

File Number
ID Number
Zone Nature of business
District Code State Code
(To be filled in by RBI)

RESERVE BANK OF INDIA
DEPARTMENT OF SUPERVISION(FINANCIAL COMPANIES WING)

(Please see paragraph 14 of the Notification No.DFC.55/DG(O)-87dated 15th May 1987)

(To be filled in by all residuary non-banking financial companies and submitted to the concerned Regional Office of the Department of Supervision, Financial Companies Wing as specified in paragraph 15 of the Notification)

SCHEDULE 'A'
Return as on March 31, 199 .
(Please see Instructions)

1. Name of the company Income-tax PAN:

2. Full address

(i) Registered Office PIN

Phone No. Telex Fax

(ii) Head/Administrative Office @ PIN

Phone No. Telex Fax

3. Whether a Government Company Yes No

4. Name of the State in which the company is registered

5. Status: # (i) Public Ltd.
(ii) Deemed Public Company
(iii) Private Ltd.
(iv) Branch of a Foreign Company

6. Date of (i) Incorporation
(ii) Commencement of business

7. Financial year of the company

8. Nature of business

9. Classification if given by RBI : Residuary Non-Banking Co./Loan/Investment/Hire Purchase Finance/Equipment Leasing/Mutual Benefit Co./Miscellaneous Non-Banking Co.

10. If registered with RBI, registration No.

11. Number of branches/offices # #

12. Whether a holding company or a subsidiary \$

13. If a joint venture, the names of the promoting institutions:

14. Name(s) of the company's auditors and address(es)

15. Name(s) of the company's bankers and address(es)

@ If it is at a place other than the Registered Office.

Tick the box which is applicable

A list showing the names and addresses of the places where the branches/offices of the company are situated should be enclosed.

\$ If it is a subsidiary, the name of the holding company may be indicated.

INSTRUCTIONS FOR FILLING IN THE RETURN

1. This return should be submitted by a residuary non-banking company covered by Notification No.DFC.55/DG(O)-87 datd the 15th May 1987 once a year as early as possible latest by the 30th September with reference to its position as on the 31st March irrespective of the date of closing of the financial year of the company concerned. A certificate from the auditors of the company should be appended to the return.
2. The submission of the return should not be delayed for any reason such as the finalisation/completion of the audit of the annual accounts. The compilation of the return should be on the basis of the figures available in the books of account of the company.
3. The return, wherever possible, should be sent in a floppy diskette (Floppy size 3.5", package dbase IV+), together with a hard copy, duly signed.
4. The number of accounts should be given in actual figures while **the amounts of deposits should be in thousands of rupees.** Amount should be rounded off to the nearest thousand. For example, an amount of Rs.4,560 should be shown as 5 and not as 4.6 or 5,000. Similarly, an amount of Rs.61,495 is to be shown as 61 and not as 61.4 or 61,000.
5. The return should be signed by Manager (as defined in Section 2 of the Companies Act 1956) and if there is no such Manager, by Managing Director or any official of the company who has been duly authorised by the Board of Directors and whose specimen signature has been furnished to the Reserve Bank for the purpose. In case the specimen signature has not been furnished in the prescribed card, the return must be signed by the authorised official and his specimen signature furnished separately.
6. In case there is nothing to report in any part/item of return, the relevant part/item may marked 'NIL'.
7. 'Subsidiaries' and 'Companies in the same group' mentioned in this return have the same meanings assinged to them in section 4 and section 372(11) respectively, of the Companies Act, 1956.

PART - 1
 Particulars of deposits outstanding
 as on the 31st March, 19 .

Item No.	Particulars	Item Code No.	Number of Certificates outstanding	Amount (in thousands of rupees) (Please see note 3)
(1)	(2)	(3)	(4)	(5)
1	Money received by issue of non-convertible and optionally convertible debentures/bonds (vide note 1 below) : (i) Secured (ii) Unsecured	111 112		
2.	Deposits received from: (i) Shareholders (ii) Others	113 119		
3.	Total (1 + 2)	110		

Notes:

- (1) In the case of partly convertible debentures/bonds, the non-convertible portion should be included under this item and the convertible portion should be shown against item 4 of Part-2.
- (2) The amounts shown in Part-1 should not be shown in Part-2.
- (3) Amount shown against item 3 should include the total amount of deposits received together with interest, bonus, premium or other advantage, accrued or payable to the depositors.

4. Of the total deposits at item 2 above, deposits which are collected in lumpsum and/or by way of subscriptions in instalments under any scheme, the following break-up may be given amount-wise/period-wise:

Break-up of deposits shown under Item 2 of Part-1

(Amount in thousands of rupees)

Period/ Denomination of Certificate	Item Code No	PART - A Deposits accepted/ Certificates sold before 15.5.1987		PART - B Deposits accepted/ Certificates sold on and from 15.5.1987 to 11.4.1993		PART -C Deposits accepted/ certificates sold on or after 12.4.1993		Total (A+B+C)	
		No.of Certificates outstandin g	Total amount of deposits	No. of Certificates outstanding	Total amount of deposits	No. of Certificates outstanding	Total amount of deposits	No. of Certificates outstanding	Total amount of deposits
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
(a) Upto 5 years									
i) upto - 5,000	141								
ii) 5,001 - 10,000	142								
iii) 10,001 - 15,000	143								
iv) 15,001 - 20,000	144								
v) 25,001 - 50,000	145								
vi) Above 50,000	146								
Total	140								
(b) Above 5 years and upto 7 years									
i) upto - 5,000	151								
ii) 5,001 - 10,000	152								
iii) 10,001 - 15,000	153								
iv) 15,001 - 20,000	154								
v) 25,001 - 50,000	155								
vi) Above 50,000	156								
Total	150								
(c) Above 7 years									
i) upto - 5,000	161								
ii) 5,001 - 10,000	162								
iii) 10,001 - 15,000	163								
iv) 15,001 - 20,000	164								
v) 25,001 - 50,000	165								
vi) Above 50,000	166								
Total	160								
Grand Total (a + b + c)	170								

NOTES:

- The amounts shown under columns 4, 6, 8 and 10 should represent the aggregate of the denominations of the certificates issued/deposits accepted and should not include the interest, bonus, premium and other advantages, accrued or payable to the depositors.
- The period-wise classification of certificates issued/deposits accepted should be made according to the periods they have been originally issued/accepted/renewed and not according to the periods they have to run as from the 31st March, i.e. the date of this return.
- Brief details of the types of savings schemes, face value, duration, number and amount of instalments payable and the amount payable by way of interest, premium, bonus or other advantage by whatever names called, may be given as annexure/s.

Particulars of deposits in respect of defaults have occurred

(Amounts in thousands of rupees)

Particulars (1)	Item Code No. (2)	Number of Certificates outstanding (3)	Face value (4)	Total amount of deposits in respect of column (3) as on 31.3.19 (5)
(A) Of the total deposits at item 2 in Part-1				
i) those which have matured/become payable but not claimed	181			
ii) those which have become payable/surrendered/claimed but not paid :				
a) outstanding at the beginning of the year	182			
b) out of (a) above repaid during the year	183			
c) matured/surrendered/claimed during the year but not paid i.e. additions during the year.	184			
d) outstanding at the end of the year	185			
e) out of (d) above, those involved in litigation.	186			
(B) Of the total deposits at item 2 in Part-1				
i) Certificates sold/issued during the year	187			
ii) Certificates renewed/revived during the year.	188			

Note: The reasons for non-payment of each deposit and the steps taken for repayment should be indicated in an annexure.

PART - 2

Particulars of exempted borrowings not counting as deposits in terms of section 45 I (bb) of the Reserve Bank of India Act, 1934

As on March 31, 19

Item No.	Particulars	Item Code No.	Number of Accounts	Amounts(in thousands of rupees)
(1)	(2)	(3)	(4)	(5)
1.	Borrowings from banks and other specified financial institutions	201		
2.	Money received from employees of the company by way of security deposits	202		
3.	Money received by way of security or advance from purchasing, selling or other agents in the course of company's business or advance received against orders for supply of goods or properties or for rendering of services	203		
4.	Money received by issue of convertible debentures/bonds (See also item No.1 of Part-1)	204		
5.	Money received by way of subscription to any shares or convertible debentures/bonds <u>pending allotment</u> or money received by way of <u>Calls in advance</u> on shares in accordance with the Articles of Association so long as such amount is not repayable to the shareholders under the Articles of Association of the company.	205		
6.	Total (1 to 5)	200		

PART - 3

Statement showing the "Net Owned Fund"

Item No.	Particulars	Item Code No.	Amounts (in thousands of rupees)
(1)	(2)	(3)	(4)
1.	Net owned fund [Figures to be furnished as per the latest balance sheet <u>preceding</u> the date of the return - Balance sheet as on] i) Paid-up Equity Capital ii) Free Reserves*	311 312	
2.	Total (i + ii) - A	310	
3.	(i) Accumulated balance of loss (ii) Balance of deferred revenue expenditure (iii) Other intangible assets (please specify)	321 322 323	
4.	Total (i + ii + iii) - B	320	
5.	C = (A - B)	330	
6.	Book value of investments in shares of (i) subsidiaries of the company (ii) companies in the same group (iii) all other non-banking financial companies (Details in Annexure No.)	341 342 343	
7.	Book value of debentures and bonds of		

	(i) subsidiaries of the company (ii) companies in the same group (Details in Annexure No.)	344 345	
8.	Outstanding loans and advances (including inter-corporate deposits, hire purchase and lease finance**) made to, and deposits with (i) subsidiaries of the company (ii) companies in the same group (Details in Annexure No.)	346 347	
9.	Aggregate of 6 + 7+ 8 D	340	
10.	Amount of 9 in excess of 10% of 5 E	350	
11.	Net Owned Fund (5 - 10) F = (C - E)	300	

Note : 1. Furnish the following relating to latest balance sheet/date of returns

12.	Preference Share Capital as per the latest balance sheet	361	
13.	Preference share capital as on the date of this return	362	
14.	Total liabilities as per the latest balance sheet	360	

2. “Free Reserves” mentioned under item 1 of Part 3 shall include the balance in the share premium account, capital and debenture redemption reserves and any other reserve shown or published in the balance sheet and created through an allocation of profits (including credit balance of Profit & Loss Account) but not being :
 - (i) a reserve created for repayment of any future liability or for depreciation of assets or for provision against non-performing assets/bad debts; or
 - (ii) a reserve created by revaluation of the assets of the company.
3. ‘Hire purchase’ exposures would mean stock-on-hire less unmatured finance charges. ‘Lease finance’ would mean written down value of Assets on lease +/- Lease Adjustment Account.

PART - 4

Statement showing outstanding credit exposures viz., loans and advances, hire-purchase and equipment leasing, bills discounting, inter-corporate deposits (other than those mentioned at item 8 of Part - 3) as on March 31, 19 .

Item No.	Particulars	Item Code No.	Amounts (in thousands of rupees)
(1)	(2)	(3)	(4)
1.	Subsidiaries of the company (Details in Annexure No.)	411	
2.	Companies in the same group (Details in Annexure No.)	412	
3.	Companies, firms and proprietary concerns where directors of the company hold substantial interest (Please see note 1 of Part-5). (Details in Annexure No.)	420	
4.	Others: (i) Companies not in the same Group (ii) Directors (iii) Shareholders (iv) Chief Executive Officer and other employees (v) Purchasing, Selling and other Agents (vi) Depositors (vii) Others	431 432 433 434 435 436 437	
5.	Total (i + ii + iii + iv + v + vi + vii)	430	
6.	Grand Total (1 + 3)	400	

NOTE : Sundry debtors, tax paid in advance and other recoverable items not in the nature of loans and advances should NOT be shown in this statement.

PART - 5
 Statement showing investments at book value
 (other than those mentioned at items 6 & 7 of Part-3)
 (As on March 31, 19)

Item No.	Particulars	Item Code No.	Amounts (in thousands of rupees)
(1)	(2)	(3)	(4)
1.	Investment in shares of (i) Subsidiaries of the company (ii) Companies in the same group (iii) Other non-banking financial companies	511 512 513	
2.	Investment in debentures, bonds and commercial papers of (i) Subsidiaries of the company (ii) Companies in the same group	515 516	
3.	Investments in shares of and debentures/bonds and commercial papers issued by companies and contribution to the capital of firms and proprietary concerns where directors of the company hold substantial interest. (Please see note 1) (Details in Annexure No.)	520	
4.	Shares, debentures/bonds and commercial papers of other companies.	530	
5.	Other Investments (i) Fixed deposits with banks/certificates of deposits issued by banks (other than those included in Part-4) (ii) Balances in any other deposit accounts with bank/s (iii) Others (Please furnish a list showing book value and market value)	541 542 543	
6.	Total (i + ii + iii)	540	
7.	Grand Total (1 + 2 + 4)	500	

NOTES:

- ‘Substantial interest’ means holding of a beneficial interest by an individual or his/her spouse or minor child, whether singly or taken together, in the shares of a company, the amount paid up on which exceeds ten per cent of the paid up capital of the company or total capital subscribed by all the partners of a partnership firm.
- Details of shares, debentures and commercial papers held in investment account or by way of stock-in-trade should be included in this part.
- Fixed deposits with companies should not be included here but should be shown in Parts 3 & 6.
- Furnish the following information as per the latest balance sheet

8.	Fixed Assets	551	
9.	Total Assets	550	

PART - 6

Particulars relating to security for depositors (Paragraph 6 of Notification No.DFC.55/DG(O)-87 dated 15.5.1987) as at the preceding 30th September and 31st March, 19 , the date of this return

Name of the designated bank _____
 (Please see Note No.3 below)

(Amounts in thousands of rupees)

Item No.	Particulars	Item Code No.	Prior to commencement of the Directions i.e.before May 15, 1987	After the commencement of the Directions i.e.on and from May 15, 1987		
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Total amount of deposits (please see note 1)					
2.	Security for depositors: (Please see Note No.4 below) (a) Fixed Deposits with and certificate of deposits issued by public sector bank/s (free from any charge or lien) (b) Investments in (at Market Value) i) Unencumbered securities of the Central and/or State Governments or Government guaranteed bonds ii) Other unencumbered securities in which a Trustee is entitled to invest trust money by any law for the time being in force in India iii) Investments in unencumbered bonds or fixed deposits issued by any Corporation established or constituted under any Central or State enactment.	611 612 613 614				
3.	Total	600				

Notes:

1. ‘Total amount of deposits’ would mean amount of deposits received together with interest, bonus, premium or other advantage, accrued or payable to the depositors. The aggregate of the amounts under columns 5 and 7 against item 1 of this Part should agree with item 2 of Part-1.
2. If the investments against items 2(a) and 2(b) above were less than the prescribed minimum in paragraphs 6(a) and (b) of Notification No. DFC.55/DG(O)-87 dated 15.5.1987, the company must explain in an accompanying letter the reasons therefor.
3. The name of the public sector bank with which the above securities are entrusted in terms of paragraph 6(3) of the above notification may be mentioned. If no such bank has been entrusted with the securities, the reasons therefor must be mentioned in an accompanying letter.
4. Please give full particulars of the fixed deposits/securities mentioned against item 2 above, indicating their book value and market value (in case of securities) in an Annexure (Annexure No.).

PART - 7

**Business statistics/information for the
financial year ended 199 ***

Item	Particulars	Item Code No	Amount (in thousands of rupees)
1	2	3	4

I. Disbursements (Fund based activities)

1.	Loans and advances (including ICDs, hire-purchase, equipment leasing)	
	(a) Inter-corporate loans/deposits (total volume)	701
	(b) Others (total volume)	702
2.	Bills discounted (total volume)	703
3.	Of 2, bills rediscounted (total volume)	704

II. Trading in shares/securities

4.	Purchases/sales of shares/debentures/commercial papers:	
	a) Purchases (Total volume)	705
	b) Sales (Total volume)	706

III. Status of receivables

5.	ICD receivables > 6 months	707
6.	ICD receivables < 6 months	708
7.	Other receivables > 6 months	709
8.	Other receivables < 6 months	710

IV. Selected income and expenditure particulars

Fund based income:

9.	Investment income:	720
	a) From Fixed Deposits/CDs	721
	b) From Govt./approved securities	722
	c) Dividend/interest on other investments	723
	d) Profit/(Loss) on sale of shares/debentures/commercial papers	724
10.	Interest income:	730
	a) Inter-corporate deposits/loans	731

b) Other loans & advances	732
11. One-time charge from new depositor/subscriber towards cost of expenses for issuing brochure, application form and servicing of the depositor's account	741
12. Bills discounting income (Net of rediscounting charges)	742
13. Other fund based income(Please specify)	743
14. Total fund based income [9(a) to (d) + 10(a+b)+ 11+12+13]	740
15. Fee based income, if any(Please specify)	745
16. Total income (14 + 15)	750
V. <u>Interest and other financing costs</u>	760
17. Interest paid/payable on fixed deposits	761
18. Agents' commission	762
19. Reimbursement of expenses to agents	763
20. Other financing costs	764
VI. Operating expenses	
21. Employee costs	771
22. Other administrative cost.	772
23. Depreciation on own assets	773
24. Intangible assets amortised	774
25. Provision for diminution in value of investments	775
26. Provision for bad/doubtful debts assets	776
27. Total expenses (17 to 26)	770
28. Profit before tax (16-27)	775
29. Tax	776
30. Profit after tax (28-29)	700

Note :

* Particulars in this part should be for a full financial year. If the company closes its books on any date other than on 31st March, the date of closing of the books and the period should be indicated.

C E R T I F I C A T E

Manager's/Managing Director's/Authorised Official's* Certificate :

1. Certified that the directions contained in the Residuary Non-Banking Companies (Reserve Bank) Directions, 1987 are being complied with.
2. Further certified that the particulars/information furnished in this Return have been verified and found to be correct and complete in all respects.

Signature of Manager/Manager
Director/Authorised Official

Date :

Place:

Auditor's Report

We have examined the books of account and other records maintained by
.....Company Limited in respect of the data furnished in this return and report
that to the best of our knowledge and according to the information and explanations given to us and
shown by the records examined by us, the data furnished in this return are correct.

Place :

Date:

Chartered Accountants

* Strike off whichever is not applicable.

Enclosures to the return :

1. The following documents should be submitted along with the return in case they have not already been sent. Please tick in the box against the item for the documents enclosed and state the date of submission in other cases.
 - (i) A copy of the audited balance sheet and profit and loss account dated nearest to the date of return.
 - (ii) Specimen signature card (Please see instruction No.5)
 - (iii) A copy of application form referred to in paragraph 8 of the Notification No.DFC.55/DG(O)-87 dated the 15th May, 1987.
2. A list of Principal officers and the names and addresses of directors in the form enclosed is to be sent with this return.

List of principal officers and directors of

.....
Company Ltd. during the year ending March 31, 19

I. Principal Officers

Sr. No.	Name	Address & telephone No.	Designation	If director in any company/ies, name/s of the company/ies
-----	-----	-----	-----	-----

II. Directors

Sr. No.	Name	Address	% of equity shares of the company held by the director, his spouse and minor children	Names of other companies where he is a director
-----	-----	-----	-----	-----

Date :

Signature of Manager/Managing
Director/Authorised Official

Place:

Name :

Designation: