

Financing Ethanol projects under Ethanol Blended Petrol (EBP) Programme
Check-list of Documents to be submitted by the Applicant to the Bank

Sr. No.	List of Documents
A. Pre-Sanction:	
1	Request letter for Bank Loan on Letterhead of the Applicant unit
2	Application Format of the Bank duly filled in and signed by Authorized Signatory along with Detailed Project Report (DPR) enclosed.
3	Copy of Board Resolution (Companies) for applying loan to the Bank
4	Copy of Application-cum-Proposal submitted to Department of Food & Public Distribution (DFPD) for Subsidy
5	Copy of In-principle approval received from DFPD.
6	Copy of Certificate of Incorporation, Memorandum & Article of Association/ Partnership Deed/ TrustDeed/ Byelaws of Society, etc.
7	PAN, VAT / GST Registration Certificate, Trade Licence, ISO Certificate, DIC Registration Certificate, MSME Udyam Registration Certificate
8	<p>Detailed Project Report (DPR) covering the following aspects:</p> <ul style="list-style-type: none"> • Cost of Project & Means of Finance • Promoters background & experience • Technology (Details of Plant & Machinery required & Supplier) • Raw material supply arrangements • Land, Building, Civil works, Power, Water, other infrastructure required & arrangements made for the same • Marketing arrangement • Projected Profit & Loss, Balance sheets, Cash flows for the period till the repayment of proposed loan long with key financial ratios like DSCR, IRR, etc. • Basis of assumption of projected financial details. • Details/sources of promoters' contribution, • Evidence of investments made so far (CA certificate) • Project Implementation Schedule (explicit mention of DCCO) • Term Loan Draw-down Schedule. • Supporting quotations / estimates for the Project components • Statutory Approvals required and current status of the same. • Copies of Agreement with Machinery suppliers • Conversion of Agricultural land into Non-Agricultural purpose
9	<p>Certificate / Licenses / Statutory Approvals:</p> <ul style="list-style-type: none"> • FSSAI Clearance (wherever unit is planning production of ENA) • Copy of approved map of factory • Building Plan approval • Factory License • NOC from Local Panchayath

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	<ul style="list-style-type: none"> • NOC from Fire department • Consent for Establishment from Pollution Control Board • Consent for Operations from Pollution Control Board • Central Pollution Control Certificate (Zero Liquid Discharge) • Working Drawing and specification by State Excise Department and DC/DM • Electrical Safety approval • Boiler approval from Inspector to the Govt • Water Drawal Approval • PESO (Petroleum & Explosives Safety Organization) clearance • Excise License (PD-33) • Industrial Entrepreneurs Memorandum • For Co-operative factories - Sugar Commissioners Administrative & Financial approval. • Cane area allotment Letter in case of sugar cane juice based Ethanol project or availability of grains in case of grain based Ethanol project. • Sugarcane crushing licence issued by concerned Authority • Permission to purchase land in the name of of Company u/s 109(1) of Land Reforms Act.
10	Complete set of Audited financials along with Tax Audit Report for the last 3 years, Provisional Balance sheet if last audited balance sheet is older than 6 months.
11	CMA data duly signed by the Authorised Signatory.
12	Copy of Sanction letters of all the banks from where, credit facilities have been availed by the Company. (existing units)
13	Details of associates, brief profile of the associates, their banking arrangement & financials of the associates for the last 3 years.
14	Copy of Sanction letter of loans by associate and group Companies availed from banking and financial institutions.
15	IT returns for the last 3 years. Acknowledged copy of ITR must also be furnished.
16	GSTN / VAT return for the last 3 years (existing units)
17	Proof of Identity of Proprietor, Partner, Director (if a Company): Voter's ID Card / Passport / Driving License / PAN Card / Aadhar / with Signature identification by present bankers
18	Proof of Residence of Proprietor, Partner, Director (if a Company): Recent telephone bills, electricity bill, property tax receipt /Passport / voter's ID Card of Proprietor, partner of Director (if a company)
19	Proof of Business Address
20	Notarised Assets and liabilities statement of promoters and guarantors

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	along with latest income tax returns
21	Details of shareholding pattern.
22	Copies of lease deeds / title deeds of all the properties being offered as primary and collateral securities.
23	Loan account statement (for last 24 months), if any (in the name of Borrower unit/proprietor/ partners/ directors)
24	Satisfactory Opinion Report on the Borrower unit (to be obtained by Bank directly)
25	Satisfactory Legal scrutiny report from Panel Advocate of the Bank for the Primary / Collateral securities
26	Valuation Report of collateral properties by Bank's panel valuer (1 or 2 valuation reports as applicable as per Bank guidelines)
27	Details of Land records which are in the name of Company
28	In case of existing Loan of other Banks / FIs - Status as to Sanction Date, Sanction Amount, Mortgage Security, Type of Charge (First/Second/Subservient etc.) Overdue Date, Overdue Amount.
29	NOC from existing Banks / FIs for creation of first Pari-pasu charge in favour of the Bank, from whom credit limits are sought.
30	Ageing of Debtors & Creditors - less than 6 months & more than 6 months, Bad Debts, litigation details etc.,
31	CIBIL Reports of Borrower/ Directors / Partners (to be obtained by Bank directly)
32	Borrowing Capacity of the Borrower (Applicant)
33	CA certified Net Worth, NDR, DSCR, FACR of the Borrower / Directors / Partners and Associate / Group Companies
34	Borrower's letter that they are capable of raising own contribution in the project.
35	Borrower / its Directors / Partners "Affidavit cum undertaking that no legal action taken against it / them in the nature financial fraud or cheating by Central Government/ State Government or any other person".
36	In case of existing Loan of other Banks / FIs - Status as to Sanction Date, Sanction Amount, Mortgage Security, Type of Charge (First/Second/Subservient etc.), Overdue Date, Overdue Amount.
<u>B. Pre-Disbursement:</u>	
37	A Tri-partite agreement (TPA) among the producers of ethanol (project proponents), OMCs and the lending bank is to be signed, as per the format in SOP.

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38	Purchase agreement between Oil Marketing Companies (OMCs) and Sugar Mill / Distillery
39	Environmental Clearance Certificate
<i>C. <u>Post-Disbursement:</u></i>	
40	Utilization Certificate duly verified by the respective Sugar / Cane Commissioners, Excise Commissioner certifying that the loan amount has been utilized for the purpose specified in the Scheme.
41	Completion & Commencement Certificate' duly verified by the Excise Commissioner of the State concerned and a Chartered Engineer.

The time line for processing of loan applications by Banks would be 30 days from the date of receipt of all documents/ papers as per the check list, including Techno Economic Viability (TEV) report.