

Loan Application Form Guidelines			
<b>Page1: Basic Information</b>			
Field Name	Mandatory (Yes/No)	Conditions	Comments
Name of the FPO	Yes	Name of the FPO should match with the MCA records	
Scheme under which the PO is promoted	Yes	Must be selected from the given dropdown in the form	
State	Yes	Must be selected from the given dropdown in the form	
Name of Promoting Institute / Programme	No		
<b>Applicant Contact Details</b>			
Title	Yes	Must be selected from the given dropdown in the form	
First	Yes		
Last	No		
Designation	Yes		
Mobile number	Yes	Must be 10 digits	
Email	Yes	Must be in correct format with correct domain name	
Website	No		
<b>Eligibility Criteria</b>			
Number of Audited Balance Sheets	Yes	Response must be selected from the given radio buttons in the form	
Incorporation Period is greater than 180 days	Will be checked always	Form must be filled by the FPO only when they meet this criteria	
Paid-up Share Capital More than 2 Lakhs	Will be checked always	Form must be filled by the FPO only when they meet this criteria	
Credit History - Not Defaulted	Will be checked always	Form must be filled by the FPO only when they meet this criteria	
Legally Compliant	Will be checked always	Form must be filled by the FPO only when they meet this criteria	
Have a CEO (full-time or part-time)	Will be checked always	Form must be filled by the FPO only when they meet this criteria	
Have a Business Plan	Will be checked always	Form must be filled by the FPO only when they meet this criteria	
Is the FPO barred from undertaking any business under any law	Will be checked always	Form must be filled by the FPO only when they meet this criteria	
<b>Page 2: Loan Requirements</b>			
Field Name	Mandatory (Yes/No)	Conditions	Comments
<b>Loan Amount Requested</b>			
Working Capital	No	Should be a digit and absolute numbers must be entered and not rounded of values to Lacs	You can indicate the amount as zero, if you are not interested in a particular type of loan
Term Loan	No	Should be a digit and absolute numbers must be entered and not rounded of values to Lacs	You can indicate the amount as zero, if you are not interested in a particular type of loan
Pledge Loan	No	Should be a digit and absolute numbers must be entered and not rounded of values to Lacs	You can indicate the amount as zero, if you are not interested in a particular type of loan
Total Loan Requested	No		This field will be auto generated
Purpose of Loan (Categories)	Yes	Must be selected from the provided dropdown	Multiple options can be selected by holding "Ctrl " key.
Purpose of Loan (Description)	Yes		The FPO has to provide a write-up on the purpose of the loan
<b>Business Activities Undertaken</b>			
FY 2021-22	No		Indicate the Activity Undertaken and Activity wise Turnover (In Rs) financial year wise.
FY 2020-21	No		
FY 2019-20	No		
FY 2018-19	No		
<b>Page 3: Applicant Information</b>			
Field Name	Mandatory (Yes/No)	Conditions	Comments
<b>Details of Registration / Incorporation</b>			
Acts under which Registered	Yes	Must be selected from the dropdown	

Date of Registration / Incorporation	Yes	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Place of Registration / Incorporation	Yes		
Registration number/CIN	Yes		
Please Upload Certificate of Registration	Yes		
<b>Address</b>			
Registered Office	Yes	Ensure State spelling is correct and the Pincode is Valid	
Administrative Office	No	Ensure State spelling is correct and the Pincode is Valid	
Branch Office	No	Ensure State spelling is correct and the Pincode is Valid	
Proof of address	Yes		address, and Rent/Lease agreements (if applicable).
<b>Identification Details</b>			
PAN of Producer Company	Yes	Should be 10-digit unique alphanumeric value	
Upload the documentary proof for PAN of Producer Company	Yes		
GSTN Number	No	Should be 15-digit unique alphanumeric value	
Upload the documentary proof for GSTN Number	No		
TIN/TAN	No	Enter at least 10 characters	
Upload the documentary proof for TIN/TAN	No		
<b>Page 4: Shareholder Information</b>			
<b>Field Name</b>	<b>Mandatory (Yes/No)</b>	<b>Conditions</b>	<b>Comments</b>
<b>Number of Shareholder Members</b>			
Small & Marginal Farmers	Yes	Should be a numeric value	
Other Farmers	Yes	Should be a numeric value	
Landless	No	Should be a numeric value	
Total no of Shareholder members	Yes	Should be a numeric value	Will be auto-generated
<b>Category of Farmer</b>			
Number of Woman Shareholders	Yes	Should be a numeric value	
Number of ST shareholders	Yes	Should be a numeric value	
Number of SC shareholders	Yes	Should be a numeric value	
Increase in members in the last 6 months	Yes	Should be a numeric value	
Approx. number of active members	Yes	Should be a numeric value	
No of non-members availing services of FPC	No	Should be a numeric value	
<b>Operational Area of the PO</b>			
States	Yes		Multiple options can be selected by holding "Ctrl " key.
District(s)	Yes		
Block(s)	Yes		
Number of Village(s)	Yes	Should be a numeric value	
<b>Page 5: Promoting Organisation</b>			
<b>Field Name</b>	<b>Mandatory (Yes/No)</b>	<b>Conditions</b>	<b>Comments</b>
Name of the Promoting Organisation	No		
Address of Promoting Organisation	No		
Contact Person details	No		
<b>Page 6: Management</b>			
<b>Field Name</b>	<b>Mandatory (Yes/No)</b>	<b>Conditions</b>	<b>Comments</b>
Total number of Directors	Yes	Should be a numeric value	
Total number of Women Directors	Yes	Should be a numeric value	
<b>Director details</b>			Add the required number of Directors by clicking on the "+" icon
Director Name	Yes		
Date of Birth	Yes	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Qualification	Yes		
Occupation	No		
Experience as director (in yrs.)	No	Should be a numeric value	
PAN	No	Should be 10-digit unique alphanumeric value	
DIN	No	Should at least 8 characters.	
Mobile Number	Yes	Enter at least 10 characters	
Address	Yes		
Association with other Institutions	No		
Upload Photo	No		
Authorised Signatory	Yes	Response must be selected from the given radio buttons in the form	
Please upload your Self-Attested KYC	Yes		

<b>Details of CEO</b>			
Name of the CEO	Yes		
Qualification	Yes		
Experience (in yrs.) with FPC	No	Must be a valid decimal number	
Upload Photograph of CEO	No		
Date of Appointment	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Association with other Institutions	No		
Mobile Number	Yes	Must be 10 digits	
Landline	No	Must be atleast 10 digits	
Email	No		
Salary	No	Must be a numeric value	
Salary paid by	No	Response must be selected from the given radio buttons in the form	
<b>Details of Key personnel (Other than CEO like an Accountant)</b>			
Name	No		
Designation	No		
Phone number	No	Must be 10 digits	
Email	No	Must be in correct format with correct domain name	
<b>Staff Details (count)</b>			
Technical Staff	No	Must be a numeric value	
Officers	No	Must be a numeric value	
Supervisors	No	Must be a numeric value	
Field Staff	No	Must be a numeric value	
Others	No	Must be a numeric value	
Staff deployed from POPI/any other external agencies	No	Must be a numeric value	
Total Staff			Will be auto-generated
<b>Page 7: Business</b>			
Field Name	Mandatory (Yes/No)	Conditions	Comments
<b>Details about Major Crops grown</b>			
Crop Name	No		
Area (ha)	No		
Sowing Month	No		
Harvest Month	No		
Loan Sought for	No		
Nearest Market / APMC	No		
Source of Irrigation	No		
Government Convergence	No		
Linkages for existing & proposed business	No		Agreement made with buyers - Input, Output and subsidy schemes
Upload your Business Plan	Yes		
<b>Agency wise grant / Subsidies received</b>			
Year	No		
Agency	No		
Amount of Subsidy/Grant	No		
Purpose	No		
<b>Page 8: Financials</b>			
Field Name	Mandatory (Yes/No)	Conditions	Comments
<b>Last 3 Years Audited Balance sheet Details</b>			
Financial Year	Yes	Response must be selected from the drop-down	
Share Capital	Yes	Must be a numeric value	
Reserves	Yes	Must be a numeric value	
Net Profit / Surplus	Yes	Must be a numeric value	
Borrowings	Yes	Must be a numeric value	
Turnover	Yes	Must be a numeric value	
Activities Pursued	Yes		
Please upload your audited balance sheet of each financial year	Yes		
<b>Credit History &amp; Credit Discipline of the FPC</b>			
Loan Availed from Name of the Bank/Orgn.	No		
Type of Loan	No		
Date of Sanction	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	

Amount	No	Must be a numeric value	
Rate of Interest	No	Must be a numeric value	
Tenure (in months)	No	Must be a numeric value	
Security	No	Must be a numeric value	
Repayment Period (in months)	No	Must be a numeric value	
Outstanding (if any)	No	Must be a numeric value	
Overdues / defaults, if any	No	Must be a numeric value	
Credit Guarantee Coverage, if any	No	Must be a numeric value	
Upload Annual Report, if Available	No		
Upload Income Tax/Sales Tax Returns, if available	No		
Upload Company's Memorandum of Association	Yes		
Upload Articles of Association / Bye Laws	Yes		
Upload Board Resolution for availing Loan/borrowing power/borrowing Authority	No		
Upload a Request letter on company's letter head depicting the details of the loan amount and activities for which Loan has been requested	Yes		
Security / Collateral offered by the Organisation (Other than Agri Land)			
Name of Owner	No		
Particulars	No		
Market Value	No	Must be a numeric value	
Govt. Guideline	No		
Place of Property	No		
Survey No or Plot No	No		
Extent	No		
Liquid Collateral like Bank Deposit etc	No		
Page 9: Compliance			
Field Name	Mandatory (Yes/No)	Conditions	Comments
License valid upto			
Fertiliser License	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Upload documentary proof for Fertilizer License	No		
Pesticide / Insecticide License	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Upload documentary proof for Pesticide / Insecticide License	No		
Seeds License	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Upload documentary proof for Seeds License	No		
Import Export License	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Upload documentary proof for Import Export License	No		
Direct Marketing License	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Upload documentary proof for Direct Marketing License	No		
FSSAI License	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Upload documentary proof for FSSAI License	No		
GST Certificate	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Upload documentary proof for GST Certificate	No		
Pollution certificate	No	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Upload documentary proof for Pollution certificate	No		
Upload any other relevant documentary proof, if any	No		
Page 10: Infrastructure			
Field Name	Mandatory (Yes/No)	Conditions	Comments
Software Available with the PO			
Bank Account details			
Primary Bank Details:			
Bank Name	Yes		
Branch Address	Yes		

Account Type	Yes	Response must be selected from the given radio buttons in the form	
Account Number	Yes	Must be a number	
IFSC code	Yes	Must be in 11 digit alpha numeric format	
<b>Primary Bank Details:</b>			
Bank Name	Yes		
Branch Address	Yes		
Account Type	Yes	Response must be selected from the given radio buttons in the form	
Account Number	Yes	Must be a number	
IFSC code	Yes	Must be in 11 digit alpha numeric format	
Upload your Bank statements for the past one year	Yes		
Borrowing Powers of the Company	Yes		as indicated in AoA/AGM
Movable Infrastructure	No		
<b>Immovable Infrastructure</b>	No		
Registered Office	No		
Admin Office	No		
Agri input shop	No		
Godown / Warehouse	No		
Any Other	No		
<b>Page 11: Accounting</b>			
<b>Field Name</b>	<b>Mandatory (Yes/No)</b>	<b>Conditions</b>	<b>Comments</b>
Type of books/records maintained by FPC	Yes		Provide Update status, Person maintaining the records and frequency of Updation
Date of Last Board Meeting	Yes	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Date of Last Annual General Body Meeting	Yes	Date must be in dd/MM/yyyy or can be selected from the date-picker	
Documentary Proof	No		Please upload: 1. Last Board Meeting notification circular 2. Copy of the Last AGM
<b>No of Meetings conducted</b>			
Current Financial Year (2021-22)	Yes	Must be a numerical value	
Previous Financial Year (2020-21)	No		
Previous Financial Year (2019-20)	No		
Previous Financial Year (2018-19)	No		
<b>Registers Maintained by Management</b>	No	Select the appropriate checkboxes	
<b>Page 12: Financing</b>			
<b>Field Name</b>	<b>Mandatory (Yes/No)</b>	<b>Conditions</b>	<b>Comments</b>
<b>Means of Financing</b>			
Equity	No		
Subsidy / Incentive	No		
Loans	No		
Unsecured Loans	No		
Others (Specify)	No		
Comments - Others	No		
Working Capital Requirements	No		Mention details such as basis for arriving at the requirements may be explained
<b>Page 13: Project Details (To be filled only in case of a Term Loan)</b>			
<b>Field Name</b>	<b>Mandatory (Yes/No)</b>	<b>Conditions</b>	<b>Comments</b>
Purpose of Project	No		
Justification for the Project	No		
<b>Site Description</b>			
Place of Site	No		
Area (Acre/ Cents /Sq.ft.)	No		
Cost	No		
Connectivity to Road, Train, Air	No		
Arrangement Type	No	Response must be selected from the given radio buttons in the form	
Any restriction against Mortgage of Land? Permissions in place.	No		
Whether Name of Borrower/s is mutated in Revenue Records	No		
Any restrictions under local land ceiling Act	No		
Whether all original title deeds/documents/receipts in place, if not give reasons	No		

Upload Valid title deeds of Manufacturing/Business Premises	No		
Land free from encumbrances. If not give details	No		
Whether any proceedings are taken for recovery of Land revenue, rents, royalties or other taxes and dues of public nature? If so Provide details	No		
Whether any suit appeal or other proceedings pertaining to the land is pending in any court	No		
Whether the borrower(s) willing to mortgage the land(s) as security against the loan	No		
Please upload necessary documentary proof here	No		
Availability of Raw Material/ Source/ Proximity / Quantity etc	No		
Machinery (details of suppliers, cost, capacity etc)	No		
Technology Support (Sourcing, efficacy, etc)	No		
Availability of Power, Storage, water and other Services	No		
Implementation schedule of the project	No		
<b>Page 14: Appraisal (To be filled only in case of a Term Loan)</b>			
<b>Field Name</b>	<b>Mandatory (Yes/No)</b>	<b>Conditions</b>	<b>Comments</b>
<b>Financial Appraisal covering</b>			
a. Assumptions Made	No		
b. Break-even point	No		
c. Debt Service Coverage Ratio	No		
d. Sensitivity Analysis	No		
e. Critical issues for success of the project	No		
<b>Particulars of Project cost</b>			
I. Term Loan	No		
II. Working Capital	No		
Upload quotations/estimates	No		
Clearance from Pollution Control Board (if applicable)	No	Response must be selected from the given radio buttons in the form	
Upload the pollution clearance certificate	No		