DOCUMENTS REQUIRED TO BE ENCLOSED WITH THE APPLICATION FORM

Identification particulars (**Annex I**).

Statement on prudential norms (**Annex II**).

Information about the management (**Annex III**).

Certified copies of up-to-date Memorandum and Articles of Association of the company.

limited companies

A Board resolution specifically approving the following:-

submission of the application and its contents;

that the company has not commenced any Non Banking Financial Institution (NBFI) activity as on date and shall not commence any NBFI activity in future without obtaining a CoR from RBI.;

that the company has not accepted Public Deposits as on date and shall not accept any Public Deposit in future without prior approval of RBI;

Statutory Auditors Certificate certifying 6(ii) and 6(iii) above.

A copy each of the Profit and Loss account and audited Balance Sheet for the last 3 years or for such shorter period as are available (for companies already in existence).

Business plan of the company for the next three years giving details of its (*a*) thrust of business including projections; (*b*) market segment; and (*c*) projection of income and expenditure.

associated with any unincorporated body which is accepting/ holding deposits in violation of Section 45S of the RBI Act, 1934.

Details of experience of the directors in NBFC business is to be furnished at item 14 of Annexure III. In case, none of the directors has experience, a note indicating as to how the affairs of the company would

Confidential Report from the bankers in respect of each of the following institutions in NBFC business may be obtained and submitted to the Bank alongwith the application form in a SEALED COVER.:-

1. the applicant company;
2. holding company of the applicant company;
3. all the group companies;
4. companies in which the director/s has/have substantial interest;

Bank balance statement/ certified copy of Fixed Deposit/ any other deposit account of applicant company placed with its banker/s in support of maintaining the prescribed level of NOF.

Give brief note on the activities carried out by the company in the last three years, in case any other activity was being carried on and now the company is being converted into NBFC. Furnish details of acquisition, mergers of other companies, if any, in the past.

Whether it had applied to RBI in the past for registration. If yes, give full details.

Information in a separate letter as to whether :

the company has made application to RBI for permission to function as Full Fledged Money Changer; If yes, give particulars, else report "Nil";

the company or any of its directors are involved in any criminal case including Section 138 of the Negotiable Instruments Act, If yes, please give particulars, else report "Nil";

there are any incidents of non-compliance with the directions of Revenue Authorities or any other statutory authority by the applicant company, its holding company/ subsidiaries, If yes, give particulars, else report "Nil";

the company is capable of electronic submission of information through the Internet, as and when called for by Reserve Bank of India;

(i) Is there any FDI in the applicant company? If yes, please indicate: percentage of FDI, details of foreign contributors and submit FIRC in support thereof. Also submit FC-GPR and indicate whether it is through automatic route or with FIPB approval. If it is with FIPB approval, please submit a copy of the approval;

(ii) If it is a foreign entity setting up NBFC in India, whether it is subject to supervisory review in its home country?;

(iii) If it is not regulated in its home country, mention legal status under which it was established and/ or registered with some authority, statutory requirements like submission of returns filing of balance sheet and profit and loss
(iv) Activities undertaken, details of regulator of group/associate companies doing financial activities which are regulated either in the home country or elsewhere, if any.
(v) If any group/ associate company is operating in India, details such as its activities, its partners or associates, regulator/s etc. may be furnished.

INSTRUCTIONS

(Fill up the application form strictly in accordance with these instructions)

GENERAL

Application should be made in the prescribed form only. Wherever space is insufficient, information may be furnished in separate sheet/s.
Application along with enclosures duly completed should be submitted in duplicate, to the Department of Non-Banking Supervision, Reserve Bank of India, Regional Office under whose jurisdiction the registered office of the
A copy of the application as submitted may be kept with the company for its record.
Application should be signed by any of the following officials authorised by the Board of Directors, in this behalf (viz., Chairman, Managing Director, Chief Executive Officer, Company Secretary, a whole-time Director or any
Application should bear common seal of the company.
An acknowledgement for having submitted the application may be obtained from the Regional Office concerned.
The particulars/information to be furnished in Annex II of the application should be based on figures as disclosed in the latest annual audited balance-sheet. However, in the case of a newly incorporated company, such particulars/information should be based on the balance-sheet as on a date falling within thirty days preceding the

ANNEX I

In case the company has changed its name earlier, a list of all the earlier names of the company and date/s of change together with the names of Chief Executive Officer and Chairman at the time of change of name should
The company should also submit a list containing the details of all the court cases pending against it, including those pending in consumer fora..

ANNEX II

For filling up Annex II, please refer to the provisions contained in Non-Banking Financial (Deposit Accepting or Holding)Companies Prudential Norms (Reserve Bank) Directions, 2007 and Non-Banking Financial (Non-Deposit Accepting or Holding) Companies Prudential Norms (Reserve Bank) Directions, 2007 on prudential norms for income recognition, accounting standards, asset classification, provisioning for bad and doubtful debts, capital adequacy, concentration of credit/investment, etc.
The contents of Annex II should be certified by the Statutory Auditors.

ANNEX III

'Substantial interest' means holding of beneficial interest by an individual or his/her spouse or minor child, whether singly or taken together, in shares of a company/capital of a firm, the amount paid-up on which exceeds 10 per cent of the paid-up capital of the company or total capital subscribed by all the partners of a partnership firm.