

## **LOAN APPLICATION FORM**

### **A. Information about the Borrowing Agency**

1. a Name of the Project Agency :
- b Name of the Borrowing Agency :
2. Name of the Municipal Corporation / Council :
3. Class of the ULB : (A/B/C Class Municipal Council / D – Class Corporation)
4. Year of Establishment :
5. Geographical Area (Sq. Km.) :
6. Population (2001 Census) :
7. Address for correspondence:
8. Telephone No. :
9. Fax. No.:
10. E – mail Address :
11. Name of the Municipal Commissioner / Chief Officer /CEO of Agency :
12. Direct Landline / Mobile No.:
13. Direct Fax No.:
14. E – mail Address :
15. Name of Mayor / President :
16. Landline / Mobile No.:
17. Name and Designation of the Nodal Officer for the Project :
18. Direct Landline / Mobile No. of the Nodal Officer:
19. E – mail Address :

### **B. Information about the Project**

1. Name of the Project :
2. Name, Address, Contact Details of Officer of the Agency, which has prepared the Detailed Project Report (Enclose 2 copies of full DPR) :
3. Whether Technical Sanction of the Competent Authority is obtained for the DPR : Yes/No

4. Name and Designation of the Officer / Agency, which has given Technical Sanction for the Detailed Project Report (Enclose certified copy of TS) :
5. Total Cost of the Project as per DPR (Rs. in Lakhs/Crores) :
6. The year of Schedule of Rates (SoR) used in the DPR :
7. State whether the Project is already technically appraised by State or Central Government Agency. If yes, indicate the name of the Agency and provide a copy of Appraisal Report.
8. The Current / Revised / Final Cost of the Project (Rs. in Lakhs/Crores) (Enclose Revised Cost Estimates with TS) :
9. Details of necessary Clearances/NOCs/Approvals required for implementation of the projects and their status

Sr.No.	Type of Approval	Status

10. The year of Schedule of Rates (SoR) used for Final cost of Project :
11. If Administrative Approval of the State Government is required and not obtained, provide details of the status of such approval process :
12. If any other clearances are required and not obtained, provide details of the status of such approval process :

**Details regarding changes of Designs and Costs of projects already approved under any Government Scheme or Programme :**

13. The cost difference on account of change in SoR (Rs. in Lakhs/Crores) :
14. The cost difference, if any, on account of changes in design etc. (Rs. in Lakhs/Crores) (Specify Reasons for Changes and Enclose Revised Designs etc. with TS) :
15. Whether the execution of the Project with revised designs and costs, if any, is approved by the General Body of the ULB / Competent Authority of the Agency (Enclose Certified copy of Resolution) : Yes/No

16. Whether Administrative Approval of the State Government is required for the execution of the Project with revised designs and costs, if any and whether it is obtained (Enclose Certified copy of Approval) : Yes/No
17. Whether fresh State / Central Agency clearances (Environment / CRZ / Irrigation/ Railways etc.) are required for the execution of the Project with revised designs and costs, if any and whether they are obtained (Enclose Certified copy of Approval) : Yes/No

**C. Funding Arrangement**

1. What is the method of executing the project : PPP / Engineering Procurement Contract (EPC)
2. In case of PPP project, indicate the amount of anticipated Viability Gap as per DPR (Rs. in Lakhs/Crores) (Enclose copies of DPR, Request for Proposal (RFP), Selected Bid and Concession Agreement) :
3. State whether the Project is approved for funding under any State or Central Scheme. If yes, indicate the Name of the Scheme :
4. Provide details of sources of finance covering entire Project Cost : Cost to be borne by ULB / Agency / Private Party (in case of PPP) / State &/or Central Grant / Loan etc.
5. Describe the current position of arrangement of funds from various sources :
6. Describe the current status of expenditure incurred, if any, from various sources of funds :
7. Whether approval of the General Body / Competent Authority has been obtained for borrowing specific loan amount from MUIF (Enclose copy of Resolution) : Yes/No (If yes, provide the details)
8. Status of obtaining permission of the State Government for raising the loan (copy of application made or permission obtained) :

**D. Preparedness for Execution and O&M**

1. Whether all lands required for execution of the Project are in possession of the ULB/ Project Agency free of all encumbrances : Yes/No

2. If No, When will they be in possession free of encumbrances (Date) (Provide Detailed Schedule of obtaining such land if not provided in DPR) :
3. Whether the ULB / Agency is adequately equipped with skilled manpower to supervise execution of project or whether Project Management Consultant is proposed to be appointed :
4. Detailed information on annual O&M cost burden on account of the proposed Project (Rs. in Lakhs/Crores) :
5. Details of how the O&M cost burden is expected to be met (if not provided in DPR):
6. Details of technical and staffing arrangements envisaged for O&M of the Project (if not provided in DPR) :
7. Status of readiness for execution of the Project : Tendering Process, Approval of Competent Authority, Award of Work :
8. Provide schedule of implementation (bar-chart) for all components of the Project (if not already provided in DPR)

**E. Information about the Finances of the Borrowing Agency**

1. Last 5 years' major item-wise total actual revenue income and expenditure and capital receipts and expenditure with future projections for 15 years to prove the loan repayment capacity (in the format prescribed by MUIF) (Also enclose copies of Budgets for the last 5 years including for latest year and latest Audit Report)
2. Provide a copy of the latest annual accounts, including balance sheet, if available
3. Year-wise details of any substantial increases in future revenue income expected (e.g. revision of Property Tax or User Charges – specify year of revision and likely increase in revenue) :
4. Year-wise details of any substantial decreases in future revenue income expected (e.g. reduction in grant – specify year of revision and likely decrease in revenue) :
5. Year-wise details of any substantial increases in future revenue expenditure expected (e.g. salary revision or O&M of new capital works – specify year of revision and likely increase in revenue) :

6. Year-wise details of any substantial decreases in future revenue expenditure expected (e.g. reduction in water purchase due to commissioning of ULB's own scheme – specify year of revision and likely decrease in revenue) :
7. Year-wise information on any future specific capital receipts (e.g. premium on BOT land development projects etc.) expected :
8. Year-wise and project-wise information on future committed capital expenditure (on-going or pipeline projects) :
9. Information on Sinking Fund, if any established and its size and use
10. Information on revenues expected to be generated from the Project for which loan is sought (enclose detailed cash-flow analysis of the project) :
11. The annual phasing of the proposed Project expenditure and loan requirement:
12. The mechanism proposed (e.g. Escrow Account ) for securing the repayment of loan and interest :
13. Whether credit rating of the ULB/Agency/Project has been carried out. (If yes enclose credit rating report) : Yes/No

**F. Information on Outstanding and Proposed Loans**

1. Details of each Outstanding and Proposed Loan covering : year wise information on source of loan, purpose, total loan amount, loan amount outstanding (upto the end of last financial year ), rate of interest, total and balance repayment period, annual instalment of loan and interest.
2. Details of guarantees / charge on revenue /escrow mechanism provided for the past loans and those proposed for future loans.
3. Whether any loan or interest payment obligation could not be met in the last 5 years: Yes/No, if yes, provide details.

## C E R T I F I C A T E

Certified that all the information provided in this Loan Application Form and the documents enclosed is verified from office records and is true.

(Name)

(Municipal Commissioner  
/ Chief Officer /Chief Executive Officer)  
(Seal of the ULB/Agency)

### **Enclosures :**

Documents to be enclosed with the Loan Application Form in addition to the information in the Application Form :

1. 2 copies of the proposed Project DPR
2. Certified copy of Technical Sanction
3. Revised Cost Estimates, if applicable, with Technical Sanction
4. Revised Project Designs etc., if applicable, with Technical Sanction
5. Summary of Major Project Components and their Costs
6. Detailed Schedule for obtaining land required for the Project, (if not provided in DPR)
7. Certified copy of the ULB'S GB / Competent Authority's Resolution approving execution of the Project
8. Certified copy of the State Government Administrative Approval for the Project, if applicable.
9. Copy of the Appraisal Report, if the Project has already been appraised by any State or Central Agency.
10. Copies of the DPR, Request for Proposal (RFP) Document / Selected Bid and Concession Agreement in case of PPP project
11. Copy of Resolution passed by the General Body of the ULB / Competent Authority for Borrowing from MUIF
12. Schedule of implementation (bar-chart) for all components of the Project (if not already provided in DPR)

13. Actuals and projections of revenue income and expenditure and capital receipts and expenditure in the format prescribed by the MUIDCL.
14. Copies of Budgets for the last 5 years, including for the latest year, and the latest Audit Report
15. Copy of the latest annual accounts including balance sheet, if available
16. Detailed cash-flow analysis of the project in case project is revenue generating
17. Statement of outstanding and proposed loans

No.

Date

To,  
The Managing Director,  
Maharashtra Urban Infrastructure Development Co. Ltd,  
MUINFRA, Ground Floor, Cr – 2, Inox Building,  
Barister Rajani Patel Road,  
Nariman Point, Mumbai – 400 021,  
Fax No. 6615 7429

(Through: Secretary, Urban Development Department  
Government of Maharashtra)

Sub: Loan Assistance to (Name of the ULB/Agency)  
for the (Name of the Project)

Sir,

The (Name of the ULB/Agency) is undertaking (Name of the Project) for the (Name of the ULB) area. The total estimated cost of the project is Rs. \_\_\_\_\_ Lakhs/Crores. This project has already been sanctioned / is under consideration of the Govt. of Maharashtra for financial assistance under \_\_\_\_\_ . The execution of the project is already underway / proposed to be commenced by (Date). The (Name of the ULB/Agency) requires loan assistance of Rs. \_\_\_\_\_ Lakhs/Crores for the execution of this project. The duly filled, signed and certified loan application form, along with concerned documents, is enclosed for carrying out appraisal of our loan proposal.

You are requested to provide suitable loan assistance under the Project Finance Fund (PFF) Scheme of MUIF, based on the appraisal of the loan application.

Yours faithfully

( Name )  
(Municipal Commissioner  
/ Chief Officer / Chief Executive Officer)

Encl : Loan Application Form and  
Related Documents







