

DOCUMENTS REQUIRED

Company Profile

Brief note on the history of the company and key milestones so far

Detailed resume of Board of Directors and Key Management Personnel (include responsibilities, qualification, and year wise experience details for the firms/companies worked with) ***Any relevant experince in renewable /solar business has to be specifically mentioned in detail with year wise chronology***

Copy of the Memorandum of Association and Articles of Association for companies, and partnership deed for partnership firms.

Copy of quality certificates, export awards, membership of any associations, if any.

Copy of the company's/firm's last income tax return, sales tax return, excise payment and wealth tax return, and EPF/ESIC payments.

Business Related

Brief write-up on company's products (including solar products and components) and technology

Technology upgradation initiatives undertaken in the past and to be undertaken in the future

Brief description of the O&M policy

Number of AMC contracts and the agreement copy for the same.

Copies of purchase orders of current confirmed order book for system intergration business (PV) of the company

Organisation Related

Organistion structure chart

Note on documentation of processes and MIS maintained.

Does the company outsource any part of its SI-PV activities along with list of activities outsourced.

Finance Related

Annual reports for the last three years (2015, 2016 and 2017). Along with divisional financial statements for the solar business, separately if available.

Provisional financial statement for 2017-18

CA Certified net worth statements of promoters as on most recent date (format given in the worksheet -- Net worth proforma) & Copy of IT returns of the promoters

Name of the entity	
Year of establishment	
Year of commencement of system integration (SI-PV) business	
Legal status	
Registered with	
Corporate Identity Number	
Promoter	
Registered office	
Manufacturing facility (full address)	
Number of employees (total)	
Employee attrition (per cent)	
Employee attrition (per cent) - SI-PV business	
Number of employees SI-PV business)	
Certifications and awards	
Brands	
Listed at any stock exchange	
Number of employees (SI-PV business) (Pls mention separately number of employees for SI-Thermal business separately, if applicable)	Manufacturing
	System integration
	O&M
	Research and development
	Marketing
	Others
	Total

PRODUCT DETAILS FOR SOLAR BUSINESS

Product	Output range	Price per unit (Rs. lakh)	No of units sold cumulatively till date	
Total				

REVENUE MIX - BUSINESS WISE

Business	Share in net sales (%)				
	2018-19 (Projected)	2017-18	2016-17	2015-16	2014-15
SI-PV projects					
SI-Thermal projects					
Sales of solar products					
Other businesses					

OPERATIONS AND MAINTENANCE DETAILS - SI (PV)

Outsourced or in-house	:	Both
Number of annual maintenance contracts	:	
Nature of work undertaken annual maintenance contracts	:	
Turn around time (in hours)	:	Critical problems:
	:	Non-critical problems:
No. of personnel	:	
Attrition rate (In per centage for SI-PV business)	:	
Trainings	:	
Number of people involved per project	:	
Qualification of personnel	:	
Network of O&M offices	:	
Outsourced	:	Yes
<i>No. of O&M tie ups (if outsourced)</i>	:	

O&M DEALER DETAILS

Dealer's name	Service/pr oducts	Length of relationship	Location	Name of the contact	Designati on	Contact number	
						Landline	Mobile number

	2017-18	2016-17	2015-16	2014-15	Since inception till 2013-14	Total
Number of System integration (SI) projects undertaken:						
<i>Thermal (No of installations)</i>						
<i>PV (No of installations)</i>						
Cumulative capacity installed						
<i>Thermal (Ipd)</i>						
<i>PV (kW)</i>						
Number of AMC contracts undertaken						
Number of O&M contracts undertaken						

#From April 1, 2014 till date

DETAILS OF MAJOR SI PROJECTS UNDERTAKEN IN 2015-16 AND 2016-17 AS SYSTEM INTEGRATOR (PV)

Name of the project	Product/service	Date of project award	Date of completion	Capacity (KWp)	Monetary value (Rs. lakh)

DETAILS OF PROJECTS EXECUTED IN THE PAST

Name of project	Nature of the project	Capacity (KWp)	Type	Date of project award	Date of installation and performance	Date of completion	Value of projects (Rs. lakh)

SI-PV PROJECTS CURRENTLY BEING EXECUTED

Name of project	Nature of the project	Capacity (KWp)	Value of projects (Rs.)	% Work completed till date	Date of project award	Expected date of completion	PO copy attached

CONFIRMED ORDER BOOK OF SI-PV PROJECTS (pls provide PO copies of the same)

Name of project	Nature of the project	Capacity (KWp)	Value of projects (Rs. lakh)	Date of project	Expected date of	PO copy attached	Amount of advance received

DETAILS OF SI-PV PROJECTS UNDER NEGOTIATIONS

Name of project	Nature of the project	Capacity (KWp)	Value of projects (Rs. lakh)	Expected date of award of project	Expected date of completion

MANAGEMENT INFORMATION**PROMOTER'S/DIRECTOR'S DATA**

Name	
Age	
Qualification	
Designation / responsibilities	
Years of experience	
Year wise experience details in managing renewable energy business (role, designation and company served in chronological order)	
Personal net worth as per CA certified NW statement	
Liquid net worth	

Name	
Age	
Qualification	
Designation / responsibilities	
Years of experience	
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Years of experience	
Year wise experience details in managing renewable energy business (role, designation and company served in chronological order)	
Personal net worth as per CA certified NW statement	
Liquid net worth	

KEY MANAGEMENT PERSONNEL (professionals managing the SI business)

Name	
Age (in years)	
Qualification	
Designation / responsibilities	
Previous experience	
Year wise experience details in managing renewable energy business (role, designation and company served in chronological order)	

Name	
Age (in years)	
Qualification	
Designation / responsibilities	
Previous experience	
Year wise experience details in managing renewable energy business (role, designation and company served in chronological order)	

Note: Detailed resume of Board of Directors and Key Management Personnel (include responsibilities, qualification, and year wise experience details for firms/companies worked with) Any relevant information

OWNERSHIP PATTERN (as on most recent date)

Name	Per cent
Total	100

(Please add rows if required)

ORGANISATIONAL STRUCTURE (please insert flowchart/organogram)

REVENUE BREAKUP

	Estimated figures	Actual figures			
	2018-19	2017-18	2016-17	2015-16	2014-15
Total revenues (Rs. Lakh)					
SI-PV projects					
SI-Thermal projects					
Sales of solar products					
Other businesses					

CURRENT ORDER BOOK

Current order book (Solar photovoltaic system integra *Please provide scanned copies of the purchase orders*

AGEING SCHEDULE OF RECEIVABLES (SOLAR BUSINESS-including SI and product sales)

	Total receivables	< 3 months	3-6 months	6-12 months	12-24 months	> 24 months
As on 31/03/18						
(Rs. lakh)						
As on 31/03/17						
(Rs. lakh)						

AGEING SCHEDULE OF RECEIVABLES (TOTAL REVENUES)

	Total receivables	< 3 months	3-6 months	6-12 months	12-24 months	> 24 months
As on 31/03/18						
(Rs. lakh)						
As on 31/03/17						
(Rs. lakh)						

CUSTOMER DETAILS (top 5 customers for SI-PV projects)

Customer name	Product / Service	Length of relationship	% share in sales	Location	Name of the contact person	Designation	Contact number	
							Landline	Mobile number

SUPPLIER DETAILS (top 5 suppliers for SI-PV business)

Supplier's / Wholesaler's name	Product	Length of relationship	Location	Name of the contact person	Designation	Contact number	
						Landline	Mobile number

BANKING DETAILS**BANKING FACILITIES**

Loan-wise amount outstanding as on the date

Name of the bank	Length of relationship	Facilities availed	Loan amount sanctioned (Rs.lakh)	Outstanding amount as on most recent date	Interest rate (%)

CONTACT DETAILS OF BANKERS

Name of the bank	Location and branch of bank	Name of the contact person	Contact number	
			Landline	Mobile number

Name of the group company / firm	Year of incorporation	Business	Period ended	Net sales	Profit after tax	Net worth/ Capital	Total debt
				Amounts in Rs.lakh			

If the group companies are in the solar SI-PV business, please mention the notable SI projects undertaken by the company:

Name of project	Nature of the project	Capacity (KWH)	Type	Value of projects (Rs. lakh)