Abstract

This document summarizes functional needs of credit guarantee business for new and continuity guarantee issuance for Startup scheme.  
Intention is to collate & track functional specifications of underlying business processes for Credit Guarantee scheme for startups guarantee business and provide a firm base for further interpretations of software requirements & specifications.

Business Requirement Document

**Credit Guarantee scheme for startups – Umbrella Based – VDF Application, VDF Fund Details, New CG, Portfolio Performance Update, VDF Enhancement, Continuity of CG, closure of Fund or Invocation of Guarantee, Full and Final Claim , Recoveries and Reports**

**Document Version History**

|  |  |  |  |
| --- | --- | --- | --- |
| Version No. | Remarks | Date | Author |
| 1.0 | Baseline – VDF Fund ,VDF Fund Details, New CG Request ,Disbursement and Reports | 27-Sept-2022 | Supriya Shinde |
| 2.0 | CR- VDF Fund ,VDF Fund Details, VDF Fund Details Renewal, New CG Request , CG Continuity and Reports | 09-05-2023 | Supriya Shinde- Dhuri |
| 3.0 | As per client mail updated changes. | 04-07-2023 | Supriya Shinde- Dhuri |
| 3.1 | New CR | 20-10-2023 | Supriya Shinde-Dhuri |
| 4.0 | New CR – Added Pending Modules | 02-7-2024 | Deepti Pujari |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Signature** | : |  |  | **Signature** | : |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **Date** | : |  |  | **Date** | : |  |
| **Name** | : | Anindya Pal. |  | **Name** | : | Ravi Kale |
| **Designation** | : | DGM  National Credit Guarantee Trustee Company Ltd |  | **Designation** | : | Project Manager  ESDS Ltd. |

**Table of Content:**

[**1.1** **Introduction** 5](#_Toc170832131)

[**1.1.1** **Fund & Docket Construct** 5](#_Toc170832132)

[**1.2** **VDF Registration Process** 6](#_Toc170832133)

[**1.2.1** **New Credit Guarantees – Request for Quotes and Issue of Guarantees** 6](#_Toc170832134)

[**1.2.2** **VDF Application** 7](#_Toc170832135)

[**1.2.3** **VDF Application Fields** 7](#_Toc170832136)

[**1.2.4** **VDF Fund and CG Fees Issuance** 9](#_Toc170832137)

[**1.2.5** **VDF Fund Details Fields** 9](#_Toc170832138)

[**1.2.6** **Generation VDF Fund Details** 11](#_Toc170832139)

[**1.2.7** **Calculate Credit Guarantee Fees** 11](#_Toc170832140)

[**1.2.7.1** **Calculating Credit Guarantee Fees** 11](#_Toc170832141)

[**1.2.7.2** **Calculating Tax on Credit Guarantee Fees** 12](#_Toc170832142)

[**1.2.7.2.1** **Calculation based on GST** 12](#_Toc170832143)

[**1.2.8** **Allotting Credit Guarantee Unique Identifiers - CGPAN** 14](#_Toc170832144)

[**1.2.9** **Demand Advice for Guarantee Charges** 14](#_Toc170832145)

[**1.2.9.1** **CGDAN – Demand Advice: New Guarantee Cover - Individual** 15](#_Toc170832146)

[**1.2.9.2** **BATCHDAN – Demand Advice: New Guarantee Cover - Batch** 15](#_Toc170832147)

[**2.1 Input File Layout** 16](#_Toc170832148)

[**2.1.1** **Layout: Input File – New CG Issuance** 16](#_Toc170832149)

[**2.1.2** **Input File Format Processed By SURGE** 16](#_Toc170832150)

[**2.1.3 Preparation of Input File** 16](#_Toc170832151)

[**2.1.4 Preparing & Uploading the Input File** 17](#_Toc170832152)

[**2.1.5** **Eligibility Criteria Checks** 17](#_Toc170832153)

[**4. Input File Layout- Continuity of CG** 18](#_Toc170832154)

[**4.1 Layout: Input File – Continuing Credit Guarantee** 20](#_Toc170832155)

[**4.1.1 Input File Format Processed By SURGE** 20](#_Toc170832156)

[**4.1.2 Preparation of Input File** 20](#_Toc170832157)

[**4.1.3 Preparing & Uploading the Input File** 21](#_Toc170832158)

[**4.1.4 Eligibility Criteria Checks** 22](#_Toc170832159)

[**5. CG Status** 24](#_Toc170832160)

[**5.1 Payment of CG Fees/Taxes in Stipulated Time (VDF Fund Details)** 24](#_Toc170832161)

[**6. Persisting the Loan Account Information in Table** 24](#_Toc170832162)

[**6.1 New Credit Guarantee Information** 24](#_Toc170832163)

[**6.1.1** **Continue Credit Guarantee Information** 25](#_Toc170832164)

[**7. Portfolio Update** 25](#_Toc170832165)

[**7.1 Layout: Input File – Portfolio Update** 25](#_Toc170832166)

[**7.2** **Input File Format Processed By SURGE** 26](#_Toc170832167)

[**8. VDF Enhancement** 26](#_Toc170832168)

[**8.1** **CG Fees Calculation** 27](#_Toc170832169)

[**9.VDF Continuity** 27](#_Toc170832170)

[**9.2** **CG Fees Calculation** 28](#_Toc170832171)

[**10.INVOCATION OF GUARANTEE / CLOSURE OF FUND** 30](#_Toc170832172)

[**10.1** **CG Fees Calculation** 31](#_Toc170832173)

[**11.Full & Final Claim** 33](#_Toc170832174)

[**11.1** **CG Fees Calculation (illustration)** 35](#_Toc170832175)

[**12.Post Claim Recovery** 39](#_Toc170832176)

[**13. Reports** 42](#_Toc170832177)

**Glossary**

Glossary of Important Terms used in this document.

|  |  |  |
| --- | --- | --- |
| S. No. | Term | Description |
| 1 | BATCHDAN | Batch Demand Advisory Number - a Unique Credit Guarantee Demand Number generated by NCGTC processing system for demand of CG Fees for batch of loan records which MI needs to pay to avail the CG cover. |
| 2 | CG | Credit Guarantee |
| 3 | CGDAN | Credit Guarantee Demand Advisory Number - a Unique Credit Guarantee Demand Number generated by NCGTC processing system for each loan record demand of CG Fees, which MI needs to pay to avail the CG cover. |
| 4 | CGPAN | Credit Guarantee Permanent Account Number – a Unique Credit Guarantee Number generated by NCGTC processing system while issuing the Credit Guarantee. |
| 5 | DDMMYYYY | DD- Date; MM-Month; YYYY-Year (4 digit) |
| 6 | eGov Standards | E Government Standards – Information Technology Standards. |
| 7 | FY | Financial Year |
| 8 | IFSC | An Indian Financial System Code - an alphanumeric code that uniquely identifies a bank-branch. |
| 9 | MI | The lending/investing institutions should be:   * Scheduled Commercial Banks and Financial Institutions. * RBI registered Non-Banking Financial Companies (NBFCs) having a rating of BBB and above as rated by external credit rating agencies accredited by RBI and having minimum net worth of ` 100 crore. * However, it may be noted that in case an NBFC subsequently becomes ineligible, due to a downgrade in the credit rating below BBB, the NBFC shall not be eligible for further guarantee cover till upgradation again to eligible category. * SEBI registered Alternative Investment Funds (AIFs) |
| 12 | NCGTC | National Credit Guarantee Trustee Company Ltd |
| 13 | SURGE | Software System Developed and Commissioned by NCGTC for Managing Credit Guarantee Business Process.  *SURGE – System for Underwriting, Reassurance & Guarantee Endorsement* |
| 14 | Gen | General |
| 15 | XML | Extensible Markup Language (**XML**) is a markup language that defines a set of rules for encoding documents in a format, which is both human-readable and machine-readable. It is defined by the W3C's XML 1.0 Specification and by several other related specifications, all of which are free open standards. |
| 16 | VDF | Venture Debt Fund |

### **Introduction**

For purpose of Startup India loans, NCGTC has designed a guarantee product known as Credit Guarantee Fund Scheme for Startups – Umbrella based (CGSSU).

NCGTC extends guarantee to the Startup loans extended by Member Lending Institutions to an eligible borrower for:

* Startup loans extended by Member Lending Institution(s) to an eligible borrower as per IBA scheme, on or after entering into an agreement with NCGTC without any collateral security and/or third-party guarantee, provided that the lending institution applies for guarantee cover in respect of startup loans so sanctioned within such time period and as per the procedures prescribed by NCGTC for the purpose.

### **Fund & Docket Construct**

Currently, only general dockets envisaged for this scheme. These dockets have codes - ‘GEN’ respectively. Schematic relation for the Trust, Fund, Scheme and Docket Relation is as below:

## **VDF Registration Process**

### **New Credit Guarantees – Request for Quotes and Issue of Guarantees**

As a part of MI’s business at their end, they will sanction and invest money in startups and can avail guarantees under the Credit Guarantee scheme for startups. While doing these sanctions and disbursement, MI’s will:

1. Undertake various business checks and validations to ascertain the eligibility of the startup.
2. Venture Debt Fund registration, Charging CG Fees and Issuance of Guarantee fees.
3. Uploading New CG File in Surge Application and validation of eligibility criteria for guarantees.
4. Maintain relevant details of the loan account(s) in their IT system *(Presuming Core Banking System).*

As a part of this scheme, MLI’s to send their VDF Application requests to NCGTC for issuing credit guarantees in following steps:

1. MLI’s to extract details of fund and send details for VDF registration to NCGTC.
2. After successful registration of VDF’s, details pertaining Fund to be shared and system will charge CG Fees based on Total Fund allocated for startup/Green Shoe Amount and Guarantee to be assigned.
3. Once CG Fees is paid and Guarantees is assigned, MI needs to extract the investment information for all NEW startup who they have invested and which has an EFFECTIVE DISBURSEMENT of amount in a file, called as ‘Input File – New CG Issuance’. Information to be extracted in the layout mentioned in the section 2.1.1 and in the format mentioned in section 2.1.2.
4. For New Credit Guarantee Request, the first time (i.e. immediately after the Enrolment and VDF Registration with NCGTC for Startup Loan Scheme) MI’s will be permitted to extract and send the startup loan accounts for all those records created Post VDF Registration and Guarantees Issuance start date and has an EFFECTIVE DISBURSEMENT of loan amount in a file, called as ‘Input File – New CG Issuance’. Information to be extracted in the layout mentioned in the section 2.1.1 and in the format mentioned in section 2.1.2.
5. Upload this file on the NCGTC system in *‘Non Approved’* state by MI user account. The file needs to be uploaded against a startup ‘Scheme’. Internally for this scheme, system has one docket which are for – ‘GEN’ wherein certain scheme specific parameters are defined. System will extract and split the records for specific guarantee treatment/operations defined in the scheme docket, which is – ‘GEN’ respectively.
6. Until the specified period, (Until the input file is approved by NCGTC) MI is permitted to upload and/or re-upload the input file multiple times. Thus, allowing MI’s to append, edit and delete the NEW loan account information multiple times and in *‘Non Approved’* state.
7. After final verification of the input file by MI approver user account (created by their own MI Administrator) and NCGTC approval, the state of the input file is changed as *‘Approved’* state.
8. Final submission of the *‘Approved’* input file would be effective once MI accepts to the *‘Management certificate - Terms & Conditions’.*

### **VDF Application**

Note: NCGTC needs to enroll this MI to scheme first and then follow VDF Application process.

**VDF Application Number Format:**

VDF – Venture Debt Fund.

### **VDF Application Fields**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Field Name | Description | Type | Mandatory/Optional | Validation |
| 1 | VDF Application Number | VDF Application number with NCGTC | Alphanumeric | Mandatory | System Generated number. |
| 2 | VDF Application Date | Date VDF Application is done with NCGTC | Date | Mandatory | System date would be visible.  Previous and current date to be allowed |
| 3 | Prospectus filed with SEBI | Document Upload | - | Mandatory | Only file in Acrobat© Reader format (.pdf) |
| 4 | Date of First Close | Date of raising of first tranche of resources towards the corpus | Date | Mandatory | Past date until Current System Date.  No future date Allowed. |
| 5 | VDF Creation – Certificate number | Letter/Certificate Reference Number | Alphanumeric | Mandatory | VDF certificate Date should not be Before VDF registration date. Previous and current date to be allowed.  No future date Allowed. |
| 6 | VDF Creation - Certificate Date | Letter/Certificate Reference Date | Date | Mandatory | VDF Certification Date should be less than equal to Vdf Application Date |
| 7 | Life of VDF (In Years) | Life of VDF (In Years) | Number | Mandatory | [0-9] |
| 8 | Terminal Date of VDF | Terminal Date of VDF | Date | Mandatory | Should only be Future date previous and Current date not to be allowed |
| 9 | Is Final Closure | Is VDF Final Closure Yes/NO | Check Box | Optional | User need to select check box if they have final closure |
| 10 | Final Closure Date | Date of Final Closure | Date | Optional | Mandatory if Is Final Closure is checked else optional.  final closure date should be greater than first close date |
| 11 | Purpose of VDF | Purpose of VDF | Text | Mandatory | Space is allowed |

*Note – This input data is required for selected customer (at customer level).*

### **VDF Fund and CG Fees Issuance**

### **VDF Fund Details Fields**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S. No. | Field Name | Description | Type | Mandatory/Optional | Validation |
| 1 | VDF Application Number | VDF Application number with NCGTC | Alphanumeric | Mandatory | Auto Populated value |
| ~~2~~ | ~~Fund Raising - Reference Number~~ | ~~Fund Raising - Reference Number~~ | ~~Alphanumeric~~ | ~~Mandatory~~ |  |
| 2 | Date of commencement of operations/ Registration with SEBI | Date of commencement of operations/ Registration with SEBI | Date | Mandatory | Past date until Current System Date.  No future date Allowed. |
| 3 | Total Fund Raised By VDF | Total Fund Raised By VDF | Numeric/Decimal | Mandatory | Value having 2 decimal.  Greater than 0. |
| 4 | Total Fund Allocated for Startups | Total Fund Allocated for Startups | Numeric/Decimal | Mandatory | Value having 2 decimal.  Greater than 0. |
| 5 | ~~Enhancement in Start-ups Pool~~ | ~~Enhancement in Start-ups Pool Option~~ | ~~Check box~~ | ~~Optional~~ | ~~User will select~~ |
| 6 | ~~Enhanced Amount in Startup Pool~~ | ~~Enhanced Amount in Startup Pool~~ | ~~Numeric/Decimal~~ | ~~Optional~~ | ~~If Is Green Shoe is selected then it’s mandatory~~ |
| 7 | ~~Date of Enhancement~~ | ~~Date of Enhancement~~ | ~~Date~~ | ~~Optional~~ | ~~If Is Green Shoe is selected and fund is there then it’s mandatory~~ |
| 8 | Guarantee Cover Lodgment Date | Guarantee Cover Lodgment Date | Date | Mandatory | Auto Populated – Current System Date |
|  |  |  |  |  |  |

*Note –*

1. This input data is required for selected VDF (at VDF level).

### **Generation VDF Fund Details**

System initiates processing of VDF Fund Details form for fetching information of startup who have availed loan under Startup scheme – Umbrella

Steps involved in the execution for sending startup loan information to NCGTC for registered VDF’s entails following steps

### **Calculate Credit Guarantee Fees**

For issuing the CG, system calculates the credit guarantee cover and the charges to issue this cover on Fund allocated for startup, which MI would update after VDF Registration.

For new Credit Guarantee’s, the Charges includes– Fees and Taxes.

The rules/logic for calculating cover and charges is covered in this section.

### **Calculating Credit Guarantee Fees**

The calculation of CG Fees depends on Total Fund Amount allocated to startup. i.e. Total pooled investment in startups provided by MI while sharing Fund details with NCGTC. ‘Annual Commitment Charge (%) configured in the ‘Scheme’, it’s respective ‘Docket’ and the formulae is as below:

Guarantee Fee (Startups) = Pooled Investments in startups \* (Annual Commitment Charge in Percent) \* No. of years from the date of Operation (For the fresh coverage only)

**Scenario: CG Fees- For Startups**

|  |  |
| --- | --- |
| **Startup Loan Scheme Parameters** |  |
| Annual Commitment Charge (%) | 0.15% |
| Total Fund Raised By VDF | 10000000 |
| Pooled Investments (Total Fund Raised By VDF) | 20,00,000.00 |
| ~~Enhancement in Start-ups Pool~~ | ~~No~~ |
| Date of commencement of operations/Registration with SEBI | 15-01-2023 |
| Current System Date | 12-05-2023 |

**Guarantee Fee calculation will be based on Total Fund Allocated for Startup.**

**No. of financial years from the date of Operation (i.e Date of commencement of operations/ Registration with SEBI):** - Ex. 1. If Current system date is in Year 2023 and Date of commencement of operations/ Registration with SEBI is in Year 2022 then no. of years 2.

2. If Current system date is in Year 2023 and Date of commencement of operations/ Registration with SEBI is in Year 2023 then no. of year 1)

**Guarantee Fee** = 2000000 \* (0.15%)\* 2 = 6000.00

**Total Guarantee Fee INR** = 6000.00/-

**Calculating the Credit Guarantee Fee:**

* CG Fee will be calculated on Total Fund Allocated for Startup Amount.i.e. Total pooled investment in startups.

### **Calculating Tax on Credit Guarantee Fees**

### **Calculation based on GST**

As per GST policy, tax on GST is primarily based on MI’s Headquarters’ location i.e. the state in which MI is primarily based. NCGTC’s state of operations is decided as Maharashtra state.

**If the state of MI operation is Maharashtra**:

Then as per GST policy, CGST and SGST will be applicable in the tax calculation.

The formula is as below:

Tax on Guarantee Fee = (Guarantee Fee \* CGST Rate Defined in SURGE) + (Guarantee Fee \* SGST Rate Defined in SURGE)

|  |  |
| --- | --- |
| **Startup Loan Scheme Parameters** |  |
| Annual Commitment Charge (%) | 0.15% |
| Total Fund Raised By VDF | 10000000 |
| Pooled Investments (Total Fund Raised By VDF) | 20,00,000.00 |
| ~~Enhancement in Start-ups Pool~~ | ~~No~~ |
| Date of commencement of operations/Registration with SEBI | 15-01-2023 |
| Current System Date | 12-05-2023 |

**Guarantee Fee** = 2000000 \* (0.15%)\* 2 = 6000.00

**Total Guarantee Fee INR** = 6000.00/-

**Taxation on INR 6000.00**/- is determined as below:

1. **SGST** Tax on this Fee @9% is 6000.00\*9% = INR 540.00/-
2. **CGST** Tax on this Fee @9% is 6000.00\*9% = INR 540.50/-

Total Tax is summation of CGST and SGST = 540.00 + 540.00 = **INR 1080.00/-**

**If the state of MI operation is Not Maharashtra**:

Then as per GST policy, IGST will be applicable in the tax calculation.

The formula is as below:

Tax on Guarantee Fee = (Credit Guarantee Fee \* IGST Rate Defined in SURGE)

|  |  |
| --- | --- |
| **Startup Loan Scheme Parameters** |  |
| Annual Commitment Charge (%) | 0.15% |
| Total Fund Raised By VDF | 10000000 |
| Pooled Investments (Total Fund Raised By VDF) | 20,00,000.00 |
| ~~Enhancement in Start-ups Pool~~ | ~~No~~ |
| Date of commencement of operations/Registration with SEBI | 15-01-2023 |
| Current System Date | 12-05-2023 |

**Guarantee Fee** = 2000000 \* (0.15%)\* 2 = 6000.00

**Total Guarantee Fee INR** = 6000.00/-

**Taxation on INR 6000.00**/- is determined as below:

1. **IGST** Tax on this Fee @18% is 6000.00\*18% = **INR 1080.00/-**

**Total Tax, IGST = INR 1080.00/-**

### **Allotting Credit Guarantee Unique Identifiers - CGPAN**

For the eligible records, system allocates a unique identification number to the processed loan account, called as CGPAN – Credit Guarantee Permanent Account Number, for traceability and management of CG in SURGE system.

CGPAN follows a specific format:

**CGPAN Format for General Scheme:**

CGPAN signifies a unique identification to the credit guarantee in SURGE system. Subsequently it is used to integrate with Accounting Subsystem and for payment reconciliations.

Post CGPAN allotment, SURGE updates the status of the loan guarantee record:

Guarantee Cover ‘Status’ Field: ‘**NOT ISSUED’**

**Note: - (CGPAN will be generate once MLI approver approved the VDF Fund Details)**

### **Demand Advice for Guarantee Charges**

MI needs to make payment of Fees and Taxes calculated as above to bring the guarantee ‘In Force’. The demand for fees is made to MI in form of CGDAN – Credit Guarantee Demand Advisory Number. It is a unique number, used for traceability and management of CG Fees in SURGE.

It is used to integrate with Accounting Subsystem and for payment reconciliations.

### **CGDAN – Demand Advice: New Guarantee Cover - Individual**

This is a demand advice number for each loan record (or guarantee cover).

**CGDAN Format for General Scheme:**

*GC – Guarantee Charge.*

**Note: - (CGDAN will be generate once MLI approver approved the VDF Fund Details)**

### **BATCHDAN – Demand Advice: New Guarantee Cover - Batch**

Payments from MI will be accepted for all the eligible records submitted by him i.e. at the each VDF level (Registered and Approved VDF). To achieve this, system needs to aggregate CG Charges on Total Fund allocated for startup for particular registered VDF and raise the demand. A unique demand advice number called as ‘BATCHDAN’ is allotted to the batch of these eligible records in the format as below:

**Batch DAN Format for Batch of eligible record – New Credit Guarantee Batch:**

**Guarantee Start Date and Validity:**

1. Guarantee Start Date for **startup** would be Date of commencement of operations/Registration with SEBI. i.e. if Date of commencement of operations/Registration with SEBI is 15-04-2023, then its Guarantee Start date would be 15-04-2023.
2. ~~Guarantee Start Date for~~ **~~Enhancement in Start-ups Pool~~** ~~would be Date of Enhancement i.e. if Date of Enhancement is 15-09-2023, then its Guarantee Start date would be 15-09-2023.~~
3. ~~Guarantee End Date would be end of that Financial Year for~~ **~~Startup~~** ~~and Enhanced Amount in Startup Pool. i.e. if FY is 2023-2024, then its validity is 31-03-2024.~~

### **2.1 Input File Layout**

Once VDF is registered and Guarantee issued, MLI can upload New CG Request in SURGE. This section specifies the layout of input file and startup information that MI’s needs to upload to request issuance of credit guarantees from NCGTC.

### **Layout: Input File – New CG Issuance**

Refer the spreadsheet – Startup Umbrella Based Schemes - New Input File Layout for the fields included Mandatory/optional level, allowed characters and usage of codes wherever applicable.



### **Input File Format Processed By SURGE**

SURGE will accept input file from MI(s) in following format only:

* XML layout



XML is only format permissible as per eGov standards. SURGE will **NOT** processed files received in any other formats than those listed above.

### **2.1.3 Preparation of Input File**

This section describes the process for preparation of input file which MI maker needs to send to MLI checker. MI’s need to prepare and upload files on SURGE portal. The purpose of these file is:

1. NEW credit guarantees – Credit Guarantees for *new* Startup loans – Umbrella Based.

**Important Note:**

1. Once VDF registration and Credit Guarantees issuance is completed and MI can upload and process the input files for new credit guarantees and share details of all the startup who have availed loans.

### **2.1.4 Preparing & Uploading the Input File**

Note: MI’s are expected to perform these steps in stipulated as per GAZETTE Notification.

### **Eligibility Criteria Checks**

Perform following checks on each MI Startup Loan Accounts to ascertain their eligibility for issuing credit guarantees. Approved Input file will be processed for each record and the record will be *REJECTED if*:

1. The CGPAN DOES NOT EXISTs in SURGE System Database.
2. CGPAN Guarantees state is Provisional. i.e. CG Fees not paid to NCGTC.
3. The ‘Loan Account Number’ AND ‘Customer ID’ AND ‘IT PAN’ AND ‘MI’ specified DOES EXISTs in SURGE System Database. (If MI and loan Account and customers Id and IT pan exists in the system and have a unique guarantee number (CGPAN), than – this loan account will be rejected by SURGE for issue of new CG).
4. Records in same input file presented by MI has repeated/same account number. (In such case, the first record will be considered valid and remaining records having duplicate (or repeated) account number will be rejected).
5. The ‘Sanctioned Loan Date’ IS EARLIER THAN the Scheme Start Date (Scheme Start Date is configurable parameter at the scheme level).
6. Sanction Loan date IS EARLIER THAN VDF Date of start of operations.
7. Sanction Loan date IS GREATER THAN VDF Terminal Date.
8. The ‘Sanctioned Loan Amount’ IS EQUAL TO OR LESS THAN ZERO.
9. Sanctioned Loan Amount Should EXCEED total pooled investment for startup for CGPAN.
10. Individual Sanction Amount per borrower Minimum than 1Rs and Maximum than 10Cr.
11. Loan End Date:
    1. LATER THAN 31-12-9999 or after Scheme End Date.
    2. IS EARLIER THAN CURRENT SYSTEM DATE.
    3. Loan End date NOT LESS THAN Terminal Date of VDF.
    4. Loan End date NOT EQUAL TO Terminal Date of VDF.
    5. Loan End date LATER THAN TO Terminal Date of VDF.
12. Loan Tenure – IS LESS THAN ZERO.
13. Number of employees- IS LESS THAN or equal to ZERO.
14. The ‘Whether Default Exceeds 90 Days’ field has value as ‘Y’ (Which means it is marked as NPA).
15. ‘Date when Default Exceeds 90 days’ IS NOT NULL/SPACE(s).’
16. If “PE FUND Availed = “YES” and ‘PE Fund Amount’ - IS EQUAL OR LESS THAN Zero.

Note - For the field names mentioned above refer section 2.1.1.

Important Note:

1. If a particular VDF allocates Rs. 100 Cr. For investment in Start-ups and Enhanced in Startup Pool under the CGSSU scheme. Annual commitment charges of 0.15% are charged on this 100Cr. For first year. Through New CG File Upload, the VDF will upload the data of start-ups in which they have invested and want to avail the CG Cover.

The system should validate that, the Sum of (Outstanding Loan Amount – Collateral Security Amount) -> Subject to Max. 10 Cr per Start-up should not exceed Rs. 100 Cr at any point of time during the life of VDF for all the records taken together.

### **4. Input File Layout- Continuity of CG**

The input file content uploaded by MLI in XML format will be extracted to a staging area database. While extracting these records, SURGE extractors will append the records with Date-Time stamp in order for effective traceability of input records.

Continuity of CG depends on previous state of CG, following are possible ‘Continuity’ flows handled by SURGE:

Scenario 1:

MI Uploads Loan Account Information of ‘**In Force**’ CG

System Generates CGDAN – CG Charges & CG Cover

MI makes Payment

System Continues CG.

Status of CG as ‘**In Force**’

Scenario 2:

MI Uploads Loan Account Information of ‘**NPA – Guarantee in Force** CG

System Generates CGDAN – CG Charges & CG Cover

MI Does NOT make Payment

System Does NOT Continues CG

Status of CG as:

Guarantee will be in Provisional state until CG Fees is paid.

Scenario 3:

MI Uploads Loan Account Information of ‘**In Force**’ CG

System Generates CGDAN – CG Charges & CG Cover

MI does not make Payment

System Does NOT Continue CG

Guarantee will be in Provisional state until CG Fees is paid.

Scenario 4:

MI Uploads Loan Account Information of ‘**NPA – In Force**’ CG

System Generates CGDAN – CG Charges & CG Cover

MI makes Payment

System Continues CG.

Status of CG as:

‘**NPA – In Force**’ – if NPA persists OR ‘**In Force’ -** if not an NPA

Scenario 5:

MI Uploads Loan Account Information of ‘**NPA - In Force**’ CG

System Generates CGDAN – CG Charges & CG Cover

MI Does NOT make Payment

System Does NOT Continue CG

Guarantee will be in Provisional state until CG Fees is paid.

Scenario 6:

Continuity of CG is NOT Allowed for following Cases:

1. Guarantee ‘Not Issued’
2. Guarantee who has reported ‘Outstanding Loan Amount’ as Zeroes
3. CG whose claims has been lodged by MLI
4. Queries for Claims & Resolution
5. Claims Reject/Approve
6. Claim Settlement (Interim and Final)
7. Post Claim Recoveries
8. Closures
9. Revoke (by NCGTC user)

### **4.1 Layout: Input File –** **Continuing Credit Guarantee**

Refer the spreadsheet – Startup Umbrella Based Schemes - New Input File Layout for the fields included Mandatory/optional level, allowed characters and usage of codes wherever applicable.



### **4.1.1 Input File Format Processed By SURGE**

SURGE will accept input file from MI(s) in following format only:

* XML layout



XML is only format permissible as per eGov standards. SURGE will **NOT** processed files received in any other formats than those listed above.

### **4.1.2 Preparation of Input File**

This section describes the process for preparation of input file which MI maker needs to send to MLI checker. MI’s need to prepare and upload files on SURGE portal. The purpose of these file is:

1. Credit guarantees – Credit Guarantees for CG Continuity Startup loans – Umbrella Based.

**Important Note:**

1. Once VDF registration and Credit Guarantees issuance is completed and MI can upload and process the input files for credit guarantees for CG Continuity and share details of all the startup/Green Shoe who have availed loans.

### **4.1.3 Preparing & Uploading the Input File**

Note: MI’s are expected to perform these steps in stipulated as per GAZETTE Notification.

### **4.1.4 Eligibility Criteria Checks**

Perform following checks on each MI Accounts to ascertain their eligibility for continuing credit guarantees. Approved Input file will be processed for each record and the record will be *REJECTED if*:

|  |  |
| --- | --- |
| **S. No.** | **Rule Description** |
|  | The ‘Loan Account Number’ AND ‘Customer ID’ AND ‘IT PAN’ AND ‘MI’ and ‘CGPAN’ specified DOES NOT EXISTs in SURGE System Database. *(If MI and loan Account and customers Id and IT pan does not exists in the system than – this loan account will be rejected by SURGE for issue of Continuity CG).* |
| 2 | The ‘Loan Account Number’ AND ‘Customer ID’ AND ‘IT PAN’ and ‘CGPAN’ for a particular record specified in same input file presented by MLI is checked within the same input file, Rejection:   * If Only ‘Loan Account Number’ AND ‘Customer ID’ AND ‘IT PAN’ and ‘CGPAN’ matches, then – this account will be rejected as duplicate in same input file. |
| 3 | The ‘Loan Account Number’ AND ‘Customer ID’ AND ‘IT PAN’ and ‘CGPAN’ specified for a particular Account is checked for a given ‘MI’, ‘IT Pan’, ‘Loan Account number’, ‘CGPAN’ AND then the ‘Customer ID’ is checked along with Scheme Id. Here there are two possibilities for Rejection –   * If both Customer Id and Loan Account No. exists in the database such that the CG Issue Start Date and CG Issue End Date is for the current FY. Then this record is rejected with message ‘Loan A/c is already received in this FY’ scheme id has been included |
| 4 | Collateral Security Amount:   * If Collateral Security Amount for specific ‘Loan Account Number’ AND ‘Customer ID’ AND ‘IT PAN’ mentioned in Continuity file is LESS THAN Partial Collateral Security Amount MI had uploaded during NEW CG Request for same record. * If Collateral security amount is GREATER than outstanding amount. |
| 5 | Date when Default Exceeds 90 days: (Part A):   1. System will need to check if the Whether Default Exceeds 90 Days flag and Date when Default Exceeds 90 days information provided in ALL the update record for a given IT Pan are SAME. If NOT, then ALL these update records for that customer will be rejected. 2. Date when Default Exceeds 90 days provided by MI is EARLIER TO or EQUAL TO ‘New File Uploaded date’ (i.e. Created Date of the file for New CG Request, in the system). In case above error condition is achieved, then the system revoke the loan account in consideration with relevant error message.  * For this check Scheme id and VDF Registration Number has also been included. |
| 6 | Date when Default Exceeds 90 days: (Part B): Post part A check, system, gets immediate previous records Whether Default Exceeds 90 Days flag and Date when Default Exceeds 90 days values from CG Issuance Database (Records are chronologically sorted on date of insert in CG Issuance database from Oldest to Latest and the Latest records Whether Default Exceeds 90 Days flag and Date when Default Exceeds 90 days is being considered for following checks). Then, the input file record is rejected for:   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **S. No.** | **Latest Record in Existing in Database for Given CG1** | | **Record In Input File**  ***(Any one of the NPA information is considered, since all the NPA information across the provided update information is/are common)*** | | | **NPA Flag** | **Date** | **NPA Flag** | **NPA Date** | | **1** | N | Null | N | NOT Null | | **2** | N | Valid date – D1 | Y | Null/Spaces | | **3** | N | Valid date – D1 | N | Null/Spaces | | **4** | N | Valid date – D1 | N | NOT Same as D1 | | **5** | N | Null | Y | * If the NPA date is a valid date, then, the NPA date provided in the update information is NOT between the ‘New CG File Uploaded date’ (i.e. Created Date of the file for New CG Request, in the system)and current system date (inclusive of current system date only) then reject. * If the NPA is NULL/SPACES then reject. | | **6** | N | Valid date – D1 | Y | Date provided is NOT Later than D1 OR EXCEEDS current system date | | **7** | Y | Valid date – D1 | N | Date provided is NOT Later than D1 OR EXCEEDS current system date | | **8** | Y | Valid date – D1 | Y | NOT Same as D1 | | **9** | Y | Valid date – D1 | Y | Null/Spaces | | **10** | Y | Valid date – D1 | N | Null/Spaces |   For this check Scheme id and VDF Application Number has also been included. |
| 7 | The credit guarantee exists in system having its latest Current Status Code as:   * 30036 - Guarantee Issuance Provisional * 30011 - Guarantee(s) Not Issued * 30005 - Guarantee Close By MLI * 30018 - Guarantee Close By NCGTC * 30019 - Guarantee Invoked   For this check Scheme id and VDF Application Number has also been included. |
| 8 | If MI fails to provide the continuity request for all the loan accounts (together in same file), for a given IT PAN, then, system rejects all the loan a/c. The CG’s which has status code as 30005 (Guarantee Close By MLI) and 30018 (Guarantee Close By NCGTC) is exempted for this consideration.  Example:  If for a IT PAN AAAAA1111A, there are 4 loan accounts with following details:   |  |  |  |  | | --- | --- | --- | --- | | IT Pan | Loan Account No. | Customer Id | Current Status Code | | AAAAA1111A | L1 | C1 | 30010 | | AAAAA1111A | L2 | C2 | 30005 | | AAAAA1111A | L3 | C3 | 30010 | | AAAAA1111A | L4 | C4 | 30010 |  * If MI does not send (or even if he sends) loan account L2 along with L1/L3/L4 then system accepts the loan information for further process. * If MI does not send (or even if he sends) loan account L1 along with L3/L4 then system rejects all the loan information for further process. |
| 9 | If there is an error in any of the loan accounts presented for continuity of a IT Pan and Customer ID and VDF Registration Number, then, all the associated accounts will be rejected. |
| 10 | Updated Pooled investment amount value:   * IS LESS THAN or EQUAL to ZERO. |

### **5. CG Status**

CG Cover (Provisional) to be issued based on CGCOVER field, by means of below mentioned status codes:

* Current CG Status – 30036 – ‘Guarantee Issuance Provisional’
* Previous CG Status – 30036 - ‘Guarantee Issuance Provisional’

### **5.1 Payment of CG Fees/Taxes in Stipulated Time (VDF Fund Details)**

Payment of CG Fees in stipulated time makes the guarantee active, and the Guarantee Status is updated as ‘In Force’ with below mentioned status codes:

30010 – ‘Guarantee(s) In Force’

30036 – ‘Guarantee Issuance Provisional’

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No.** | **Record Details In Input File for Loan Account in Consideration** | **State of Latest Record in SURGE for Corresponding Loan Account’s CG** | **Status Codes Provided by System for the New Entry** |
| 1 | Loan Account is Standard | Current State – 30010 | Current State – 30010  Previous State – 30036 |

## **6. Persisting the Loan Account Information in Table**

### **6.1 New Credit Guarantee Information**

The New Loan Account information (or New CG) if found eligible, is saved in Credit Guarantee table (i.e. CG table). It is important to note that, all the account information value provided by MI is saved in the table along with Credit Guarantee status (as explained in above section) and along with below mentioned specific field values:

* File Type – 1 (which indicates that this is a batch transaction for New CG)
* Transaction Mode – 120001 (B1- Batch one)
* CGPAN- Credit Guarantee Permanent Account Number
* IP Address – IP Address of the User
* Is Active Flag – Active
* Created By – MLI user id
* Created Date – Date Time of Record insertion
* CG Current & Previous Status codes – Refer Section 5.1 Payment of CG Charges in Stipulated Time

### **Continue Credit Guarantee Information**

The Account information provided for continuity of CG if found eligible, is saved in Credit Guarantee table (i.e. CG table). It is important to note that, all the loan information value provided by MI is saved in the table along with Credit Guarantee status (as explained in above section) and along with below mentioned specific field values:

* File Type – 2 (which indicates that this is a batch transaction for Continue CG)
* Transaction Mode – 120001
* IP Address – IP Address of the User
* Is Active Flag – Active
* Created By – NCGTC user id
* Created Date – Date Time of Record insertion
* CG Current & Previous Status codes – Refer Section 1.6.5.1 Payment of CG Charges in Stipulated Time.

**New Changes Added Below**

### **7. Portfolio Update**

Once VDF is registered and Guarantee issued, MLI can upload New CG Request and portfolio update in SURGE. This section specifies the layout of input file and startup information that MLI’s needs to upload to Perform portfolio update functionality.

### **7.1 Layout: Input File – Portfolio Update**

Refer the spreadsheet – Startup Umbrella Based Schemes - New Input File Layout for the fields included Mandatory/optional level, allowed characters and usage of codes wherever applicable.



### **Input File Format Processed By SURGE**

SURGE will accept input file from MLI(s) in following format only:

* XML layout



XML is only format permissible as per eGov standards. SURGE will **NOT** process files received in any other formats than those listed above.

* Update portfolio have only MLI Maker and checker flow.
* The NCGTC Maker approval step not required. After MLI Checker approval status will be approved. No CG Fees Calculation part is present in Portfolio update Module
* All Required Fields for portfolio update are as per the fields added in excel input layout in section – 7.1
* As per the Logic It is mandatory to upload all accounts in the update cg then only the concerned MLI Can process the continuity.

### **8. VDF Enhancement**

* Once VDF is registered and Guarantee issued, MLI can upload New CG Request and portfolio update or VDF Enhancement in SURGE.
* VDF Enhancement is Form Based.
* Form will have all the necessary fields as mentioned below:

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr No** | **Particulars** | **Sample** | **Remarks** |
| 1 | **VDF Application Number** | XXXXXXXX (selected /entered be MI) | Show all VDF application number from VDF Fund details which is Guarantee In Force. |
| 2 | **Fund Allocated for Startups till now** | XXXX (Auto generated) | Take amount from VDF Fund details |
| 3 | **Enhanced Amount in Startup Pool** | XXXX (to be inserted by MI) | MLI will enter |
| 4 | **Date of Enhancement** | DD-MM-YYYY | MLI will select. Format DD-MM-YYYY |
| 5 | **Guarantee Cover Lodgment Date** | DD-MM-YYYY | MLI will select. Format DD-MM-YYYY |

* Flow will be same as per VDF Fund details
* CG Fees will be calculated on the Enhanced Amount from issue of Financial Year

### **CG Fees Calculation**

**CG fees Formula:** -

**Guarantee Fee (Startups) =** Enhanced Amount in Startup Pool\* (Annual Commitment Charge in Percent) \* No. of years from the date of Enhancement

|  |  |
| --- | --- |
| Example | Ex. 1. If Current system date is in Year 2023 and Date of Enhancement is in Year 2022 then no. of years 2. |
|  | 2. If Current system date is in Year 2023 and Date of Enhancement is in Year 2023 then no. of year 1) |
|  | **Guarantee Fee** (Considering e.g. 1) = 2000000 \* (0.15%) \* 2 = 6000.00 |
|  | **Total Guarantee Fee INR** = 6000.00/- |

### **9.VDF Continuity**

* VDF Continuity is Form Based.
* Form will have all the necessary fields as mentioned below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Field Name** | **Description** | **Type** | **Mandatory/Optional** | **Validation** |
| 1 | VDF Application No | VDF Application Number | Alphanumeric | Mandatory | VDF application Number status- Guarantee in Force |
|  |
|  |
| 2 | Pooled Investment in startups, including any enhancement after exercising green shoe option or otherwise. | Pooled investment in startups | Number With 2 Decimals | Mandatory | Amount will be auto fetch |  |
| 3 | Statutory auditor certificate | PDF upload | PDF | Mandatory | PDF |  |

* Annual Commitment Charges is 0.15% of Pooled Investment amount in Startup plus GST and is to be displayed on Management Certificate.

### **CG Fees Calculation**

**CG fees Formula:** -

**Guarantee Fee (Startups) =** Guarantee Fee (Startups) =Total Fund Allocated for Startups + Enhanced Amount in Startup Pool \* (Annual Commitment Charge in Percent) \* current FY Year.

|  |  |
| --- | --- |
| Example | Ex. 1. Total Fund Allocated for Startups = 10,00000 and Enhanced Amount in Startup Pool= 20,00000 |
|  | **Guarantee Fee** = 3000000 \* (0.15%) \* 1 = 4500.00 |
|  | **Total Guarantee Fee INR** = 4500.00/-   |  | | --- | | Ex. 2. Total Fund Allocated for Startups = 10,00000 and No Enhanced in system | | **Guarantee Fee** = 1000000 \* (0.15%) \* 1 = 1500.00 | | **Total Guarantee Fee INR** = 1500.00/- | |
|  |  |

* VDF Continuity has MLI Maker and checker flow.
* The NCGTC Maker approval step not required. After MLI Checker approval status will be approved and CG Fees calculation will be involved and then payment flow.

**Management Certificate Template**

*(Umbrella Based – Continuity)*

I, the Authorized Officer of the Member Institution (MI) indicated below, hereby certify that:

1. The information provided is true & correct and conforms to CGSS.
2. The accounts for which guarantee is being taken conform to eligible loans sanctioned after the CGSS notification date.
3. We are duly registered AIF with SEBI.
4. For each of the borrower included in the pooled investment for start-ups for which guarantee is being renewed:
5. Borrower is recognized by DPIIT as a startup as per Gazette Notifications issued from time to time.
6. Borrower is eligible for the purpose of guarantee cover under CGSS and meets the terms and conditions specified therein.
7. The credit facility being covered here is not covered under any other guarantee scheme
8. Borrower for which guarantee is being taken conforms to eligibility criteria prescribed for debt sanctioned as per CGSS guidelines.
9. Debt facilities have been sanctioned after proper due diligence by the Investment Committee of the VDF
10. The activity of the borrower for which the debit facility was guaranteed has not ceased. Accounts in default and closed accounts have been marked in the portfolio update file.
11. The existing ECLGS Loan is closed before the date of availing startup guarantee Cover (if applicable)
12. Credit rating of borrower is of investment grade.
13. Any guarantee given by the Trustee shall be governed by the provisions of CGSS as if the same had been written in the documents evidencing such guarantee.
14. The conditions of any contract relating to an account guaranteed under the scheme are not in conflict with the provisions of the scheme.
15. In case any of the information provided hereinabove is found to be incorrect, the guarantee cover provided by the Trustee under CGSS shall become Null & Void and the Trustee or its constituents shall be free to take such action as deemed necessary.

|  |  |  |
| --- | --- | --- |
| 8. | Annual Commitment Charge @ 0.15% (With taxes), for Current Financial Year is (Rs.) on Pooled Investments on Start-ups |  |

MLI Name:

Username:

First Name:

Last Name: :

### **10.INVOCATION OF GUARANTEE / CLOSURE OF FUND**

* Invocation of guarantee/closure of Fund module is Form Based.
* Form will have all the necessary fields as mentioned below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Field Name** | **Description** | **Type** | **Mandatory/Optional** | **Validation** |
| 1 | VDF application Number | VDF Application Number | Alphanumeric | Mandatory | VDF Application Number- Guarantee in Force |
|  |
|  |
| 2 | Marking Invocation or Closure | Invocation or Closure | List | Mandatory | ‘I’ – if Invocation |  |
| ‘C’ - if Closure |  |
| 3 | Pooled Investment in Startups, including any enhancements | Auto Fetch | Number With 2 Decimals | Mandatory | 0-9 |  |
| 4 | Date of Fund Closure | Date when the Fund Closed | Date | Mandatory | DD-MM-YYYY |  |
| 5 | Current Repo Rate | Repo rate as per RBI | Number With 2 Decimals | Mandatory | 0-9 |  |

* In case for a record continuity is done and subsequently an enhancement is made for the same record, we should consider the VDF Application number from the enhancement module.
* Marking Invocation and Closure, if marked invocation as yes then the cg fees will be calculation as 1% of pooled investment in startups (3rd row) and if marked closure as yes then the cg fees will be calculated as 0.25% of pooled investment in startups (3rd row) in above table format.
* Fund Closure Date – The difference between the fund closure date and the current system date needs to be calculated. If it exceeds 30 days, a penalty is applicable
* Current repo rate percentage (only applicable if penalty is incurred, e.g., repo rate entered by MLI - 2% and penalty Fixed Ratio i.e. 4% making the penalty 6%) is a mandatory field.
* Fee and Penalty (with GST) to be displayed on Management Certificate

### **CG Fees Calculation**

**CG fees Formula:** -

* [for invocation 1% of (3), if closure 0.25% of (3)]
* Invocation / Closure to be done in 30 days from Date of Fund closure (4), Penal Rate= Repo Rate + 4%

**Guarantee Fee (Startups) =** CG Guarantee Fee (Startups)= Pooled Investment in Startups\*for invocation 1% of (3), if closure 0.25% of (3)

* The NCGTC Maker approval step not required. After MLI Checker approval status will be approved. CG Fees Calculation is also involved in this module invocation and closure module and calculation logic is as mentioned above i.e. 1% of [3] for invocation and 0.25% of [3] for closure.

**Management Certificate Template**

*(Umbrella Based – Invocation of Guarantee / Closure of Fund)*

I, the authorized officer of the member institution indicated below, hereby certify that:

1. The information provided here is true & correct and comply with the Credit Guarantee Fund Scheme for Startups (CGSS).
2. No deficiencies have been pointed out by Internal or External Auditors or other agencies in the matter of appraisal/renewal/follow-up/conduct of the accounts.
3. In case of invocation of guarantee- The guarantee is invoked in respect of venture debt facilities, after the completion of the life cycle of VDF prior to distribution of final proceeds
4. The guarantee cover in respect of VDF was in force at the time of closure of VDF and that there are no pending Annual Commitment Charge.
5. MI shall pay 1% of the Pooled Investment in Startups as one-time guarantee fees, at the time of invocation of Guarantee claim/admission of claim file. In case no claim is preferred by the MI, it shall pay 0.25% of the Pooled Investment in Startups as guarantee closure charges within 30 days of the date of closure of VDF.
6. In case of delay of payment beyond the periods stipulated above, the MI shall have to pay the same with penal charges of 4% above prevailing Repo Rate till the date of final payment which is computed as xx % (If panel interest applicable).
7. In case any of the information provided by us is found to be incorrect, the guarantee cover provided by Trust/Trustee under CGSS shall become Null & Void and Trust/Trustee or its constituents shall be free to take such action as deemed necessary.

|  |  |  |
| --- | --- | --- |
| **Invocation / Closure details** (one status only) | | |
|  |  |  |
| 1. | Invocation / Closure Fee |  |
| 2. | Late payment penal charges if any |  |
| 3. | Total (with GST) |  |

MLI Name:

Username:

First Name:

Last Name:

### **11.Full & Final Claim**

SURGE will accept input file from MLI(s) in following format only:

* XML layout



XML is only format permissible as per eGov standards. SURGE will **NOT** process files received in any other formats than those listed above.

* It will have MLI Maker and checker flow as well as NCGTC Maker and checker flow and payment flow as well.
* Full and Final claim is file based Here,
* The User/MLI will need to upload documents in the concerned fields as listed in the tabular format below, starting from row number 10.
  + Statutory Auditor Certificate
  + Legal Action proceedings doc
  + Recall Letter
* All Required Fields for full and final claim are as per the fields are as mentioned below:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Field Name** | **Description** | **Type** | **Mandatory/Optional** | **Validation** |
| 1 | CGPAN | Credit Guarantee Permanent Account Number – a Unique Credit Guarantee Number generated by NCGTC processing system while issuing the Credit Guarantee. | Alphanumeric | Mandatory | CGPAN status- Guarantee in Force |
|  |
|  |
| 2 | Customer ID | Unique Customer Id issued by the MLI/Bank for each startup which are in default | Alphanumeric | Mandatory | a-z |  |
| A-Z |  |
| 0-9 |  |
| 3 | Pan No. | Pan no. of borrower | Alphanumeric | Mandatory | a-z |  |
| A-Z |  |
| 0-9 |  |
| 4 | Loan Account Number | Loan Account Number allotted by Bank/MLI. A Unique Number as per respective MLI’s procedure. | Alphanumeric | Mandatory | a-z |  |
| A-Z |  |
| 0-9 |  |
| 5 | Outstanding amount as on date of default | Outstanding amount as on date of default | Amount | Mandatory | 0-9 |  |
| 6 | Recoveries till closure of the fund | Recoveries till closure of the fund | Amount | Mandatory | 0-9 |  |
| 7 | Amount in default as on closure date | Amount in default as on closure date (5-6) | Amount | Mandatory | 0-9 |  |
| 8 | Partial Collateral Security Amount | Partial Collateral Security Amount to be deducted from o/s amount | Amount | Optional If applicable | 0-9 |  |
| 9 | Converted Amount of Optionally convertible debt | Converted Amount of Optionally convertible debt to be deducted from o/s amount | Number With 2 Decimals | Optional If applicable | 0-9 |  |
| 10 | Net Claim Amount | Claim Amount - (7-8-9) | Amount | Mandatory | 0-9 |  |
|  | Certificate from Statutory Auditor | Certificate from Statutory Auditor | List | Mandatory | ‘Y’ – if Yes |  |
| ‘N’ - if No |  |
|  | Recovery Proceedings initiated | Recovery Proceedings initiated | List | Mandatory | 'Y' - if Yes |  |
| 'N' - if No |  |
|  | Recovery Proceedings Type | Recovery Proceedings Type | List | Mandatory, if Recovery Proceedings is started | Refer the Recovery Proceedings Body Master in – ‘SURGE - Code Masters’ for the possible values. |  |
| **11** | **Net Loss Assets** | **As per Statutory Auditor Certificate** | Amount | **Mandatory** | 0-9 |  |

### **CG Fees Calculation (illustration)**

* Full and final claim calculation example

|  |  |  |  |
| --- | --- | --- | --- |
| **Illustration: for Claim amount for single start-up in default and total fund Claim amount - Umbrella based Full and Final claims** | | | |
| **S. No.** | **Field Name** | **Description** | **Data & amount in Rs.** |
| 1 | VDF Application Number | VDF Application Number | input by MI |
| 2 | VDF Fund Amount | Total Fund Amount (Rs 500 crore) | 5,000,000,000 |
| 3 | Pooled Investment in startups | As per CGSS eligibility (90 crore) | 900,000,000 |
| 4 | Maximum claim amount | Maximum claim amount 5% of (3) above (Rs 4.5 crore) | 45,000,000 |
|  | Claim for single start-up: |  |  |
| 5 | Customer ID | Unique Customer Id issued by the MLI/Bank for each startup which are in default | input by MI |
| 6 | Pan No. | Pan no. of borrower | input by MI |
| 7 | Loan Account Number | Loan Account Number allotted by Bank/MLI. A Unique Number as per respective MLI’s procedure. | input by MI |
| 8 | Default Amount | As on date of default | 20,000,000 |
| 9 | Recoveries Amount | from date of default to fund closure date | -500,000 |
| 10 | Amount In Default | (Default amount - recoveries till Fund Closure) | 19,500,000 |
| 11 | Partial Collateral Security Amount | Partial Collateral Security Amount at the time of sanction | -5,000,000 |
| 12 | Converted Amount of Optionally convertible debt | Converted Amount of Optionally convertible debt to be deducted from amount in default | -7,500,000 |
| 13 | Net Claim Amount for single startup | Eligible Claim Amount for a startup: 10 - (11 +12) | 7,000,000 |
|  | Computed Claim Amount for Fund: |  |  |
| 14 | Say 7 Startups in default | Assuming Sum of Net Claims of 7 startups in default | 49,000,000 |
| 15 | Claim payable | from (4) and (14), whichever is less | 45,000,000 |

**Management Certificate Template**

*(Umbrella Based – Full & Final Claim)*

I, the authorized officer of the member institution indicated below, hereby certify that:

1. The information provided in the uploaded file Statutory Certificate is true & correct and comply with the Credit Guarantee Fund Scheme for Startups (CGSS).
2. Claim has been lodged with the guarantor as per extant CGSS gazette notification.
3. The amount due and payable to the VDF in respect of the venture debt facility has not been paid and the dues are observed to be non-recoverable.
4. The guarantee cover in respect of VDF was in force at the time of closure of VDF and that there are no pending Annual Commitment Charge.
5. Guarantee fee of 1% on the covered pooled investment in Startups has been paid by the MI.
6. Certificate from its Statutory Auditor containing particulars of loss assets [name of the investee company, date of investment, particulars of principal written off (amount and date of write off), recoveries made if any, terms of the debt facility like coupon rate, repayment schedule, and date of default] at the time of lodgment of claim has submitted to the Trust/Trustee.
7. Loan/debt facility has been recalled and the recovery proceedings have been initiated under due process of law.
8. Claim has been lodged only for eligible Startups.
9. Documents related to recalling of Debt and initiation of recovery proceedings have been provided.
10. We further certify that for final claim, the information / data submitted by us for the settlement of our subject claim is true and correct.
11. The payment of guarantee claim by Trust/Trustee does not in any way take away the responsibility of the MI to recover the entire outstanding amount from the borrower with applicable interest. The MI shall exercise all the necessary precautions and initiate such necessary actions for recovery of the outstanding amount, including such action as may be advised by Trust/Trustee.
12. MI shall comply with such directions as may be issued by Trust/Trustee, from time to time, for facilitating recoveries in the guaranteed account, or safeguarding its interest as a credit guarantor, and the MI shall be bound to comply with such directions.
13. The MI shall, in respect of any guaranteed borrower, exercise the same diligence in recovering the dues, and safeguarding the interest of the fund in all the ways open to it as it might have exercised in the normal course if no guarantee had been furnished by the Fund. The MI shall, in particular, refrain from any act of omission or commission, either before or subsequent to invocation of guarantee, which may adversely affect the interest of the Fund as the guarantor.
14. Post invocation of the guarantee claim, if any recoveries are made, the recoveries shall first be deducted from the loss assets for arriving the claim amount at the time of settlement.
15. In the event of the Scheme being cancelled, no claim shall lie against the Trust in respect of facilities covered by the Scheme, unless the provisions contained in the Scheme are complied with by the MI prior to the date on which the cancellation comes into force.
16. In case any of the information provided by us is found to be incorrect, the guarantee cover provided by Trust/Trustee under CGSS shall become Null & Void and Trust/Trustee or its constituents shall be free to take such action as deemed necessary.

|  |  |  |
| --- | --- | --- |
| **Full & Final Claim** | | |
|  |  |  |
| **1** | VDF Application Number | XXXX (Auto Fetch) |
| **2** | Total Pooled Investment | XXXX (Auto Fetch) |
| **3** | Actual Loss Incurred (Net Claim Amount and Net Loss Assets whenever is the lower) | XXXX (Auto Fetch) |
| **4** | Maximum Claim limit is 5% of proposed Pooled Investment.  5% of 2 | XXXX (Auto Fetch) |
| **5** | Eligible Claim 3 and 4 whichever is lower | XXXX (Auto Fetch) |
|  | **Full & Final Claim Settled** | **XXXX** |

MLI Name:

Username:

First Name:

Last Name:

### **12.Post Claim Recovery**

* Post Claim Recovery is File Based.

SURGE will accept input file from MLI(s) in following format only for recovery:

* XML layout



XML is only format permissible as per eGov standards. SURGE will **NOT** process files received in any other formats than those listed above.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S. No.** | **Field Name** | **Description** | **Type** | **Mandatory/Optional** | **Validation** |
| 1 | CGPAN | Credit Guarantee Permanent Account Number – a Unique Credit Guarantee Number generated by NCGTC processing system while issuing the Credit Guarantee. | Alphanumeric | Mandatory | CGPAN status- Guarantee in Force |
|  |
|  |
| 2 | Customer ID | Unique Customer Id issued by the MLI/Bank for each startup | Alphanumeric | Mandatory | a-z |  |
| A-Z |  |
| 0-9 |  |
| 3 | Pan No. | Pan no. of borrower | Alphanumeric | Mandatory | a-z |  |
| A-Z |  |
| 0-9 |  |
| 4 | Loan Account Number | Loan Account Number allotted by Bank/MLI. A Unique Number as per respective MLI’s procedure. | Alphanumeric | Mandatory | a-z |  |
| A-Z |  |
| 0-9 |  |
| 6 | Recovered Amount | Recovered Amount | Number With 2 Decimals | Mandatory | 0-9 |  |
| 7 | Date of Recovery | Date of Recovery Received | Date | Mandatory | DD-MM-YYYY |  |

* Post Claim Recovery - To be followed up for 3 years from claim settled date for recovery if any.
* It has only maker and checker flow.
* Calculation for recovery will remain same as per the system flow.
* This module also has recovery calculation and payment flow as well.

**Management Certificate Template**

*(Umbrella Based – Recoveries Post Final Claim)*

I, the authorized officer of the member institution indicated below, hereby certify that:

1. The information provided in the uploaded file (called recovery post Claim File) is in line with the Credit Guarantee Fund Scheme Startup (CGSS).
2. Claim for each Borrower included in the File has been lodged with the guarantor as per extant guidelines.
3. All the recoveries pertaining to each Borrower after the lodgment of the Claim have been duly incorporated in the Recovery Post Claim Lodgment File.
4. MI shall undertake to furnish Trust/Trustee, the details of the efforts for recovery, realizations and such other information as may be demanded or required by NCGTC from time to time.
5. If any amount due to Trust/Trustee remains unpaid beyond a period of 30 days from the date on which it was first recovered, interest shall be payable to Trust/Trustee at the rate which is 4% above prevailing Repo Rate for the period for which payment remains outstanding after the expiry of the said period of 30 days.
6. MI shall comply with such directions as may be issued by Trust/Trustee, from time to time, for facilitating recoveries in the guarantee account, or safeguarding its interest as a credit guarantor, as Trust/Trustee may deem fit and we shall be bound to comply with such directions.
7. In case any of the information provided by us is found to be incorrect, the guarantee cover provided by Trust/Trustee under CGSS shall become Null & Void and Trust/Trustee or its constituents shall be free to take such action as deemed necessary.

MLI Name:

Username:

First Name:

Last Name:

### **13. Reports**

Following report to be generated for MLI and NCGTC

* **VDF Details**
* **VDF Fund Details**
* **Sanction Details (New CG)**
* **VDF Enhancement Report**
* **VDF Continuity Report**

Template for reports is defined in the attachment.

