

**TECHNOLOGY DEVELOPMENT BOARD
APPLICATION FORM
(FORM – A)**

Rule 19(2): Any applicant who is desirous to seek financial assistance, from the Fund for Technology Development and Application, shall apply to the Board in Form- A.

Important: Please submit 5 hard copies & 1 soft copy of project proposal in the prescribed format only

PART-I

INFORMATION ABOUT APPLICANT

1.1 Title of the project :

1.2 Name and correspondence address of the applicant/company:

Name of the applicant Company			
Status of the Company			
Name of the Key Person			
Contact			
	Registered Office	Project Site Office	Corporate Office/ Communication Address
Address in full			
State			
STD Code			
Ph.			
Mobile			
E-mail:			
Fax No.			

1.3 Date of incorporation with Registration number:

(a) Whether the applicant has an in house R&D unit recognized by the DSIR? :

(b) If so, details of recognitions:

(c) Recognition/Certification received from other Government Agencies:

1.4 Name of the promoters and their details thereof (submit detailed resume)

1.5 Board of Directors

1.6 Share holding pattern of the Company as on date:

1.7 Management Team: Details of Key Professional, Designation, Qualification & Experience

1.8 Applicant's background (including association with other group / subsidiary / associate companies and other enterprises and contribution in them):

1.9 Please furnish a note on the present activities of the applicant including commitment to R&D

1.10 (a) Has the applicant applied for assistance from TDB earlier? :

(b) If so, details thereof

1.11 Provide the summary of balance sheet and Profit & Loss account of last three years for the company (submit last three years report):

(` in Lakh)

Particulars			
Share Capital			
Share Application Money			
Reserves and Surplus			
Secured Loan			
Unsecured Loan			
Fixed Net assets			
Net current Assets			
Income			
Total Expenditure			
PBDIT			
Depreciation			
Interest			
PBT			
Tax			
PAT			
Cumulative Profit/Loss carried to BS			

1.12 Furnish complete details of loans outstanding against the applicant for:

(a) Existing and the proposed project.

(b) Other project(s) including re-schedule and defaults if any

1.13 Name, Address and Phone No. of the Banker through whom working capital is sought.

1.14 Details of prosecution, if any, in a court of law launched against the applicant:

PART-II

INFORMATION ABOUT PROJECT

Description of the Project:

2.1 Technical Details:

- Proposed products / services with technical specifications
- Process
- Technology Details
- Source of Technology
 - Uniqueness of the Technology and innovative content in the proposal
- Whether indigenous /imported technology, Copy of technology tie-up agreement and its salient features
- Salient Features of the technology transfer / licensing agreement
- Statutory Approvals/Clearances required and present status
- Patent status of the product/process/service
- Other Competing Players, Product Advantage
- Indigenous aspects, specific features
- Testing Facilities and Quality Assurance for the Product

2.2 Marketing Details: Market, demand-supply, marketing strategy, market survey etc.

2.3 Financial Details

2.3.1 Cost of the Project

(` in Lakh)

Heads of expenditure	Expenditure Incurred till the date of application	Expenditure to be incurred	Total
Land			
Site Development			
Building / Civil Works			
(i)Factory			
(ii)Administration			
(iii)Others			
Plant & Machinery			
(i)Imported			
(ii)Indigenous			
Miscellaneous Fixed Assets			
Technical Know-how Fees			
Cost of filling patent(s)			
Preliminary & Pre-operative Expenses			
Marketing & Travel Expenses			

Others (specify)			
Interest during Construction			
Contingency			
Margin Money for working capital			
Total			

NOTE : Justification on each of the above heads of expenditure to be presented separately by the applicant.

2.3.2 Means of finance:

(Assistance from TDB can be sought either for loan or for equity and not for both)

(` in lakh)

	Status as on date	Additional Amount Proposed	Total
Equity Promoters Others (specify)			
Loan Financial Institution Bank Others (specify)			
Assistance from TDB Loan or Equity (specify)			
TOTAL			

2.4 List of raw materials (sources, availability and expected cost)

2.5 List of Plant & Machinery (along with cost, and its basis)

a) Existing: (List of Major Plant and Machinery)			
Instrument	Procurement source Imported/ Indigenous	Quantity	Amount (` in lakh)
b) New: to be procured for the Project			

2.6 Project location: Address, Advantage, Benefits, infrastructure available etc.

2.7 Details of land along with copy of relevant land documents

2.8 Duration of the Project and activity wise implementation schedule clearly indicating start and end date of milestones (Annex Bar Chart of Activities)

2.9 Submit a Business Plan indicating production & sales for five years

2.10 Financial Projections for this project standalone & company as a whole (consolidated)

- i. Profitability Projections: along with the basis & assumptions.**
- ii. Projected Balance Sheet**
- iii. Cash flow projections for the proposed products/ service (indicate for five years after commencement of commercial production):**
- iv. Financial Indicators**

Financial indicators for the	Project	Company
(a) Debt: Equity		
(b) IRR		
(c) DSCR		
(d) Payback period		
(e) Break even & Cash Break even		
(f) Sensitivity analysis		

2.11 Risk Factors envisaged in the project and Mitigation plan

2.12 (a) Has the applicant applied for financial assistance for the same /similar project from any other institution/ agency?:

(b) If so, details and status thereof:

2.13 (a) Is the applicant expecting any subsidy or any other concession from any Government departments of other agency? :

(b) If so, details thereof:

2.14 Indicate the type of collateral you wish to provide in favour of TDB.

	YES	NO
1. Bank guarantee		
2. Corporate guarantee from other sister / group company		
3. Own corporate guarantee		
4. Personal guarantee of the promoters/ Directors		
5. Pledge of shares by promoters / Directors		
6. Hypothecation of assets		
7. Mortgage of property		
8. Any other form of security (specify)		

PART-III
INFORMATION ABOUT ONGOING ACTIVITIES
CHECK - LIST OF ENCLOSURES

Annexure	Contents	Checklist	Page No
1	Constitution of the organization /Article and Memorandum of Association		
2	Certificate of Registration or Certificate of Incorporation		
3	Certificate of commencement of business		
4	Name and addresses of the Board of Directors/Management Committee along with their telephone numbers		
5	Promoters background (including association with other companies and contribution in those companies)		
6	DSIR Recognition Letter for in – house R&D unit.		
7	Techno-economic feasibility study report		
8	Agreement for transfer of technology (if sourced from outside)		
9	Chart indicating the project duration and implementation schedule with milestones		
10	Annual Reports with audited statement of accounts of the applicant for the last three years		
11	Annual Reports with audited statement of accounts of the parent company (in case applicant is subsidiary) for the last three years		
12	Copies of Tax Return of the applicant for the last three years		
13	Details of loans outstanding against the applicant including re-scheduled loans and defaults		
14	Architectural Drawings and Plant Design to be provided later		
15	CIBIL report of the organization / promoters / directors		
16	Details of insurance of property to be hypothecated		

(Signature of Authorized Representative of the Applicant with Name and Designation)

Signature :

Authorized Representative Name :

Designation :

DECLARATION

(To be signed by the applicant
or
its authorized agent)

The particulars given are true and correct. Nothing material has been suppressed. It is certified that I / We have read the guidelines, terms and conditions governing the scheme and undertake to abide by them on behalf of my / our organisation / institution. The financial assistance, if provided, shall be put to the declared use.

APPLICANT / AUTHORISED SIGNATORY

with seal

Date:

Place:

(Strike out whichever is not applicable)

Instructions for filling the application form

Please fill up the form furnishing correct details sought for based on verifiable true state of affairs without causing suppression of any material information, which if resorted to, shall entail refusal of the financial assistance under the Technology Development Board Act, 1995.

- Serial No. 1.1 : Indicate briefly and correct title of the project, e.g. Development and commercialization of
- Serial No. 1.6 : Name, Address and very brief resume of the members to be provided.
- Serial No. 1.7 : Names of share-holders, number of shares held and % holding in each case be provided.
- Serial No. 1.10 : Give list of on-going R&D projects and quantum of financial assistance, if sought from any agency.
- Serial No. 1.11 : If the applicant has applied for assistance from TDB earlier, please furnish brief details of the project, name of the applicant, address. TDB's reference (file) number and the status.
- Serial No. 1.13 : a) Give name of the lender, assistance sought, repayment made, outstanding amount, repayment plan and collaterals offered.
b) Give mane of the project, name of the lender, assistance sought, repayment made, outstanding amount, repayment plan & collaterals offered for each case (attach sanction letter in each case).
- Serial No. 1.14 : Specify the quantum of working capital and credit limit sought.
- Serial No. 2.1 : Copy of technology tie-up agreement be given here and its salient features should be attached.
- Serial No. 2.1 : Specify testing facilities including name of the list & available equipments, would be made available for the project. The mechanism to be followed for quality assurance & certification be given under this Project.
- Serial No. 2.7 : Copy of sale deed to be attached
- Serial No. 2.10 : Enclose the details of calculation for financial indicators
- Serial No. 2.12 : If the applicant has applied for financial assistance for the same project to any other institution/agency give details and the present status of the application. Even if the application has been rejected, furnish details.

Acknowledgement

Note: The format will be filled in by the applicant and submitted (one copy) so that Technology Development Board could acknowledge the same immediately.

From

The Secretary
Technology Development Board
Wing-A, Ground Floor,
Vishwakarma Bhawan,
Shaheed Jeet Singh Marg,
New Delhi – 110016

To

(write the full postal address including PIN code of the applicant)

Sir,

Subject: (Indicate the title of the project as given in Serial No. 1 of the application)

This is to acknowledge receipt of your letter No. Dated..... along with 10 copies of the applications on the above mentioned project. Please quote the reference number given below in all your future correspondence with Technology Development Board on the above mentioned project:

Reference Number: (will be given by TDB)

Yours faithfully

(Secretary/Authorised officer)