

**LOAN APPLICATION FORM**



**HOUSING AND URBAN DEVELOPMENT CORPORATION  
LTD.**

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## LOAN APPLICATION FORM

<i>DETAILS OF APPLICANT AND THE PROJECT*</i>			
1	Name of the Scheme		
2	Type of scheme (Housing./Com./Infra. etc)		
3	Name of the Borrower (Address, Tel No., Fax No.,e-mail) <ul style="list-style-type: none"> <li>▪ Registered Office</li> <li>▪ Corporate Office</li> </ul> Constitution (Partnership/PrivateLtd. Company/Public Ltd. Company etc) Date of incorporation Date of Commencement of Business (in case of Public Ltd. Company)		
4	Project Coordinator (Address, Tel No. Fax, E-mail)		
5	Implementing Agency		
6	Location	Town	District
			State
7	TOTAL PROJECT COST(AS PER ANNEXURE-A		
8	Means of Finance	(Rs. In lakhs)	%age
	Hudco Loan		
	Loan from other F.Is		
	Existing equity		
	Fresh equity		
	Internal accruals/Advance		
	Debentures		
	Govt. Grant (if any)		
	Unsecured loans		
	Others (specify)		
	Total		
9	Consortium leader(if any)		
10	Expenditure Incurred so far, if any (Component-wise)		
11	Type of Interest rate sought	Floating/ Fixed	
12	Construction period (A) Repayment period (B) Total Period (A+B)		
13	Application fees with service tax & cess		

\*If certain column is not applicable, please mention 'Not Applicable'

**Authorized Signatory**

14	Security proposed						
	<ul style="list-style-type: none"> <li>• Project related</li> <li>• Others</li> </ul>						
15	If earlier loans have been taken from HUDCO by borrower/ Group Companies, details thereof						
Scheme No.	Purpose of Loan	Date of sanction	Sanctioned amount (Rs. In lacs)	Amount Disbursed (Rs. in lacs)	Present outstanding (Rs. In lacs)	Overdue if any (Rs. In lacs)	Remarks
16	Details of Promoter's Contribution						
	Existing Shareholding pattern of the Borrower						
	Name of Share Holder		Equity Share Capital (Rs in lacs)		% to Total paid up share capital		
	Total						
17	Proposed shareholding pattern of the Borrower						
	Particulars		Equity Share Capital (Rs in lacs)		% to Total paid up share capital		
	Total						
18	Brief Project Details alongwith specific parameters, industry norms etc. (Such as FSI achieved, Total Built up Area, Permissible Built up Area, No. of Units, Status of Approvals etc. for Schemes)						
19	Financial Indicators for the Borrowing Agency including the project						
19.1	Debt Equity Ratio						
20	Name & address of borrower's bankers alongwith A/C No						
21	Credit Rating of borrower from CRISIL/CARE/ICRA/FITCH		Rating Agency: Rating: Date of Rating Rated for : Validity of Rating				

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22	<p>Whether the borrower company is listed in Stock Exchange</p> <p>If yes,</p> <p>Market price of share as on date</p> <p>High in last 52 weeks</p> <p>Low in last 52 weeks</p>	
23	<p>Details of Promoter Directors &amp; associate/group companies. Whether any of the above is appearing in defaulters list of RBI.</p>	
24	<p>Whether any court case/ legal proceedings pending in the court against any of the Directors/ associate/ group companies, If yes, the details thereof</p>	
25	<p>Whether Borrower/ Promoters/ Directors are involved in any economic offence(s). If yes, the details of such offences, committed / initiated/ involved in by and / or against the Borrower (positively in case of corporate entities):</p>	

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Place:

Date:



## Annexure-A

Details of the Project Cost (Please give abstract of the cost estimates)

Particulars	Amount (Rs. in crores)
A. Land Acquisition	
B. Construction cost	
C. (i) Item wise cost	
1	
2	
3	
4	
5	
6	
Contingencies, if any	
Sub Total	
(ii)Tender Premium (w.r.t. Schedule of Rates)	
(iii)Escalation, if any	
Total of C ((i)+(ii)+(iii))	
D. Base Cost (Total of A+B+C)	
E. A & S charges (on B+C)	
F. Interest during construction period	
G. Front end fee	
H. Preliminary & Pre-operative expenses, if any	
<b>TOTAL PROJECT COST (D+E+F+G+H)</b>	

**LIST OF DOCUMENTS TO BE FURNISHED TO HUDCO ALONGWITH LOAN APPLICATION (1<sup>st</sup> STAGE) FOR REGISTRATION OF LOAN APPLICATION**

1. Prescribed Application Fee (Non-refundable)
2. Legal document – in English/Hindi version

***In case of statutory body***

- a) Copy of the enactment under which it is constituted (only in case of new agencies)
- b) Copy of bye-laws (only in case of new agencies)

***In case of Company***

- a) Memorandum & Articles of Association
- b) Copy of certificate of incorporation
- c) Copy of certificate of commencement of Business (in case of public companies only) (only in case of new agencies)
- d) Copy of relevant resolution

***In case of partnership firm***

- a) Copy of the partnership deed

***In case of Municipal Corporation/Municipality***

- a) Copy of Notification constituting the Municipal Corporation/ Municipality (in case of 1<sup>st</sup> scheme from the agency)
- b) Municipal Council/Corporation Resolution to raise loan from HUDCO

3. **Copies of audited accounts for the past three years (However the unaudited accounts for the immediate previous year can be submitted).**
4. In case of land acquisition/township development schemes, please indicate the following:-
  - Whether notification under Sections 4 & 6 of Land Acquisition Act has been issued in case land is acquired by the State Government
  - Whether agreement to sell has been entered into with individual buyers, in case land is acquired from individuals.
  - Whether land is allotted by Government Department from whom land is purchased.
  - In case of township development scheme, whether letter of Intent has been issued by competent authority (if applicable).

## **DOCUMENTS / INFORMATION REQUIRED FOR DETAILED APPRAISAL OF SCHEMES (STAGE II)**

### **1. Legal document – in English/Hindi version**

#### ***In case of statutory body***

- a) Resolution passed by the Board of Directors to borrow from HUDCO

#### ***In case of Company***

- a) Certified extract of form No. 32 obtained from Registrar of Companies in original
- b) Certified copy of resolution passed by the Board of Directors to borrow from HUDCO under Sec. 292 of the Companies Act 1956
- c) In case of public companies, certified copy of resolution passed under Sec. 293(I) of companies Act.

#### ***In case of partnership firm***

- a) Copy of Form A issued by Registrar of Firms in original
- b) Resolution of partners to borrow from HUDCO

#### ***In case of Municipal Corporation/Municipality***

- c) Govt. approval for borrowing and the permission to mortgage in case land/land & buildings is proposed to be mortgaged as security
- d) Govt. approval for taking up the scheme

### **2. Land Documents**

- a) Land possession certificate
- b) Non encumbrance certificate
- c) Copy of the title deeds indicating tentative value only (in case mortgaging of land/land & buildings is security for HUDCO loan). However, detailed valuation report by an approved valuer under Income Tax Act will be required at the time of loan release.

### **3. Detailed project Report (2 Sets)**

The DPR should normally contain details of project contents, estimates, implementation methodology, project implementation schedule, investment schedule, cashflow statement, financial indicators like Debt:Equity Ratio, IRR, DSCR, marketing plan & demand assessment etc.

### **4. Drawings duly approved by the Competent Authority**

- a) Key map showing site boundaries, survey number etc.
- b) Layout, building plan, section, elevation
- c) Service drawing showing plumbing electric lines waste disposal etc.

### **5. NOC/Copy of statutory approvals (wherever applicable)**

- a) Land use for the project purpose
- b) Fire Fighting department (if applicable)
- c) Airport Authority (if applicable)
- d) Any other (if applicable)

**6. Other Certificate & Reports**

- a) Structural engineer's certificate that all structural requirements were considered w.r.t. load, earthquake etc. while designing in line with building codes applicable and based on soil test.
- b) Certificate for availability of sufficient raw material for relevant projects (reference to guidelines may be made, if necessary)
- c) Copy of Water quality & quantity, Hydrological profile reports etc. (if ground /surface water is the source of water supply)

**7. Investment and loan Drawal Programme as per Annexure 1**

**8. Copies of documents such as shareholders agreement, lease agreement, EPC Contract, fuel supply agreement, PPA, transport agreement, concession agreement etc.**

**9. Details of promoters/promoter companies (supported by CA certificate)**

	Promoter Name	Net Worth	Immovable Property	Equity share capital	Unsecured loans	Taxable Income

**10. Latest position of Individual/Corporate Promoters under following assessments (supported by CA certificate)**

(Rs. In crores)

		Income Tax Assessment		Wealth Tax Assessment		Sales Tax Assessment	
		Assessed Taxable Income	Tax Paid	Wealth Assessed	Wealth Tax Paid	Sales Tax Assessed	Wealth Tax Paid
	Individual Corporate / Promoters						

**11. STATUS OF ACCOUNTS WITH EXISTING BANKS/ FINANCIAL INSTITUTIONS**



Name of Institution/ Bank	Purpose of Loan	Details of the Loan					Security	Repayment Status
		Loan Amt.	Interest	Moratorium (yrs)	Repayment Period (yrs)	Outstanding Amount (Rs. In Lakhs)		

12. Whether the applicant has given any guarantee for the loans raised by other companies/others and if so, provide details thereof.
13. Major legal cases pending in the court/tribunal against the applicant, which may have impact on financial position of the applicant.
14. Whether Borrower / Promoter(s) are involved in any economic offence(s). If yes, the details of such offences, committed/ initiated/ involved in by and / or against the Borrower (positively) in case of corporate entities)
15. Details of quarter wise sales plan/ advance received (For Housing/Commercial Infrastructure schemes only)

No. of quarters	1	2	3	4	Total
Saleable area (Sqmt. Sqft)					
Sales value					
Advance received (Rs)					

16. In case of land acquisition/township development schemes:-

- Copies of notification issued under Sections 4 & 6 of Land Acquisition Act 1860, where loan acquisition is proposed by the State Government alongwith Khasra Map.

- Copies of agreement to sale entered with individual buyers alongwith details of amount paid and amount to be paid, where land is acquired from individuals alongwith Khasra Map.
- Copies of allotment letter/ demand notice issued by the Government Department from whom land is purchased.
- In respect of township development, copies of letter of intent/change in land use permitted, if applicable

ANNEXURE-1

Investment & Loan Drawl Schedule

	Particulars	%	Amount	Up front	Qtr-1	Qtr-2	Qtr-3	Qtr-4	Total
1.	Land cost								
2.	Land Development								
3.	Building Construction								
4.	Tender premium								
5.	Escalation								
6.	A&S, IDCO, FeF								
	<b>TOTAL</b>								
1.	Promoter's Equity								
2.	Other Revenue								
3.	Unsecured Loans								
4.	Hudco Loan								
	<b>TOTAL</b>								
	Scd. Drawal Date				Dec.	Mar.	Jun.	Sep.	

Signature & Co. Seal

## ANNEXURE-V

### CHECK LIST OF STEPS TO BE OBSERVED BEFORE CONSTITUTION OF MISSION TEAM/CHECK LIST FOR ACCEPTANCE OF PROJECT PROPOSALS UNDER CONSORTIUM FUNDING

<b>Name of the Project:</b>		
<b>Name of Borrowing Agency:</b>		
<b>Project Cost:</b>		
<b>Loan amount:</b>		
S.No.	PARTICULARS	STATUS (YES/NO/NOT APPLICABLE)
1.	Whether the Loan Application has been submitted in prescribed format and the prescribed application fee along with the service tax has been paid to HUDCO?	
2.	Whether the proposed scheme is eligible for HUDCO funding as per HUDCO's mandate?	
3.	Whether the agency is eligible to raise loan from HUDCO as per its MOA/constitution?	
4.	Whether non-government corporate borrower is profit making provided the profitability aspect is verified from the audited accounts And the borrower has no accumulated losses?  Whether in case of new company/SPV, the profitability aspect is verified from the audited accounts of the promoters/promoter company and promoters have not accumulated losses?	
5.	If non-government corporate borrower/promoter company (in case non-government corporate borrower is new company/SPV) is in loss, whether prior approval of CMD has been taken for acceptance of loan application?	
6.	Whether the borrower or any of promoter Director (s) of the borrower is willful defaulter/appearing in defaulter list of RBI?	
7.	Whether including the proposed loan amount, the exposure to the borrower/group remains within the exposure norms as per guidelines?	
8.	Whether the borrower/group company is in default to HUDCO in any of earlier schemes sanctioned by HUDCO?	
9.	Whether the borrower, Promoter Director (s) and/or group companies are those, who, by virtue of their business relationship with HUDCO, have caused a substantial loss to HUDCO monetary or otherwise and/or led HUDCO to involve into a long drawn litigation for getting its dues recovered?	
10.	Whether Borrower/ Promoters / Directors are involved in any economic offence(s). If yes, the complete details thereof obtained?	
11.	In case of take out finance, whether the loan is in the category of standard assets at the time of take out finance?	
12.	Whether the proposed loan amount to Non-Government borrowers is more than Rs 100 crores and if yes, details on whether Lead FI has prepared the appraisal report/IM & accorded final sanction for the project and name of consortium leader & partners.	

13.	Whether sector specific eligibility criteria of project, if any, has been checked as per guidelines & the proposed project is eligible as per sector specific guidelines?	
14.	Whether the repayment period of the proposed loan is minimum 5 years?	

Initiated by

Approved by

Nodal Office (RO)

Regional Chief

Nodal Officer (HO)/  
Sector Head

CP(I)/CP(H)

ED(O)