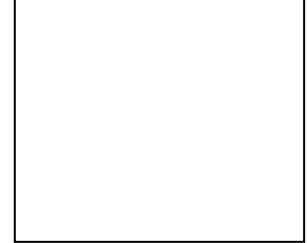


**FORMAT OF THE REQUEST FOR OBTAINING PERFORMANCE AND  
CREDIT RATING**

To  
INDIA RATINGS & RESEARCH PRIVATE LIMITED

\_\_\_\_\_  
\_\_\_\_\_



Sir,

I/We desire to get done 'Performance and Credit Rating' of my/our unit by India Ratings & Research Pvt. Ltd (India Ratings) under the NSIC-India Ratings Performance and Credit Rating Scheme.

I/We attach herewith Application Fee of Rs \_\_\_\_\_ by way of Crossed Pay Order/Bank Draft No \_\_\_\_\_ Dated \_\_\_\_\_. The information details as per Annexure – I and the documents as listed out in Annexure – 2 are enclosed herewith.

I/We have not been rated earlier by any other rating agency under the NSIC Performance and Credit Rating Scheme.

I/We certify that the details given in this application are true and correct and no material fact has been concealed or withheld.

Signature: \_\_\_\_\_

Name of the Signatory: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No. \_\_\_\_\_

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Note:**

The application is to be submitted in duplicate. All documents should be submitted complete in all respects to avoid delay in processing.

C.C.: NSIC

**Annexure-1**

**APPLICATION FORM**  
**PARTICULARS OF UNIT**

1.	Name of the Applicant Unit and Address	
	Factory	Pin code _____ Phone _____ Fax _____
	Office (Registered)	Pin code _____ Phone _____ Fax _____
2.	Constitution:	Proprietorship/Partnership/Private Ltd/ Limited Company/Cooperative Society
3.	Established in year:	
4.	a) Acknowledgement No. of Entrepreneur's Memorandum and b) Udyog Adhaar Date of issue of (a) & (b):	
5.	PAN No	
6.	No. of Employees	Permanent: Temporary:
7.	Enterprise belongs to	General/SC/ST/Women/Minorities/NE Region
8.	(a) Nature of Industry	
	(b) Products	
9.	Details of Promoters :	
	S. No. :	
	Name(s) of Proprietor/Partner/Director:	
	PAN Card number:	
	E-mail ID:	
	Phone number:	
	Age:	
	Father's/Husband Name:	
	Share(s) in Firm:	
	Residential Address:	

Means/Net Worth:					
Qualification:					
Business:					
Experience:					
10.	Name and Address of Associate Concerns				
11.	Factory Accommodation (Owned/rented) (give full particulars)				
12.	Details of existing borrowings/banking arrangements <i>along with Sanction letters</i>				
	Name of Fin. Instts./ Bank/Lenders (from whom the unit has availed loan/credit limit) – <i>Also mention the lender's address</i>	Nature of assistance/loan limit availed	Amount (Rs.)	Rate of Interest (%)	Self-Declaration in respect of conduct of account.
(a)					<u>As per Annex 4</u>
(b)					
(c)					
13.	Production Capacity (for last 3 years)				
	Class of Goods	Units	Installed Capacity	Actual Production	
(a)					
(b)					
(c)					
14.	Customers' References (Please list some major customers which have had dealings with your company in the past 12 months)				
	Name of the Customer	Address	Contact Number	% in Total Sales	
(a)					
(b)					
(c)					
(d)					
(e)					

15.	Suppliers' References (Please list some major suppliers which have had dealings with your company in the past 12 months)			
	Name of the Supplier	Address	Contact Number	% in Total Purchases
(a)				
(b)				
(c)				
(d)				
(e)				
16.	<p>Information for the next 2 years: (For two years following the year of rating, the MSME Ministry requires the below mentioned information, which the Applicant Unit hereby agrees to provide to India Ratings):</p> <ol style="list-style-type: none"> <li>Number of employees</li> <li>Turnover &amp; Profitability for these years</li> <li>Loan details</li> <li>Name of Bank</li> <li>Interest rate charged</li> </ol>			

Signature \_\_\_\_\_

Name of the Signatory \_\_\_\_\_ Designation \_\_\_\_\_

## Annexure-2

### **List of the documents required to be submitted along with Application Form**

1. (a) Entrepreneur's Memorandum and (b) Udyog Aadhar.
2. Registration documents: Copies of Partnership Deed/Memorandum & Article of Association/registration documents.
3. Authority letter to sign the application.
4. Documents supporting name change and legal structure (if any)
5. Documents supporting changes in capital (if any) along with Net-worth certificate
6. Copy of income tax, sales tax, excise and wealth tax returns, if filed. Copy of current insurance policies of assets.
7. List of all partners/directors with their age, address, Net worth/Income Tax Return, PAN card copies, DIN numbers (in case of companies), qualifications and experience.
8. Copy of the audited accounts for the last three years (where accounts for the last year has not been audited provisional accounts duly certified by a Chartered Accountant along with two years audited accounts are to be submitted).
9. In case of new project/expansion, copy of the project report containing a brief project profile (along with Techno-economic feasibility study / Detailed project report), cost of project, source/means of finance.
10. Brief write-up about the products manufactured, end users, marketing tie-up, orders in hand and exports and imports in the business.
11. Details of subsidy, tax concession available.
12. Quality certificates, export awards won, membership of any associations.
13. Names of top 3 customers and suppliers along with the name of the contact person and their telephone/mobile numbers
14. Environmental clearance (if required) like Pollution control board certificate.
15. Order-book detail – with order-wise and location-wise break-up
16. Annexure 4 and Annexure 5 to be provided on company/firm letter-head and to be signed by one of the signatories to the annual report/proprietor/partner
17. Any other information that would enable us to understand your business better.

*Additional Information sought:*

- a) Management vision
- b) Future business plans
- c) Marketing Philosophy/arrangements
- d) Details of litigation against the company/firm, if any
- e) Level of interdependence between the different entities under same management

Signature \_\_\_\_\_

Name of the Signatory \_\_\_\_\_ Designation \_\_\_\_\_

## Annexure- 3 **Authority Letter**

**To**

**INDIA RATINGS & RESEARCH PRIVATE LIMITED**

\_\_\_\_\_

\_\_\_\_\_

I / We \_\_\_\_\_ (NAME), \_\_\_\_\_ (DESIGNATION)  
of \_\_\_\_\_ (APPLICANT UNIT NAME) hereby authorize the following  
persons to authenticate documents / give management declaration on behalf of the applicant unit for  
purpose of rating.

I / We \_\_\_\_\_ also declare that they are also authorized to  
sign personal net-worth on behalf of the Proprietor / Partners / Directors required for the purpose of rating  
of our enterprise.

S.No.	Name of the person	Designation	Email ID & Signature

For,

**(Rubber stamp of the Applicant Unit along with Full name and Designation of signatory– should  
be signed by the person who has signed the cheque)**

Contact Details: Address

\_\_\_\_\_

\_\_\_\_\_

Phone No.: \_\_\_\_\_ Mobile No.: \_\_\_\_\_

Email ID : \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_\_\_ Place: \_\_\_\_\_

\*(To be printed on the letter head of the subject or affix Authorised signature & seal of the enterprise)





**Annexure 3 – Non fund based working capital limits**

Month	Bank	Non Fund Based Limit	Utilization	Date of irregularity	No. of Days of irregularity

Yours faithfully

Date: / /

**(Rubber stamp of the Applicant Unit along with Full name and Designation of signatory– should be signed by the person who has signed the annual report or partner/proprietor)**

## Annexure- 5

To,  
India Ratings & Research Private Limited

Ref: NSIC rating for \_\_\_\_\_ (APPLICANT UNIT NAME) under the  
Performance and Credit Rating Scheme for Micro and Small Enterprises

Date

We hereby certify during the period \_\_\_\_\_ to the date of the letter, all dues have been deposited / paid except for the following amounts that are disputed and are being legally contested by us.

Amount in INRm	FY16	FY15	FY14	FY13
Employee Provident Fund				
Excise/Customs Duty				
Sales/Income/Service tax				

We further certify that during the three years ending FY16 \_\_\_\_\_ (UNIT  
NAME) availed of the following subsidy and tax concessions.

### **Subsidy**

Amount in INRm	FY16	FY15	FY14	FY13
Details				

### **Tax concessions**

Amount in INRm	FY16	FY15	FY14	FY13
Sales tax				
Excise duty				
Income tax under scheme details				
Others				

We also confirm that the attached site layout plan is as approved by the local authorities.

Yours faithfully

Date: / /

**(Rubber stamp of the Applicant Unit along with Full name and Designation of signatory– should be signed by the person who has signed the annual report or partner/proprietor)**