

REQUEST LETTER
(Print on the letterhead)

Date _____

To,
The Manager,
_____ Branch,
Aditya Birla Finance Ltd.,

Dear Sir,

We (name of company & address) are applying for the following facilities from you:

Nature of Facility Required	Amount Requested (Rs. In Cr)

We declare that the information provided is true and correct and we do not enjoy any credit facilities other than what is mentioned below:

A. Working Capital Facility

Bank/FIs Name	Fund Base Facility	Sanction limit (Rs. In Cr)	O/s as on _____ (Rs. In Cr)	Non Fund Base limit (Rs. In Cr)	O/s as on _____ (Rs. In Cr)

B. Term Loan Facility

Bank/FIs Name	Sanction limit (Rs. In Cr)	O/s as on _____ (Rs. In Cr)	Repayable in current fiscal (Rs. In Cr)	Repayable in next fiscal (Rs. In Cr)

We also confirm that

- Our Company, _____ Ltd., is not a BIFR referred Company nor has been declared a defaulter by any Financial Institution / Bank including Reserve Bank of India or sought financial reconstruction under any law.
- None of our Directors are related to any Director/ Senior Officer of Aditya Birla Group

We hereby irrevocably agree to and consent that ABFL may disclose at any time and share with or in any manner make available to any agencies, bureaus, affiliate companies, firms, associations, corporate bodies and other persons any information about me/us where such disclosure is necessary under law or where there is a duty to the public to disclose such information or where the interest or ABFL requires such disclosure. Additionally, ABFL may disclose such personal and financial information about me/us that is in the public domain.

We hereby agree and consent that ABFL may share/distribute any information including my/our personal information provided by me/us to its affiliates and subsidiaries including third parties where ABFL deems it necessary. Additionally we consent to ABFL using personal information and financial information for giving credit report and credit opinions about me/us to other Banks and financial institutions.

We will adhere to terms and conditions governing the sanction of facility and will complete the required documentation at the earliest on sanction of the loan.

We have attached following documents along with application:

1. Audited Financials for the last 3 years
2. Provisional Financials (Balance Sheet and Profit & Loss Statement) for Last FY with Schedules
3. CMA data for Current FY and Future Financial Years with company signatory – Only for Corporate Loan
4. Projected Turnover on Company Letter Head
5. ITR returns for Company and ITR Returns for Promoters along with Statement showing computation of Income of the Promoters with Acknowledgement from IT Department
6. Analysis of Debtor (More than 180 days outstanding)
7. Tax Audit Reports for Last 3 years
8. Bank Statement for the Last 6 months
9. RTR to be given for all Term Loans, Car and other Loans availed by the Company
10. RTR to be taken for Loans greater than ` 5 Lakhs in the name of the Promoters (only to be taken if no Loan has been taken by the Borrower Entity)
11. Details of Existing Bank Borrowings – from Banks as well as FIs. Indicate Limit, Outstanding, Overdue, Repayment Schedule, since when Overdue, Securities, Guarantees etc. and whether the Credit Limits are under sole Banking or Multiple Banking Arrangement
12. Copies of Sanction Letters from all Banks and Institutions for Secured as well as Unsecured Loans
13. List of Property Document held with the Existing Banker / Copy of MOE
14. Memorandum of Association and Articles of Association/Registered Partnership Deed
15. PAN Card of Company
16. Address Proof of Company - Light Bill, Telephone Bill
17. (a) Certificate of Incorporation (b) Shop Establishment License, (c) Trade License (any one of them)
18. PAN Card, Address Proof – Passport Copy, Light Bill, Telephone Bill
19. Profile / Bio data of Directors (including experience proof, if possible)
20. Profile of the Company (Production/trading process, Holding level & period (Raw Material, WIP, Stock, Debtors, Creditors), Details on competition and market share, Name of major buyers/suppliers, Marketing strategy & network, Key success factor, Future plan for business growth, Production and Sales Mix)

Thanking you,

Yours Faithfully,

For_____

Director's/Authorised Signatory