Partnership Deed/ Trust Deed</i>
<i>Annex 16</i>	<i>In the case of limited companies, submit details of incoming and outgoing directors and copy of Form No. 32 filed with ROC</i>
<i>Annex 17</i>	<i>Legal opinion/ valuation certificate of the collateral security</i>

Other Attachments	Whether attached (Yes/No)
• <i>DD/Cheque for processing Charges (as applicable)</i>	