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**ROYAL INSURANCE CORPORATION OF BHUTAN LTD.**

**ESP CCL Form**

**(Official use only)**

Date and Time of Receipt:

Application No.: \_\_\_\_\_

Affix Passport  
Size Photo

**PART A: APPLICATION (to be filled in by Applicant)**

**1. Borrower's Detail**

- a) Name of the Applicant: \_\_\_\_\_
- b) CID No: \_\_\_\_\_
- c) Gender      Male  Female  Others
- d) Contact No: \_\_\_\_\_
- e) E-mail: \_\_\_\_\_
- f) Savings/Current Account Number: \_\_\_\_\_
- g) Present Address: \_\_\_\_\_
- h) Permanent address: Dzongkhag: \_\_\_\_\_ Gewog: \_\_\_\_\_  
Village: \_\_\_\_\_ Household No.: \_\_\_\_\_  
Thram No: \_\_\_\_\_ House No.: \_\_\_\_\_
- i) Spouse's / Immediate Family member's Name: \_\_\_\_\_
- j) Relationship with Immediate Family Member (if not married): \_\_\_\_\_
- k) Contact No. of Spouse/Immediate Family Member: \_\_\_\_\_

**2. Project/Business Details**

- a) Name of the Project/Business: \_\_\_\_\_ (New/Expansion) \_\_\_\_\_
- b) Broad Sector: \_\_\_\_\_  
(Primary Agriculture & Livestock/Production & Manufacturing)
- c) Nature of the Business/Business Activity (Focus Area): \_\_\_\_\_



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- d) Estimated Project Cost/Investment Size (Nu)\_\_\_\_\_ (CSI/S/M)\_\_\_\_\_
- e) Loan Amount: Nu \_\_\_\_\_
- f) Equity Amount: Nu. \_\_\_\_\_
- g) Business License/Registration No: \_\_\_\_\_
- h) Business TPN No: \_\_\_\_\_
- i) Date of commercial operation (for existing only) (dd/mm/yy): \_\_\_\_\_
- j) Business Address/Location\_\_\_\_\_
- k) Dzongkhag: \_\_\_\_\_
- l) Ownership: Sole proprietorship  Partnership  Limited company

**3. Description of the Business**

**4. Details of other existing Business activities/ Source of Income/ Loans availed:**

**5. Economic Impact and Value Addition**

<p>a) Where would you get your product <b>Input (Raw materials)</b> from?</p> <p><input type="radio"/> Will get domestically.</p> <p><input type="radio"/> Will have to import.</p> <p><i>If Domestic- List the Agents/Business or Economic Sectors from where you will procure</i></p> <p><i>(eg. Farmers in Agriculture Sector or/and Firms in P&amp;M or/and Shopkeepers in Retails or wholesale etc.)</i></p>	<p>b) Your market for the product and Share:</p> <p><input type="radio"/> Domestic Market, Share (..... %)</p> <p><input type="radio"/> Regional/International market, Share (.....%)</p> <p><i>If Domestic Market- List the Agents/Business or Economic Sectors which will purchase/consume your product/ services.</i></p> <p><i>(eg. Farmers in Agriculture Sector and/ firms in P&amp;M and/ shopkeepers in Retails/ wholesale or/ and Hotels &amp;</i></p>
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			<i>Restaurants or/and construction sector etc.)</i>
1.		1.	
2.		2.	
3.		3.	
4.		4.	
5.		5.	

**CUSTOMER CONSENT FOR USAGE OF PERSONAL INFORMATION/DATA**

- All information provided is correct and true to my/our best knowledge. The Bank reserves the right to accept or reject the application. Accepting the application by the Bank would not guarantee the sanction of the said loan.
- I hereby provide my pre-consent to the PFIs:
  - ✓ And all other authorized relevant agencies to use my personal information/data. This consent clause constitutes waiver of my right to make any objection for using my personal information/data hereafter by the PFIs and authorized agencies until I withdraw the same in writing.
  - ✓ To collect information/statements on account maintained with different Banks if deemed necessary.
  - ✓ To recover any uncollected dues by debiting my CASA accounts maintained with any Banks.
- All information provided is correct and true to my best knowledge. The Bank reserves the right to accept or reject the application. Accepting the application by the bank would not guarantee the sanction of the said loan.

**DECLARATION**

I/We understand and undertake:

- To provide additional documents, if any to PFIs as and when required during the tenure of the loan.
- To maintain proper book keeping for the purpose of monitoring and reporting to PFIs.
- No application has been submitted for CCL to other PFIs.
- To comply with any changes in the terms and conditions applied under the ESP scheme.



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- The Bank does not have the obligation to meet further requirement for the project on account of escalation of cost of project due to any reason

I/We hereby declare that the details furnished herein are true and correct to the best of my/our knowledge and ability. In case any of the above information is found to be false or untrue or misleading or misrepresenting or concealed, I/we accept to any legal action as per the relevant by-laws, rules and regulations in force.

Signature of Applicant

Place:

Date:

Company's seal



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## **Document Checklist**

1. Duly filled ESP Application Form signed on all the pages (Full Signature). including annexures;
2. Copy of valid Citizenship Identity (CID) of applicant(s).
3. Valid Trade License (if applicable)
4. Estimates for Civil Works/Quotations for machinery & miscellaneous fixed Assets- proper break up along with quotations/invoices
5. Ownership Certificate of the land/lease agreement etc (if applicable)
6. Project Approval letter (if applicable)
7. Construction approval letter from Concerned authority and Approved drawing (if applicable)
8. Environment Clearance Certificate (if applicable)
9. Tax Clearance (if applicable)
10. Letter from BPC for Power Supply (if applicable)
11. Technical Clearance from the relevant agencies

## **Additional Check list for Production and Manufacturing Sector:**

12. Detail project report – the report should include the following information wherever applicable:
  - A. The proper description of the project/business
  - B. Proper project cost break up
  - C. Details of Promoter/ FDI (if any) (Proposed Shareholding of the business)
  - D. Details of Consultants
  - E. Location details of the project – Pictures to be emailed
  - F. Financial & Investment details (Means of Financing the project)
  - G. Debt Equity Ratio
  - H. Loan Security and Project Viability
  - I. Details of product line
  - J. Project GANNT chart
  - K. Human Resources- Management Analysis
  - L. Markets/Industrial Analysis
    - i. SWOT Analysis
    - ii. Pestle Analysis
    - iii. SAM/TAM/TOM
    - iv. Critical Success factor
    - v. Details of competitors
  - M. Impact on Environment
  - N. Audited financials for the past 3 years for an existing business.
  - O. Financial Details- Proper breakup



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- i. Income source analysis (Installed Capacity)
  - ii. Details of expenses
  - iii. Power cost analysis
  - iv. Administration, selling, and other fixed expenses
  - v. Depreciation schedule
  - vi. Interest on Loans
  - vii. Preliminary & pre-operative expenses
  - viii. Financial statements for proposed loan tenure (profit & loss a/c, cash flow statements, balance sheet & changes in equity statement)
  - ix. DSCR
  - x. BEP analysis
  - xi. IRR
  - xii. NPV analysis
  - xiii. Pay-Back period
  - xiv. Interest During Construction /Interest Provisioning
  - xv. Term loan payments and periodic interest schedules
  - xvi. Working capital loan payments and periodic interest payments schedules
  - xvii. Working Capital requirement
13. Certificate of Incorporation, if applicable
  14. Articles of incorporation, if applicable
  15. Endorsed FDI agreement by ROC, if applicable
  16. Bank statement of latest 6 months/ statement of foreign currency account if any.
  17. Technical Collaboration Agreement/Technical Know-How Agreement, if applicable.
  18. Board Resolution/ Power of Attorney, if applicable.



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**Annexures to be filled up by Primary Agriculture and Livestock sector only (if applicable)**

**1. Project Cost**

Particulars	Amount
Civil cost	
Equipment's/Machineries	
Furniture & Fixtures	
Vehicle	
Expenses (specify)	
Any other(specify)	
<b>**Total Project cost</b>	

*\*\* This should be equal to the total project cost/investment*

2. Projected/Actual Monthly Sales & Revenue					
SN	Items (Product Description)	Selling Price/ Unit Cost (Nu.)	Expected Sales in Qty (liters /kgs/box/piece etc.) (Monthly Average)	Monthly Revenue (Nu.)	Remarks/Explanation
1					
2					
3					
4					
<b>Total</b>					

<b>3. Monthly Expenditure Details (Direct/CoGS &amp; Indirect)</b>					
<b>Direct Expenses (Cost of Goods Sold)</b>					
SN	Expenses (Description)	Quantity (liters/kgs/piece/box etc.) (Monthly Average)	Unit Cost	Total Cost (Monthly)	Remarks/Explanation
<b>A. Raw Materials (Monthly)</b>					
1					(Add new row if needed)
2					
3					
4	All others				
Total					
<b>From the total raw materials, what amount will be purchased from domestic market and directly imported?</b>					
Total Raw Material (A+B) **Amount must be equal to above table total		Domestic Market	Imported		
		Domestic (A) Nu.	India (INR) (Amount in equivalent Nu.)	Others (CC) (Amount in equivalent Nu.)	Total Imported (B) (INR + CC)
<b>B. Packaging &amp; Others (Monthly)</b>					
SN	Expenses (Description)	Quantity (pieces/box etc.)	Unit Cost	Total Cost (Monthly)	Remarks/Explanation
1					(Add new row if needed)
2					
3	All others				
Total					
<b>C. Wages, Carriage, Utilities and Others (Monthly)</b>					
SN	Expenses (Description)	Quantity/Consumption (Monthly Average)	Unit Cost	Total Cost Monthly	Remarks/Explanation
1	Electricity				
2	Fuel				
3	Carriage (in & out)				
4	Wages				





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**R I C B**  
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5					
6	Others				
Total					(Add new row if needed)

<b>Indirect Expenses (Monthly)</b>					
Sl.No	Expenses (Description)	Numbers	Cost/ Payment	Total Cost (Monthly )	Remarks/ Explanation
1	Salary & Wages				
2	House Rent/Lease/Rents				
3	Transportation/Hiring				
4	Miscellaneous expenses				
5					
6					
7	All others				
<b>Total</b>					



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<b>Annexure 5. Employment &amp; Salary</b>					
<b>SN</b>	<b>Designation</b>	<b>Nos.</b>	<b>Salary</b>	<b>Bhutanese/Foreign</b>	<b>Account no.</b>