**INFORMATION WE NEED FOR PROJECT REPORT**

|  |  |  |
| --- | --- | --- |
| 1 | Company Name |  |
| 2 | Company Address: |  |
| 3 | Company Objective |  |
| 4 | Type of Business | Sole Proprietor/ Partnership / Private limited company |
| 5 | Type of Loan You need | Term Loan Amount -CC - |
| 6 | Loan Repayment year | 1 year /2 year /3 year /4 year /5 year /7 year |
| 7 | All Promoters/ Partners or Proprietor detail | **Partners or Director detail**1. Name
2. Email ID
3. Mobile Number
4. Educational Qualification
5. Work Experience
6. Any Other detail like Award etc
7. Address of promoter

**Partners or Director detail** 1. Name 2. Email ID 3. Mobile Number 4. Educational Qualification 5. Work Experience 6. Any Other detail like Award etc 7. Address of promoter |
| 8 | Plant Land Area in Sqft or Sqmt |  |
| 9 | **Business all Liability Detail ( Like Loan , Creditors Detail Etc)** |
|  | **Type of Liability** | **Total Amount** | **Duration** | **Outstanding amount** |
|  |  |  |  |  |
|  |  |  |  |  |
| 10 | Self Investment |  |
| 11 | Amount of Loan Seeking from Bank Side |  |
| 12 | Duration of Project report |  |
| 13 | Projected yearly Sale (Amount) |  |
| 14 | Gross Profit %age |  |
| 15 | Approx Net profit % Age |  |
| 16 | Projected %age of Sale increase |  |
| 17 | Website |  If any |
| 18 | Rate of Interest of Bank Loan |  |

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| **BUILDING DETAILS (if any)** |
| **PARTICULARS** | **Area in Sqft** | **Rate per sqft** |
|  2nd Floor |  |  |
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| **Working Capital Detail** |
| **PARTICULARS** | **HOLDING TIME** |
|  RAW MATERIALS | 07 Days |
| Stock in Process | 15 day |
| FINISHED GOODS | 10 day |
| ADVANCE TO SUPPLIERS |  7 day |
| DEBTORS (Due Fund Receivable) | 15 da |
| EXPENSES like salary, Creditor ( Due Fund Payable) |  1month |

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| **POWER ESTIMATE** |
| Power Requirement - | Estimated Power Requirement in in HP/KW/W: |

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| **MACHINERY DETAILS** |
| **Name of Machine** | **Quantity** | **Rate per quantity** |
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| **ASSETS DETAILS** |
| **Perticular** | **Quantity** | **Rate per quantity** |
| Furniture Details |  |  |
| Computers and Accessories |  |  |
| Other Assets if any |  |  |

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| **Detail of Sale** |
| **Product or Service Name** | **Quantity** | **Rate per quantity** |
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| **Raw Material (if any)** |
| **Particular** | **Required Unit** | **Rate per Unit** |
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| **Salary Detail** |
| **Staff Department** | **Number of Staff** | **Salary per Month per staff** |
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| **Monthly Expenses Detail** |
| **Perticular** | **Amount on Monthly Basis** |
| Purchases (Stock, Raw Material, etc) |  |
| Rent and Lease Cost |  |
| Electricity, Fuel & Water |  |
| Telephone bill |  |
| Repair & Maintenance |  |
| Transportation |  |
| Advertising & Marketing |  |
| Software renewal |  |
| Stationery |  |
| Other Expense |  |