

ELECTRONICS CORPORATION OF TAMILNADU LIMITED

APPLICATION FOR ESTABLISHMENT OF RURAL BPO CENTRE

I. NAME OF THE APPLICANT :

II. Individual / Partnership Firm/ Company :

III. Profile of an Individual

a. Address :

Land line No. :

Mobile No :

e-mail :

b. Sex: Male / Female :

c. SC/ST/PH/Others :

(Enclose relevant Certificates issued by the competent authority)

d. Qualification :

(Enclose attested copies of Certificates)

e) Annual Income :

Sources i)

ii)

iii)

(Enclose copies of IT Returns for last 3 years)

f. PAN No. :

g. Current involvement in IT/ITES /BPO
Services :

h, Year of Services :

i. Infrastructure used :

j. List of clients and business break up :
(Enclose copy of order / agreements)

k. No. of employees :

IV. Profile of a Firm / Company

a. Name of the Company :

b, Registered Office :

Address :

Office Telephone No. :

Mobile No. :

Fax No. :

email :

Contact Person :

c. Annual Turnover for the last 3 years

a) Year 2010-2011

b) Year 2011-2012

c) Year 2012-2013

d. Details about Incorporation :

a) Incorporation Date :

b) Nature of business incorporated :

(Enclose copy of certificate of incorporation or Partnership Agreement or certificate issued by any statutory authority)

(Enclose copies of the Audited Balance Sheet and Profit & Loss Accounts for 3 years)

e. Date of registration with STPI (if registered) :

f. Nature of Business :
(Furnish Supporting Documents)

g. PAN No. :

h. Other statutory Registrations with No.
if any

i. Current involvement in IT/ITES /BPO :
Services

j, Year of Services :

k. Infrastructure used :

l. List of clients and business break up :
(Enclose copy of order / agreements)

m. No. of employees :

III.PROPOSED PLAN OF ESTABLISHING OF RURAL BPO :

a. Proposed location of Rural BPO
with postal Address :

b. Activities proposed under Rural BPO :
with project report

c, Whether Rural BPO being set up in
own / leased / rental / institution premises :

i) If own, copies of relevant property : Yes/No
documents enclosed

ii) If rental / Leased consent letter of the : Yes/No
owner of the property to be enclosed

iii) If in an institution agreement copy to be : Yes/No
enclosed

d. No. of persons to be employed in the Rural BPO :

e. Business plan for the proposed Project :

i) Place identified : Yes/ No

ii) Address (if identified) :

iii)Source of employees :

(Please furnish details of nearby educational institutions & other sources)

f. Whether any commitment letter received from existing companies/clients (Please enclose copy of the letters) : Yes/No

g. Detailed project report / Business plan (Enclose alongwith application)

IV. INVESTMENT DETAILS

Cost of the project(in Lakhs) :

a) Building : Rs.

b) Computers Qty : : Rs.

c) Server Qty : : Rs.

d) Networking, switch, rack etc. : Rs.

c) UPS Qty : : Rs.

d) DG Set : Rs.

e) Internet connectivity : Rs.

f) Electrical infrastructure : Rs.

g) Miscellaneous (Fire extinguishers, Access control, physical security etc. : Rs.

V. MEANS OF FINANCE

a. Loan from financial Bank/ institution : Rs.
(Enclose copy of sanction proceedings)

b. Promoter's contribution : Rs.
(Enclose net worth statement)

c. Other Sources : Rs.
(pl, indicate the sources)

VI. DECLARATION

I / We hereby declare that the details mentioned above are true and correct to the best of my/our knowledge, information and belief . In case any of the information furnished is found to be false or incorrect, appropriate legal action may be initiated against me/us.

Signature of the Applicant/
Authorised signatory of the company