

Scoring Model under SME FINANCE FOR CAs

Name of the Company/Firm: _____

Name of the Chief Promoter/Chief Executive: _____

Proposed Parameters				
S. No.	Parameters	Features	Total Score	Marks
1	Retail CIR Score of Promoters	All Promoters/ Directors/ Partners/ Prop Individually scoring above 700	10	10
		Average of all promoters scoring above 700		8
		Score > 650 & up to 700		6
2	Age of the Key/ Chief Promoter	25 to 35	10	6
		36 to 60		10
		61 to 65		4
3	Owning a house (By Chief Promoter)	Own	10	10
		Owned by spouse		5
4	Gross annual income as per ITR	> Rs.10 lakhs	10	10
		> Rs.4 lakhs but < Rs.10 lakhs		7
5	Business Premises of the CA/ firm	Owned	10	10
		Owned but mortgaged		6
		Rented / Leased Residual period > 3 years and min 1 Yr stay at the leased premises		4
6	Number of years since registration as CA	More than 10 years	15	15
		More than 7 years to 10 years		10
		More than 5 years to 7 years		7
7	Resident of the same city	More than 5 years	5	5
		More than 3 to 5 years		2
8	Length of relationship with our Bank (only credit relationship or operative accounts to be considered) (Relationship of CA/ Firm with our Bank)	Dealing with the Bank for more than 5 years and their conduct is satisfactory	10	10
		Dealing with the Bank for more than 3 years and their conduct is satisfactory		6
		Dealing with the Bank for more than 2 years and upto 3 years and their conduct is satisfactory		4

9	Length of relationship with other Bank (only credit relationship or operative accounts to be considered)	Dealing with the Bank for more than 5 years and their conduct is satisfactory	5	4
		Dealing with the Bank for more than 3 years & upto 5 years and their conduct is satisfactory		3
		Dealing with the Bank for more than 2 years upto 3 years and their conduct is satisfactory		2
10	Net worth of the promoter (to be calculated based on notarized affidavit supported by documents)	> Rs. 20,00,000/-	5	5
		> Rs. 10,00,000 to Rs. 20,00,000/-		3
		> Rs. 5,00,000/- to Rs.10,00,000/-		2
11	DSCR (For TL only. To be normalized for Overdraft).	> 1.75	10	10
		> 1.50 but < 1.75		7
Total Score			100	

(Applicant must get minimum 50% score to be eligible under the product).

Name of the Product: SME Finance For CAs under CLP

Loan Application Form

(to be submitted along with documents as per check list)

Name of the borrower	Application Sl. No.	Name of the Branch
Constitution	Individual/ Proprietorship/ Partnership/ Others (Specify)	
PAN Number		
Aadhar Number		
Udyam Registration Number		
MSME Registration Number		
GST Registration Number		
Shops & Establishment Registration Number		
CA Membership Number		
Current Business Address (Owned/ Rented/ Spouse owned)		
Permanent Address (Owned/ Rented/ Spouse owned)		
Contact Numbers	Mobile No.	Landline No.
Email id		
Business Activity	Existing:	
	Proposed:	
Date of Commencement (DD/MM/YYYY)		
Social Category	General/ SC/ ST/ OBC/ Minorities (Tick)	
If minority	Buddhists/ Muslims/ Christian/ Sikhs/ Jains/ Others (Tick)	

Information of Applicant/ Proprietor/ Partners/ Directors:

Sl	Name	Date of Birth	Sex	Residential Address with Mobile Number	Academic Qualification	Experience
1						
2						

Sl	ID Proof	ID Proof No.	Address Proof	Address Proof Number	PAN/ DIN No.
1					
2					

Name of the Associate Concerns and Nature of Association:

Names of Associate Concerns	Address of Associate Concerns	Presently banking with	Nature of Association	Extent of interest as a Prop./ Partner/ Director

Banking/ Credit Facilities (Existing): Rs. in lakhs

Facilities	Presently banking with	Limits availed	Outstanding as on	Security offered	IRAC status
Savings Account		NA			
Current Account		NA			
Cash Credit					
Term Loan					
LC/ BG					
If banking with us, CIF No.					
It is certified that our unit has not availed any loan from any other Bank / Financial Institution in the past and I/we am/are not indebted to any other Bank / Financial Institution other than those mentioned above.					

Credit Facilities (Proposed): Rs. in lakhs

Type of facilities	Type of fixed asset	Supplier's name	Total Cost	Margin (Rs)	TML Subvention	Loan Required (Rs)
Overdraft	NA	NA	NA	NA	NA	
Term Loan						
Repayment period requested						

Past Performance/ Future Estimates: (In Rs. ..)

Past Performance / Future Estimates (Actual performance for two previous years, estimates for current year and projections for next year to be provided for working capital facilities. However, for term loan facilities projections to be provided till the proposed year of repayment of loan)				
	Past Year-II (Actual)	Past Year-I (Actual)	Present Year (Estimate)	Next Year (Projection)
Gross Receipt				
Net Profit				

Status Regarding Statutory Obligations:

Statutory Obligations	Whether complied with (Yes/ No/ NA)	Remarks (Any details in connection with the relevant obligation to be given)
1.Registration under Shop & Establishment Act		
2. Registration under MSME (Prov./Final) URC		
3.Certificate of Membership Certificate of Practice		
4. Latest Income Tax Returns filed		
5. Any other Statutory requirements		

GO/ No Go:

Criteria	Decision
CAs who are in panel of SBI for audit	No Go
CAs who are under cooling period (i.e. 1 year for Statutory Auditors and 2 years for Central Auditors)	No Go

Declaration:

I/We hereby certify that all information furnished by me/us is true, correct and complete. I/We have no borrowing arrangements for the unit except as indicated in the application form. There is/are no overdue/ statutory due owed by me/us. I/We shall furnish all other information that may be required by Bank in connection with my/our application. The information may also be exchanged by you with any agency you may deem fit. You, your representatives or Reserve Bank of India, or any other agency as authorized by you, may at any time, inspect/ verify my/our assets, books of accounts etc. in our factory/business premises as given above. You may take appropriate safeguards/action for recovery of bank's dues.

In the event of my defaulting in repayment under the loan sanctioned, I am aware that the Bank would be reporting the same to ICAI/ NFRA.

Space for photo	Space for photo	Space for photo
(Signatures of Proprietor/partner/ director whose photo is affixed above)		

Date:
Place:

Check-list of documents to be submitted:

- i) Photocopy of PAN Card.
- ii) Photocopy of Udyam Registration Certificate (URC).
- iii) Photocopy of Udyog Aadhar No./ Aadhar no.
- iv) Photocopy of address proof.
- v) Photocopy of Income Tax Return.
- vi) Bank account statement for last 6 months.
- vii) Photocopy of GST registration number, if available.
- viii) Details of previous banking arrangements.
- ix) Photocopy of Certificate of Membership/ certificate of Practice.
- x) Details of Assets & Liabilities.
- xi) Invoice, Margin Money details.

Annexure-IV

Name of the Product: SME Finance For CAs under CLP

APPRAISAL FORMAT

Circle:	SMEC:	Branch:
Borrower's Name:		

Scoring Summary	
Scores obtained	Marks Scored /100

*(To be eligible under the scheme, the unit should get a minimum score of 50%)

1	PROPOSAL FOR
a)	Sanction of

2.	Details of Credit limits			(` in lakhs)
	Facility	Existing Limits	Facility	Proposed Limits
	CC		CC	
	TL		TL	
	Others		Overdraft	
	Total limits		Total limits	

3.	Name of the Borrower	
4.	Name of Promoter	
5.	Address (Office)	
6.	Constitution	
7.	Line of activity	
8.	Year of Incorporation	
9.	Banking with SBI since	
10.	IRAC Status	
12.	Date of last sanction (N/A for fresh exp.)	

13.	PROFILE OF THE BORROWER		
	Registered Office (Full Address)		
	Residential Address		
	Udyog Aadhar Number/ Udyam Registration		
	Priority Sector	Yes / No Reason:	
	Value of Plant & Machinery / Equipment		
14.	Date of Application		

a) Names & Addresses of the Promoters / Directors /Partners /Proprietors:					
S. No	Nam e	Desig n.	Identifiers	Date of Birth	Full Address, e-mail, mob. no.

			DIN	Passport	PAN No.	Aadhaar	Other		
1									

[* Identifiers based on KYC guidelines]

15.	Brief background & History :- (to be brief and in bullet points only)		
	(Comments on Business Model, management, products, tie-up arrangement if any, quality approvals / certifications etc)		
16.	Performance and financial indicators:		(` in lakhs)
	Financial Parameters	Audited/ Unaudited Last 3rd Year	Audited/ Unaudited Last 2nd Year
	Gross Receipts		
	GST		
	Net Receipts		
	Expenses (Employee Benefit, Depreciation		
	PBT		
	Tax		
	PAT		
	Net worth		
	TOL/TNW		
	Current Ratio		
	NWC		
	DSCR		

17.	Assessment of Overdraft limit:		(` in lakhs)
	Particular	Assessment by CLP	Assessment by Branch
a	Gross receipts for the last FY		
b	Eligible Bank Finance (25% of 'a')		

(Gross receipts to be related with credit summations in the account and also to be verified from Form 26AS to ascertain the receipts)

Justification of Any deviation in assessed limit:

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18.	Deviation in Scoring from available in CAM report		
	Risk Sub Factor	Score as per CAM	Score confirmed by branch
	Retail CIR score of promoters		
	Age		
	Owning a house		
	Gross annual income as per ITR		
	Business Premises		
	Number of years since registration as CA		
	Resident of the same city		
	Length of relationship with our Bank (Only credit relationship)		

or Operative accounts to be considered)		
Length of relationship with other Bank (Only credit relationship or Operative accounts to be considered)		
Net worth of the promoter (to be calculated based on notarised affidavit supported by documents)		
DSCR (for TL only. To be normalised for Overdraft)		
Total Score		

19.	Recommendations and Justification: (In bullet points)
	<ul style="list-style-type: none"> a. . b. . c. .

20.	Certification & Declaration by Appraisal and Assessment officer:
	<ul style="list-style-type: none"> a. We confirm that KYC has been verified. b. We confirm that the score has been validated independently. c. We confirm that pre-sanction inspection has been carried out with & reported satisfactory. d. All the approvals for the deviations from the Bank's policy guidelines and/or non-matched parameters as per CAM report, if any have been submitted for approval/approval obtained. e. The Actual sales/ receipts have been cross checked from the documentary evidences provided by the applicant/borrower. f. The data available in CAM report has been scrutinized and found correct. g. The Terms and Conditions as stated above have been verified. h. The CAM report received from the portal have been uploaded and placed as annexure. i. The CIC report available in the portal has been verified and kept on record. a. For term loans, the project report / invoices have been scrutinized and vetting completed, if required. b. CIR / Opinion report on borrower & associate firms, Promoters from other Banks / Financial Institutions. j. Opinion report on suppliers (Machinery & Equipment) and sundry creditors from their Bankers / D&B street/ MIRA etc. k. Undertaking signed by CA that he/she is not empanelled for audit in SBI has been obtained. CA is not under cooling period with the Bank for Statutory Audit.

21.	Recommended for sanction / approval / confirmation on the terms and conditions	
	i) Sanction of	

	Appraised by	Assessed by	Additional	Sanctioned by	Controlled by
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			Assessment (if applicable)		
Signature					
Name					
Designation					
PF No.					
Mail ID					
Date					

ASSESSMENT OF LOAN

Circle:	SMEC:	Branch:
Borrower's Name:		

OVERDRAFT

1.

	(Rs. in lakhs)
a. Gross receipts for the last FY #	
b. Eligible Bank Finance (25% of 'a') #	
Bank finance Recommended	

To be related to credit summations and to be verified from Form 26AS to validate the receipts/ credit summations.

TERM LOAN:

2. Project Details

Rs.in lakhs.

Project cost	Cost	Margin (%)	Margin amount	Required Bank Finance
Land & Buildings				
Plant & Machinery				
WC margin				
Contingencies				
Total project cost				
Means of finance				
Own funds				
Borrowings from friends and relatives				
Bank finance				
others				
Total means of finance		Debt /Equity :		

3. Details of capital expenditure i.e land and factory building as well as machinery proposed to purchase:

Details of the supplier:

Name	Invoice Date	Invoice Amount

(Opinion Report on supplier to be obtained)

4. Remarks on cost of project & means of finance (in brief)

5. Term Loan Assessment:

in lakhs

Years	1 (Act)	2 (Estd)	3 (Estd)	4 (Estd)	5 (Estd)	6 (Estd)
Net Profit / Net Income						
Depreciation						
Cash Accruals						
Repayment obligations (including Interest)						
DSCR						

6. Project implementation schedule:

7. Comments on Commercial viability:

TERMS AND CONDITIONS

1	Facility		
	Limit		
2	Security		
	Primary	Overdraft:	Term Loan:
	Collateral		
	Personal Guarantee (Indicate Net worth of Guarantors with date of compilation of opinion reports)		
3	Interest	Overdraft:	Term Loan:
4	Margin (%)	Overdraft: Nil	Term loan: 25%
5	Repayment	Overdraft: Repayable on demand. TL:	

6 .	Validity of Sanction, Review/Renewal	Sanction valid for one year.
7 .	Inspection	Quarterly for TL
8 .	Stock Statement	Not required.
9 .	Insurance	Comprehensive insurance to be taken by the borrower
1 0 .	Processing fee	
1 1 .	EM Charges	
1 2 .	Commitment Charges	Overdraft:- Term Loan:-
1 3 .	Penal Interest	
1 4 .	Documents	As per SME Documentation
1 5 .	Other Stipulations, if any.	

Circle:	SMEC:	Branch:
Borrower's Name:		

1. Security:

(Rs. in lacs)

Facility	Limits	Primary Security		Collateral Security	
		Movable	Immovable L& B	Specified / Liquid Security	Immovable Land & Building
Overdraft		Nil		Nil	
T L					
Whether the immovable property is SARFAESI compliant:					

1.(i) Details of the Immovable property (Primary / Collateral): (In case of loan is under CGTMSE Guarantee scheme please enter the details of the immovable property, which is eligible for mortgage under CGTMSE rules)

Details of the property	In case lease hold details of leaser	Owned by Unit /Prop/, Name	Type of Charge /TIR date & Adv name	Realizable Value	Date of valuation & Valuer Name	CERSA I Asset ID
Not						

The above properties have been inspected by & and genuineness of title verified. We also found the valuations of the property to be reasonable. The Certified copy of the title deeds obtained from Sub-Registrar office and compared with the originals.

2. Due Diligence: Whether names of promoters, directors, company, group concerns figure in defaulter / wilful defaulters list

Defaulter Status (Y / N)	RBI Defaulter's List (IN R 1cr+)	Willful Defaulters List (IN R 25L)	Disqualified Directors	Loan Rejection List	EC GC Caution List	CICs - Credit history	CICs - Suit Filed List	Banned List of Promoters (SEBI)	Non-Cooperative Borrowers List	Commercial Bureau	Consumer Mer Bureau
Company / Director / Guarantor /											

Observations w.r.t. to any of the above checks OR remarks on cells with defaulter status 'Y' above

4. Deviations in Loan Policy

Parameters	Desirable Level as per loan policy	Unit's Level on	Justifications (Max 200 characters)
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	Mfg	Others	dd/mm/yy	
TOL / TNW				
Liquidity				
Debt / Equity				
Promoter's Contribution				
Non-Compliance of Norms for Strategic Schemes: viz: TUFS, CRE and Others				

5.	Details of Due Diligence:	
	Date of Pre-Sanction visit	
	Place(s) visited	a.
	Name(s) of officials, who visited	
	Whether papers required for KYC obtained (PAN/Articles/Memo etc)?	Yes/No
	Genuineness of CA membership confirmed	Yes/ No
	Date of Search Report obtained from ROC, in case of companies	Yes/ No
	Udyam registration checked?	Yes/ No
	Other Observations, if any	
	Immovable property has been physically verified on	

Annexure-V

Standard Operating Procedure (SOP)

A SOP has been prepared in line with product features to facilitate the operating functionaries which is as under:

Lead Generation & Customer Contact

C.A.s will key in the required information/ data in the CLP platform.

C. A. will feed and upload C.A. certificate, ITRs, GST details etc as required on CLP.

The portal will run rule engine and if eligible, then in-principle approval will be generated. Only CLP in-principle approved proposal will be taken by our bank for further processing.

Branch/ CPC will contact the customer after in-principle approval of the proposal.

Activities to be performed by processing official/processing Cells/Branch

Branch/ CPC will contact the customer and obtain application form to the customer as per Annexure-III and get it filled and duly signed by the customer. Undertaking duly signed by the CA that he/she is not empaneled in SBI for audit, to be obtained.

Branch/ CPC will scrutinize and enter the application form in the Loan Application Received and Disposal Register/IT Tool and to be branded with the reference number. Enter the lead in CRM.

Branch/ CPC will do KYC of the promoters, borrowing entity, on the basis of documents provided by the customer. Master direction on KYC as mentioned in Circular No. R&DB/OPS-KYC/KYC/12/2019-20 dated 13.02.2020 to be followed.

CA's current status/ genuineness to be checked through URL <https://www.icai.org/traceamember.html> by inputting membership number of CA. (Screen shot to be kept on record).

Verify CIBIL (CIC), RBI Defaulter list, Willful defaulter list, Caution list, I-probe, Loan rejection / slippage list, Banned list of promoters of SEBI, ECGC caution list etc.

Branch/ CPC will conduct the Pre-Sanction Inspection by visiting office and residence of the Firm/ CA.

Branch/ CPC to obtain the following documents from the customer

In Case of audited financials, income can be verified from the same and for the

unaudited cases for verifying the income, ITR form (downloaded from Income Tax Portal) which will contain details regarding the receipts and income, will be obtained. Branches can cross check that receipts from bank statements and from Form 26AS (TDS details).

Invoices/ quotations/ project report for the Equipment/ Fixtures to be purchased, should be obtained. Opinion Report on supplier should be obtained and verified.

Details & profile of associates, their banking arrangement, financials for the last year, if any.

License/ approval from regulatory authority, a declaration about the existing banking/ borrowing arrangements, if any.

Assets & Liability statement of the promoters as per bank's instructions.

Branches/ CPCs to do Go-No-Go exercise and scoring exercise to ensure that only eligible loans are processed. However, proposals will also be checked on CLP and in case of No-Go, applicant will be advised through email.

If customer qualifies as per Go-No-go and Score card, process the loan and put up to the sanctioning authority.

Rejection to be approved by Regional Manager/ AGM SME/ Branch head of direct control branches in the rank of AGM.

Branch/ CPCs will advise the sanction to the borrower.

Discuss with the customer regarding documentation formalities/ requirements fulfilment of terms & conditions stipulated in the sanction letter and likely time for completion of the formalities.

Documents to be prepared by the branch/ CPC.

Hand over the sanction letter to the applicant and arrange for the execution of the documents as per bank's extant instructions.

Do the formalities required for CGTMSE coverage. CGTMSE coverage is mandatory for Term Loan only. OD is clean in nature. CGTMSE fee will be paid annually. This will be recovered from the customer and remitted to CGTMSE. Detailed SOP for operating units issued by the Bank vide Circular No. NBG/SMEBU-CGTMSE/37/2019-20 dated 08.08.2019 to be followed.

Open the account in CBS and recover the processing charges. Loans to be classified as PSL.

Current account with other Banks to be closed after disbursement. However, borrower will have to undertake at the time of application submission that he will close current account with other bank after disbursement. Current account closure letter duly signed by the Branch Head to be obtained and kept on record.

Disburse the loan. Amount disbursed plus margin received from the borrower, to be remitted to the supplier/ contractor (in case of TL). Registered letter (with the

acknowledgement letter) to supplier/ contractor to be sent in the prescribed format to ensure that supply of goods/ material is undertaken by the supplier. Acknowledgement copy of the letter to be obtained and kept in record.

Inspection to be done immediately by the branch after disbursal of the loan to ensure end use of funds. In case of Term Loan, FSMTL-1 to be obtained quarterly during construction/ implementation. Report in FSMTL-2 to be compiled. After completion of construction/ Installation of fixed asset, FSMTL-3 to be compiled.

Ensure insurance cover, for the assets financed for which loan has been sanctioned, should be taken.

Collect the post-sanction documents like Invoices, Margin Money receipts, Insurance copy from the borrower and keep on record. Cross check all the documents with the supplier through mail/ letter.

Branch/ CPC to do the monitoring of account.