

# 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 2013-2014

b) Year 2014-2015

c) Year 2015-2016

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)

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

d) Date of registration with STPI ( if registered) :

e. Nature of Business :  
(Furnish Supporting Documents)

f. PAN No. :

g. Other statutory Registrations with No.  
if any

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

I. Year of Services :

j. Infrastructure used :

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

l. 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 : Yes/No  
(Please enclose copy of the letters)

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