

**PROFORMA FOR CALLING INFORMATION FROM PRIVATE BUILDERS
AND CORPORATE BODIES**

1 Preliminary Information

- a) Name and address of the applicant undertaking the project with Tel.No.
- b) Constitution/Status
- c) Contact persons in the organisation
- d) Name of Directors/ Promoters alongwith the names of the key individuals in the controlling group
- e) Date and place of incorporation/ registration
- f) Banking arrangements:-
 - i) Limits with Banks
 - ii) Balance outstanding
 - iii) Whether the account is regular
 - iv) If irregular, the extent of irregularity and reasons thereof
- g) Names of the Associate/ Allied concerns
 - i) Banking arrangements
 - ii) Limits with Banks
 - iii) Balance outstanding
 - iv) Whether the account is regular
Yes/no
 - v) If no, the extent of irregularity and reasons thereof

2) **Past Performance**

a) past projects undertaken by the group (attach separate sheets if required)

S.No.	Name and location	Name of the organisation undertaking the project (3)	Total built-up area (Sq.ft.)	No.and area of each type dwelling unit
1	2		4	5
i)				
ii)				
iii)				
iv)				

Total cost of the project	Realisable value of the project	Net profit/loss	Status	Vacant flats if any, No. Area
6	7	8	9	10

b) Future projects under consideration by the group (attach separate sheets, if required)

S.No.	Location	Name of project if given	Name of organisation undertaking project	Estimate of built-up area (sq.ft)	Status

c) Other business of the key persons in the organisation:

S.No.	Name of person	Name of company	Nature of business

3. Financial Information:
(For the past 3 years as per Audited Balance Sheet)

		Year	Year	Year
a)	Share Capital & Reserve			
b)	Long term liabilities			
	i) Loans			
	ii) Others (Give details)			
c)	Current Liabilities			
d)	Current Assets			
e)	Current Ratio			
f)	Net worth to outside liabilities			
g)	Accumulated losses and intangible assets, if any			
h)	Net profit before tax			

4. Details of the project:

4.1 For complete project

a) Location of the project

b) Total area of the land

c) Area of the land on which the housing project is being constructed

d) Permissible FAR/FSI

e) No. of buildings planned alongwith the no. of storeys

f) No. of flats and area of each flat

	No.	Constructed area (Sq.ft)		Plot Area (Sq.ft)	
		Per plot	Total	Per plot	Total
1 Room set					
2 Room set- type A					

2Room set- type B					
2Room set- flats					
3Room set					
Total					
EWS Houses					

- g) Commercial premises, if any
- h) Saleable area of flats/ houses
- i) Saleable area of commercial premises
- j) Total saleable area
- k) Balance FSI, if any
- l) Average size of flats/houses
- m) Whether land is leasehold or freehold. If leasehold, unexpired terms of lease
- n) Whether the land has been purchased or the project is under collaboration agreement. In later case, the date of the agreement with the landlord and irrevocable power of attorney with copies to be enclosed
- o) If under collaboration agreement highlight major terms of the agreement

4.2 For the phase of the project being considered for construction finance loan.

- a) Proportionate area of the plot
- b) No of buildings planned alongwith the no. of storeys.

c)

No. of flats	No.	Constructed area (Sq.ft)		Plot Area (Sq.ft)	
		Area of each flat	Total area	Area of each house	Total area
1- Room set 2-Room set- type A 2-Room set- type B 3-Room Set					
Total					

- d) Commercial premises, if any
- e) Saleable area of flats
- f) Saleable area of commercial premises
- g) Total saleable area
- h) Average size of flats
- i) Indicate the categories of the individuals i.e. EWS/LIG/MIG/HIG/ for whom the project is meant.

4.3 Cost of the project

in lacs

Particulars	Already Incurred	To be incurred	Total Cost
A. Land Including development			
B. Building & other Civil Works			
C.			
D.			
Total			

4.4 Means of financing

Particulars	Amount	Amount	Total
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	Already Raised	Proposed to be raised	
A. Members contribution			
B. Reserve			
C. Term Loan (Give full particulars)			
D. Unsecured loan & Deposits (indicate sources, Rate of intt., Repayment period)			
E. Internal Cash Accruals			
F. Other Sources (Specify)			
Total			

4.5 Stage of construction

- a) Date of commencement of work
- b) If construction has not started, likely date of commencement of work
- c) Building wise stage of construction
- d) Likely date of completion

5 Details of sale of flats

5.1

- a) No. of flats sold with type
- b) No. of commercial premises sold
- c) Saleable area of flats sold
- d) Selling area of commercial premises sold
- e) Selling rate of flats sold
- f) Selling rate of flats commercial premises sold
- g) Sales realisation

- h) Amount due as on date from sale of flats
- i) Amount due as on date from sale of commercial premises
- j) Amount recovered as on date from sale of flats
- k) Amount recovered as on date from sale of commercial premises

5.2

- a. No. of balance flats available for sale
- b. No. of balance commercial premises to be sold
- c. Saleable area of flats to be sold
- d. Saleable area of commercial premises to be sold
- e. Proposed selling rate of flats
- f. Proposed selling rate of commercial premises
- g. Sales realisation

Total realisable value of the project

6 Estimated profits

7 Details of the loan sought

- a) Amounts
- b) Term requested
- c) Margin
- d) Draw down schedule
- e) Repayment schedule

8 Security Offered:

- a) Primary security

- 1) Mortgage of the property
 - b) Collateral Security
 - 1) Bank guarantee
 - 2) Any other collateral security
 - c) Guarantee
- 9 Name of the owner of land
- 10 Name of Architects
- 11 General Information
- a) Details of contingent liabilities
 - b) Details of Statutory liability
 - c) Position in respect of assessment of Income with tax liability outstanding and reasons thereof
 - d) Comments on the qualifying notes as given by the Auditors on the latest Balance Sheet
 - e) A brief write up on the history background of the company and its promoters.
 - f) brief note on the agencies/ professionals engaged to be engaged for the project
 - g) A brief note on the marketability, financial, technical and managerial viability of the project.
 - h) Relationship among partners/ directors. Details of outside directors.
 - i) Earlier relationship with PNBHF by way of construction finance loan. Advance processing facility etc.
 - j) Share holding pattern of the company

k) Any other relevant information.

12 Documents to be submitted

- (i) Memorandum and articles of association.
- (ii) Copy of the title deed of the land/ land purchase documents alongwith chain of conveyance deed and other documents establishing the title to the land.
- (iii) Collaboration agreement with landlord.
- (iv) Irrevocable power of attorney.
- (v) Approved layout plans and building plans.
- (vi) Audited Balance Sheets for the last 3 years.
- (vii) Latest provisional balance sheets.
- (viii) Monthly cash flow during the period of the project including the expenditure incurred/ to be incurred and amount received/ to be received by way of sale of flats/ commercial premises.
- (ix) Urban Land Ceiling Act clearance and other No Objection Certificates wherever applicable.
- (x) Income Tax clearance certificate if the cost of the land purchase is Rs.2 lacs and above.
- (xi) Copy of the change of use certificate, if applicable.
- (xii) Latest receipt for payment of revenue tax, property tax and Municipal taxes etc.
- (xiii) Copy of the contract awarded to contractors (if any).
- (xiv) Booking/ Sale plan.
- (xv) Partners/ Directors income tax clearance (copies of the latest assessment orders, tax returns to be obtained).
- (xvi) Copy of agreement to be entered into with prospective buyers of the flats/ apartments containing terms and conditions in respect of sale of flats/ apartments.

- (xvii) Statement IP's and Net Means of Directors and guarantors.
- (xviii) Collaboration agreement, if applicable alongwith the permission from Income Tax authorities u/s 269 (UC) on form no.37(l).
- (xix) Detailed item wise cost estimated/ approved by Architect/ Engineer.
- (xx) If the piece of land is leasehold, a copy of the permission from the lessor for group housing project.

Signature of the Authorised Person