**( FOR SANCTIONED LIMIT UPTO Rs 100 LACS ) (ANNEXURE I )**

**CENTRAL BANK OF INDIA, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STOCK STATEMENT FOR THE MONTH OF \_\_\_\_\_\_\_\_\_\_**

**The Branch Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir,

Reg: Working Capital Limit of Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sanctioned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement of stock in the Unit / Godown and Compound of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ belonging to

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hypothecated with CENTRAL BANK OF INDIA

Address of the unit /godown:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Items | Description |  | Balance at the end of the month (as on \_\_\_) Rs. | Remarks |
| A |  | B | C | I |
| Raw Material |  |  |  |  |
| Semi-Finished Goods |  |  |  |  |
| Finished Goods |  |  |  |  |
| Other consumables if any |  |  |  |  |
| SUB TOTAL |  | XXX |  | XXX |
| Less Trade Creditors |  |  |  |  |
| Less: Obsolete Stock |  |  |  |  |
| Net Value of Stock |  |  |  |  |

Valuation: Raw material @ Cost of purchase, Semi Finished Goods @ Cost of Production, Finished Goods @ Cost of Sales

Statement of Sundry Debtors of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
|  | Balance at the end of the month (as on \_\_\_) | Remarks |
| Total Trade Debtors (consolidated) |  |  |
| Less: Debtors above 90/180/\_\_\_ days |  |  |
| Net Sundry Debtors |  |  |

Place:

Date: **[Signature]**

# DECLARATION

I / We certify that

1. The assets details above are hypothecated to the Bank as security for the captioned limit
2. The assets are my/our exclusive property and no other person has any interest, lien or charge thereon
3. The quantity of raw materials, goods-in-process and finished goods represent the true and accurate stock inpossession as on date of the statement and are in conformity with my / our permanent book of account
4. The rates of valuation indicating above reflect the prescribed rates or the controlled rates whichever are the lowest
5. The bills which have been sent by me/us either through you or direct to the drawees represent the dispatch of goods manufactured by me/us as evidenced by copies of orders / invoice bills held on our record and the drawees of these bills are not my / our associate concerns
6. The assets detailed above are insured for the full market value for Rs \_\_\_\_\_\_\_\_\_\_\_\_\_and the relative insurance policies, with your bank’s hypothecation clause, are in force and are held by us
7. Stock Reported does not include any unpaid items except reported in Sundry Creditors.

I / We further confirm that the drawings on my/our captioned limit as on date of this statement are within the permitted level.

Place:

Date: For M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**( FOR SANCTIONED LIMIT Rs 100 LACS & ABOVE) (ANNEXURE II )**

**CENTRAL BANK OF INDIA, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUMMARY OF STOCK/ BOOK DEBT STATEMENT FOR THE MONTH OF \_\_\_\_\_\_\_\_\_\_**

**The Branch Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Dear Sir,

Reg: Working Capital Limit of Rs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sanctioned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Statement of stock in the Unit / Go down and Compound of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ belonging

to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hypothecated with CENTRAL BANK OF INDIA Address of the unit /godown:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Items | Descript ion | Balance at the beginning of the month Rs. | Received during the month Rs. | Delivered during the month Rs. | Balance at the end of the month (as on  \_\_\_) Rs. | Remarks |
| A | B | C | D | E | F=C+D-E | I |
| Raw Material |  |  |  |  |  |  |
| Semi-Finished Goods |  |  |  |  |  |  |
| Finished Goods |  |  |  |  |  |  |
| Other consumables if any |  |  |  |  |  |  |
| SUB TOTAL | XXX | XXX | XXX | XXX |  | XXX |
| Less Trade Creditors |  |  |  |  |  |  |
| Less: Obsolete Stock |  |  |  |  |  |  |
| Net Value of Stock |  |  |  |  |  |  |

Basis of Valuation: Raw material @ Cost of purchase, Semi Finished Goods @ Cost of Production, Finished Goods @ Cost of Sales

(Item wise details with rate per unit, quantity & closing balance has to be submitted in the specified format Annexure II – A)

Statement of Sundry Debtors of M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Balance at the beginning of the month | Invoiced during the month | Payment received during the month | Balance at the end of the month (as on  \_\_\_) | Remarks |
| Total Trade Debtors |  |  |  |  |  |  |
| Less: Debtors  90/180/\_\_\_ days | above | XXXX | XXXX | XXXX |  |  |
| Net Sundry Debtors |  | XXXX | XXXX | XXXX |  |  |

Place:

Date: **[Signature]**

# DECLARATION

I / We certify that

1. The assets details above are hypothecated to the Bank as security for the captioned limit
2. The assets are my/our exclusive property and no other person has any interest, lien or charge thereon
3. The quantity of raw materials, goods-in-process and finished goods represent the true and accurate stock in possession as on date of the statement and are in conformity with my / our permanent book of account
4. The rates of valuation indicating above reflect the prescribed rates or the controlled rates whichever are the lowest
5. The bills which have been sent by me/us either through you or direct to the drawees represent the dispatch of goods manufactured by me/us as evidenced by copies of orders / invoice bills held on our record and the drawees of these bills are not my / our associate concerns
6. The assets detailed above are insured for the full market value for Rs \_\_\_\_\_\_\_\_\_\_\_\_ and the relative insurance policies, with your bank’s hypothecation clause, are in force and are held by us
7. Stock Reported does not include any unpaid items except reported in Sundry Creditors.
8. ***List of Debtors and Creditors with name of the Beneficiary and Amount along-with Aging (Period-wise)***
9. ***List of related party Transactions with details of related party Names, Amount and Date, Nature of Transactions.***
10. ***List of inter-related party transactions with details of party Names, Amount and Date, Nature of Transactions.***

***I /We confirm that the above submissions for point No 8 /9 /10 are maintained arm’s length relationship in pricing, Dealings within the related parties.***

I / We further confirm that the drawings on my/our captioned limit as on date of this statement are within the permitted level.

Place:

Date: For M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(ANNEXURE II A)**

**ITEM WISE DETAILS OF STOCK AS ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **RAW MATERIAL** |  |  |  |
| **Sl No.** | **Item details** | **No of Units** | **Rate per Unit** | **Total Value** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
|  |  |  | **SUB TOTAL** |  |
|  | **SEMI FINISHED GOODS** |  |  |  |
| **Sl No** | **Item details** | **No of Units** | **Rate per Unit** | **Total Value** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
|  |  |  | **SUB TOTAL** |  |
|  | **FINISHED GOODS** |  |  |  |
| **Sl No** | **Item details** | **No of Units** | **Rate per Unit** | **Total Value** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
|  |  |  | **SUB TOTAL** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***DETAILS OF BOOK DEBTS AS ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | |  |  |
| **Sl No** | ***Name of the buyer*** | ***Date of invoice*** | ***Amount*** | ***Age / Period. 30/60/90/180 days*** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |
|  |  | ***TOTAL*** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***LIST OF DEBTORS AS ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | |  |  |
| ***Sl No*** | ***Name of the Beneficiary*** | ***Date of invoice*** | ***Amount*** | ***Age / Period 30/60/90/180 days*** |
| ***1*** |  |  |  |  |
| ***2*** |  |  |  |  |
| ***3*** |  |  |  |  |
| ***4*** |  |  |  |  |
|  |  | ***TOTAL*** |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ***LIST OF CREDITORS AS ON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | |  |  |
| ***Sl No*** | ***Name of the Beneficiary*** | ***Date of invoice*** | ***Amount*** | ***Age / Period***  ***30/60/90/180 days*** |
| ***1*** |  |  |  |  |
| ***2*** |  |  |  |  |
| ***3*** |  |  |  |  |
| ***4*** |  |  |  |  |
|  |  | ***TOTAL*** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***LIST OF RELATED PARTY TRANSACTION FOR THE MONTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | | | |
| ***Sl No*** | ***Name of the Party*** | ***Relationship*** | ***Date*** | ***Amount*** | ***Nature of Transaction*** |
| ***1*** |  |  |  |  |  |
| ***2*** |  |  |  |  |  |
| ***3*** |  |  |  |  |  |
| ***4*** |  |  |  |  |  |
|  |  |  | ***TOTAL*** |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***LIST OF INTER-RELATED PARTY TRANSACTION FOR THE MONTH \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*** | | | | | |
| ***Sl No*** | ***Name of the Party*** | ***Relationship*** | ***Date*** | ***Amount*** | ***Nature of Transaction*** |
| ***1*** |  |  |  |  |  |
| ***2*** |  |  |  |  |  |
| ***3*** |  |  |  |  |  |
| ***4*** |  |  |  |  |  |
|  |  |  | ***TOTAL*** |  |  |

Place:

Date: For M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE:**