**INSTRUCTION SHEET FOR FILLING UP APPLICATION FORM**

1. **SHEET I - DETAILED INPUT SHEET**

**DETAILS ABOUT THE COMMON INFRASTRUCTURE**

1.1 Mention the name of the entity.

* 1. Mention the legal form of the borrower. Such as Govt Agency, SHG, Pvt Ltd, Ltd, Partnership, Proprietorship, LLP, FPO/FPC,Cooperative society.
	2. Mention the website of the entity, if available.
1. Provide the General/Registration Details of Entity (fill as applicable) such as Registration Number, Incorporation Date /Registration Date, Act/s under which registered, Place of Registration, GSTIN Number, PAN Number, Udhyog Aadhar/Udyam No.
2. Mention of the details of the key person (CEO/ Executive Director / Director / Chief Financial Officer, Managing Partner and Other Partners, Proprietor, President and Secretary of a Cooperative).
3. Mention the contact details of the 2 key persons (CEO/ Executive Director / Director / Chief Financial Officer/Managing Partner and Other Partners/Proprietor/President and Secretary of a Cooperative)
4. Enter the details of the shareholding pattern of the Applicant / Borrower such as name, % Shareholding in the company/ firm, Total Equity proposed, Total Equity proposed.
5. Mention the share capital.
6. Mention net worth of the entity such as Share Capital, Reserves, Accumulated Profit/Loss.
7. Mention the bank details of the entity such as bank name, account number, IFSC code, cash at bank.

**DETAILS ABOUT THE EXISTING OPERATIONS OF THE ENTITY**

1. If the business is related to any food processing activity then mention Yes, otherwise mention No. **Food processing** is the transformation of agricultural products into **food**, or of one form of **food** into other forms. **Food processing** includes many forms of **processing foods**, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience **foods.**
2. Mention the existing business background (Including Raw material procurement, market APMC & irrigation source)
3. Classify the existing food business in terms of kind of value addition being done i.e. Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution) and Others
4. if the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention Yes, otherwise mention No. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
5. If you are actively engaged in processing of ODOP produce identified by the state then mention the relevant category of you scope of work Agriculture produce, food product, Others and if you belong to ST category then tick mark Minor Forest Produce). Tick mark the category and if the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention the name. If No, then mention the name from the list. If the name is not in the list mention the product’s name **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**
6. Mention the details of the infrastructure/property of the borrower.
7. If you are part of any industrial cluster then mention Yes or No. If Yes, mention number of similar types of enterprises present in the same locality. Mention name of the enterprise and distance from the cluster
8. Mention total Number of Experience (In Years) in producing/manufacturing/trading the product
9. Mention total available area in sq. ft. of Production Facility/Trading unit of Existing Business Operation
10. Mention product brand name, if applicable
11. Mention of all the value added products being manufactured with the product description (Product description can include type of Raw material required, processing and packaging activities involved and what value addition is done)
12. Mention all the list of activities involved in processing of the product. List of activities can involve Preparation: Sorting, grading, cleaning, chopping, dicing, blanching, grinding etc ; Processing: Cooking, baking, blending, fermentation, canning, bottling, drying, brineing, retorting, freezing addition of additives, smoking, pasteurization etc ; Packaging and labeling: primary, secondary and tertiary packaging, modified atmospheric packaging, intelligent packaging etc.
13. Mention quantity and amount of Production and installation capacity

22.1 Mention the business turnover (in INR) of major products processed in the facility i.e. Food products, farm produce, firm inputs and other business in last 3 years and calculate the total.
22.2 Mention the Net Profit - Last 3 year (In INR).

22.3 Mention investment done in manufacturing and other fields in last 3 years and calculate the total.

22.4 Mention the Electricity/Power Consumption - In Units (KWH) - Monthly Consumption.

23. Mention the number of manpower usage details such as unkilled worker, skilled worker and classify them into to either seasonal, temporary and permanent workers.

24. Mention the existing bank loan details including limits (cash credit(CC) & Over draft (OD).

25. Mention the loan history if the applicant if applicable including, Previous Bank Loan Details including limits (CC/OD).

**DETAILS ABOUT THE PROPOSED - NEW / UPGRADATION PLAN**

26. Mention the type of Common Infrastructure to be funded under the scheme

27. If the Proposed business is related to any food processing activity then mention Yes, otherwise mention No. **Food processing** is the transformation of agricultural products into **food**, or of one form of **food** into other forms. **Food processing** includes many forms of **processing foods**, from grinding grain to make raw flour to home cooking to complex industrial methods used to make convenience **foods.**

28.a. Classify the Proposed business in terms of kind of value addition being done i.e. Food products (Manufacturing), Farm Produce (Trading), Farm Input (Distribution) and Other.

28.b. If the business is planning to engage in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention Yes, otherwise mention No. **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**

If you are planning to engage in processing of ODOP produce identified by the state then mention the relevant category of you scope of work Agriculture produce, food product, Others and if you belong to ST category then tick mark Minor Forest Produce). Tick mark the category and if the business is actively engaged in processing/manufactured/trading of produce identified by the state for that particular district as an ODOP produce then mention the name. If No, then mention the name from the list. If the name is not in the list mention the product’s name **Kindly refer to Annexure 1 for list of products identified by States as ODOP of a particular district.**

29 If you are part of any industrial cluster then mention Yes or No. If Yes, mention number of similar types of enterprises present in the same locality. Mention name of the enterprise and distance from the cluster

30 Mention complete address of the proposed manufacturing/trading enterprise (if different from existing)

31 Mention owned, Leased or rented as ownership of proposed property. If Leased/Rented then enter period for which it is Leased/Rented and amount of Leasing/Renting

32 Mention Yes, if the proposed project an upgradation of existing business related to Food Processing or a new project

33 Mention quantity and amount of proposed production and installation capacity

34 Mention Quotation Details for the proposed Machineries / Equipment’s (Upload the photocopy)

1. Mention Proposed Sales/Revenue in a year (In INR), Expected Monthly revenue in Peak Season in terms of rentals, Expected Monthly revenue in Off Season in terms of rentals,
2. Mention the number of months on peak season.

Mention the number of months on off season.

1. Mention proposed net profit in a year (in INR)
2. Mention Electricity / Power to be consumed in units (KWH) proposed monthly
3. Mention Entity contribution i.e. Personal contribution which is greater than or equal to 10 % of project cost. Also, Mention margin money for working capital which you want to contribute (in INR). Considering 20 % as minimum working capital to be invested 2 % has to be provided by the beneficiary itself.
4. Mention the number of workers to be employed for the common infrastructure.
5. Mention in brief a write-up regarding the purpose of the proposed common infrastructure
6. Write in brief on the business model for the proposed business model for the common infrastructure.
7. Mention in brief Income Model (Pricing in units & Total availbility).
8. Mention in brief that how would the proposed common Infrastructure benefit the food processing microenterprises
9. **SHEET II- ADDITIONAL QUESTIONS TO BE FILLED BY FPOS/FPCS, COOPERATIVE SOCIETIES, SHGS.**

**Additional Questions to be answered if the applying entity is an FPO/FPC.**

**1.** Select the grade of the FPO from the drop down list such as class A, class B, class C, class D.

2. Mention the details of the promoting organisation, such as address and the respective contact person name.

3. Mention the number of FPO members in terms of gender, social category.

4. Mention the categorization of farmers such as small farmers, marginal and big farmers.

5. Enter the number of FPO menbers with respect to women shareholders, ST & SC shareholders, increase in members in last 6 months etc.,

6. Enter the operational area of the FPO, which is number of States, District, Block, villages the FPO is currently having his operations.

**Additional Questions to be answered if the applying entity is an Cooperative**

**1.** Select the categorization of cooperative society from the drop down list such as Multi State Level, State Level, District Level, Primary Grass Root Level.

2. Select the Sub-categorization of cooperative society from the drop down list such as Consumer Co-Op Society, Producer Co-Op Society, Co-Op Marketing Society, Co-Op Credit Society, Co-Op Farming Society, Housing Co-Op.

3. Select the grade of the cooperative society such as Class A, Class B, Class C, Class D.

**Additional Questions to be answered if the applying entity is a Self Help Group (SHG).**

1. If the SHG is associated to National Rural Livelihood Mission (NRLM) , mention the code assigned by SRLM.

1.1. Mention the other affiliation details of the SHG if applicable.

1.2. Mention the period of active engagement of the SHG.

2. Mention the details of SHG members, along with SC & ST members.

3. Mention the summary of monthly Income of SHG Member as per above table.

1. **SHEET III – FINANCIAL INPUT SHEET**

**FORMULAS FOR HISTORICAL FINANCIAL SHEET**

**PROFIT & LOSS ACCOUNT**

1. **Total cost of goods sold** = Opening stock of Raw material + Purchase of raw material + Direct expenses - Closing stock of raw material
2. **Gross profit =** Gross Sales/Receipts/Total Operating Income - Total cost of goods sold
3. **Total Indirect Expenses**= Selling, General & Admin Expenses + Miscellaneous / Deferred Revenue Expenses written off + Salary to Partners + Interest paid on Partner's Capital
4. **OPBDIT (Operating Profit Before Depreciation, Interest & Taxation)** = Gross Sales/Receipts/Total Operating Income - Total Cost of Goods Sold - Total Indirect Expenses
5. **OPBIT** = Operating Profit Before Depreciation, Interest & Taxation - Depreciation
6. **Total Finance cost** = Interest on loans from Bank's and FI's + Int.& Fin.Cost on loans from Pvt Parties & other Bank Chgs + Total Finance cost where break up is not available
7. **OPBT** = OPBIT - Total Finance cost
8. **Net profit before tax** = OPBT
9. **PAT (Net Profit)** = Net Profit Before Tax - (Less Tax Paid + interest u/s 234 a b c)
10. **Cash Profits** = PAT (Net Profit) + Salary to Partners + Interest paid on Partner's Capital + Depreciation
11. **Retained Profit** = PAT (Net Profit) - Salary to Partners - Interest paid on Partner's Capital

**BALANCE SHEET (EQUITY & LIABILITIES)**

1. **Net worth** = Promoters Capital + Reserves and Surplus
2. **Total Promoters Fund** = Net worth - Loan given to Partner + Loan taken from Partners
3. **Total Long Term Debt** = Loans from Banks & Financial Institutions + Loans from Friends and Relatives
4. **Total Current Liabilities** = Working Capital Loan + Current Liabilities + Sundry Creditors + Provisions
5. **Total Liabilities to Outsiders** = Total Long Term Debt + Total Current Liabilities
6. **Balance Sheet Total (Equity and Liability)** = Net worth + Loan taken from Partners + Total Liabilities to Outsiders

**BALANCE SHEET (ASSETS)**

1. **Net Block of Fixed Assets** = Gross Fixed Assets - Less: Depreciation
2. **Current Assets** = Inventories + Other Current Assets + Receivables / Debtors + Cash and Bank + Loans & Advances
3. **Other Current Assets** = Other current Asset 1 + Other current Asset 2
4. **Receivables / Debtors** = Debtors (> 6 months) + Debtors (< 6 months)
5. **Balance Sheet Total (Asset)** = Loan given to Partner + Net Block of Fixed Assets + Investments + Current Assets