**APPPLICATION FORM**

**FOR RENEWABLE ENERGY**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1** | **BORROWER DETAILS** | | | | | | | | | | | | | | | | | | | |
|  | Name | | | |  | | | | | | | | | | | | | | | |
| Old Name( if name changed since incorporation) | | | |  | | | | | | | | | | | | | | | |
| Date of Incorporation | | | |  | | | | | | | | | | | | | | | |
| Business | | | |  | | | | | | | | | | | | | | | |
| Address | | | |  | | | | | | | | | | | | | | | |
| Contact details of Authorized Person (Telephone No, & Email) | | | |  | | | | | | | | | | | | | | | |
| Name of Statutory Auditor | | | |  | | | | | | | | | | | | | | | |
| Other Details | | | |  | | | | | | | | | | | | | | | |
| **2** | **PROJECT DETAILS** | | | | | | | | | | | | | | | | | | | |
| **2.a** | **TECHNICAL** | | | | | | | | | | | | | | | | | | | |
|  | Project Type | | | | Solar /Wind/SHP/Biomass/Waste to Energy/Other | | | | | | | | | | | | | | | |
| AC Capacity (in MW)  (in case of Solar ,DC capacity also to be mentioned) | | | |  | | | | | | | | | | | | | | | |
| PPA  (State Discom/ NVVN/SECI/Captive/ Merchant/Third Party/others) ) | | | |  | | | | | | | | | | | | | | | |
| Contracted Capacity, tenor and tariff as per PPA | | | |  | | | | | | | | | | | | | | | |
| Land ( Type, Requirement and status) | | | | **Land** | | | | | **Required** | | | | | **Acquired** | | | | | |
| Agricultural land | | | | |  | | | | |  | | | | | |
| Non-agricultural land | | | | | Govt. Land | | | | |  | | | | | |
| Pvt. Land | | | | |  | | | | | |
| Forest land | | | | |  | | | | |  | | | | | |
| Total | | | | |  | | | | |  | | | | | |
| Power Evacuation Arrangement ( Substation Name, Voltage Level & Approval status ) | | | |  | | | | | | | | | | | | | | | |
| SCOD | | | |  | | | | | | | | | | | | | | | |
| Implementation Mode | | | | EPC/Non-EPC/Package wise contracts | | | | | | | | | | | | | | | |
| Details of EPC Contract | | | |  | | | | | | | | | | | | | | | |
| Details of O&M Contract | | | |  | | | | | | | | | | | | | | | |
| Source of Water Requirement | | | |  | | | | | | | | | | | | | | | |
| **Technology Specific Details** | | | | | | | | | | | | | | | | | | | |
| **i** | **Solar PV** | | | |  | | | | | | | | | | | | | | | |
|  | Insolation level (kWh/sq meter/day) | | | |  | | | | | | | | | | | | | | | |
| GHI | | | |  | | | | | | | | | | | | | | | |
| Number of sunny days available per year | | | |  | | | | | | | | | | | | | | | |
| Solar PV Module details (Type, Make ,Rating) | | | |  | | | | | | | | | | | | | | | |
|  | Inverter (Type, Make, Rating) | | | |  | | | | | | | | | | | | | | | |
| **ii** | **Wind** | | | |  | | | | | | | | | | | | | | | |
|  | Average wind speed at hub height | | | |  | | | | | | | | | | | | | | | |
| WRA Study | | | |  | | | | | | | | | | | | | | | |
| Number of years of wind data available (within a radius of 20 Km from site) | | | |  | | | | | | | | | | | | | | | |
| Machine Configuration | | | | Model | |  | | | | | | | | | | | | | |
| Hub Height | |  | | | | | | | | | | | | | |
| Rotor diameter | |  | | | | | | | | | | | | | |
| Capacity | |  | | | | | | | | | | | | | |
| **iii** | **Small Hydro** | | | |  | | | | | | | | | | | | | | | |
|  | Availability of water throughout the year | | | | Yes/No/NA | | | | | | | | | | | | | | | |
| Hydrology Study | | | |  | | | | | | | | | | | | | | | |
| Head (Maximum, Minimum, Average) | | | |  | | | | | | | | | | | | | | | |
| Discharge (Maximum, Minimum, Average) | | | |  | | | | | | | | | | | | | | | |
|  | Turbine & Generator Details | | | |  | | | | | | | | | | | | | | | |
| **iv** | **Biomass/Waste to Energy** | | | |  | | | | | | | | | | | | | | | |
|  | Type (Specify if based on Concession Agreement) | | | | Biomass/ Waste to Energy | | | | | | | | | | | | | | | |
| Availability of biomass/Waste | | | | Yes / No/NA | | | | | | | | | | | | | | | |
| Type and quantity of biomass / waste available | | | | **Type** | | **Quantity** | | | | | | | | | | **Calorific Value** | | | |
| 1 | |  | | | | | | | | | | |  | | |
| 2 | |  | | | | | | | | | | |  | | |
| 3 | |  | | | | | | | | | | |  | | |
| Land available for energy plantations/ land fill | | | |  | | | | | | | | | | | | | | | |
| BTG specification | | | |  | | | | | | | | | | | | | | | |
| **2.b** | **FINANCIAL OF THE PROJECT** | | | | | | | | | | | | | | | | | | | |
|  | Estimated Project Cost (Incl. IDC) | | | |  | | | | | | | | | | | | | | | |
| IDC | | | |  | | | | | | | | | | | | | | | |
| Debt: Equity | | | |  | | | | | | | | | | | | | | | |
| Debt | | | |  | | | | | | | | | | | | | | | |
| Loan Requested from REC | | | |  | | | | | | | | | | | | | | | |
| Lead FI, if any | | | |  | | | | | | | | | | | | | | | |
| Promoter Contribution | | | |  | | | | | | | | | | | | | | | |
| Projected DSCR(Average & minimum) | | | |  | | | | | | | | | | | | | | | |
| IRR (Post-tax & Pre-tax) | | | |  | | | | | | | | | | | | | | | |
| Construction Period | | | |  | | | | | | | | | | | | | | | |
| Moratorium Period | | | |  | | | | | | | | | | | | | | | |
| Repayment Period | | | |  | | | | | | | | | | | | | | | |
|  | Project Start Date | | | |  | | | | | | | | | | | | | | | |
| SCOD | | | |  | | | | | | | | | | | | | | | |
| Tariff | | | |  | | | | | | | | | | | | | | | |
| Offtaker | | | |  | | | | | | | | | | | | | | | |
| CUF | | | |  | | | | | | | | | | | | | | | |
| **2.c** | **LOCATION OF THE PROJECT** | | | | | | | | | | | | | | | | | | | |
|  | Village | | | |  | | | | | | | | | | | | | | | |
| District (State) | | | |  | | | | | | | | | | | | | | | |
| Nearest Railway station | | | |  | | | | | | | | | | | | | | | |
| Nearest Airport | | | |  | | | | | | | | | | | | | | | |
| **2.d** | **APPROVALS/CLEARANCES** | | | | | | | | | | | | | | | | | | | |
|  | LOA | | | |  | | | | | | | | | | | | | | | |
| Pollution Control | | | |  | | | | | | | | | | | | | | | |
| Gram Panchayat | | | |  | | | | | | | | | | | | | | | |
| Forest Clearance | | | |  | | | | | | | | | | | | | | | |
| Any other, if any | | | |  | | | | | | | | | | | | | | | |
| **2.e** | **DPR Details** | | | | | | | | | | | | | | | | | | | |
|  | DPR Consultant | | | |  | | | | | | | | | | | | | | | |
| Resources Assessment | | | |  | | | | | | | | | | | | | | | |
| Projected Annual Energy Generation / CUF | | | |  | | | | | | | | | | | | | | | |
| **3** | **DETAILS OF THE PROJECT FOR TAKE-OUT** | | | | | | | | | | | | | | | | | | | |
|  | Existing debt detail | | | | **Lender's Name** | **Loan Sanctioned(Rs. in Cr)** | | | | | | **Outstanding(Rs. in Cr)** | | | | **Interest rate** | | | | **Loan maturity date** |
|  |  | | | | | |  | | | |  | | | |  |
| Details of Restructuring in past (if any) | | | |  | | | | | | | | | | | | | | | |
| Loan Requested from REC (In Rs. Cr.) | | | |  | | | | | | | | | | | | | | | |
| Loan requested from other FI (If any)  (mention the name of lead FI) | | | |  | | | | | | | | | | | | | | | |
| Repayment period requested(in Years) | | | |  | | | | | | | | | | | | | | | |
| Reasons for prepayment | | | |  | | | | | | | | | | | | | | | |
| Impact of Debt Re - financing on:  profitability & cost of generation | | | |  | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | |
| Billed Energy since commissioning | | | | **Year** | | | **Net billed energy (MUs)** | | | | | **Billed Amount (Rs. in cr.)** | | | | | **Payment Receipt (Rs Cr)** | | |
| Year 1 | | |  | | | | |  | | | | |  | | |
| Year 2 | | |  | | | | |  | | | | |  | | |
| External Credit Rating. | | | | **Particular** | | | | | **Agency 1** | | | | | **Agency 2** | | | | | |
| Rating | | | | |  | | | | |  | | | | | |
| Date | | | | |  | | | | |  | | | | | |
| Rating Agency | | | | |  | | | | |  | | | | | |
| O&M Expenses Incurred (Annual) | | | | **Year** | | | | | **Amount (Rs Cr)** | | | | | | | | | | |
| Year 1 | | | | |  | | | | | | | | | | |
| Year 2 | | | | |  | | | | | | | | | | |
| **4** | **PROMOTER DETAILS** | | | | | | | | | | | | | | | | | | | |
| **4.a** | Banks/FIs wise repayments made by promoter in last five years | | | | | | | | | | | | | | | | | | | |
| **4.f** | **Details of funds raised maximum up to last 5 financial years by the company** | | | | | | | | | | | | | | | | | | | |
|  | Date | Institution/ Investor | Amount in Rs crores | | | | | | Nature of instrument | | | | | Interest rate if applicable | | | | | Investors | |
| Sanctioned | Disbursed | | | Outstanding | |
|  |  |  |  | | |  | |  | | | | |  | | | | |  | |
| **4.g** | **If promoter is PE Funds/VC Funds/ Infrastructure Funds/ Mutual Funds/Shell Company/Trust, following is to be provided** | | | | | | | | | | | | | | | | | | | |
|  | Name of the fund/ registered office address/ email address, | | | | | | | | | |  | | | | | | | | | |
| Whether domestic/Foreign | | | | | | | | | |  | | | | | | | | | |
| Size / Corpus of the fund | | | | | | | | | |  | | | | | | | | | |
| Credit Rating | | | | | | | | | |  | | | | | | | | | |
| Copy of the term-sheet (if available) | | | | | | | | | |  | | | | | | | | | |
| Note on equity subscription plan | | | | | | | | | |  | | | | | | | | | |
| Brief note on Fund | | | | | | | | | |  | | | | | | | | | |
| Registration status | | | | | | | | | |  | | | | | | | | | |
| Copy of constitution documents (if any) | | | | | | | | | |  | | | | | | | | | |
| Copy of annual accounts. (if any) | | | | | | | | | |  | | | | | | | | | |
| **4.h** | **If Promoter is Banks/FIs/IFCs/NBFCs, following information is required** | | | | | | | | | | | | | | | | | | | |
|  | Name of the equity contributor | | | | | | | | | |  | | | | | | | | | |
| Domestic /foreign institution | | | | | | | | | |  | | | | | | | | | |
| IFC/NBFC by RBI | | | | | | | | | |  | | | | | | | | | |
| Registered Office and Corporate Office address | | | | | | | | | |  | | | | | | | | | |
| Authorized signatory of institution (name and designation) authorized to deal with REC. | | | | | | | | | |  | | | | | | | | | |
| Term sheet of the investment | | | | | | | | | |  | | | | | | | | | |

**Undertaking:** It is hereby undertaken that all material information pertaining to the project has been disclosed, and no such information has been withheld which are likely to influence the decision of the lender(s). It is further undertaken that there is no willful default in compliance of any of the laws as applicable from time to time on the project Company, for the purpose of availing of loan.

**Date: Signature:**

**Place: Name:**

**Designation:**

**Check list & Attachment**

**(Relevant Format are available as attachment):**

**A. Project Related**

|  |  |  |
| --- | --- | --- |
| **S. No.** | **Elements** | **Yes/ No/NA** |
| 1 | Copies of Licenses/Approvals/clearances obtained and/or the communication from authorities reflecting the current status of each of the Licenses/approvals/clearances |  |
| 2 | Project Allotment Letter/ MOU signed with State/Central Government, if applicable |  |
| 3 | Detailed Project Report (DPR) along with Detailed Financial Model |  |
| 4 | Feasibility Report, Cost Estimates and any other studies conducted |  |
| 5 | Environmental and Social impact assessment report |  |
| 6 | Technical specification of plant components |  |
| 7 | Hydrology Studies ( In case of Small Hydro Power)/Wind Assessment Report/Solar Radiation Report |  |
| 8 | Proof of acquisition of land |  |
| 9 | Letter of Allocation, Allotment or Assurance on Fuel and Water |  |
| 10 | Copies of Power purchase agreements |  |
| 11 | Copies of fuel supply agreement in case of Biomass / concession agreement in case of MSW/RDF/Waste to Energy |  |
| 12 | Copies of the major Contracts/Agreements entered into – for Project engineering, procurement and construction |  |
| 13 | Project Layout Diagram |  |
| 14 | PERT/CPM charts showing the detailed schedule of the project |  |
| 15 | List of all the Consultants employed for DPR, Project Management, Detailed Engineering, Owner’s Engineering, etc.  Copy of the sanctioned terms & conditions of the loan to be refinanced |  |
| 16 | Copy of the documents executed, for the loan proposed to be  refinanced |  |
| 17 | Resources Assessment report |  |
| 18 | Project ESMS Asseeement |  |

**B. Borrower Related**

|  |  |  |
| --- | --- | --- |
| **Financial and Other Details** | | |
| 1 | Audited Annual Reports of last 4 financial years along with Auditor’s Report |  |
| 2 | Detailed Shareholding Pattern (% and amount wise) along with changes in last 4 financial years. (Certified by Company secretary) |  |
| 3 | Proposed shareholding structure after complete equity infusion duly signed by director/authorized person |  |
| 4 | Board resolution for investment of committed equity along with approved Project cost/setting up manufacturing project and details of authorized persons to deal with REC |  |
| 5 | Statutory Auditor’s Certificate for Sources of funds and certificate of utilization of funds |  |
| 6 | Copy of appointment letter of Statutory Auditor alongwith ADT-01 and ICAI form registration certificate of statutory auditor. |  |
| 7 | Latest External Credit Rating by RBI/SEBI accredited rating agencies |  |
| 8 | Information memorandum and financial model of lead bank/FI (if not available then of borrower Co) |  |
| 9 | Brief note of the project/borrower. |  |
| 10 | Undertaking/status of litigation (as per REC format) **(Annexure D)** |  |
| 11 | Details of Borrowing arrangements with Bank/FIs **(Annexure E)** |  |
| 12 | Copy of board resolution for investment of committed equity along with authorization |  |
| 13 | Audited Annual Reports of last 4 financial years |  |
| 14 | Sources of funds and certificate of utilization of funds (Statutory Auditor certificate) |  |
| 15 | External Credit Rating by RBI/SEBI accredited rating agencies |  |
| 16 | Detailed Shareholding Pattern (% and amount wise) along with changes in last 4 financial years. (Certified by Company secretary |  |
| 17 | Please give statutory auditor certificate for the status of default or delay in repayment of loans and interest to banks/FIs/NBFCs/Other default in the last four audited financial years. |  |
| 18 | Information memorandum with financial model of lead bank/FI( if not available then of borrower Co) |  |
| 19 | Litigation details as per format I |  |
| **KYC** | | |
| 12 | PAN (Duly certified by CS) |  |
| 13 | Certificate of incorporation (Duly certified by CS) |  |
| 14 | Certified MOA/AOA (Duly certified by CS) |  |
| 15 | Central KYC (CKYC) and Legal Entity Identifier (LEI) number of the company |  |
| 16 | KYC Form of the Borrower Company |  |
| 17 | KYC Forms of directors  (alongwith self-certified copy of PAN, Aadhar, Passport, Employer ID Card) |  |
| 18 | Details of Directors including key personnel and their Experience **(Annexure A)** |  |
| 19 | Details of Beneficial Owner, Politically Exposed Person (PEP) in terms of RBI definition **(Annexure B)** |  |
| **Certifications** | | |
| 20 | A certificate of the company confirming that all related party transactions are on arm's length basis. |  |
| 21 | An undertaking that the company is in compliance of Companies Act 2013 and LODR (Listing obligation and disclosure requirements), if applicable for related party transactions. |  |
| 22 | Statutory auditor certificate for the status of default or delay in repayment of loans and interest to banks/FIs/NBFCs/Other default in the last four audited financial years. **(Annexure C)** |  |
| 23 | Certificate from Statutory auditor that none of the directors of borrower company are disqualified under companies act 2013. |  |
| 24 | Certificate from practicing company secretary or Statutory Auditor or practicing Chartered Accountant that none of the directors of borrower company are disqualified under sec 164 of companies act 2013. |  |
| 25 | Certificate from CEO/CFO/Whole time director (duly stamped and sign) that there are no money laundering cases, combat of financing of terrorism (CFT) cases, cases of any criminal or economic offences against Borrower Company and its directors |  |

Note: It is recommended to arrange to documents as per the above mentioned checklist.

**Annexure A**

Format for Experience of Directors and KMP

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Details of directors(including senior management personnel) of borrower and promoter companies | | | | | | | | | | | |
| **S.no.** | **Name** | **DOB** | **Address** | **Educational qualification** | **PAN** | **DIN** | **Nature(Executive /Nominee/ Independent/**  **Key management personnel)** | **Name of other companies in which director is present** | **Experience in yrs (Total)** | **Experience in yrs (Relevant)** | **Number of sectors in which Individual is present** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

Brief note on experience of Directors of the borrower

**Annexure B**

The following information may be submitted on Company’s letterhead duly, stamped & signed by the CEO/CFO/authorized person of the company:

1. Name of the Company:
2. Listed/Unlisted :
3. Name of Beneficial Owner:

Whether the directors or any other KMP is Politically Exposed Person (PEP) in terms of RBI definition

**Enclosure:** Duly Signed KYC Form of Beneficial Owner

Signature:

Place: Name:

Date:

**Annexure C**

**Format for Statutory Auditor Certificate**

**In respect of the Borrowing Company-Statutory Auditor Certificate – Format**

1. The company **has not defaulted or delayed** in repayment of loans and interest to Banks/FIs since the date of last audited balance sheet and also not defaulted in any repayment of loans and interest to Banks/FIs in last four previous financial years

**OR**

The Company **has defaulted/ delayed** in repayment of loans and interest to Banks/FIs since the date of last audited balance sheet and in the last four previous financial years as follows:

(Amount in Rupees)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Bank/ FI/ NBFC | Principal Amount | Interest Amount | Due Date | Date of Payment | Delay in Days |
|  |  |  |  |  |  |

1. The company has not approached for any restructuring of loans, since the date of last audited balance sheet and also not in past four financial years.
2. The company has not availed CDR scheme in the past.
3. None of the group companies of M/s ……….………. (Borrowing Company) has availed of any loan facility from REC.

**OR**

The following group companies of M/s ……….………. (Borrowing Company) has availed of loan facility(ies) from REC as detailed:

**(Rupees Crore)**

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Group company | Name of the Project | Loan Amount Sanctioned by REC | Date of sanction |
|  |  |  |  |

**Annexure D**

**Litigation undertaking (from the respective CFO/CEO/Whole time Directors of Borrower and Promoter Company(ies)) and their material adverse impact on the financials of the company**

Certification on their respective letter head regarding: -

We, ………. Limited having CIN no…..and registered address at ………………… hereby confirms and undertakes the follwoing:

1. I hereby undertake that there are no Cases/ show cause notices/charge sheets/FIRs filed/ investigations under Prevention of Corruption Act, money laundering cases as per PMLA, FEMA , combat of financing of terrorism (CFT), criminal conspiracy/economic offence and/or no cases/irregularities/litigations pending with CBI, Crime Investigation Department (India), SEBI, ED and other regulatory or statutory authorities etc, pending against the company and its directors.

And/Or

1. I hereby confirms and undertakes that there are following Cases/pending litigations against the company and its directors. Further the material adverse impact of the pending litigations on the financials of the company will be as under

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Pending Litigation particulars** | **Pending With CERC/High Court /Supreme Court** | **Amount involved under litigation**  **(INR in crores)** | **Material adverse impact on PAT/Net Worth**  **(Financial Year Wise)**  **(INR in crores)** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Signature:

Place: Name:

Date:

**Annexure E**

## : Details of borrowing arrangements from other banks (institution-wise and facilitywise)

|  |  |  |
| --- | --- | --- |
| **I** | **Name and address of bank / institution** |  |
| **II.** | **Facilities availed** |  |
| A. | ***Fund–based credit facilities***  (Indicate the nature of facilities e.g. working capital / demand loan / term loan / short term loan) / foreign currency loan, corporate loan / line of credit / Channel financing, bill discounting etc. amount and the purpose) |  |
| B. | ***Non-fund-based facilities other than derivatives***  (Indicate the nature of facilities e.g. L/C, BG, DPG (I & F) etc. amount and the purpose) |  |
| **C**. | ***Derivatives contracts entered into with the bank***  (Indicate the nature of the contract, maturity, amount and the purpose) |  |
| **III.** | **Date of sanction** |  |
| **IV.** | **Present outstanding**  (In the case of derivatives contracts, negative MTM i.e which is not due for settlement may be indicated) |  |
| **V.** | **Overdues position, if any** (In the case of derivatives contracts, the negative MTM i.e. amount payable to the bank under the contract but not yet paid may be indicated) |  |
| **VI.** | **Repayment terms**  (for demand loans, term loans, corporate loans, project - wise finance) |  |
| **VII.** | **Security offered**  (complete details of security both primary and collateral including specific cash flows assigned to project wise finance / loan raised & personal / corporate guarantee, to be furnished) |  |
| **VIII**. | **Requests for facilities which are under process** |  |
| The information to be given for domestic and overseas borrowings from commercial banks, Financial Institutions and NBFCs] | | |

**C. Promoter Related**

|  |  |  |
| --- | --- | --- |
| **Sr.** | **Documents to be submitted** | **Yes/No** |
| **Promoter Contribution and Other Details** | | |
| 1 | Detailed Note on Source of Equity on the letterhead of the company duly signed by the director indicating Equity Contribution, instruments for Equity Contribution (in amount and %age), Equity Commitments of the company in other projects till COD of the project and the Sources of Funds to meet the committed equity requirements of SPVs (Year wise till COD of the project) |  |
| 2 | Group Information **(as per Annexure A)** |  |
| 3 | Group Organogram: Indicating all the group companies and associate companies including percentage of ownership – duly signed by director/authorized personal |  |
| 4 | Chart showing inter-se relationship between Project Company and promoter companies including percentage of ownership. |  |
| 5 | Name of the ultimate promoter/(s) bringing equity in the project along with all intermediary promoters along with organogram for better clarity. |  |
| 6 | Details of projects already commissioned, under implementation & under planning by promoter |  |
| 7 | Brief Note on Promoter, Core-Promoter |  |
| 8 | Board resolution for investment of committed equity in the SPV |  |
| 9 | PAN |  |
| 10 | Certificate of incorporation |  |
| 11 | Date of commencement of business |  |
| 12 | Registered office address ,address for communication |  |
| 13 | External Credit Rating by RBI/SEBI accredited rating agencies |  |
| 14 | Detailed Shareholding Pattern (% and amount wise) along with changes in last 4 financial years. (Certified by Company secretary) |  |
| 15 | Copy of board resolution for investment of committed equity |  |
| 16 | Copy of MoA /AoA |  |
| 17 | Details of Directors including key personnel and their experience |  |
| 18 | Authorized person/s for contact-their email, phone, fax and address for correspondence along with authority letter |  |
| 19 | Please give statutory auditor certificate for the status of default or delay in repayment of loans and interest to banks/FIs/NBFCs/Other default in the last four audited financial years. |  |
| 20 | If your company has availed CDR scheme in the past, please give details of same |  |
| 21 | Details of any restructuring/rescheduling of loans, if any, in past four financial years and time period from last audited account year. |  |
| 22 | If any group company of Promoter Group has availed any loan facilities from REC. |  |
| 23 | Details of existing borrowing arrangements |  |
| 24 | Details of projects already commissioned, under implementation& under planning by promoter |  |
| 25 | Latest CMA information provided to working capital bankers |  |
| 26 | Due diligence report in form as per Annexure D |  |
| 27 | Name and address of the main Bankers having business dealings along with the copy of letter addressed to the Bankers |  |
| 28 | Audited Annual Reports of last 4 financial years |  |
| 29 | Passport details of functional director/ managing director/ individuals (individual promoter) |  |
| 30 | Group Organogram: Indicating all the group companies and associate companies including percentage of ownership |  |
| 31 | Chart showing inter-se relationship between Project Company and promoter companies including percentage of ownership. |  |
| 32 | Details of litigations cases, criminal cases, show cause notices, charge sheets etc pending, if any, against the promoter company and its directors |  |
| 33 | Name of agency, if any hired, for loan syndication or consultant along with appointment letter. |  |
| 34 | **Business Profile**   1. Please attach a detailed note on business and financial policy of your company 2. Major business segments (BS) along with following details |  |
|  | |  |  |  |  | | --- | --- | --- | --- | |  | **BS 1** | **BS 2** | **BS -n** | | Name of each major Business Segment |  |  |  | | Turnover in each business segment |  |  |  | | % to total turnover |  |  |  | | Industry Leader in each business segment |  |  |  | | Turnover of Industry leader in each of business segment |  |  |  | | 1. What are critical factors affecting each business segment of your business 2. Management view for key developments, risks, challenges, opportunities in each business segment 3. Details of Sundry Debtors and Sundry Creditors constituting more than 10% of the total debtors and total creditors of last audited year | | | | |  |
| **Financial Details** | | |
| 9 | Audited Annual Reports [Both at Consol Level and Standalone level of the Promoter(s)] of last 4 financial years along with Auditors Report |  |
| 10 | Copy of appointment letter of Statutory Auditor alongwith ADT-01 and ICAI form registration certificate of statutory auditor. |  |
| 11 | Detailed Shareholding Pattern (% and amount wise) along with changes in last 4 financial years. (Duly Certified by Company secretary) |  |
| 12 | Details of Funds raised by the company in last five years |  |
| 13 | Details of existing borrowing arrangements with Banks/FIs **(as per Annexure C)** |  |
| 14 | Complete debt profile of promoter group (Project-wise and bank wise) as on 31st March 2023 (matching with figures as per Annual report of FY 2023). Lender Wise Debt of Promoter as on 31.03.2023. |  |
| 15 | Repayment schedule of loan/borrowings till FY in which SCOD is scheduled. |  |
| 16 | Letter of Authorization to REC for seeking Credit Information for Promoter(s) accounts with its existing bankers |  |
| 17 | Details of Outstanding Debt (Lender wise and SPV wise) |  |
| 18 | Details of Corporate Guarantees provided |  |
| 19 | Undertaking/status of litigation (as per REC format) **(Annexure G)** |  |
| 20 | External Credit Rating by RBI/SEBI accredited rating agencies along with changes in last 4 financial years. |  |
| **KYC** | | |
| 21 | PAN – certified by CS |  |
| 22 | Certificate of incorporation – certified by CS |  |
| 23 | Certified Copy of MOA/AOA – certified by CS |  |
| 24 | Central KYC (CKYC) and Legal Entity Identifier (LEI) number of the company |  |
| 25 | KYC Form of the promoter(s) company |  |
| 26 | KYC Forms of the Directors and Beneficial Owner and authorized persons of the Company  (alongwith self-certified copy of PAN, Aadhar, Passport, Employer ID Card) |  |
| 27 | Details of Directors including key personnel and their experience (**as per Annexure B)** |  |
| 28 | Details of Beneficial Owner, Politically Exposed Person (PEP) in terms of RBI definition **(Annexure F)** |  |
| 29 | Authority letter for the authorized persons for dealing with REC for the project |  |
| **Certifications** | | |
| 30 | A certificate of the company confirming that all related party transactions are on arm's length basis. |  |
| 31 | An undertaking that the company is in compliance of Companies Act 2013 and LODR (Listing obligation and disclosure requirements), if applicable for related party transactions. |  |
| 32 | Due diligence report **(as per Annexure D)** |  |
| 33 | Please give statutory auditor certificate for the status of default or delay in repayment of loans and interest to banks/FIs/NBFCs/Other default in the last four audited financial years along with some other details. **(as per Annexure E and H)** |  |
| 34 | Certificate from CEO/CFO/Whole time director that there are no money laundering cases, combat of financing of terrorism (CFT) cases, cases of any criminal or economic offences against Borrower Company and its directors |  |
| **Others** | |  |
| 35 | Excel based **Financial Model for projections till SCOD of the project** of promoter at consolidated level with all line items of Balance Sheet, P&L and Cash Flow Statements (including Contingent Liabilities and repayment due of long-term loans) |  |
| 36 | Qualitative questionnaire for the promoter to be signed by the CEO/CFO/Whole time director of the promoter company (Format enclosed herewith). |  |
| 37 | Share price movement of the promoter company – 52week high and 52 week low (If listed). |  |

Note: It is recommended to arrange to documents as per the above mentioned checklist.

**Annexure A**

**Group information**

**(On the letterhead of the company)**

The following information may be submitted for the Promoter Company (Group level) on Company’s letterhead by the CEO/CFO/Director of the company:

1. Promoter Group Name
2. Promoter Group Brief
3. Promoter Group Structure
4. Consolidated financial position at Group level as under:
5. Borrowings
6. Debt Equity ratio
7. Tangible Net Worth
8. Revenues
9. EBITDA
10. Profit After Tax
11. Cash Flows from Operations
12. Operational/Commissioned Portfolio of the Group.
13. Organogram of the Group
14. External Credit Rating of the Group Companies

**Annexure B**

**(On the letterhead of the company)**

Format for Experience of Directors and KMP

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Details of directors (including senior management personnel) of borrower and promoter companies** | | | | | | | | | | | |
| **S.no.** | **Name** | **DOB** | **Address** | **Educational qualification** | **PAN** | **DIN** | **Nature( Executive/**  **Nominee/ Independent/**  **Key management personnel)** | **Name of other companies in which director is present** | **Experience in yrs (Total)** | **Experience in yrs (Relevant)** | **Number of sectors in which Individual is present** |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

Brief note on experience of Directors of the Promoter(s)

**Annexure C**

## Details of borrowing arrangements from other banks (institution-wise and facility wise)

**(On the letterhead of the company)**

|  |  |  |
| --- | --- | --- |
| **I** | **Name and address of bank / institution** |  |
| **II.** | **Facilities availed** |  |
| A. | ***Fund–based credit facilities***  (Indicate the nature of facilities e.g. working capital / demand loan / term loan / short term loan) / foreign currency loan, corporate loan / line of credit / Channel financing, bill discounting etc. amount and the purpose) |  |
| B. | ***Non-fund-based facilities other than derivatives***  (Indicate the nature of facilities e.g. L/C, BG, DPG (I & F) etc. amount and the purpose) |  |
| **C**. | ***Derivatives contracts entered into with the bank***  (Indicate the nature of the contract, maturity, amount and the purpose) |  |
| **III.** | **Date of sanction** |  |
| **IV.** | **Present outstanding**  (In the case of derivatives contracts, negative MTM i.e which is not due for settlement may be indicated) |  |
| **V.** | **Overdues position, if any** (In the case of derivatives contracts, the negative MTM i.e. amount payable to the bank under the contract but not yet paid may be indicated) |  |
| **VI.** | **Repayment terms**  (for demand loans, term loans, corporate loans, project - wise finance) |  |
| **VII.** | **Security offered**  (complete details of security both primary and collateral including specific cash flows assigned to project wise finance / loan raised & personal / corporate guarantee, to be furnished) |  |
| **VIII**. | **Requests for facilities which are under process** |  |
| The information to be given for domestic and overseas borrowings from commercial banks, Financial Institutions and NBFCs] | | |

**Annexure - D**

### Due Diligence Report

**(By CA/CS)**

To,

The CGM

REC Limited

I / We have examined the registers, records, books and papers of \_\_\_\_\_\_\_\_\_\_\_\_ Limited (the Company) as required to be maintained under the Companies Act, 1956 (the Act) and the rules made thereunder, the provisions of various statutes, wherever applicable, the provisions contained in the Memorandum and Articles of Association of the Company as well as the provisions contained in the Listing Agreement/s, if any, entered into by the Company with the recognized stock exchange/s, as may be applicable for the half year ended on \_\_\_\_\_\_\_\_\_\_\_\_ . In my / our opinion and to the best of my / our information and according to the examination carried out by me / us and explanations furnished to me / us by the Company, its officers and agents. I / We report that in respect of the aforesaid period:

1. Board of directors

(a) The management of the Company is carried out by the Board of Directors comprising the following persons:

(b) During the period under review the following changes took place:

2. Shareholding Patterm

(a) The shareholding pattern of the company is as under:

(b) During the period under review the following changes took place:

3. The company has altered the following provisions of

* 1. The Memorandum of Association during the period under review and has complied with the provisions of the Act.
  2. The following Articles of Association during the period under review and has complied with the provisions of the Act.

1. The company has during the period under review, entered into the following transactions with business entities in which directors are interested.
2. The company has during the period under review, advanced loans, given guarantees and provided securities amounting to Rs. ……. to its directors and / or persons or firms or companies in which directors are interested.
3. The Company has during the period under review, made loans and investments; or given guarantees or provided securities to other business entities as under :
4. The amount borrowed by the Company from directors, members, public, financial institutions, banks and others during the period under review is / are within the borrowing limits of the Company. The break-up of the company's borrowings is as under:
5. The Company has during the period under review, not defaulted in the repayment of any public deposits or unsecured loans and the Company or its Directors are not under the Defaulter's list of Reserve Bank of India or in the Specific Approval List of ECGC.
6. The Company has during the period under review, created, modified or satisfied charges on the assets of the company as under :
7. The Forex Exposure and Overseas Borrowings of the company are as under'
8. The Company has issued, offered and allotted all the securities to the persons entitled thereto and has also issued letters, coupons, warrants and certificates thereof to the concerned persons and also redeemed its preference shares / debentures and bought back its shares (wherever applicable) in compliance with the specified procedures and within the stipulated time.
9. The Company has insured all its assets including the secured assets.
10. The Company has complied with the terms and conditions, set forth by the lending institution at the time of availing the facility and also during the currency of the loan and has utilized the funds for the purposes for which these were borrowed.
11. The Company has declared and paid dividends to its shareholders as per the provisions of the Companies Act, 1956.
12. The Company has paid all its statutory dues and that there are no arrears.
13. The Company has complied with the provisions stipulated in Section 372 A of the Companies Act in respect of its Inter Corporate loans and Investments.
14. The Company has complied with the applicable and mandatory Accounting Standards issued by the Institute of Chartered Accountants of India.
15. The Company has credited and paid to the Investor Education and Protection Fund all the unpaid dividends and other amounts required to be so credited.
16. A list of prosecutions initiated against or show cause notices received by the Company for alleged offences under the Act and also the fines and penalties or any other punishment imposed on the Company in such cases is attached.
17. The Company has complied with the various clauses of the Listing Agreement, if applicable.
18. The Company has deposited both Employees' and Employer's contribution to Provident Fund with the prescribed authorities.

**(Note**: The qualification, reservation or adverse remarks, if any, may be stated at the relevant place(s).)

Signature:

Place: Name of CA/CS/Firm:

Date: C.P. No

**Annexure-E**

**Format for statutory auditor certificate (**By Statutory Auditor)

|  |  |  |
| --- | --- | --- |
| **Format for Statutory Auditor Certificate – Promoter** | | |
| **S.No** | **Particulars** | **Details** |
| 1 | Name and CIN of the company |  |
| 2 | Is the Promoter categorized as ‘Wilful Defaulter’ (Suit filed or Non-Suit Filed) by RBI? |  |
| 3 | Details of default and Resolution Plans applicable in the current and past three financial years. |  |
| 4 | Does the Core Promoter have negative net worth in the latest financial year? |  |
| 5 | Does the company have accumulated losses in the Balance Sheet in the past financial year ended 31st March...... (Latest audited financial year)? |  |
| 6 | Details of profit/losses as per P&L statement in last four financial years. |  |
| 7 | Certification that equity infused in the (Borrower Company) by (Promoter Company) since 21/03/2014 has not been raised directly/ indirectly through any kind of debt in compliance of RBI circular no. DNBS(PD) CC.No.371/03.05.02/2013-14. |  |
| 8 | Cash flow from operating activities as per cash flow statement in last four financial years. |  |

**Annexure F**

**Details of beneficial Owner**

The following information may be submitted on Company’s letterhead duly, stamped & signed by the CEO/CFO/authorized person of the company:

1. Name of the Company:
2. Listed/Unlisted :
3. Name of Beneficial Owner:
4. Whether the directors or any other KMP is Politically Exposed Person (PEP) in terms of RBI definition

**Enclosure:** Duly Signed KYC Form of Beneficial Owner

Signature:

Place: Name:

Date:

**Annexure-G**

**Litigation undertaking (from the respective CFO/CEO/Whole time Directors of Borrower and Promoter Company(ies)) and their material adverse impact on the financials of the company**

Certification on their respective letter head regarding: -

We, ………. Limited having CIN no…..and registered address at ………………… hereby confirms and undertakes the following:

1. I hereby undertake that there are no Cases/ show cause notices/charge sheets/FIRs filed/ investigations under Prevention of Corruption Act, money laundering cases as per PMLA, FEMA, combat of financing of terrorism (CFT), criminal conspiracy/economic offence and/or no cases/irregularities/litigations pending with CBI, Crime Investigation Department (India), SEBI, ED and other regulatory or statutory authorities etc, pending against the company and its directors.

And/Or

1. I hereby confirms and undertakes that there are following Cases/pending litigations against the company and its directors. Further the material adverse impact of the pending litigations on the financials of the company will be as under

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** | **Pending Litigation particulars** | **Pending With CERC/High Court /Supreme Court** | **Amount involved under litigation**  **(INR in crores)** | **Material adverse impact on PAT/Net Worth**  **(Financial Year Wise)**  **(INR in crores)** | **Remarks** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Signature:

Name:

Place:

Date:

**Annexure H**

**Format for Statutory Auditor Certificate**

**In respect of the Promoter Company-Statutory Auditor Certificate – Format**

1. The company **has not defaulted or delayed** in repayment of loans and interest to Banks/FIs since the date of last audited balance sheet and also not defaulted in any repayment of loans and interest to Banks/FIs in last four previous financial years

**OR**

The Company **has defaulted/ delayed** in repayment of loans and interest to Banks/FIs since the date of last audited balance sheet and in the last four previous financial years as follows:

(Amount in Rupees)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of Bank/ FI/ NBFC | Principal Amount | Interest Amount | Due Date | Date of Payment | Delay in Days |
|  |  |  |  |  |  |

1. The company has not approached for any restructuring of loans, since the date of last audited balance sheet and also not in past four financial years.
2. The company has not availed CDR scheme in the past.

**Annexure I**

**Project ESMS Assessment**

**Section-1: Company Specific (Promotor/ Core Promoter / Sponsor)**

* 1. **Company Information**

Company Name:  
Company Address:  
Contact Person (Name & Designation):  
Email:  
Phone Number:

* 1. **Does your company have an Environmental and Social Management System (ESMS)?**
* Yes / No
  1. **Has your company faced any environmental or social compliance violations in the last 5 years?**
* Yes / No  
  If yes, provide brief details:
  1. **Does the company conduct regular environmental, social and ethical audits?**
* Yes / No  
  If yes, describe the frequency and scope of these audits.
  1. **Does the company have policies addressing:**
* Waste management? Yes/No
* Occupational health and safety? Yes/No
* Stakeholder engagement? Yes/No
* Gender equality and non-discrimination? Yes/No
* Grievance mechanisms? Yes/No
* Human Rights policy? Yes/No
* Fraud, bribery, and corruption? Yes/No

**Section-2: Project Specific**

2.1 **Project-Specific Information**

Project Name:  
Project Location:  
Project Type (Renewable, Conventional Power, Hydro, Infrastructure):  
Project Stage: (Planning / Construction / Operation)

* 1. **Environmental Impact and Management:**
     1. Has an Environmental Impact Assessment (EIA) been completed for this project?
* Yes / No / Have plan to do  
  If yes, submit the report.
  + 1. Are there mitigation strategies in place to address identified environmental risks?
* Yes / No / Have plan to do  
  If yes, describe briefly:
  + 1. What are the main environmental risks associated with the project (e.g., emissions, water contamination, biodiversity impact, deforestation)?
    2. How is waste managed during the project lifecycle (construction, operation)?
    3. Does the project involve any sensitive or protected ecosystems (forests, rivers, wetlands)?
* Yes / No  
  1. **Social Impact and Community Relations:**
     1. Has a Social Impact Assessment (SIA) been carried out for the project?
* Yes / No / Have plan to do
  + 1. Will the project affect Indigenous communities/local communities in any way?
* Yes / No
  + 1. Are there community engagement programs in place (e.g., consultations, information sharing)?
* Yes / No / Have plan to do
  + 1. Does the project have a formal grievance redressal mechanism for local communities?
* Yes / No   
  + 1. Are there any ongoing community development programs associated with the project (e.g., education, healthcare, infrastructure)?
* Yes / No / Have plan to do  
  If yes, provide details:
  1. **Health and Safety:**
     1. Does the project have a Health and Safety Management Plan in place?
* Yes / No
  + 1. Are there emergency preparedness and response plans in place for the project?
* Yes / No
  1. **Regulatory Compliance and Permits:**
     1. Is the project in compliance with all relevant environmental and social regulations?
* Yes / No
  + 1. List the key environmental and social permits obtained for the project:
  1. **Climate Change and Sustainability:**
     1. Has the project assessed potential climate change risks (e.g., extreme weather conditions like Floods, Cyclones etc)?
* Yes / No

If yes, provide details.

**Declaration to comply Human Rights Requirements**

We hereby commit to the following principles/ensure respect for human rights in all project-related activities:

1. **Respect for Human Rights**All project activities shall uphold human rights and avoid contributing to any human rights abuses.
2. **Non-Discrimination**The project shall ensure equal treatment for all workers and community members, with no discrimination based on race, gender, religion, or other protected characteristics.
3. **No Forced or Child Labor**All forms of forced labour, human trafficking, and child labour are strictly prohibited in the project.
4. **Safe Working Conditions**The project shall maintain a safe and healthy work environment, in full compliance with applicable health and safety standards.
5. **Freedom of Association**The project shall respect employees' rights to join unions and engage in collective bargaining.
6. **Fair Wages and Working Hours**Fair wages shall be provided, and working hours shall comply with local laws and regulations.
7. **Indigenous and Cultural Rights**The project shall respect the rights and cultural practices of Indigenous Peoples, seeking consent for any project impact on their lands.
8. **Environmental Protection**The project shall minimize environmental impacts to protect the health and resources of local communities.
9. **Privacy and Data Protection**The project shall ensure the privacy of employees and community members, in accordance with data protection laws.
10. **Grievance Mechanism**A clear and accessible process for reporting and addressing human rights concerns shall be established.
11. **Human Rights Monitoring**Regular human rights assessments shall be conducted to uphold these commitments.

**Authorized Signature:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Borrower Name and Position:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_