

**List of papers to be submitted for loan proposal (Customer)**

**Particulars of Promoter/Directors/Borrower/Guarantor**

- Bio-Data of Borrower/Guarantor, photograph should be attached. Both borrower and Guarantor should be KYC complied.
- Copy of PAN Card and Copy of Voter Id/Passport/Driving License
- Copy of Professional Tax Return, Copy of IT Return and Proof of Tax payment, Copy of Personal Balance sheet.
- Asset / Liability statement of Borrower/Guarantor.

**Particulars of Proposal**

- Loan Application with photograph of borrower.
- Last Three years IT Return of Promoter.
- Bank Statement up- to- date statement.
- Trade License, PAN of Firm/Company, Service Tax Registration Certificate
- Service Tax Return
- Memorandum of SSI Registration, if SSI unit, Other Trade related Documents, if any.
- Partnership Deed with Registration Certificate from Registrar of Firms. (if firm)
- Memorandum of Association & Memorandum Of Article, if Pvt./Public Limited Company
- Sources of Capital

**Others**

- List of Major Clients
- Office addresses (Registered Office, Head office and Branches)

**Note: All documents should be duly signed and stamped by Director/ Partner/ Proprietor or Authorised Signatory.**