

APPLICATION FORM FOR FINANCIAL ASSISTANCE
OFL NHFDC FOR DISABLED PERSON

Affix attested Passport
Size photograph

Affix attested Post Card size photograph

1) PARTICULARS OF PROMOTER(S)

A) i) Name of the application
(In Capital Letters)

.....
.....
.....

ii. Present Mailing Address:

Village/Street.....Block/Municipality/NAC.....
Policestation.....PostOffice.....
District.....PinCode.....

iii. Permane4nt Address in Full:

Village/Street.....Block/Municipality/NAC.....
PoliceStation..... Postoffice.....
District.....PinCode.....

iv. Nativity / Permanent Residence Certificate Enclosed. : Yes/No

v. Marital Status : Married/Unmarried

vi. Nationality :

B) Name of the Father/Husband/Guardian :

C)i. Nature of Disability :

ii. Percentage a copy of the disability :

iii. Enclose s copy of the disability :
Certificate from competent authority : Yes/No

D)	Family details	Total No	Disabled /Persons
	(Size of the Family		
	Including applicant)	(i) Adult	
		(ii)Children	

(Please mention detail of the adult Including applicant as follows)

Sl.No	Name of the Family	Relationship with the applicant	Presents occupation	Annual income if any	Source of income (Service / Business / Agriculture)	If the member is disabled person
1.						
2.						
3.						
4.						
5.						

E) Employment Status/Income of the Applicant

Whether employed on salary basis (E)

Or Self Employed (SE) having any Industrial/

Service or Business activity or Unemployed (UE)

E

SE

UE

i. In case of employed directly (E)

Please furnish following:

Present post Held Annual Salary	Name of the Employer.	No. of .years	Average Employed.
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(Please enclose Salary Certificate of the employer)

**FOR LOAN UPTO RS.2.50 LAKHS
APPLICATION FORM FOR FINANCIAL ASSISTANCE
OF NHFDC FOR DISABLED PERSON.**

Check List For NHFDC Loan upto Rs. 2.5 Lakh

Sl.No	Item	Reference of Form	Enclosed/ Not Enclosed
<u>For particular of Promotor;</u>			
1.	Copy of Nativity /Permanent residence certificate.	1.A, (iv)	Yes/No
2.	Copy of disability certificate from competent authority	1.C. (ii)	Yes/No
3.	Copy of salary certificate, if directly employed	1.E (i)	Yes/No
4. (a)	Copy of Balance sheet, profit and loss account in case caring out any business.	1.E. (ii)	Yes/No
(b)	Copy of income certificate of the applicant (in case engaged in business)	1.E. (ii)	Yes/No
5.	Copy of employment Regd.No	1.E (iii)(b)	Yes/No
6.	Copy of annual income certificate of the family in case of unemployed	1.E (iii)(d)	Yes/No
7.	Copy of certificate supporting date of birth e.g.H.S.C. /Birth certificate or recording school living certificate etc.	1.F (ii)	Yes/No
8.	Copy of certificate in support of education/technical qualification/training	1.G (i)	Yes/No
9.	Copy of experience certificate in the proposed activity (if any)	1.G (ii)	Yes/No
10.	Copy of cast certificate from competent authority for	1.H (b)	Yes/No
<u>Proposed Activity</u>			
11.	Copy of partnership deed in case of proposed partnership farm	2.a (iii)	Yes/No
12.	Copy of the revenue receipt/holding tax fee of own building	2.c (iii) a	Yes/No
13.	Copy of the rent deed/agreement incase rented building	2.c (iii) b	Yes/No
14.	Copy of the permission letter of local authority to start industry/service /Business venture	2.c (v)	Yes/No
15.	Copy of permission of pollution control board incase the unit is of polluting nature	2.c (vi)	Yes/No
<u>For Cost of the Project</u>			
16.	Copy of the scheme	3	Yes/No
17.	Other documents		
	Court affidavit in support of borrowing status of the applicant in original along with a Xerox copy.	12. (3)	Yes/No

Date:

Name & Address
Applicant

Signature of

FORMAT FOR AFFIDAVIT

I Sri/Smt.....aged.....years. S/o.
/D/o. / W/o. at permanent resident of
holding No.....and word
No.....of village/
Street.....P.O.....Town.....
Block/ NAC/ Municipality.....of
District..... P.S.....
In Orissa, at present residing at Holding No.....and ward No
of Village/street.....P.O.....Town.....
Block/NAC/Municipality.....of District P.S.....in
Orissa, do hereby solemnly affirm and declare as under:

1. That I am unemployed/employed as.....since.....year,
2. That I am not in a position to muster my own capital for the project for which the present application to NHFDC is submitted.
3. That my personal income of my family which includes spouse does not exceed Rs.55,000/-for rural area and Rs.60,000/- for urban area per annum from all sources such as salary wages, agriculture incomes, Business,rent,interest,pension etc.
4. That I and my family members have not defaulted and repayment of loan from any Nationalised Bank/Financial Institution/Co-Operative Bank.
5. That I have borrowed an amount of Rs.....of the purpose..... from..... Or not borrowed any loan/nor availed any assistance from any Bank/Financial Institution/Government for the business/Self Employment purpose.
6. No legal action has been/is being taken against me.
7. That I have gone through the NHFDC guidelines for loan assistant to disabled persons and I am eligible for financial assistance as per criteria of NHFDC, New Delhi.
8. That I shall abide by the rules framed under the scheme of NHFDC, New Delhi and MVSN, Bhubaneswar for section/disbursement of loan in my favour.
9. That I shall submit all other relevant information and the progress report as may be required by the Mahila Vikas Samabaya Nigam, Bhubaneswar, NHFDC, New Delhi, Bank/Government.

VERIFICATION

Verified that the above contents are true and correct to the best of my knowledge and belief and nothing has been concealed therein

DEPONENT

Incase of self employment (SE), please furnish Following:

Item of Trade/Business Profession in which Self employed.	No. of years engaged	Position held in the business /profession (i.e. proprietor partner etc.)	Average Annual Income
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Please enclose:
 i) Balance sheet/P/I/Account of the existing business for last 3 years . Yes/No
 (ii) Income certificate from competent revenue authority. Yes/No
 (iii) if unemployed (UE) please furnish the following :-

- (a) No of years being unemployed after caving school/college.
- (b) Employment Registration No and Year or Registration as per employment card)if any.
- (c) Annual Family Income in Rs.....
- (d) Copy of annual income certificate of family from competent revenue authority enclosed.
(Family means parents or spouse of dependant disabled.)

Enclosed/Not enclosed.

Yes/No.

F)i. Date of Birth:-

(ii) Document in support of Date of birth such as HSC Certificate/Birth Certificate etc. enclosed.

Yes/No.

(ii)Detail of Educational and Technical Qualification /Training

Sl.No	Qualification .	Secured /Training programme	Year Attended	Name of the institute/ organization
1				
2				
3				
4				
5				

(Attested copies or the a certificate is to be enclosed).

- ii. Experience in the proposed activity
(Please enclose certificate if any.)
- H) (a) caste of the Applicant.
SC/BC/OBC/Other
- (b) Copy of the caste certificate
For SC/ST/OBC from competent
YES/NO
Authority enclosed.
- (c) i. Mention whether belongs to minority community.
YES/NO
ii.If yes ,name of the community.
.....
- iii. Details of fixed assets of the applicant:

Are there any fixed assets including land holding in
YES/NO
the name of the applicant ?

If yes, please furnish following:

Sl.No.	Nature of fixed Assets/; land holdings	Present value of the Assets in Rs.
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15. Declaration by Applicant:

The above information furnished by me are true to the best of my knowledge and I am liable for prosecution and subsequent rejection of the application by the authority for any miss-representation of facts.

Date

Place.

SIGNATURE OF APPLICANT (In full)

DETAILS OF PROPOSED ACTIVITY

- a) i. Name of the Unit :
- ii. Mention proposed activity/trade/business. :
- iii. Type of Organisation. (Enclose copy of Partnership deed in case the same is a partnership firm) : Proprietary/Partnership/Pvt.Ltd., Co-operative Society etc.
- b) Details of Project/proposed activity (in brief) :
- c) i. Location of the Unit : URBAN/RURAL
- ii. Please mention the location of the proposed place :
- iii. Whether the proposed site/building/shop room is own/rented. : OWN/RENTED
- (a) In case own place enclose copy of the revenue receipt holding tax. : Enclosed/Not enclosed
- (b) In case of rented premises enclose copy of the rent agreement. : Enclosed/Not enclosed
- iv. Whether the permission to start the Business/Industry/Service venture form the local authority has been obtained? : Yes/No
- Local authority means :
- (i) Development authority/Municipal authority in case of municipal areas :
- (ii) NAC permission in case of NACs :
- (iii) Permission of the Gram Panchayat (Panchayat Samiti in case of rural areas) :
- v. If yes, enclosed copy of the permission letter/No objection letter/trade license etc.as applicable : Enclosed/Not enclosed
- vi. Whether the item of manufacture is covered under the preview of state Pollution control board (e.g. brick kiln, stone crusher, coal brackets and items producing ha/ardous air/smoke pollution & effluent discharges.) : Yes/No
- If yes, enclose a copy of the permission letter : Enclosed/Not enclosed
- vii. Locational Advantage :
- Please mention the advantage of the location form business print of view e.g. proximity to market, availability of ready consumers, availability of the inbuilt infrastructure e.g. road, electricity, telephone etc.

3.COST OF THE PROJECT

Sl.No	Items	For NHFDC term loan In (Rs.)	Total Project cost In (Rs.)
1.	Fixed Assets		
2.	Other fixed Assets		
3.	Preliminary & Preoperative Expenses.		
4.	Contingencies & cost escalations.		
5.	Others, if any (Please Specify)		
6.	Working Capital		

Total:

NOTE:

- (a) Furnish a detailed scheme as per the prescribed format
- (b)
 - i. Working capital amount may be included as part of cost of project, where total cost of the scheme does not exceed Rs. 50,000/-
 - ii. If the cost of project is more than Rs. 50,000/- but does not exceed Rs. 1.00 Lakh the ratio of fixed assets to working capital shall not exceed 1:3.
 - iii. Where the total project cost exceeds Rs.1.00 Lakh only 50% of the working capital requirement shall be
 - iv. Added in the cost of the project, as working capital margin to arrive at the cost of the project and the remaining 50 % of the working capital shall have to be financed by Bank/Financial Institution as cash credit limit.

4.MEANS OF FINANCE:

	Sl. No	Source	Amount	% Of total cost
1.		Promoter's Construction		
2.		Subsidy, if any.		
3.		Term Loan of NHFDC		
4.		Banks/Other Fls.		
5.		Other, if any specify (Channelising agency etc.)		

5. TECHNICAL DETAILS

- i. **Process in brief**
- ii. Estimated Annual Sales
- iii. Estimated Profit after Tax
- iv. Percentage return on Investment

MANPOWER REQUIREMENT
(Per scheme copy enclosed)

Sl.No.	Category	No. of persons	Total monthly salary
1	Managerial		
2	Supervisors		
3	Skilled		
4	Unskilled		

& 7.MARKETING ARRANGEMENTS

(a) Demand and Supply position in the area.

(b) Selling Arrangements.

8. REPAYMENT SCHEDULE

(a) Please indicate Moratorium period needed; with justification.

(b) Repayment in terms of quarterly/half yearly/yearly installments (maximum repayment period is 7 tears including moratorium period)

NOTE:- For loans for agricultural activities the repayment has to made in yearly Installments.

9.IMPLEMENTATION SCHEDULE:

(Indicate no. of days required to complete followings after disbursement).

No of Days/month.

1. Arrange of plant & building:
2. Installation of plant & machinery:
3. Electrification & Trial runs :
4. Commencement if production:

Total:

10. Working capital requirement:
(As assessed at s.l.3 of the form)

Day/month

Rs.

11.OTHERS

- zi. Government consent, if any.
 - ii. Environmental clearance if any.
 - iii Other government clearances ,if any etc.
 12. Special claim if any in support of establishment of proposed venture.
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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 furnished all information that may be required by you in connection with my/our application; that this may also be exchange ed by you with any agency you may deem fit; and that you ,your representatives of RBI or any other agency authorised by you may at any time ,inspect/verify our assets ,books of accounts.etc.in our factory and business premises .
- 2) I/We further certify that I/We do not have any over dues in respect of any financial assistance I/We have availed so far.
- 3) I/We have furnished court affidavit in support of my borrowing status.

Signature of applicant(s) in Full/
Or
Thumb impression of the applicant(s).

Place.
Date.

(Thumb impression to be identified
By parents /Guardian).

Identified by

Signature

Father/mother/husband/

Wife/Guardian of.