

CHECK LIST OF DOCUMENTS/PAPERS TO BE OBTAINED for Entity Proprietor / Partner / Director/Karta (HUF) / Office Bearer/Guarantor

Documents to be submitted:

All documents to be self-attested

1. KYC DOCUMENTS (TICK AS APPLICABLE)

- I. Pass port size photographs
- II. Copy of PAN card
- III. Copy of passport/Driving license/Voter ID card/ID card Issued by Govt establishments (As a photo Identity) / Aadhaar Card
- IV. Copy of Rent agreement (if residing on rent)

2. FINANCIAL DOCUMENTS (TICK AS APPLICABLE)

- I. ITR & Form 16 & Last 3 months Salary Slip/Certificate
- II. ITR & Computation of total income along with Profit & Loss A/c and Balance Sheet with Schedules for last 3 years.
- III. Operative Bank Accounts Statement for last 1 year
- IV. Copy of confirmation letter issued by present employer

3. Other Details

- I. Details of Credit facilities with Banks (In Annex 1)
- II. Guarantees given if any (in Annex 1)
- III. Copies of Sanction letters from Banks & other Financial Institutions for credit facilities availed.

<u>Annexure 1</u>

Details of Credit Facilities Availed/ Guarantee Given _<Name>_____

Name of the Bank	Credit facility	of	Purpos e	Whether you are a Borrowe r/Guaran tor	Security	Limit Sanction ed / Date	Margi n	Latest Outstan ding Balance	Rat e of Int ere st	Repa yme nt	Overdue if any
	guaranteeu			lui					SL		