

(Format of application for settlement under OTS to be submitted by the unit/borrower on its letterhead and to be initiated on all pages)

Date: \_\_\_\_\_

To,  
**The Managing Director,**  
 EDC Limited,  
 EDC House, 1<sup>st</sup> floor,  
 Dr. Atmaram Borkar Road,  
Panaji, Goa. 403 001.

Sir,

Sub: Request for One Time Settlement (OTS)

I/We have availed term loan(s) from your Corporation for setting up a unit under the name & style of M/s. \_\_\_\_\_ for the manufacture of \_\_\_\_\_ at \_\_\_\_\_. I/We could not repay the loans in time due to various reasons and now I/We intend to settle my loan account once for all. I, therefore, request your goodself to consider my/our application for OTS, particulars of which are given below:

1. Name of the unit	
2. Address of the unit	
3. Product	
4. Location	
5. Date of start of production	
6. Financial statements of the company/unit for the last 3 years of operation.	
7. Reasons for default/reason for failure of the unit	
8. Details of facilities availed in the past like reschedulement, rehabilitation, restructuring, etc.	
9. Whether the unit is running or lying closed. If closed, date of closure with reasons thereof.	
10. Whether the unit is attached by the Corporation. If yes, the date of attachment	
11. Details of assets damaged in accident, fire, theft, etc. & insurance claim, if any.	

12. Account position as per last interest notice or on the date of attachment (whichever applicable)	
• Loan sanctioned	
• Loan disbursed	
• Loan outstanding	
<u>Overdues</u>	
• Principal overdues	
• Interest overdues	
<u>Other dues (if any)</u>	
• Interest tax	
• Loan account expenses	

<b>13. Other liabilities</b>	
• Electricity department	
• Water supply	
• Goa – IDC	
• Customs/central excise	
• Labour dues	
• Bank	
• Any other Authority	
•	
Total ----->	

<b>14. Estimated valuation of mortgaged assets</b>	
• Land	
• Building	
• Plant & Machinery	
• Electrification	
• Furniture & Fixtures	
•	
•	
•	
•	
Total ----->	

<b>15. Details of proprietor/individual partners, guarantors, directors (use separate sheets for each person)</b>		
1) Name & address	Brief details of the assets with estimated value	Brief details of liabilities with value

2) IT/WT returns for the last 3 years	
3) Financial statement of associated concerns for the last 3 years	

16. Present source of income	
17. Present activities of the unit	

<b>18. Proposal for repayment of dues against OTS</b>	
• Principal	
• Interest	
• Interest tax	
• Expenses	
Total ----->	
19. Details of arrangements/sources from which borrower proposes to pay the OTS amount.	
20. Time period for payment of OTS	

The above information is true and correct to the best of my/our knowledge and belief. Further I/We am/are aware that in case the information submitted by me/us pertaining to valuation of networth/collateral security, balance sheet or any other information which could have bearing on the OTS decision is found to be false by EDC Ltd. then irrespective of the payments made in OTS, the OTS arrangement would stand cancelled outright and EDC Ltd. will be free to adjust all payments under OTS against original loan dues and to take coercive action for recovery of balance dues.

I/We am/are aware that the incomplete application and not accompanied with the prescribed down payment shall stand rejected outright.

Accordingly please find enclosed herewith a cheque/DD for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ towards application fees and a cheque/DD for Rs. \_\_\_\_\_ drawn on \_\_\_\_\_ towards down payment being equivalent to 10% of principal balance.

Yours faithfully,

1. Name \_\_\_\_\_  
(Proprietor/Partner/Director)

Signature \_\_\_\_\_

2. Name \_\_\_\_\_  
(Proprietor/Partner/Director)

Signature \_\_\_\_\_

3. Name \_\_\_\_\_  
(Proprietor/Partner/Director)

Signature \_\_\_\_\_

Sr. No.	Type	Application Fees	Down payment (non-refundable)
1.	Disbursement upto Rs.2.00 lakhs	Rs.500.00	5% of OSP
2.	Disbursement from Rs.2.00 lakhs to Rs.10.00 lakhs	Rs.1000.00	5% of OSP
3.	Disbursement from Rs.10.00 lakhs to Rs.50.00 lakhs	Rs.2000.00	10% of OSP
4.	Disbursement above Rs.50.00 lakhs	Rs.5000.00	10% of OSP