

SME SMART SCORE LOAN APPLICATION FORM

Please fill up this form only if the answers to all the following 4 questions are "YES"

1. Whether the chief promoter / Chief executive is between 18 and 65 years of age
2. Whether the promoters are not defaulters to the banks/ financial institutions
3. Whether all clearances for the project have been obtained
4. Whether the promoters belong to the area of operation of the branch and have satisfactory references?

General :

Name of the Company / Firm _____

Address (If factory and office are having different Addresses, Give the Address Nearest to the branch First)

Plot/Building/Plat Name and Number: _____

Street Name _____

Post Office _____

City _____ Pin _____

Telephone No. _____ Fax : _____

Address:

Plot/Building/Plat Name and Number: _____

Street Name _____

Post Office _____

City _____ Pin _____

Telephone No. _____ Fax: _____

Loan Applied for _____

Purpose of the Loan _____

When and how the loan will be repaid? _____

PERSONAL DETAILS OF THE CHIEF PROMOTER / CHIEF EXECUTIVE

Name of the Chief / Promoter / Chief Executive:

Residential Address:

Plot/Building/Flat Name and Number: _____ Street Name _____

Post Office _____ City _____

Pin _____ Telephone No. _____ Fax : _____

What is your Date of Birth? _____

Let us know about your family:

- i) Are you married? Yes / No
- ii) What is your spouse's occupation?
- iii) How many children do you have?

Your house: Owned Rented

What is your academic qualification?

Is it related to your line of trade? _____

Are you assessed for Income-Tax?

Your Account Number

How long are you having deposit account with SBI?

What would be the minimum balance in the account?

Do you have a life insurance policy?

I certify that all information furnished by me / us is true, correct and complete. I have no borrowing arrangement for the company / firm with any bank except as indicated in the application form. There are no over dues / statutory dues by me or the firm / company. No legal action has been taken against me / firm / company. I shall furnish all other information that may be required by Bank in connection with my application. The Information may also be exchanged by you with any agency you may deem fit you, your representative of any other agencies as authorized by you may at any time inspect / verify my / our assets, books of account etc. in our factory business premise as given above. You may take appropriate safeguards / action for recovery of bank's dues including publication of defaulter's name in website/ submission to RBI. I further agree that my loan shall be governed by the rules of State Bank of India as may be in force from time to time.

Place

Signature of Chief Promoter / Chief Executive

Date

BUSINESS DETAILS

Year of commencement of business:

State the profit / loss for the last 3 financial years:

YEAR I	YEAR II	YEAR III

State the sales turnover for the last 3 financial years:

YEAR I	YEAR II	YEAR III

Tell about your factory premises:

Owned

Rented

leased for over 5 years

Tell us about your product

How do you plant to produce it?

Does the product require special know-how? If so, are you in possession of the know-how?

Whether your line of activity falls under priority sector?

What are the raw materials required?

How do you plan to produce them? Are they available on credit? If so what are the terms of credit?

How do you plan to ensure the quality of your product? Any special steps being taken?

What about utilities like water, power etc. Please describe the requirements and how are they met?

Whether you need skilled labour? Please describe your plans for sourcing and employing skilled labour?

Any special reason to locate your business at the present location? Is there any advantage in procuring the raw materials locally? Is the local market enough to sell the finished product of your firm? Any other advantage?

Manufacturing process in brief

What is the level of competition for the product? How do you plan to meet the competition?

Give the total outside liabilities for the last 3 years and your tangible network.

PARAMETER	YEAR I	YEAR II	YEAR III
Total outside liabilities			
Tangible network (including loans from friends and relatives)			
TOL / TNW			

What is the quality of your receivables?

How many months' sales do they represent?

Can you give an age profile of your receivables?

Age	Amount	Percentage to total
Less than 1 months old		
1 to 2 months old		
2 to 3 months old		
More than 3 months old		
Total percentage		100%

What is the quality of your finished goods inventory?

Are they sold against order as and when produced?

Are they kept in stock for long?

How many months' sales do they represent?

What will be the time period between procurement of raw materials to realization of sale proceeds?

Can you cut short the cycle without increasing your liability?

Give the details of cost and the means of finance for your project

Item	Why do you need to purchase the item?	What is the basis of your cost	Cost of the item	How do you proposed to acquire/ procure the item
Land				
Building				
Machinery				
Others				
Total cost				

What are the means of finance?

Means	Amount	Give details*
From own sources		
Bank loan		
Friends and relatives		
Others		
Total		

*Bank should be satisfied about your ability to bring in the margin.

Has the project been vetted by the consultancy cell of the Bank or consultants of repute? Give details

What is the repayment period you are looking for the term loan?

What will be the annual cash accruals?

What will be your liability towards payment of installments and interest on term loan in a year?

Whether the cash accruals will be sufficient to take care of the repayment liability?

Anything else you would like to tell about your business

What is the collateral you would be able to offer? GIVE DETAILS

Item	Value	Basis
TOTAL		

Please tell us about your further plans: What is the level of sales you are projecting? Briefly describe the basis for your projection

What is the level of receivables you are expecting in terms of months' of sale? What is the level of finished goods inventory you are expecting to maintain in terms of months' of sale?

I certify that all information furnished by me / us is true, correct and complete. I have no borrowing arrangement for the company / firm with any bank except as indicated in the application form. There are no overdues / dues owed by me or the firm/company. No legal action has been taken against me / us firm / company. I shall furnish all other information that may be required by Bank in connection with my application. The Information may also be exchanged by you with any agency you deem fit. You, your representatives of any other agencies as authorized by you may at any time inspect / verify my fixed assets, books of account etc. in our factory /business premises as given above. You may take appropriate safeguards/action for recovery of bank's dues including publication of defaulters' name in web site/submission to RBI. I further agree that my loan shall be governed by the rules of State Bank of India as may be in force from time to time.

Place: _____

For and on behalf of the company

Date: _____

Signature of Chief Promoter / Chief Executive

CREDIT SCORING CRITERIA

Name of the Company/ Firm:

Name of the Chief Promoter / Chief Executive : (In case of partnership concerns where the partners are having equal stake the personal profile of the active promoters as decided by the concern could be taken)

1. Personal Details:

Sr. No.	Parameters	Maximum Marks	Marks Scored	Criteria	Details of Documents Verified
1.	Age	5 4 3 1		18 to 24 25 to 49 50 to 59 60 to 65	
2.	No. of children	2 0		Up to 3 >3	
3.	Owning a house	5 0		Own Not owning a house	
4.	Academic qualification	4 3 1		Professional Graduate / P.G. Matric Below Matric	
5.	Experience in the line of trade	5 3 2		More than 5 years 2 to 5 years less than 2 years	
6.	Spouse details	1 0		Employed Homemaker	
7.	Assessed for income-tax	2 0		Assessed Not assessed	
8.	Deposit account with SBI (minimum deposit should be Rs. 10,000 in the period under review)	5 3 2		3 years and above 6 months to < 3 years < 6 months	
9.	Have life insurance policy	1 0		Yes No	
	Marks scored	30			

Minimum score should be 15 marks

Business Score:

2 A. For existing units which have not so far availed any loan from the Bank. If takeover from another Bank, takeover norms, prescribed by the Bank are to be first evaluated and fulfilled.

Sr. No.	Parameters	Maximum Marks	Marks Scored	Criteria	Details of Documents Verified
1.	Years in business	5	5 3 2	5 years & over 3 years to < 5 years 1 years to <3 years	
2.	Continuous net profits (before tax)	5	5 3 2	Last 3 years Last 2 years Last year	
3.	Sales show a rising trend	5	5 3	Last 3 years Last 2 years	
4.	Factory premises	3	3 0	Owned or over 5 year lease Rented	
5.	Know-how	2	0 2	Specialized know-how Common knowledge	
6.	Line of activity	1	1 0	Priority Sector Non priority Sector	
7.	Competition	4	4 3 2	Low Medium High	
8.	TOL/TNW (Quasi equity to be added to TNW and reduced from TOL)	5	5 3 2 1	2 & below >2 but upto 3 >3 but upto 4 >4 but <5	
9a.	Quality of receivables	5	5 3 2	Up to 3 months of sales >3 but up to 4 months of sales >4 months of sales	
9b.	Quality of finished goods inventory	5	5 3 2	Upto 1 month of sales >1 upto 2 months of sales >2 months of sales.	
10.	Repayment period (Not applicable for only working capital loans)	5	5 3 2	Upto 3 years >3 to 5 years > 5 years	
11.	Gross DSCR (not applicable for only working capital loans)	5	6 3 2	> 2 Between 1.5 and 2 < 1.5	
	Marks Scored	50/40			

Items 10 & 11 are not applicable for working capital loans alone. In that case the score should be

normalized for 50 (marks scored / 40) x50) Minimum Score should be 25.

2B. For Greenfield Ventures:

Sr. No.	Parameters	Maximum Marks	Marks Scored	Criteria	Details of Documents Verified
1.	Branch is in the know of business (includes cases where the Project is appraised by consultants of repute)	10 0		Yes No	
2.	Manufacturing / Servicing / trading / process is well known to applicant to produce / service / trade the required quality of the product	5 0		Yes No	
3.	Location advantage	2 0		Yes No.	
4.	Availability of utilities including labour	2 0		Easy Ok	
5.	Firm's capacity to sell the product at the price and quantity.	5 0		Good OK	
6.	Line of activity	1 0		Priority Sector Non Priority Sector	
7.	TOL / TNW (Quasi equity is to be added to TNW and reduced from TOL)	5 3 2 1		1 and below >1 upto 2 >2 up to 3 > 3	
8a.	Quality of receivables as per projections	5 3 2		Up to 3 months of sales More than 3 up to 4 months More than 4 months	
8b.	Quality of finished goods inventory as per projections	5 3 2		Up to 3 years Above 3 to 5 years Above 5 years	
10.	DSCR (not applicable for only working capital loans)	5 3 2		>2 1.5 to 2 <1.5	
	Marks Scored	50 / 40			

Minimum Marks : 25 out of 50.

3. Collateral Conditions:

Sr. No.	Parameters	Maximum Marks	Marks Scored	Criteria	Details of Documents Verified
1.	Equitable Mortgage of Property : Value of property (If TDR or cash equivalent is offered as security multiply cash equivalent by 2 and add to the collateral value) / loan amount (%)	15 12 10 5 0		75% and over 50% to <75% 25% to <50% <25% Nil	
2.	Residential Property as part of 1	5 0		Yes No	
	Marks Scored	20			

Minimum Marks are 10 (except in cases where Collateral should not be asked as per Bank's norms, the minimum mark will be Nil)