**INFORMATION WE NEED FOR PROJECT REPORT**

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| --- | --- | --- | --- | --- | --- |
| 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** |
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|  |  |  | |  |  |
| 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 |  |