

**NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**

RED CROSS BHAWAN, SECTOR-12, FARIDABAD-121 007

**COMMON APPLICATION FORM**

(FOR SELF-EMPLOYMENT PROJECT ABOVE Rs. **5.0**LAKH)

**CHECK LIST**

- 1.0 Please submit the application form in **two copies**, alongwith all required documents to the channelising Agency of your State.
- 2.0 The following documents are **essential**, please ensure that they are attached.
  - 2.1 40% Disability Certificate from medical board of Central / State Government.
  - 2.2 Income Declaration Certificate.
  - 2.3 Birth / Age Certificate from Panchayat / municipal / school certificate.
  - 2.4 Educational Qualification Certificate.
  - 2.5 Caste Certificate for SC/ST/OBC.
  - 2.6 Affidavit stating that no loan has been availed from any other govt. agency for the same purpose.
  - 2.7 All clearance required have been obtained from respective Central / State Govt. Agencies including clearance from State Pollution Control Board if applicable. Copy of all such clearance is to be attached.

Note : Each column of the application format alongwith attached proformas should be properly filled up giving appropriate information / suitable remarks. No columns should be left blank, instead write "NA" (not applicable) in the blank column.

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*For free distribution in the interest of persons with disability*

INCOMPLETE OR INCORRECT INFORMATION WILL LEAD TO REJECTION OF THE APPLICATION

## 1. PARTICULARS OF APPLICANT

- (a) Name & Address of the applicant :
- (b) Father's / Husband's Name :
- (c) i) Type & Nature of disability (attach attested photocopy of certificate from competent authority)
- ii) Percentage of disability.
- (d) Family details :
- (e) Annual income of individual. If dependants, please give income of family / spouse. (attach attested copy of income certificate).
- (f) i) Date of birth (attach attested copy of certificate).
- ii) Age as on 1st of following month during which the application is submitted.
- (g) Educational & technical background, particularly related to the proposed project / scheme.
- (h) Employed / Self Employed. Give details if employed or self - employed.
- (i) Whether belong to SC/ST/OBC Others.
- (j) Existing activities and financial status including land holding, fixed assets in the name of application.



## 2. PROPOSED ACTIVITY

- (a) Name of the Scheme / Project.
- (b) Details of the project or proposed activity.
- (c) 1) Location of Unit.  
2) Whether confirming or non-confirming (Please specify if location confirms to location policy of the state govt. / local authority).

## 3. COST OF THE PROJECT

(Rs. in Lakhs)

SL. NO.	ITEM	COST
1)	Fixed Assets (See note below)*	
2)	Preliminary & Prooperative expenses	
3)	Contingencies & cost escalations	
4)	Others, if any (Please specify)	
5)	Working Capital (see note below)*	

Total \_\_\_\_\_

Note :-

- \* Furnish details of (1) and (5) above.

## 4. MEANS OF FINANCE

Sl. No.	Source	Amount & % of total cost
1)	Promotor's Contribution	
2)	Subsidy, if any	
3)	Term Loan	
4)	Banks/other FIs	
5)	Others, if any specify	

Total \_\_\_\_\_

## 5. TECHNICAL DETAILS (In case of Manufacturing / Production activity)

### (a) Technical Know-how

Arrangements made for technical know-how for erection/commissioning of the plant and for manufacturing of the products.

- (b) **Manufacturing Process**  
Details of different operations starting from raw materials to finished goods and also justifying requirement of each machine proposed in the project.
- (c) **Raw Material Requirement**  
Major raw materials, quantity, source of supply and price of material itemwise and availability position also.
- (d) i) **Power** (Load required, sanctioned etc.)  
ii) **Water**  
iii) **Fuel**

Indicate separately for each item total requirement of above & arrangements made for the supply thereof.

- (e) **Effluent Disposal**  
Arrangements made for disposal of effluent, if applicable.

## 6. ECONOMICS OF PROJECT

- i) Average monthly sales
- ii) Monthly expenses  
(Raw material, stores, spares, salary, wages etc.)
- iii) Subsistence of proprietor
- iv) Other expenses (Rent etc.)
- v) Total expenses
- vi) Monthly surplus

## 7. MANPOWER REQUIREMENT

Sl. No.	Category	Average salary p.m.
1)	Managerial	
2)	Supervisors	
3)	Skilled	
4)	Unskilled	

Total \_\_\_\_\_

## 8. MARKETING ARRANGEMENTS

- (a) Demand & Supply position in the area



(b) Competitors Activities

(c) Selling Arrangements

**9. REPAYMENT SCHEDULE**

(a) Please indicate Moratorium Period needed; with justification

(b) Repayment in terms of quarterly / half yearly/yearly installment (Maximum repayment period is 10 years including moratorium period)

**10. IMPLEMENTATION SCHEDULE**

(Give details how the project will be implemented upto income generating level, including lestation period.)

**11. WORKING CAPITAL REQUIREMENT**

(Give details of working capital required for 3 months.)

In case working capital is arranged/to be arranged from other source, give the name and address of the Bank/Institution etc.

**12. OTHERS**

- i) Government consents.
- ii) Environment clearance,
- iii) Other Govt. clearances, if any etc.

**CERTIFICATE**

1. I/We certify that all information furnished by me / us is true; that I / We have no borrowing arrangements for the unit with any bank/financial institutions, except as mentioned above; that no legal action has been / is being taken against me/us; that I/We shall furnish all other information that may be required by you in 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 or of RBI or any other agency authorised by you may at any time, inspect/verify our assets, books of account, etc. in our factory and business premises.
2. I/We further certify that I/We do not have any overdues in respect of any financial assistance I/We has availed so far.

Place .....

Signature of applicant

Date .....

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**For Office Use Only**

(To be filled by the authorised officer of SCA)

- A:
1. Name of official who interview the applicant
  2. Name of the project
  3. Remarks
    - (a) Repayment schedule
    - (b) Repayment capacity

Monthly surplus	Rs. ....
Monthly installments proposed	Rs. ....
Monthly installments fro existing term	
Loan and other obligation (to be specified)	Rs. ....
Total monthly obligations	Rs. ....
Debt Service ratio	
    - (c) Comments
    - (d) Remarks of the technical report, if obtained
    - (e) Loan recommended
    - (f) If the proposed project appears economically viable as per details / information given in application and information taken from the applicant.

**Appraising official**

Signature : .....

Name : .....

Designation : .....

Seal : .....

**Remarks of Recommending authority.**

Signature : .....

Name : .....

Designation : .....

Place .....

Date .....

Seal : .....