

Software Technology Parks of India - Guwahati

Note: All figures should be filled in Indian Rupees

Project Report – An outline

PART – I

1. Introduction
2. Executive Summary/Overview of the entire project
3. Promoters: Promoters and their background, about their professional qualifications, experience, etc.
4. Existing Status of the Unit: What is the existing activity, product line, area of market, etc.
5. Manpower: About the Directors, Managers, professional manpower – their professional background and expertise, arrangements for Human Resource Development, etc.
6. Infrastructure facilities: About the Equipment, Plant & Machinery, premises.
7. Product line proposed: Area of computer software development/IT enabled services
8. Clientele: About the clientele, present and prospective clients – Countries to which exports are planned – Market potential, market arrangements, plans for promoting exports, etc.
9. Domestic Operations, if any: where it is proposed to operate both as a domestic unit as well as an STP unit in distinctly separate accounts are to be maintained.
10. Financial/Technical, etc., tie ups

PART II

PROJECT COST AND MEANS OF FINANCE

RS. IN LAKHS

PROJECT COST:

| | |
|------------------------------|---|
| PREMISES | : |
| OFFICE EQUIPMENT | : |
| HARDWARE | : |
| SOFTWARE | : |
| WORKING CAPITAL REQUIREMENTS | : |
| TOTAL | : |

MEANS OF FINANCING

| | |
|----------------------|---|
| EQUITY | : |
| - PROMOTERS | : |
| - INDIAN PUBLIC | : |
| WORKING CAPITAL LOAN | : |
| TERM LOAN FROM BANK | : |
| TOTAL | : |

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BALANCE SHEET

RS. IN LAKHS

| | 1 ST YEAR | 2 ND YEAR | 3 RD YEAR | 4 TH YEAR | 5 TH YEAR |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| A. <u>SOURCES OF FUNDS</u> | | | | | |
| EQUITY SHARE CAPITAL | | | | | |
| RESERVES & SURPLUS | | | | | |
| - PROFIT & LOSS | | | | | |
| TOTAL SHAREHOLDERS FUNDS | | | | | |
| OTHERS (SPECIFY ITEM WISE) | | | | | |
| TOTAL | | | | | |
| B. <u>USE OF FUNDS:</u> | | | | | |
| GROSS FIXED ASSETS | | | | | |
| ADDITIONS | | | | | |
| LESS: DEPRECIATION | | | | | |
| NET FIXED ASSETS | | | | | |
| OTHERS (SPECIFY ITEM WISE) | | | | | |
| CASH & BANK BALANCES | | | | | |
| NET CURRENT ASSETS | | | | | |
| TOTAL | | | | | |

PROFIT AND LOSS STATEMENT

RS. IN LAKHS

| | 1 ST YEAR | 2 ND YEAR | 3 RD YEAR | 4 TH YEAR | 5 TH YEAR | TOTAL |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|
| <u>REVENUE:</u> | | | | | | |
| EXPORTS | | | | | | |
| - ONSITE SERVICES | | | | | | |
| - OFFSHORE | | | | | | |
| TOTAL | | | | | | |
| <u>OPERATIONAL</u> | | | | | | |
| <u>EXPENDITURE</u> | | | | | | |
| (SPECIFY ITEMWISE) | | | | | | |
| OP. PROFIT | | | | | | |
| DEPRECIATION | | | | | | |
| PROFIT | | | | | | |
| DIVIDEND | | | | | | |
| TRANSFER TO RESERVES | | | | | | |

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CASH FLOW STATEMENT

RS. IN LAKHS

| | 1 ST YEAR | 2 ND YEAR | 3 RD YEAR | 4 TH YEAR | 5 TH YEAR | TOTAL |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|
| <u>INFLOW</u> | | | | | | |
| EQUITY | | | | | | |
| LOANS | | | | | | |
| OTHERS (SPECIFY ITEMWISE) | | | | | | |
| PROFIT | | | | | | |
| DEPRECIATION | | | | | | |
| TOTAL INFLOW | | | | | | |
| <u>OUTFLOW</u> | | | | | | |
| FIXED ASSETS (SPECIFY DETAILS) | | | | | | |
| OTHERS (SPECIFY ITEMWISE) | | | | | | |
| DIVIDEND | | | | | | |
| TOTAL OUTFLOW | | | | | | |
| CASH & BANK BALANCES | | | | | | |
| OPENING BALANCE | | | | | | |
| NET INFLOW | | | | | | |
| CLOSING BALANCE | | | | | | |

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IMPORTANT RATIOS

RS. IN LAKHS

| | 1 ST YEAR | 2 ND YEAR | 3 RD YEAR | 4 TH YEAR | 5 TH YEAR | TOTAL |
|--|----------------------|----------------------|----------------------|----------------------|----------------------|-------|
| DEBT/EQUITY | | | | | | |
| OP. PROFIT/INCOME | | | | | | |
| PAT/INCOME | | | | | | |
| RETURN ON TOTAL ASSETS | | | | | | |
| RONW | | | | | | |
| DIVIDEND PAYOUT RATIO | | | | | | |
| DEBT SERVICE CONVERAGE (PAT BEFORE INTEREST/ INTEREST) | | | | | | |
| EPS (RS.) | | | | | | |
| COMPOUNDED ANNUAL GROWTH RATE | | | | | | |

BREAK EVEN POINT CALCULATIONS

RS. IN LAKHS

| | 1 ST YEAR | 2 ND YEAR | 3 RD YEAR | 4 TH YEAR | 5 TH YEAR | TOTAL |
|--------------------------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|
| GROSS REVENUE | | | | | | |
| VARIABLE EXPENSES (SPECIFY ITEMWISE) | | | | | | |
| CONTRIBUTIONS | | | | | | |
| FIXED EXPENSES (SPECIFY ITEMWISE) | | | | | | |
| PAT | | | | | | |
| BREAK-EVEN POINT | | | | | | |
| CASH BREAK-EVEN POINT | | | | | | |