

Requirement List				
Sl. No.	Document	Description	Status	Remarks
1	Detailed Project Report (DPR)	Word/Pdf format - Soft file of the entire project report as per attached format.		
2	Experience of Promoters	a) Educational profile, Work Experience, Business Experience of ST promoters. b) Role and responsibility in the present business of all the promoters.		
3	Audited Annual Report for last 3 years	Audited Annual Report for last 3 years of the Pvt./Ltd. Company or the proprietorship/partnership/any other firms being transferred in the Pvt. Ltd.		
4	Financial Projections for next 10 years	A detailed excel sheet containing the financial projections of the business including assumptions, P&L, Balance Sheet, Cash flows, financial ratios, DSCR, payback period, breakeven, etc.		
5	SWOT	Strength, weakness, opportunity, threats (SWOT) of the proposed project and the company.		
6	Project Land	a) Project land details mentioning the location, address, area, and Circle rate of the property. b) Scanned copy of the property documents including land papers and other related (including building if any). c) Scanned copy of the building plan approval from authority. d) Copy of lease agreement (Minimum 15 years registered and irrevocable lease deed) if the project land is on lease.		
7	Marketing Strategy	A detailed marketing strategy for selling the product / services.		
8	Clientele	a) List of existing clientele in the company with sales value. b) List of orders in hand / proposed clientele in the company with order value.		
9	Existing Bank Details	a) Sanction letter of any loan facility taken from bank in past; b) Exiting Banks Opinion Letter (if Any) – Format mentioned in the Attached File. c) Any due-diligence report of the banker, if available.		
10	Plant and Machinery, civil works / any other costs	a) At least three comparative quotations from the civil contractor, plant & machinery supplier, other vendors to be submitted. b) Experience (at least of 3 years) of civil contractor, plant & machinery supplier, other vendors in providing services/ supplying machineries to already established similar projects / units. Details of the same to be provided. c) GST number, ITR returns of the civil contractor, plant & machinery supplier, other vendors to be furnished.		
11	Articles of the Company	AOA & MOA		
12	Caste Certificate	Scheduled Tribes (ST) Certificate of the Promoters to be submitted.		
13	KYC documents	Such as 2 years' IT returns of the company (incl. promoters PAN card, Aadhar Card, Address proof, two Passport Photographs etc.		
14	Shareholding Proof	Certified Shareholding Pattern of the Company.		
15	Net worth Certificate	Chartered Accountant certified Net worth statement of promoters.		
16	Sources of Promoters Contribution	Brief details of the sources to be mentioned for bringing promoters contribution towards the project.		
17	Transfer Agreement	Applicable in case of any transfer of any proprietorship / partnership / any other firms to the Pvt. Ltd. / Ltd. Company. In such cases the scanned copy of the transfer agreement with terms and conditions is needed.		
18	Approvals and Permissions for Project	Copy of approvals and permissions granted from any authority for the project.		
19	Other essentials for the project appraisal	a) As this is a social sector fund for encouraging ST entrepreneurs, therefore, establishing the experience and business orientation of the ST entrepreneurs having management control is necessary. Hence, IFCI Venture team may interact with the ST entrepreneurs through phone/online/video mode during the due diligence process. b) Company/promoter shall provide title chain documents of the security offered for mortgage/hypothecation for last 30 years along with NA orders, NOC for mortgage, revenue records and other related documents apart from legal checklist for execution of legal documents. Company(ies) shall also arrange to register charges in ROC and revenue records on the security offered for assistances post legal documentation.		