

**On banks Letter head**

Name of the Unit .....

Annexure A

Schedule A

**Fixed Assets**

(Rs. in lakh)

Sl. No.	Particulars/Extent	Nature of Property	Location and Boundaries	Approximate Value

\*certified that particulars and value of securities incorporated in this annexure are as per appraisal/sanction note of the competent authority and there is no subsequent change in the particulars and value of securities.

Verified  
Branch Manager

\*Entire Assets charged to the bank including collateral should be entered with all the details as mentioned above.

Note:

Col. 1 Should contain area of land and ownership.

Col. 2 Should indicate nature of the land, viz. agricultural, converted or industrial land allotted by State Ind. Dev. Corporation.

Col 3. Should give full details of khata no., khasra No., Village, District, State with Pin code.

Col 4. Should give approximate value certified by lending bank.



**On Promoters/firm/company letter head**

**LETTER OF AUTHORIZATION AND UNDERTAKING**

..... 2014

To

The Branch Manager,

.....

.....,

Sir,

Sub: Refund of Venture Capital amount granted by SFAC – A/c

.....

We hereby authorize you to debit our Cash Credit Account No. .... with your bank, on due date for refunding Venture Capital amount of Rs..... lakhs (Rupees ..... only) extended to us by SFAC, New Delhi, after full and final repayment of Term Loan of Rs. .... (Rupees .....only) sanctioned by your bank to us, as per original schedule, or earlier.

We also undertake to ensure that sufficient fund is kept in our above Account in order to debit the account with the entire refundable amount of above Venture Capital on due date, or earlier.

In terms of the Agreement signed by us with SFAC, we further authorize you to hold our securities with your bank towards the term loan after repayment of the term loan on due date or earlier, until the repayment of venture capital of SFAC.

A copy of this letter is being endorsed to Small Farmers' Agri-business Consortium, (A Society under Department of Agriculture & Cooperation, Government of India), 5<sup>th</sup> Floor, NCUI Auditorium Building, 3, Siri Institutional Area, Hauz Khas, New Delhi 110 016 for information and record.

Yours faithfully,

( ..... )

Copy to the Managing Director, Small Farmers' Agri-business Consortium, 5<sup>th</sup> Floor, NCUI Auditorium Building, 3, Siri Institutional Area, Hauz Khas, New Delhi 110 016 for information and necessary action.

**On the letter head of Bank : Reply of Terms & Conditions Letter**

Date:.....

To  
The Director (VCA)  
Small Farmers` Agribusiness Consortium  
5<sup>th</sup> Floor, NCUI Building,  
3,Siri Institutional Area,  
August Kranti Marg Hauz Khas,  
New Delhi -110016

Dear Sir/Madam

**Release Of VCA of Rs. \_\_\_\_\_ lacs(amount in words) to M/S \_\_\_\_\_ for the Project of \_\_\_\_\_  
Acceptance of Terms & Conditions by lending bank.**

**With reference to your Letter No.SFAC/\_\_\_\_\_ dated\_\_\_\_\_, We hereby convey our unconditional acceptance to the terms and conditions mentioned in your letter.**

**ii) Details of Beneficiary`s Account for RTGS are as under:**

1	Name of the Company	
2	Nature of Account	
3	Account Number	
4	Name of the Bank& Branch	
5	IFSC code	
6	MICR No.	
7	Full Postal Address of Bank	
8	Bank Phone No.	
9	Bank Mail ID	

**iii) Further, We undertake that on receipt of VCA amount from SFAC ,We shall mark a caution on respective pages o our mortgage Title Deed/Recital Register for not releasing securities held by us against our term loan before refund of VCA to SFAC, under Confirmation to SFAC and only then the amount of VCA will be released to the promoter for utilization.**

**Kindly remit the VCA amount at the earliest.**

**Your`s faithfully**

**(Branch Manager)**

**On the letter head of the Bank.**

To  
The Managing Director,  
Small Farmers' Agribusiness Consortium,  
5<sup>th</sup> Floor, NCUI Auditorium Building,  
3, Siri Institutional Area,  
Hauz Khas, New Delhi 110016.

Ref: Your Sanction Order No. .... dated .....

Sir,

M/s ..... Director: Shri/Smt..... is having Term Loan Account No....., Current Account No..... and Cash Credit Account No. .... with us. They will refund the venture capital amount from their ..... Account No. .... (specify nature of account). The last date for repayment of the Term loan is .....(dd) .....(mm).....(yy) (exact date to be given).

Photograph and signature of Shri/Smt..... Director who will sign the agreement with SFAC is attested below:

Photo                      Signature                      Attested    Branch Manager (with seal)

Photograph and signature of Shri/Smt..... who will sign as witness to Agreement as witness are attested below:

Photo                      Signature                      Attested    Branch Manager (with seal)

- First installment of Term Loan will be due for repayment on: .....
- Last Date for repayment of Term Loan will be: .....

Details for remittance of venture capital by RTGS are given below:

1. Name of the Company
2. Name of the Bank & Branch
3. IFSC Code

The Bank hereby undertakes not to release securities charged for the term loan until refund of the venture capital to SFAC.

Full name, postal address & Telephone, Fax & e-mail of the Bank are as under:

.....

We request you to kindly remit the venture capital amount at the earliest.

Yours faithfully,  
  
Branch Manager  
Seal.

**On Bank Letter Head:**

Date: .....

To  
The Managing Director  
Small Farmers – Agribusiness Consortium  
NCUI Auditorium Building  
5<sup>th</sup> Floor, 3 Siri Institutional Area  
August Kranti Marg,  
Hauz Khas  
New Delhi – 110016  
Sub: **Authorised Signatory for Post Dated Cheque**

Dear Sir

Please find enclosed herewith Cheque no.....dated.....for Rs. ....lacs drawn on **Bank Name with Address** towards repayment of Venture Capital Assistance amount duly signed by **Name of the Authorised signatory.**

We hereby confirm that **Name of the Authorised signatory** is authorized signatory of **Name of the Company** as per bank Specimen Signature Card, whose signature is attested below.

We also confirm that Cheque No..... is duly signed by the authorized signatory of Company.

Signature of the authorized signatory

Attested By Bank Manager

Thanking You  
Yours Faithfully

(Branch Manager)

**On banks Letter head**

Ref. No. \_\_\_\_\_

Dated: \_\_\_\_\_

To,  
The Managing Director,  
Small Farmers' Agri Business Consortium  
5<sup>th</sup> Floor, NCU Auditorium,  
August Kranti Marg,  
Hauz Khas,  
New Delhi - 110016

**Subject: Undertaking regarding non-release of securities charged to our bank against term loan of Rs. \_\_\_\_\_ lacs sanctioned by us to M/s \_\_\_\_\_**

Dear Sir,

With reference to your sanction order No. \_\_\_\_\_ dated \_\_\_\_\_ advising sanction of Venture Capital Assistance (VCA) amounting Rs \_\_\_\_\_ lacs to M/s \_\_\_\_\_, we undertake that on receipt of VCA amount from SFAC, we shall mark a caution on respective pages of our Mortgage/Title Deed/Recital register **for not releasing the securities before refund of VCA to SFAC, under confirmation to SFAC** and only then the amount of VCA will be released to the promoters for utilization.

Accordingly, we undertake that securities including FDR if any charged to the bank against term loan sanction to M/s \_\_\_\_\_ will not be released to anyone including the borrower before refund of Venture Capital to SFAC and obtaining 'No Dues certificate' from SFAC in this regard.

Yours faithfully,

Branch Manager

Branch Seal:

**On Promoters/Firms/Company Letter head**

Resolution Letter

Shri \_\_\_\_\_, director of the company placed before the board of directors of the Company a letter received from Small Farmers Agribusiness consortium, New Delhi sanctioning Venture Capital Assistance of Rs. \_\_\_\_\_ lakh in favor of **Bank** \_\_\_\_\_, **address** \_\_\_\_\_, account M/s. \_\_\_\_\_ **Company name** \_\_\_\_\_, as venture capital assistance for the Company for the project of **activity** \_\_\_\_\_, subject to the terms and conditions prescribed by SFAC. After discussion there on it was decided to accept the said terms and conditions of sanction letter in toto.

It was decided to authorize Shri. \_\_\_\_\_ director of the Company to execute the necessary agreement and legal documents and accordingly consent of all the directors are hereby accorded to Shri \_\_\_\_\_ director to appear before the SFAC for execution of documents for availing venture capital assistance and any act done by him on behalf of the Company shall be binding to the Company.

Shri \_\_\_\_\_ is also authorized to affix common seal of the company on the agreement and other documents as per requirement of SFAC.

Place : .....

Date : .....

Signature with for Stamp of the Company. **Separately by all directors.**

1. ....(directors)

2. ....(directors)

3. ....(directors)



(On banks' letter head)

**Term loan disbursement certificate**

The Managing Director,  
Small Farmers Agribusiness Consortium  
5th Floor, NCUI Auditorium Building,  
3, Siri Institutional Area, Hauz Khas, New Delhi 110016

Sir,

**Term loan A/c No.** \_\_\_\_\_ **of M/s** \_\_\_\_\_

We certify that an amount of Rs \_\_\_\_\_ has been disbursed by us to M/s \_\_\_\_\_ till  
date out of total sanctioned limit of Rs \_\_\_\_\_.

This is for your necessary action in regards to release of Venture Capital to M/s \_\_\_\_\_.

Yours faithfully,

Branch Manager.

**IRAC Status on Banks Letter Head**

Ref no.....

Date.....

To,  
The Managing Director,  
Small Farmers Agri Business Consortium,  
5<sup>th</sup> Floor, NCUI Auditorium Building,  
3, Siri Institutional Area,  
Hauz Khas, New Delhi – 110016.

Ref: Your Sanction Order No: SFAC/..... dated .....  
IRAC status of Term loan A/c No. \_\_\_\_\_ of M/s \_\_\_\_\_

Sir,

With reference to the above we hereby state that current IRAC status of term loan account no. \_\_\_\_\_ of M/s ..... is standard and not N.P.A Term loan interest are being served by the Company in time.

Branch Manager (with Bank stamp)

**Items to be brought at the time of signing the agreement.**

- 1) Signature Seal (rubber stamp ) & common seal of the company (in case of Private limited/limited companies)
- 2) Flat seal with full address of the Company including pin code
- 3) 20 blank Letter Heads of the Company.
- 4) Cheque book of the same Bank account from which repayment is indicated in the Letter of Authorization.