

List of Documents Required for the Valuation

For Land & Building Valuation.

1. Lease Deed or Purchase Deed of the Property
2. Latest 7/12 Extract for free hold property.
3. Approved Building Plans and other drawings from Competent Authority along with letter of Approval
4. Building Completion Certificate from the Competent Authority if possible
5. Latest Electricity Bill
6. Latest Property Tax Receipt
7. Factory Inspector's Approval, if applicable
8. Insurance Policies of Properties, if any

For Plant & Machinery Valuation; please arrange the following documents.

Detailed list of machinery working:

1. Please prepare detailed list of plants & machines working. In this list please include generic name of equipment, Make, Model No., Type no, Makers Sr. No, Brand name Year of manufacture, Identification no if any, If m/c is purchased 2nd Hand /New.
2. Please also give all nameplate data of machine. Details of drive motors like make, KW/ Pole Sr. No YOM etc & auxiliary equipments fitted with main m/c also required like chip conveyor, etc. This list may be available with your maintenance dept. Such list will be required for Tooling, Jigs & Fixtures if they are of high value.
3. Brief note prepared by promotor / Company describing/ stating the types of products, method of production, major customers etc.

Machinery Invoices:

1. Please make available Xerox copies of all invoices of machines listed above. If special purpose machine is fabricated by yourself please give costing of such machine or details like material used, wt of materials , manpower used while fabricating this m/c etc.

Process:

Please give brief outline of process used for manufacture of the product.

Once you collect all above documents we can visit your premises, for physical verification. During physical verification it will be better if senior person from work/ technical side accompanies us. You will please allow us for taking photographs of Land & Building & Plant & Machinery.

With Regards,
For **JOSHI CONSULTANTS**,

Shrikant Joshi,
Chartered Engineer &
Govt. Registered Valuer
9922-392-392
9922-932-392

List of Documents required for the TEV

1. Proposal Details / Project Report - Projected Profitability Workings, Projected Balance-sheets, Projected Funds Flow Statement
2. Means of Finance
3. Credit Facility Required & Requested
 - a. Term Loan
 - b. Working Capital
 - c. Letter Of Credit
4. Last 3 Years Balance Sheets / Annual Reports
5. Brief Profile of the Company with Relevant Licenses / Registration / Certificate From Respective Authority.
6. Bio-Data's of Chief Promoters / Other Promoters / Directors / Partners / Proprietor.
7. Share Capital & Details % Holding
8. Management Set Up.
9. Details of Group Companies along with their Summary of Financial Details For Last 3 Years
10. Details of Existing Bankers for all the Group Companies along with Credit Facility Enjoyed.
11. Project Cost Details Regarding
 - a. Land
 - b. Factory Building
 - c. Detailed Costing of Indigenous as well as Imported (If Any.) For Plant/Machinery & Equipments along with Relevant Technical Specifications & Capacities & Status of Purchase Order Placed / Advance Paid.
12. Costing Of Infrastructure & Utilities & There Status as on Date Regarding Power / Water/ Effluent.
13. Manpower Requirement for the Project.
14. Terms of Repayment of Term Loan.

Mumbai Office: Shop No.2, Anita Vihar Society, Lokhandwala Township, Kandivali (East), Mumbai -400101 | **880-560-5252**

Pune Office: Shop No. 5, Parth Sadan, Lokmanya Colony, Paud Road, Kothrud, Pune- 38 | **020 2538-2866, 9922-932-392**

A'Nagar Office: Shop No. 4, Deogaonkar Chambers, Gulmohor Road, Savedi, A'Nagar-03 | **0241 241-9082, 8805-988-408**

PRODUCTS & PRODUCTION

1. Product of the Company.
2. Major Raw Materials
3. Major Raw Materials Suppliers
4. Production Process along with Flow Chart.
5. Production Capacity (Installed) & Year Wise Projected % Utilization of the Installed Capacity.

MARKET OUTLOOK & SALES

1. Location advantages / disadvantages
2. Market overview along with Demand – Supply – Gap.
3. Details about exports.
4. Details of major competitors & there % (approx.) Market share.
5. List of major domestic as well as foreign customers
6. Marketing Strategy.

COSTING

1. Raw Materials
2. Other Raw Materials
3. Packing Materials
4. Power
5. Repairs & Maintenance
6. Manufacturing Expenses
7. Administrative Overheads
8. Selling Overheads
9. Economic Projections.

WORKING CAPITAL ASSESSMENT

1. Present Stage of Project & Payments

	ACTIVITY STARTING TIME (MONTH & YEAR)	COMPLETION TIME (MONTH & YEAR)
1. Acquisition of Land		
2. Development of Land		
3. Civil works for		
- Factory building		
- Machinery Foundation		
- Administrative wing		
4. Plant & machinery		
- Order placing		
- Delivery		
- Erection & installation		
5. Power & water		
6. Training of personal		
7. Procurement of RM		
8. Trial Run		
9. Commercial Production		

Status of Payments made for Cost of Project

At reported the sources and utilization of the promoters own funds for Cost of project, so far, is
 as under;

PARTICULARS	USES (RS. LAC.)	PARTICULARS	SOURCE (RS. LAC.)
Land		Share Capital	
Factory Building		Share Application Money	
Plant & Machinery			
Adv to Civil Contractors			
Adv for Machinery			
Miscellaneous Assets			
Bank Balances			

Security against credit facilities

This company is newly incorporated and has no facilities with any bank as on date, has requested _____ for T/L of Rs. _____ & W/C of Rs. _____ for which the following securities are offered.

PRIMARY SECURITY

Proposed Assets	Worth (Rs. Lac.)
Land & Site Development	
Buildings	
Plant & Machineries – Indigenous	
Electrification and other Utilities	
Total Capital Cost of Assets	
Net Current Assets (as of 31.03.20XX.)	
Market Value envisaged, in excess of Book	
Value for Plot of Land	

COLLATERAL SECURITY: ANNEXURES TO BE ENCLOSED.

With Regards,
For **JOSHI CONSULTANTS**,

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