

**STATE BANK OF INDIA (CALIFORNIA)**  
**APPLICATION FOR BUSINESS LOAN\*\***

(APPLICANTS ARE REQUESTED NOT TO DISTURB THE FORMAT WITHOUT THE PRIOR APPROVAL OF THE BANK)

<b>MANAGEMENT</b>		
1	Full name of the Business:	
2	Business Address, Phone/Fax numbers	
3	Contact Person with phone/fax no.	
4	Constitution (Tick one or mention if different)	<b>Corporation</b>
		<b>Partnership</b>
		<b>Proprietorship</b>
5	State in which incorporated	
6	Date on which incorporated (Please enclose photocopy of the incorporation document)	
7	Tax Status of your business (Please furnish your Tax ID)	
8	Names of Directors/Owners and Principal Officers of your business along with their designations. If these personnel have any relationship with each other these must also be mentioned.	
9	Names of Major stock holders (Please give all names who hold 5% or more of your stocks)	
10	Particulars of affiliated concerns/ subsidiary concerns. Please give details of ownership pattern, line of activity and Banker particulars	

\*\* Separate sheets can be attached wherever required

\*\* The application duly filled in must be submitted to the Bank with a non-refundable application fee of \$500.00. The Bank begins the processing of the application only on receipt of the application fee.

\*\* The application format can be obtained on a floppy disk on request.

<b>LOCATION AND ACTIVITIES</b>			
1	Number of employees working with the company/firm (Please give details of skilled personnel)		
2	Type of business	Manufacturer	
		Wholesale	
		Retail	
		Service	
		Others (Specify)	
3	The duration for which the company/firm is in the present line		
4	Types of Products handled		
5	Geographic trade area of the business		
6	The business premises is:	Owned	
		Leased	
7	If Leased:	Monthly lease charges	
		Date of expiry of the lease	
<b>PURCHASE DETAILS</b>			
1	List of major suppliers, their addresses and Banker particulars		
2	Details of Purchase terms		
<b>SALES PARTICULARS</b>			
1	List of major buyers, their addresses and Banker particulars		
2	Sales terms (Please give details like credit allowed, discounts, commissions, returns etc.)		
3	Age wise classification of receivables. Please advise how much of the receivables have been written off or classified as doubtful in the past	0 to 30 days	Value
		30-60 days	% receivables
		60-90 days	
		> 91 days	
4	Is the business seasonal? If yes, the peak months.		

<b>INVENTORY</b>		
1	Where the inventory is stored? Please give full address and mention whether it is in business premises or in rented/public ware house/premises	
2	Details of Insurance	
3	Product classification of inventory eg. Item 'a' – 30% of inventory, Item 'b' – 22% of inventory etc. (This will help us in assessing the critical items)	
<b>BUSINESS TRENDS</b>		
1	How your business has progressed in the past? (Please let us know the details of change of Management, changes in the line of activity, product range etc.)	
2	Highlights of your business during last year (Please give us both qualitative and quantitative info.)	
3	Your outlook for the current year and near future (Please tell us your analysis of the trends in business like competition, price movements, regulatory changes, raw material availability etc. Also tell us about your strategies to avail the opportunities and counter the threats). If necessary, give a separate write up quoting sources of your information.	
4.	Do you plan to expand/Diversify? If yes: Give us details along with the broad financial projections	
5.	Who are your major competitors and what is your strength/weaknesses vis-à-vis them?	
6	What is your MIS? How do you monitor/ evaluate business performance?	

<b>BORROWING ARRANGEMENTS (EXISTING AND PROPOSED)</b>	
1	Existing borrowing arrangements: Include facility wise details from all sources like Banks/factors/Others sources along with securities pledged, rate of interest and other major terms
2	Facilities required from State Bank of India Indicate the amount, tenor, security (Primary and collateral) being offered and approximate draw down schedule
<b>ENCLOSURES</b> (If you have already submitted any of the following, it is not required again, unless it is dated and updated version is due)	
1.	Certificate of incorporation of business
2.	Bye laws of the business
3.	Bio-data of Directors/Owners/Key Managers
4.	Certified financial statements (If available) for last three years
5.	Analysis of financial statements as per the enclosed proforma for the current
6.	Projected financials for the next year.
7.	Latest income tax returns of the business/owners and their personal financial statements as per the specimen enclosed.
8.	Certificate showing that all the statutory and environmental dues have been paid up to date.
9.	Copy of the lease deed
10.	Personal financial statement of each of the guarantors on the format enclosed

***Representations and warranties:***

The information given above is provided to induce you to extend or continue the extension of credit to the business mentioned at 1. Above (The applicant). The undersigned acknowledges and understands that the State Bank of India (California) are relying on the information provided herein in deciding to grant or continue credit or to accept a guarantee thereof. The undersigned represents, warranties and certifies that the information provided herein is true, complete and correct. The undersigned agrees to notify you immediately in writing of any change in name, address or business and of any material adverse change in (1) in any of the information contained in this statement or (2) in the financial condition of the undersigned or (3) in the ability of any of the undersigned to discharge its obligation to you. In the absence of such notice or a new and full written statement, this will be considered as a continuing statement and substantially correct. If the undersigned fails to notify you as required above, or if any of the information herein should prove to be inaccurate or incomplete in any material respect, you may declare the indebtedness of the applicant or indebtedness guaranteed by the undersigned, as the case may be, immediately due and payable. You are authorized to make all inquiries you deem necessary to verify the accuracy of the information contained herein and to determine the creditworthiness of the undersigned. The undersigned authorizes you to answer any question about your credit experience with the undersigned. As long as any obligation or guarantee of the

undersigned is outstanding to you, the undersigned shall supply annually an updated financial statement. This financial statement and any other financial or other information that the undersigned give you shall be your property.

FOR \_\_\_\_\_  
(NAME OF THE BUSINESS)

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_