

Application for National Credit Guarantee Scheme

(OFFICIAL USE ONLY)

Date and Time of Receipt: _____

Application No.: _____

Affix Passport
Size Photo

PART A: APPLICATION (to be completed by Applicant)

I/We hereby apply for a guarantee from the Government to cover the facility ("the Facility") (to the extent to be determined by the NCGC) now being sought by the Applicant ("the Borrower") from BOB/BDBL/NCSIDBL (PLEASE TICK). I/We now provide the following information in support of this application:

1. BORROWER'S DETAILS

- Name of the Applicant: _____
- CID No: _____
- Gender: Male Female
- Contact No: _____
- E-mail (if available): _____
- Present Address: _____
- Permanent address: Dzongkhag: _____
Gewog: _____ Village: _____
Thram No: _____ House No: _____
- Spouse's (if married)/ Immediate Family member's Name: _____
- Contact No. of Spouse/Immediate Family Member: _____

2. PROJECT/BUSINESS DETAILS

- Name of the Project/Business: _____ (New/Upgradation) _____
- Broad Sector: _____ (Agriculture/Prod&Manu/Services)
- Sub-Sector: _____
- Nature of the Business/Business Activity (Focus Area): _____
- Estimated Project Cost/Investment Size (Mil. Nu): _____ (C/S/M/L) _____
- Loan Amount: Nu. _____
- Equity Amount (if applicable): _____
- Repayment Frequency : (Monthly/Quarterly/Semi-annually/Annually): _____
- Business License/Registration No (if existing)*: _____
- Personal TPN No. (if available): _____
- Date of commercial operation for existing only (dd/mm/yy): _____
- Business Address/Location: _____
- Dzongkhag: _____
- Ownership type: _____

*For Large and Medium, business registration is mandatory. For small and cottage, the business will have to register within 3 months of the loan sanctioning.

3. REPAYMENT SOURCE

- a. Business Income: _____ b. Rental Income: _____
 c. Salary: _____ d. Other income: _____

4. OPERATING INCOME/SALES & EXPENSE

- a. Expected Monthly Income/Sales* (Nu.) _____
 b. Expected Monthly Operating Expenses* (Nu.) _____

**Fill up the Income, Expenditure & Assets (Depreciation) template in annexure 1, 2 & 3*

5. SECURITY DETAILS (if applicable)

6. EMPLOYEE DETAILS

- a. **Number of Employment** (at the time of lodging the application for already existing only):

**Zero for new proponents.*

- b. Type of employment:**
 (Expected numbers once operational for new or after up gradation)
 Regular (Nos.): _____
 Contract (Nos.): _____
 Daily wages (Nos.): _____

- c. Tenure of the employment:**
 > 5 years (Nos. of employees): _____
 > 3 to 5 years (Nos. of employees): _____
 Up to 3 years (Nos. of employees): _____

- d. Allowances and benefits:**
 What are the benefits paid to employees?
 i) _____
 ii) _____
 iii) _____

**Fill up the Employment & Salary template in annexure 4*

7. VALUE ADDITION PRODUCTS

- a. Where would you get your product Input from?
 Will get domestically.
 Will have to import.

- b. What would be your expected Output product?
 New products.
 Existing products.

- c. Your market for the product:
 Domestic Market.
 Regional/International market.

8. STRATEGY FOR MARKETING YOUR PRODUCTS USING ICT

<input type="radio"/> Digital Marketing:	<input type="radio"/> Web-based marketing <input type="radio"/> Social Media Marketing <input type="radio"/> Email Marketing
<input type="radio"/> e-Commerce	<input type="radio"/> Supply chain Management <input type="radio"/> Payment Management

I/We confirm and undertake that -

- i. The information given in this application is to the best of my/our knowledge and belief to be true, accurate and complete;
- ii. The Applicant's consent is hereby given for the NCGC's access to all information concerning the Applicant that is in the possession of the Participating Banks specified in Part B, if any, for the purpose of processing this application and other related purposes;
- iii. The Applicant shall use the Facility specified solely for the Productive Sectors;
- iv. The Applicant shall not use any Facility, whether in whole or in part, for paying, repaying, restructuring or repackaging any loans, credit facilities or payment obligations, whether in whole or in part, and whether those liabilities have existed before the date on which the application for the Facility is received by the Participating Banks, or exist at the time of each drawdown of the Facility or otherwise;
- v. The Applicant hereby undertakes to inform the NCGC and the Participating Banks if any of the information provided by the Applicant in connection with this application is no longer valid or accurate;
- vi. The Applicant undertakes to repay in full all the outstanding amounts with respect to the Facility under the Scheme, with interest, prior to the expiry of the guarantee, within such time specified upon notification by the NCGC or the Participating Banks, if any information provided by the Applicant in connection with this application, is no longer valid or accurate, or found to be false/no longer valid or accurate;
- vii. The Applicant acknowledges that the NCGC and the Participating Banks reserve the right to take any actions, including legal actions, deemed appropriate against the Applicant for furnishing false information in support of this application; and
- viii. Upon completion of the guarantee period, the loan outstanding shall be securitized against the project's assets or against other assets to fully secure the loan.
- ix. Without prejudice to any rights and remedies that the Participating Banks or the NCGC may have, the Applicant acknowledges that the NCGC may forthwith request the Lender to suspend the Facility, and the Participating Banks shall act accordingly, in the event that the NCGC is in the opinion that the Applicant is:
 - a) in breach of any of the undertakings given herein;
 - b) in breach of any of the terms and conditions mentioned in the "Acceptance of Conditions for the Issue of a Guarantee"; or
 - c) No longer compliant, or has not complied, with this Declaration.

Signature

Date:

Contact No:

CID No:

Affix Legal Stamp

ANNEXURE I: PROJECT COST

Particulars	Details	Ratio	Remarks (Supporting Documents)
Construction Cost			Structural Drawing
Equipment/ Machineries			Invoices
Vehicle			Invoices
Operating expenses for 3 months			
Others (specify)			
Total Project Cost			
Project Finance	Amount	%	
Debt		90%	
Equity		10%	
Total Project Cost		100%	

ANNEXURE II: MONTHLY SALES & REVENUE

Sl. No.	Items (Product Description)	Selling Price/Unit Cost (Nu.)	Expected Sales in Qty (ltrs/kgs/box/piece etc) (Monthly Average)	Monthly Revenue (Nu.)	Remarks/Explanation
1					
2					
3					
4					
Total					(Add new row if needed)

ANNEXURE III: MONTHLY EXPENDITURE DETAILS (Direct/CoGS & Indirect)

Direct Expenses (CoGs)

Sl. No.	Expenses (Description)	Quantity (ltrs/kgs/piece/box etc) (Monthly Average)	Unit Cost	Total Cost (Monthly)	Remarks/Explanation
A. Raw Materials (Monthly)					
1					
2					
3					
4	All others				
Total					(Add new row if needed)

B. Packaging & Others (Monthly)

Sl. No.	Expenses (Description)	Quantity (pieces/box etc)	Unit Cost	Total Cost (Monthly)	Remarks/ Explanation
1					
2					
3	All others				
Total					(Add new row if needed)

C. Wages, Carriage, Utilities and Others (Monthly)

Sl. No.	Expenses (Description)	Quantity/Consumption (Monthly Average)	Unit Cost	Total Cost (Monthly)	Remarks/ Explanation
1	Electricity				
2	Fuel				
3	Carriage (in & out)				
4	Wages				
5					
6	Others				
Total					(Add new row if needed)

Indirect Expenses (Monthly)

Sl. No.	Expenses (Description)	Numbers	Cost/ Payment	Total Cost (Monthly)	Remarks/ Explanation
1	Salary/Wages				
2	House Rent/ Lease/Rents				
3	Transportation/ Hiring				
4					
5					
6					
7	All others				
Total					(Add new row if needed)

ANNEXURE IV: FIXED ASSETS & DEPRECIATION SCHEDULE

Sl. No	Assets/ Items	Cost/Opening Value	Purchase Date	Depreciation Rate (%)	Depreciation	Closing/ Net Value	Monthly (Dep.)
1							
2							
3							
4							
	Total						

ANNEXURE V: EMPLOYMENT & SALARY

1. Regular Staff

Sl. No.	Designation	Nos.	Basic Salary (1)	Allowances (all cash) (2)	Other Benefits (non-monetary)-List (3)	Total Salary (4) (1+2)	PF (%) (5)	Provident Fund (6) (1x5)	Total Expenses (4+6)
1									
2									
3									
4									
5									
Total									

2. Contract/Casual STAFF (Minimum of 6 months to less than 1 year)

Sl. No.	Designation/Description	Nos.	Basic Salary (1)	Allowances (all cash) (2)	Other Benefits (non-monetary)-List	Total Salary (1+2)
1						
2						
3						
4						
5						
Total						

3. Daily Wage (Minimum of 5 days in payroll)

Hourly engagement and "as and need based" loaders and unloaders are not classified here

Sl. No.	Designation/Description	Nos.	Daily Wage (Nu.)	No. of Days (estimated)	Total Payment
1					
2					
3					
4					
5					
Total					