



## **PART – A**

### **Application for TATA Genuine Parts Distributorship for Commercial Vehicles**

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Name of the Firm	
Address	
City	
Contact Person	
Phone No.	
Territory applied for	
Turn Over (INR in Lacs) (Previous Year)	
Current Line of Business / Dealerships	
Projection for TML Business:	
1 <sup>st</sup> Year	
2 <sup>nd</sup> Year	
3 <sup>rd</sup> Year	

Prime Location at \_\_\_\_\_

& Districts applied for Branches \_\_\_\_\_

DD Number \_\_\_\_\_ dated \_\_\_\_\_ for Rs.1,000/- (Non-refundable) Drawn on TATA MOTOTS LIMITED payable at Mumbai Bank \_\_\_\_\_ Branch \_\_\_\_\_ (Particulars of Demand Draft to be attached) towards Application Processing Fees.

**and**

DD Number \_\_\_\_\_ dated \_\_\_\_\_ for Rs.25,000/- (Refundable) Drawn on TATA MOTOTS LIMITED payable at Mumbai Bank \_\_\_\_\_ Branch \_\_\_\_\_ (Particulars of Demand Draft to be attached) towards Security Deposit.

**1. NAME OF THE APPLICANT:**

\_\_\_\_\_  
In case of Company, give name of MD/Directors/Managing Partner/Partner)  
Full Address \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ E-mail \_\_\_\_\_ Fax \_\_\_\_\_

Mobile \_\_\_\_\_

**2. CURRENT BUSINESS DETAILS:**

- i) Automobile Field  ii) Non-Automobile Field   
 (a) Manufacturing  (b) Trading  (c) Services   
 (d) Distribution  (e) Stockist  (f) Retailing

FRANCHISES HELD NAME	TURNOVER (LAST 3 YEARS) - RS. LAKHS		
	YEAR _____	YEAR _____	YEAR _____

**3. PRESENT INFRASTRUCTURE:**

ESTABLISHMENT	CITY	LOCALITY	MANPOWER AVAILABLE	AREA (SQ.FT.)
1. Showroom/Shop				
2. Warehouse				
3. Branch				
4. Open plot				
5. Other				

**4. PRESENT MANPOWER RESOURCES:**

ESTABLISHMENT	TOTAL NOS.	SHOP/ SHOWROOM	WAREHOUSE	BRANCH	RESPONSIBILITY
CEO/G.M.					
MANAGER					
ASSISTANT/ HELPER					
SALES OFFICERS					
COMPUTER & ADMN					
ACCOUNTS					

**5. INFORMATION AND OFFICE EQUIPMENTS:**

1. PC Configuration: \_\_\_\_\_
2. Software Package \_\_\_\_\_
3. Internet Connectivity & Modem \_\_\_\_\_
4. Fax \_\_\_\_\_

**6. FINANCIAL SUMMARY: (Rs. in Lakhs)**

	Current Year	Previous Year		Current Year	Previous Year
Turnover			Net Worth		
Expenses			Fixed Assets		
Gross Profit			Working Capital		
Net Profit			R. O. I.		

**7. FINANCIAL DETAILS: (Rs. in Lakhs)**

(a) BANKERS DETAILS				
NO.	NAME & ADDRESS OF BANKS	TYPE OF FACILITY	DETAILS OF ASSETS HYPOTHECATED & THEIR MARKET VALUE	LIMIT SANCTIONED
1				
2				
3				

(b) SOURCES AND USAGE OF FUNDS FOR PRESENT BUSINESS (Rs. _____ Lakhs)				
	SOURCES OF FUNDS		USEAGE OF FUND	
1	Own Funds		Land	
2	Other Sources		Building	
3	Banks		Machinery & Equipment	
	Any other (please specify)		Working Capital	

**IMPORTANT NOTE**

- 1 Parts Distributorship, if offered, does not guarantee TATA MOTORS Authorized Dealership for Tata Vehicles at any time.
- 2 Present Tata Authorized Dealers & Service Centres will continue to sell parts to customers in these areas as part of their After Sales Service to customers as per the Agreement with Tata Motors Ltd.
- 3 Kindly note that the information requested through this application is for the purpose of evaluation and should not be construed as commitment of any kind. Tata Motors reserves the right to reject any or all such applications.

**8. REFERENCES**

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_

**9. DECLARATION:**

I/We accept the decision of M/s. TATA MOTORS LIMITED as final and binding

I/We fully understand that in case any information provided above is found to be false/incorrect, M/s. TATA MOTORS LIMITED reserves the right to reject the application or reverse any decision taken on the basis of this information.

**Signature(s) of individuals  
Partners or managing director  
As applicable**

**Names(s)**

1. \_\_\_\_\_ **Signature** \_\_\_\_\_

2. \_\_\_\_\_ **Signature** \_\_\_\_\_

3. \_\_\_\_\_ **Signature** \_\_\_\_\_

4. \_\_\_\_\_ **Signature** \_\_\_\_\_

## **PART – B**

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**Financial Details of existing business of Applicant**

**&**

**Business plan for Tata Genuine Parts Distributorship**

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**PROFIT AND LOSS STATEMENT**
**Instructions:**

1. Please provide a profit & loss statement for each business (company) in your group and also a consolidated profit & loss statement for the entire group.
2. In case any of the business (company) has an automobile business, a break-up of the automobile business's details within that company's profit & loss statement should be provided.

A standard format for the Profit & Loss Statement is given below:

For further information & to assist in filling up the form, please refer to the respective annexures.

Particulars	Schedule	Years & Values (Rs. In lacs)		
		Current year	Last Year	Second Last Year
Income	A			
<b>Expenditure</b>	B			
Salary & benefits for Staff				
Office & Administrative Expenses				
Selling & distribution expenses				
Other expenses				
<b>PBDIT</b>				
Less: Depreciation				
Less: Interest	C			
Income Tax	D			
PAT				
Less: Dividend				
Balance carried to Balance Sheet	E			

Particulars	Schedule	Years & Values (Rs. In lacs)		
		Current year	Last Year	Previous to Last Year
<b>BALANCE SHEET</b>				
<b>SOURCE OF FUNDS</b>				
Share Holders Funds				
(a) Capital	F			
(b) Reserves & Surplus	G			
<b>LOAN FUNDS</b>				
(a) Secured	H			
(b) Unsecured	I			
<b>TOTAL FUNDS EMPLOYED</b>				
<b>APPLICATION OF FUNDS</b>				
<b>FIXED ASSETS</b>	J			
(a) Gross Block				
(b) Less: Depreciation				
(c) Net Block				
<b>INVESTMENTS</b>	K			
<b>CURRENT ASSETS, LOANS &amp; ADVANCES</b>	L			
(a) Inventories				
(b) Sundry Debtors				
(i) Outside parties				
(ii) Sister concerns				
(c) Cash & Bank balances				
(d) Others				
(e) Loans and Advances				
<b>CURRENT LIABILITIES AND PROVISIONS</b>	M			
(a) Current Liabilities				
(i) Advances payments				
(ii) Others				
(b) Provisions				
<b>NET CURRENT ASSETS</b>				
<b>TOTAL FUNDS USED</b>				

**SCHEDULE-A**

Income Analysis
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**INCOME**


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Please provide information of the total group income giving details of its break-up not only between individual business (es) (companies), but also a break-up of income within the company. Given below are sample formats for likely situations.

There are three individual companies (company X, Y & Z) one of which also has an automobile franchise (Company x)

- |    |   |          |
|----|---|----------|
| A. | Consolidated Income   |          |
|    | a. Income from Company X  | =        |
|    | b. Income from Company Y  | =        |
|    | c. Income from Company Z  | =        |
|    | <b>Total Group Income</b>                                       | <b>=</b> |
| B. | Income from Company X (which also has an automobile franchise). |          |
|    | Sales   | =        |
|    | Spare Parts   | =        |
|    | Service   | =        |
|    | Finance   | =        |
|    | Others (non-automobile business)                                | =        |
|    | <b>Total Income</b>   | <b>=</b> |

The income from others (non-automobile business) should be separately indicated under separate head and this includes income accruing from property, investments in share / stocks etc.

For the companies Y and Z, income break-up may be relevant to that business. This example would be used for explanation in further schedules.

**SCHEDULE – B**

Expenditure  
Analysis

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**EXPENDITURE**


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The Expenditure has to be further broken up in the following sub-heads.

- Salary \* benefits for staff (e.g. salaries, bonus, allowances, employees insurance etc.)
- Office & Administrative Expenses (e.g. rent, rates, stationery, printing, telephones, postage, computers, conveyance, electricity, water charges etc.)
- Selling & distribution expenses (e.g. Advertisement & Promotional expenses, Commission, Brokerage etc.)

In the case of Company X (which also has Automobile Franchise), the break-up of the expensiture has to be given in the undermentioned format.

<b>EXPENDITURE</b>	Automobile Franchise	Non-Automobile Business	Total
Salary & benefits			
Office & Administrative Expenses			
Selling & distribution expenses			
Other expenses			

**SCHEDULE – C**

Debt  
Payment  
Analysis

**INTEREST**

The applicant is required to give a break-up of the interest which he pays to different sources, on the loans taken by him for the operations. Thus, if the applicant has taken loan from five different sources like a bank, financial institutions, NBFCs, the interest payable to each of these sources is to be shown separately.

In the case of Company X (which also has automobile franchise), the break-up of the interest on the loans taken has to be given in the undermentioned format.

Source of Finance	Automobile Franchise	Non-Automobile Franchise	Total
Banks			
Financial Institutions			
NBFCs			

**SCHEDULE – D**

Profitability  
Analysis

**INCOME TAX**

The applicant is required to give the income tax paid by him for each financial year for the previous three years. This should be substantiated by the attested photocopies of the income tax returns statement.

The applicant is also required to state if he has paid wealth tax, if so; the attested photocopies of the same are to be furnished.

**SCHEDULE – E**

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Dividend  
Policy

**DIVIDEND**

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The applicant is required to give the dividend declared by the company/firm over the previous three years. This would be in percentage of dividend declared and the amount of dividend outflow from the Profit After Tax.

If the company is closely held by the owners, the amount ploughed back into the company by the owners is also to be declared.

**SCHEDULE – F**

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Expenditure  
Analysis

**SHARE HOLDERS EQUITY / CAPITAL**

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The applicant is required to give the Authorised Share Capital, the issued share capital and subscribed / paid-up share capital of the company. The applicant is required to give the break-up of preference share capital, if any, and partly paid-up and fully paid-up share capital.

The applicant must give the percentage of his equity holding in the company along with the break-up of equity holdings of other shareholders of the company.

In the case of partnership companies, the holding of each partner has to be indicated. This should be substantiated with the attested photocopy of the partnership agreement.

**SCHEDULE – G**

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Expenditure  
Analysis

**RESERVES & SURPLUS**

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The applicant is required to give a break-up of the Reserves & Surplus funds of the company. The break-up may include General Reserves, Capital Redemption, Reserves, Amount transferred from Profit & Loss Account and Revaluation Reserves.

Please give the last financial year in which the revaluation of assets has been done (refer to Schedule-J). Please also enclose the attested photocopies of the revaluation done by an appropriate authority.

**SCHEDULE – H**

 Expenditure  
Analysis

**SECURED LOANS**

The details of the secured loans have to be furnished in the format enclosed below:

LOANS	Amount of Loan	Source of Loan	Purpose of Loan	Total value of collateral offered and the market value of the collateral
<b>SECURED LOANS</b>				
<b>Term Loan</b>				
Banks				
Financial Institutions				
NBFCs				
<b>OVERDRAFT</b>				
Banks				
Financial Institutions				
NBFCs				

While giving the details of terms loans, please give the break-up of the loan taken from various sources like Banks/FI's, NBFCs etc. Please give the repayment schedule of the principal amount and the rate of interest charged on these loans.

In case of Automobile franchise, the applicant is required to state the purpose of utilization of loan, viz. Sales, Service, and Spare Parts.

Please also give in detail, the capacity of the group to raise finance through Secured Loans, if required, by Tata Motors, for its distributorship operations in future.

**SCHEDULE – I**

Leverage  
Analysis

**UNSECURED LOANS**

The details of the secured loans have to be furnished in the format enclosed below:

The unsecured loans should give the sources from where these loans have been taken, including the loan taken from individuals. Please give the details of the repayment schedule and the rate of interest charged on these loans.

Please also give in details, the capacity of the group to raise finance through unsecured loans, if required, by Tata Motors for distributorship operations in future.

**SCHEDULE – J**

Capital  
Investment/  
Asset Ratio  
Coverage

**FIXED ASSETS**

The details of the fixed assets must give a clear picture of all the fixed assets of the company(ies)/group. Any additions/deletions to the fixed assets must be shown in the appropriate format. Please give the last financial year when these assets were revalued. Also enclose the attested photocopies of the certificate of revaluations by an appropriate authority. In addition to the above information, the applicant is required to give the following information in the format enclosed:

Property/Assets	Book Value	Current Market Value as on (please mention date)	If hypothecated, to when and for what amount
Land			
Building			
Investments			
Others			
Total			

**SCHEDULE – K**

Investment  
Analysis

**INVESTMENTS**

The investments made by the company/firm should give the details of the investments made in shares/securities. The applicant should provide the cost of those investments and the market value of these investments, if quoted, on a particular date.

**SCHEDULE – L**

Company's  
Nett Worth

**CURRENT ASSETS, LOANS & ADVANCES**

This should cover the inventories, debtors, cash & bank balance and loans & advances in the case of Company X (which also has an automobile franchise), the break-up of inventories for each of its business should be separately given. Similarly, the debtors should be separately given for Automobile Franchise and non-automobile business. The debtors should also be broken up into the bad debt and the debtors which are considered good.

Particulars	Automobile Franchise	Non-Automobile Business	Total
Inventories			
<b>Debtors</b>			
Considered Good			
Provision for bad debts			

The loans and advances should also specifically be mentioned, as has been done for the Debtors as above, as to under what business operation (Automobile Franchise/non-automobile business), these have been given. The details should also give the names of the parties to whom these loans and advances and when they are expected to be recovered.

**SCHEDULE – M**

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**CURRENT ASSETS, LOANS & ADVANCES**

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The applicant must give the break-up of each head under which the current liabilities and provisions fall. The applicant must also give as to under what business operation (Automobile Franchise/non-automobile business) this money has been taken.

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**BUSINESS PLAN PROPOSAL**

<b>All Values Rs. In Lakhs</b>	<b>1<sup>st</sup> YEAR</b>	<b>2<sup>nd</sup> YEAR</b>	<b>3<sup>rd</sup> YEAR</b>
<b>SALES (In Lakhs)</b>			
<b>EXPENSES</b>			
A. Operational Expenses			
B.Sales Promotional Expenses			
<b>ASSETS (In Lakhs)</b>			
Fixed Assets			
Inventories			
<b>SOURCES OF FUNDS (In Lakhs)</b>			
Own Funds			
Borrowed Funds			
<b>GROSS PROFIT (In Lakhs)</b>			
<b>ROI (%)</b>			
<b>NETWORK:</b> No of Own Branches			
Number of Retailers			

**SUMMARY**

**ANNEXURE II**  
**BUSINESS PLAN**

**A. INFRASTRUCTURE-PROPOSED**

<b>ESTABLISHMENT - OWN/RENTED (√) Appropriate Option</b>					
<b>Establishment</b>	<b>City</b>	<b>Location</b>	<b>Manpower</b>	<b>Area(Sq.ft)</b>	<b>Start Of Operation(Date)</b>
<b>1. Main Showroom/office</b>					
<b>2.Main Warehouse</b>					
<b>3. Branch(1)</b>					
<b>Branch(1) Warehouse</b>					

**B. MANPOWER-ORGANISATIONAL CHART**

<b>POST</b>	<b>Total Nos.</b>	<b>Main Showroom/ Office</b>	<b>Main Warehouse</b>	<b>Branch (1)</b>	<b>Branch(1) Warehouse</b>
<b>1. CEO/GM</b>					
<b>2. Manager</b>					
<b>3.Assistant/Counter Staff</b>					
<b>4. MSR( Market Sales Representatives)</b>					
<b>5. DSR( Direct Sales Representatives)</b>					
<b>System Operator</b>					
<b>Accounts &amp; Admin</b>					
<b>Store's Incharge</b>					
<b>Helper</b>					
<b>Driver</b>					

**C. LIST OF MAJOR PARTIES IN AUTOMOBILE TRADE WITHIN THE PROPOSED TERRITORY:**

**Note: Details of each Category of customer group to be maintained separately.**

No.	Particulars	Name	Complete Address	Contact Person	Contact Details
<b>A</b>	<b>TATA CV Dealer</b>				
1					
2					
3					
<b>B</b>	<b>TASS</b>				
1					
2					
3					
4					
<b>C</b>	<b>Transport Union</b>				
1					
2					
<b>D</b>	<b>Fleet Operators</b>				
1					
2					
3					
<b>E</b>	<b>Trucking/Repair Centres</b>				
1					
2					

No.	Particulars	Name	Complete Address	Contact Person	Contact Details
3					
<b>F</b>	<b>Institutional/Govt Customers</b>				
1					
2					
3					
<b>G</b>	<b>Retailers Dealing in TML CV Parts</b>				
1					
2					
3					
5					
6					
7					
8					
9					
10					
<b>H</b>	<b>Major Mechanics/Reborers</b>				
1					
2					
3					
4					
5					

**BUSINESS PLAN  
MODEL FOR CALCULATING ROI**

Rs.Lakhs

	<b>PARTICULARS</b>	<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
<b>1</b>	<b>Sales</b>			
	Less: Cost Of Goods Sold			
	<b>Income From Operations</b>			
	<b>Other Income</b>			
	Incentive			
	Other( Sale of Assets etc)			
<b>2</b>	<b>Gross Profit</b>			
<b>3</b>	<b>Less Expenses</b>			
	Salary			
	Traveling			
	Telephone/Fax			
	Insurance			
	Rent			
	Repairs & Maintenance			
	Sales Promotion			
	Misc & Admin			
	<b>Total Expenses</b>			
<b>4</b>	<b>PBDIT</b>			
	Less: Depreciation @ 8.6% on Fixed Assets			

<b>5</b>	<b>PBIT</b>			
	Less: Interest( @ 16% on Borrowed Funds)			
	Interest to others (@ 12%)			
<b>6</b>	<b>PBT</b>			
	Less: Provision Tax (@ 35%)			
<b>7</b>	<b>PAT</b>			
	Less: Provision for Dividend & Dividend Tax			
	<b>Profit Transferred to Balance Sheet</b>			
<b>8</b>	<b>Sources Of Funds:</b>			
	Equity-Own Funds			
	Reserve & Surplus			
	<b>Net Worth</b>			
	<b>Loan Funds:</b>			
	Secured Funds			
	Unsecured Funds			
<b>9</b>	<b>Total Loan Funds</b>			
<b>10</b>	<b>Fixed Assets</b>			
<b>11</b>	<b>Investments</b>			
<b>12</b>	<b>Current Assets, Loans &amp; Advances</b>			
	Inventories			
	Debtors(Credit Sales) Sundry			
	Cash & Bank Balances			
	Other Current Assets			

	<b>Sub Total</b>			
<b>13</b>	<b>Total Investment( Fixed+Current assets)</b>			
<b>14</b>	<b>Current Liabilities &amp; Provisions</b>			
	Creditors(Payable to TATA CV Parts)			
	<b>Provision for:</b>			
	<b>Tax</b>			
	<b>Dividend</b>			
	<b>Sub Total</b>			
	<b>Total Funds Utilized</b>			
<b>15</b>	<b>ROI (%)=( PAT/RONW)</b>			
	<b>ROI (%)=(PAT/Total Loan Funds)</b>			

**2. Investment in Fixed Assets (Net)**

<b>Showroom</b>	<b>Main</b>	<b>500-750</b>	<b>No Ownership Cost to be Considered</b>
	<b>Branch</b>	<b>250-300</b>	
<b>Warehouse</b>	<b>Main</b>	<b>4000-5000</b>	<b>Rent for Warehouse to be considered</b>
	<b>Branch</b>	<b>1000-1200</b>	

Office Furniture, IT Hardware, Storage Racks, Material Handling Equipments, Delivery Van (ACE/407).

(Depreciation to be calculated on this Fixed Amount).

**3. Ration Analysis:**

<b>PARTICULARS</b>	<b>Formula</b>	<b>1<sup>ST</sup> YEAR</b>	<b>2<sup>ND</sup> YEAR</b>	<b>3<sup>RD</sup> YEAR</b>
<b>Net Profit Margin</b>	<b>PAT/Sales</b>			
<b>Return on Investment</b>	<b>PAT/ Total Loan Funds</b>			
<b>Current Ratio</b>	<b>Total Current Assets/Total Current Liabilities</b>			
<b>Interest Coverage</b>	<b>PBIT/Interest</b>			
<b>Debt Equity</b>	<b>Debt( Loan Funds)/ Equity(Shareholders Fund)</b>			
<b>Inventory Turnover</b>	<b>Inventory/Sales</b>			
<b>Total Asset Turnover</b>	<b>Total Revenue/Total assets used including loan Fund</b>			

**BUSINESS PLAN  
MODEL FOR CALCULATING ROI**

<b>Calculation of Manpower &amp; Salary</b>	<b>Nos.</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>
CEO/GM				
Manager				
Assistant / Counter Staff				
MSR (Market Sales Representative)				
DSR (Direct Sales Representative)				
System Operator				
Accounts & Administration				
Stores Incharge				
Helper				
Driver				