

**FORM OF APPLICATION FOR CERTIFICATE OF REGISTRATION TO  
COMMENCE/CARRY ON THE BUSINESS OF A NON-BANKING FINANCIAL INSTITUTION-  
CORE INVESTMENT COMPANY**

Name and address of registered office of the company (in block letters)	
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*By Registered Post A.D./Hand Delivery*

To

The General Manager/Dy. General Manager* Department of Non-Banking Supervision Reserve Bank of India, Regional Office, (Place)
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Dear Sir/ Madam,

***Application for a Certificate of Registration to commence/carry \*on the business of a Core Investment Company***

We make this application in terms of sub-Section (2) of Section 45-IA of the Reserve Bank of India Act, 1934 for issue of a Certificate of Registration. The required documents/information as per the instructions are furnished.

We are desirous of commencing/carrying on\* the business of a Core Investment Company. Hence, we hereby request you to issue the necessary Certificate of Registration under sub-Section (1) of Section 45-IA of the Reserve Bank of India Act, 1934 to enable our company to commence/carry on\* the business of a non-banking financial institution (Core Investment Company).

We declare that to the best of our knowledge and belief the information furnished in the application form, statements/ annexes enclosed hereto is true/correct and complete.

Yours faithfully,

For and on behalf of  
Name of Applicant

Date		Signature	
Place		Name	
Company Seal		Designation	

Encl: .....Sheets

*\*Strike out whichever is not applicable.*

## **DOCUMENTS REQUIRED TO BE ENCLOSED TO THE APPLICATION FORM**

1. Identification particulars (**Annex I**).
2. Statement on prudential norms (**Annex II**).
3. Information about the management (**Annex III**).
4. Certified copies of up-to-date Memorandum and Articles of Association of the company.
5. Certified copies of Certificate of Incorporation and Certificate of Commencement of Business.
6. A Board resolution specifically approving the submission of the application and its contents.
7. A copy each of the Profit and Loss account and audited Balance Sheet for the last 3 years (for companies already in existence).
8. Business plan of the company for the next three years giving details of its (a) thrust of business; (b) market segment; and (c) projection of investments and income (It should be like a provisional Balance Sheet).
9. A company which is already in existence and whose (i) minimum Capital Ratio in terms of Adjusted Net Worth is less than 30% of its aggregate risk weighted assets on Balance Sheet, (ii) risk adjusted value of off-balance sheet items as on the date of the last audited Balance Sheet, and/or (iii) a Leverage Ratio where its outside liabilities are exceeding 2.5 times its Adjusted Net Worth as on the date of the last audited Balance Sheet, as on the date of application, may also furnish a time-bound programme as to how it proposes to adhere to these requirements.
10. A company which proposes to become a CIC-ND-SI but does not qualify in terms of 90% of net assets under investments may also give a time bound action plan as to how it would achieve such eligibility.

## **INSTRUCTIONS**

*(Fill up the application form strictly in accordance with these instructions)*

### **GENERAL**

- (1) Application should be made in the prescribed form only. Wherever space is insufficient, information may be furnished in separate sheet/s.
- (2) Application along with enclosures duly completed should be submitted in duplicate, to the Department of Non-Banking Supervision, Reserve Bank of India, Regional Office under whose jurisdiction the Registered Office of the company is situated.
- (3) A photocopy of the application as submitted may be kept with the company for its record.
- (4) Application should be signed by any of the following officials authorised by the Board of Directors, in this behalf (*viz.*, Chairman, Managing Director, Chief Executive Officer, Company Secretary, a whole-time Director or any other official).
- (5) Application should bear common seal of the company.
- (6) An acknowledgement for having submitted the application may be obtained from the Regional Office concerned.
- (7) The particulars/information to be furnished in Annex II of the application should be based on figures as disclosed in the latest annual audited Balance Sheet. However, in the case of a company incorporated after March 31 of the particular year on which the application is being made, such particulars/information should be based on the Balance Sheet as on a date falling within thirty days preceding the date of application.

### **ANNEX I**

(8) In case the company has changed its name earlier, a list of all the earlier names of the company and date/s of change together with the certified copies of the Certificate of Incorporation and names of Chief Executive Officer and Chairman at the time of change of name should be furnished.

(9) If the company was registered with Reserve Bank of India as an NBFC, the Certificate of Registration in original should be enclosed.

(10) If the company had been advised by Reserve Bank of India in the past that it did not require registration by virtue of being a Core Investment Company, the letter in original should also be enclosed.

(11) If the company has ever defaulted in timely repayment of deposit and payment of interest, a list of all such pending cases and the action taken in respect of each case should be furnished. The company should also submit a list containing the details of all the court cases pending against it, including those pending in consumer fora, pertaining to its deposits acceptance activities.

### **ANNEX II**

(12) For filling up Annexure II, please refer to the guidelines to non-banking financial companies on prudential norms for income recognition, accounting standards, asset classification, provisioning for bad and doubtful debts, capital adequacy, concentration of credit/investment, etc.

(13) The contents of Annexure II should be certified by a Chartered Accountant.

### **ANNEX III**

(14) 'Substantial interest' means holding of beneficial interest by an individual or his/her spouse or minor child, whether singly or taken together, in shares of a company/capital of a firm, the amount paid-up on which exceeds 10 per cent of the paid-up capital of the company or total capital subscribed by all the partners of a partnership firm.

## IDENTIFICATION PARTICULARS

COMPANY CODE (to be filled by RBI)		
1.1	Name of the Company	
1.2	Whether the company had changed its name earlier? [Please see item (8) of instructions]	Yes/No
2	Date of incorporation	
3	Date of commencement of business	
4	State in which the company is registered	
5	Full Address of the Company	
(i)	Registered Office	
	Phone No:	Fax:
	Email	
(ii)	Corporate/Administrative* Office	
	Phone No:	Fax:
(iii)	No. of branches	
6	Status	(a) Public (b) Private (c) Deemed public (d) Other (to be specified)
7	Whether the company is already transacting the business of Core Investment Company as on date?	Yes / No
	If yes	
(i)	the date of commencement of such business	
(ii)	Ref no. and date of letter received from RBI advising the company that it was not required to register with RBI	
(iii)	If no such permission was obtained, reasons for not approaching RBI in the past	
8 (i)	Total assets of the applicant company	
(ii)	Total asset size of other CICs in the group	<u>Name of the Company</u> <u>Asset Size</u> 1. 2.
(iii)	Other companies in the group	<u>Name of the Company</u> 1. 2. 3.
(iv)	Whether any of the group company is registered as an NBFC; if yes, give the name/s of the NBFC/s, CoR No., date, name of the Regional Office of RBI where	

	it is registered	
9	Whether the company is already registered as NBFC with RBI?	Yes / No
	If yes	
(i)	Registration No. date and name of the Regional Office of RBI where it is registered	
(ii)	Reference No. and date of RBI advice	
(iii)	Classification as made by RBI	AFC/LC/IC/Other
(iv)	Whether the company has ever accepted deposits in the past?	Yes / No
(v)	If yes, whether the company has defaulted in the repayment of principal and/or payment of interest on deposits at any time? [Please see item (11) of instructions]	Yes / No
(vi) (a)	Whether any of the group companies are regulated by other regulators such as SEBI, IRDA, FMC, etc.	Yes / No
(b)	If yes, details of all such companies (please give the details in a tabular form)	
	(i) Name	
	ii) Address	
	iii) Nature of business	
	iv) Regulator	
	v) Approval/Certificate/Registration No.	
(c)	Action, if any, initiated/pending against the company by the regulator with details(strictures, penalties, adjudications, investigations etc)	
10	Name/s of Statutory Auditor/s of the company with address/es	
11.1	Name/s & Address/es of bankers of the company	
11.2	Whether the company has committed any default in repayment of any loan, advance or any other credit facility availed from any bank/NBFC / Financial Institution?	Yes/No
11.3	If yes, furnish full details, such as name of Bank/NBFC/ Financial Institution, Branch, type of facility, period and quantum of default, etc.	
12	Name and Designation of CEO/Authorised official	

Date		Signature	
Place		Name	
Company		Designation	

Seal			
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**ANNEX II**

<b>STATEMENT OF CAPITAL FUNDS AS ON*</b>	
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**PART A  
CAPITAL FUNDS -**

Sr No	Item Name	Item Code	Amount Rs (Rs. in Lakh)
<b>i</b>	Paid-up Equity Capital	111	
<b>ii</b>	Free reserves (Please see note 1 below)		
(a)	General Reserves	112	
(b)	Share Premium	113	
(c)	Capital Reserves (representing surplus on sale of assets held in separate account)	114	
(d)	Debentures Redemption Reserve	115	
(e)	Capital Redemption Reserve	116	
(f)	Credit Balance in P & L Account	117	
(g)	Other free reserves (to be specified)	118	
<b>iii</b>	Total (111 to 118)	120	
<b>iv</b>	Accumulated balance of loss	121	
<b>v</b>	Deferred Revenue Expenditure	122	
<b>vi</b>	Other Intangible Assets	123	
<b>vii</b>	Total (121 to 123)	130	
<b>viii</b>	Owned funds (120 - 130)	140	
<b>ix</b>	Investment in equity shares of (please see Note 2 below)		
(a)	Subsidiaries	141	
(b)	Companies in the same Group	142	
<b>x</b>	Investments in instruments compulsorily convertible to equity within 10 years from the date of issue (specify Instrument)	143	
<b>xi</b>	Total of 141+ 142 +143	144	
<b>xii</b>	The book value of debentures, bonds, outstanding loans and advances (including hire-purchase and lease finance) made to and deposits with [please see note (3) below]		
(a)	Subsidiaries	145	
(b)	Companies in the same Group	146	
<b>xiii</b>	Total of 144+145+146	147	

**Note 1:** 'Free reserves' shall include balance in share premium account, capital and debenture redemption reserves and any other reserves shown in the Balance-Sheet and created through an allocation out of profits but not being (a) a reserve created for repayment of any future liability or for depreciation on assets or for bad debts, or (b) a reserve created by revaluation of assets of the company.

**2.** Investments in instruments compulsorily convertible to equity include investment in fully convertible preference shares and debentures and/or convertible portion of partially convertible

preference shares or debentures. Investments held either in investment account or stock-in-trade should be included under this item.

3. Debentures whether held in investment account or by way of stock-in-trade should be included under this item. Non-convertible debentures, non-convertible portion of partially convertible debentures and optionally convertible debentures should also be included under this item.

**Part B**  
**Net Assets**

Sr No	Item Name	Item Code	Amount Rs (Rs. in Lakh)
	Investments in:		
(a)	Equity Shares of group companies	251	
(b)	Preference Shares of group companies	252	
(c)	Debentures of group companies	253	
(d)	Loans to group companies	254	
(e)	Others (specify)	255	
(f)	Fixed Assets	256	
(g)	Other Assets	257	
(h)	Net Assets (251 to 257)	260	

**Note 1:** Net assets excludes Cash and Bank balances, investment in money market instruments, money market MFs, advance payments of taxes and deferred tax payments.

**Part C**  
**Statement of Outside Liabilities**

Sr No	Item Name	Item Code	Amount Rs (Rs. in Lakh)
(i)	Loans and Advances from Banks	361	
(ii)	CPs	362	
(iii)	NCDs	363	
(iv)	ICDs	364	
(v)	Guarantees issued	365	
(vi)	Others(Please Specify)	366	
(vii)	Total outside Liabilities (361 to 366)	370	

**PART D**  
**Adjusted Net Worth (Please see notes below)**

i	Owned Funds (=Item Code 140 of Part A)	371	
ii	50% of the unrealized appreciation in the book value of quoted investments as ay the date of last audited Balance Sheet	372	
iii	Increase, if any, in the equity share capital since the date of the last audited Balance Sheet	373	
iv	Total (371 to 373)	380	

v	Diminution in the aggregate book value of quoted investments	381	
vi	Reduction, if any, in the equity share capital since the date of the last audited Balance Sheet	382	
vii	Adjusted Net Worth (= 380-381-382)	390	

**Notes:** For calculating the above,

- (A) Owned Funds shall be as defined in Non Banking Financial ( Non Deposit Accepting or Holding) Companies Prudential Norms (Reserve Bank) Directions, 2007; and  
(B) Unrealized appreciation in the book value of quoted investments would be calculated as the excess of the aggregate market value of such investments over the book value of such investments; and  
(C) Diminution will be calculated as the excess of the book value of such investments over the aggregate market value of such investments.

## PART E

### Weighted Risk Assets - On-Balance Sheet and Off-Balance Sheet items

#### (a) Balance Sheet Items

Sr No	Item Name	Item Code	Amount (Rs. in lakh)	Risk Weight (%)	RWA
(i)	Cash and bank balances including fixed deposits and certificates of deposits with banks	411		0	
(ii)	Investments:				
	(a) Approved securities [Except at (c) below]	412		0	
	(b) Bonds of public sector banks	413		20	
	(c) Fixed deposits/certificates of deposits/ bonds of public financial institutions	414		100	
	(d) Shares and debentures/bonds/ commercial papers of all companies and units of all mutual funds	415		100	
(iii)	Current Assets:				
	(a) Stock-on-hire (net book value)	416		100	
	(b) Inter-corporate loans/deposits	417		100	
	(c) Loans and advances fully secured against deposits held	418		0	
	(d) Loans to staff	419		0	
	(e) Other secured loans and advances considered good	420		100	



	(f) Bills purchased/discounted	421		100	
	(g) Others (To be specified)	422		100	
(iv)	Fixed Assets (net of depreciation)				
	(a) Assets leased out (net book value)	423		100	
	(b) Premises	424		100	
	(c) Furniture & Fixtures	425		100	
(v)	Other Assets				
	(a) Income tax deducted at source (net of provision)	426		0	
	(b) Advance tax paid (net of provision)	427		0	
	(c) Interest due on Government securities	428		0	
	(d) Others (to be specified)	429		100	
	<b>Total (A)</b>	430	-----		

**(b) Off-Balance sheet Items**

Sr No	Item Name	Item Code	Amount (Rs. in lakh)	Credit Conversion Factor	Risk Weight (%)	RWA
(i)	Financial & other guarantees	431		100	100	
(ii)	Share/debenture underwriting obligations	432		50	100	
(iii)	Partly-paid shares/debentures	433		100	100	
(iv)	Bills discounted/rediscounted	434		100	100	
(v)	Lease contracts entered into but yet to be executed	435		100	100	
	<b>Total (B)</b>	440	-----			
	<b>Total Risk Weighted Assets = (A) + (B)</b>	<b>450</b>	-----			

**Notes:**

(1) Netting may be done only in respect of assets where provisions for depreciation or for bad and doubtful debts have been made.

(2) Assets which have been deducted from owned fund to arrive at net owned fund shall have a weightage of `zero`.

(3) While calculating the aggregate of funded exposure of a borrower for the purpose of assignment of risk weight, such non-banking financial companies may net off the amount of cash margin/caution money/security deposits (against which right to set-off

is available) held as collateral against the advances out of the total outstanding exposure of the borrower.

(4) The counterparty credit risk, arising out of exposure of CICs-ND-SI to CCIL on account of securities financing transactions (CBLOs) will carry a risk weight of zero, as it is presumed that the CCP's exposures to their counterparties are fully collateralised on a daily basis, thereby providing protection for the CCP's credit risk exposures. The deposits / collaterals kept by CICs-ND-SI with CCIL will attract a risk weight of 20%.

**Part F**

<b>Capital ratio</b>	<b><math>\frac{\text{Adjusted Net worth} * 100}{\text{Total Risk Weighted assets}}</math></b>	
<b>Leverage Ratio</b>	<b><math>\frac{\text{Outside Liabilities}}{\text{Adjusted Net worth}}</math></b>	

**Note:** "Outside Liabilities" means total liabilities as appearing on the liabilities side of the Balance Sheet excluding 'paid-up capital' and 'reserves and surplus', instruments compulsorily convertible into equity shares within a period not exceeding 10 years from the date of issue but including all forms of debt and obligations having the characteristics of debt, whether created by issue of hybrid instruments or otherwise, and value of guarantees issued, whether appearing on the balance sheet or not.

Certified that the data/information furnished in this statement are in accordance with the guidelines issued by the Reserve Bank of India relating to income recognition, accounting standards, asset classification, provisioning for bad and doubtful debts, capital adequacy and concentration of credit and investments. They have been compiled from the books of account and other records of the company and to the best of my knowledge and belief they are correct.

For and on behalf of

Name of the Company \_\_\_\_\_

Date		Signature	
Place		Name	
Company Seal		Designation	

**AUDITOR'S REPORT**

We have examined the books of account and other records maintained by.....in respect of the capital funds, risk assets/exposures and risk asset ratio, etc., as on..... and report that to the best of our knowledge and according to the information and explanations given to us and as shown by the record examined by us, the figures shown in Parts A, B, C, D, E, and F of the statement are correct.

Date		Signature of the Auditor	
Place		Name	

**ANNEX III****INFORMATION ABOUT THE PROMOTERS, CHAIRMAN, MANAGING DIRECTOR,  
DIRECTORS AND THE CHIEF EXECUTIVE OFFICER OF THE COMPANY  
(PLEASE SEE NOTE ON PAGES 2 and 3)**

1	Name	
2	Designation	Chairman / Managing Director / Director / Chief Executive Officer*
3	Nationality	
4	Age & Date of Birth	
5	Business Address	
6	Residential Address	
7	PAN Number	
8	Email	
9	DIN No	
10	Educational/professional qualifications	
11	Line of business or vocation	
12	Name/s of other companies in which the person has held the post of Chairman/Managing Director/ Director /Chief Executive Officer	
13	Whether associated as Promoter, (i) Managing Director, Chairman or Director with any NBFC including a Residuary Non-Banking Financial Company which has been prohibited from accepting deposits/prosecuted by RBI ?	
(ii)	If yes, the name/s of the company/ies	
14	Whether prosecuted/convicted for any (i) Economic offence either in the individual capacity or as a partner/ director of any firm/company ?	
(ii)	If yes, particulars thereof	
15	Experience in the business of NBFC (number of years):	
16	Equity shareholding in the company	
(i)	No. of Shares	
(ii)	Face value :	Rs
(iii)	Percentage to total equity share capital of the Company:	
17	Name/s of the companies, firms and proprietary concerns in which the person holds substantial interest (Please see item 14 of instructions)	

18	Names of the principal bankers to the concerns at 17 above	
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19	Cases, if any, where the Director or relatives of the Directors or the Companies in which the Director is associated with, are in default of have been in the last 5 years in respect of credit facilities obtained from any entity or bank.	
20	Professional achievement relevant to the job	
21	If the Director is a member of a professional association/body, details of disciplinary action, if any, pending or commenced or resulting in conviction in the past against him/her or whether he/she has been banned from entry of any profession-occupation at any time.	
22	Whether the Director attracts any of the disqualifications envisaged under Section 274 of the Companies Act, 1956.	
23	Has the Director or any of the companies he is associated with, been subject to any investigation at the instance of the Government or Agencies	
24	Has the Director at any time been guilty of violations of rules/ regulations /legislative requirements by Customs/ Excise/Income Tax/Foreign Exchange /Other Revenue Authorities, if so, give particulars	
25	Details of prosecution, if any, pending or commenced or resulting in conviction in the past against the Director and/or against any of the entities he is associated with for violation of economic laws and regulations	
26	Whether number of directorships held by the Director exceeds the limit prescribed under section 275 of the Companies Act, 1956.	

Item No.s 21 to 26: Information regarding disciplinary action and penalties in respect of financial misfeasance only should be reported.

Certified that the data/information furnished in this statement is true and correct to the best of my knowledge and belief.

Date		Signature	
Place		Name	
Company		Designation	Chief Executive Officer

Seal			
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**Note:** Separate form should be submitted in respect of each of such functionaries, by using this format