

Workshop
on
**Preparation of Project Report for
Bank Finance**



27th September 2013

IIPM 

Indian Institute of Plantation Management Bangalore

(An Autonomous Organization Promoted by the Ministry of Commerce & Industry, GOI)

One day workshop on Preparation of Project Report for Bank Finance

Introduction

Finance is essential for all corporates whether they are in production/service, marketing or any other commercial activity. Banks are the major sources for debt finance whether it may be for short term or long term. Corporates enjoy credit facilities with banks in the form of fund based and non-fund based limits. Many of the corporates require an enhancement of their credit limits every year. This process of enhancement shall be taken up by the banks at the time of annual renewal of credit limits.

A project report or a business plan is the basic document which needs to be prepared by a corporate or an entrepreneur to approach a lending institution for finance. A project report reflects the vision and the objectives of the company and sets out in detail how the company intends to go about achieving these objectives and what support it needs from the bank to achieve these goals. A project report should contain all information that a banker needs to evaluate and finance a project and should induce him to do so. Thus a project report becomes a critical document in the process of resource raising. In fact, a **well prepared project report means half the battle is won.**

Objectives of the program

This workshop will guide finance professionals and persons responsible for raising project/bank finance about the basics of preparation of a project report and then takes them to higher levels of financial estimates and projections (CMA data) as would be acceptable to banks. The workshop will also discuss the modalities of submitting information to banks for enhancement of existing credit limits fund based as well as non-fund based.

Target Group

This workshop will benefit all those finance executives, entrepreneurs, as well as professionals who are involved or associated with raising resources from banks for working capital, term loans, LC limits, bank guarantee limits etc.

Program Contents

- **Session – 1:** How to structure a project report – Information to be given in a project report: capacity, industry scenario, marketing strengths, promotion background, the need for consistency between information and financials.

- **Session – 2:** Key financial ratios that are relevant to lending bankers – Resolving conflicts between ratios – How to use depreciation and income tax to bring about desired results in projected financials – Term loan servicing and effect on project feasibility.
- **Session – 3:** Preparation of CMA data – case study, Form I to Form VI – Assessment of working capital needs – Fund based and non-fund based.
- **Session – 4:** Preparation of CMA data continued – Putting forth our proposal to the lending bankers – Giving final touches

Methodology

- A real case with hands on experience in the entire process from preparation to sanction of credit facilities.
- The necessary CMA data shall be worked out based on the project assumption. The participants are requested to bring a calculator.

Date and Duration

It shall be a one day programme on 27th September, 2013. The programme starts sharp at 10 AM and shall have four sessions of 75 minutes duration with tea/coffee breaks of 15 minutes and a lunch break of 45 minutes. Participants should report to the venue on or before 9.30 AM.

Venue of the program

The program shall be held at the Knowledge Resource Center, Executive Block, Indian Institute of Plantation Management, Near Mallathalli Circle (Kengeri – Mysore outer ring road), Bangalore 560 056.

Program Faculty

The faculty brings their expertise in banking and finance to the workshop and eminently qualified to take participants through the process of project report preparation.

Mr. Ashit Hegde

He possess more than two decades of experience as Senior Officer in Bank of Baroda in India and abroad. He has a rich corporate experience as Head Resource Raising & Forex Management. He has conducted many workshops on Bank audit and how to prepare project reports for raising bank finance etc., for executives, chartered accountants and other finance professionals.

Dr. A. N. Vijayakumar

Assistant Professor in Finance and Accounting at the IIPM Bangalore. He was earlier with the Institute of Chartered Accountants of India, New Delhi. He has been conducting workshops/training programs in the area of investment management, capital budgeting, project finance, finance for non-finance etc., for executives and entrepreneurs.

Program fee

The program fee (non-residential) is Rs. 4850/- (inclusive of service tax @ 12.36%) per participant. The fee includes training materials, kit, lunch, tea/coffee snacks etc. The program fee may be paid either through DD or E transfer.

Option 1: DD	Option 2: E Transfer
Favoring INDIAN INSTITUTE OF PLANTATION MANAGEMENT , payable at BANGALORE	Bank Name: United Bank of India Bank Branch: IIPM Campus Branch, Bangalore A/c No : 0884050010007 IFSC Code : UTBI0IPC856 (Fifth character "0" read as Zero) Swift Code : UTBIINBBECB MICR NO : 560027009

Last date for application

Application form may be filled [online](#). A copy of online filled form along with program fee may be sent on or before **23rd September, 2013** to **MDP Office**, Indian Institute of Plantation Management, Jnana Bharati Campus, P.O. Malathalli, Bangalore 560056, Karnataka, India, Tel: +91-80-23212647/23211716, Fax: +91-80-23212775.

About the Institute

Indian Institute of Plantation Management (IIPM), centre of excellence and the first of its kind national institute was established at the initiative of the Ministry of Commerce & Industry, Government of India. It is co-promoted by the Commodity Boards of India viz., Coffee Board, Rubber Board, Tea Board, Spices Board and Plantation Industry/Associations. IIPM has been serving our nation for the last 19 years in Plantation and Associated Agri-business Education through high quality programs in teaching, research, on-site industry executive training and service. Over 24,019 trainees including executives, managers, planters, Commodity Boards officials and students around the country and other developing nations have participated in the Institute programs. The Institute has a educational membership with the association to advance collegiate schools of business (AACSB-USA) and affiliated membership with European Foundation for management development (EFMD-Brussels).



Application Form
MANAGEMENT DEVELOPMENT PROGRAM ON
Preparation of Project Report for Bank Finance (27th Sept. 2013)

1. Name: _____

2. Correspondence Address: _____

State: _____ Pin: _____

E-Mail: _____ ☎: _____

3. Educational Qualifications (Highest)

4. Current Job Profile

5. Program fee details: Amount Rs.4850/- Vide: DD/E transfer (ref.)

Bank Name : United Bank of India
 Bank Branch : IIPM Campus Branch, Bangalore
 A/c No : 0884050010007
 IFSC Code : UTBI0IPC856 (Fifth character "0" read as Zero)
 Swift Code : UTBIINBBECB
 MICR NO : 560027009
 Date of payment:

Candidate's Signature

Dr. A.N. Vijayakumar
 Programme Coordinator
 Indian Institute of Plantation Management
 Jnana Bharati Campus, P.O. Malathalli
Bangalore 560 056
 Ph: 080 23212647
 Mb: 9844361528
 Email: mdp.iipmb@gmail.com