

Project Report Preparation

Contents of Project Report for Bank Funding

A Draft Project Report (DPR) should contain the following information:

1. Background/Credentials and brief details about the Organisation.
 2. Brief Profile and history of Promoters and Management
 3. Balance Sheet and Profit & Loss Account for last 3 years (Existing Company).
 4. Current Net Worth of Promoters
 5. Projections for next 3-5 years of the Company (to be discussed in Excel Sheet).
 6. Lease Agreement for the Factory/Office Premises.
 7. Ownership documents for the Collateral Security.
 8. Proposed Plant Capacity, No. of shifts, Operating Hours.
 9. NOCs from Government Authorities like CTE from Pollution control Board.
 10. Quotations for all Fixed Assets.
 11. Market Strategy (Existing Market, Future Demand, Forward market linkages).
 12. Raw Material Sources and cost.
 13. Assumptions in DPR
 14. Employment Generation.
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