

**Documents Checklist of the company:**

Dear Sir,

This is in reference to our discussions with you regarding the finance requirements for your company & other associate companies.

For the processing & assessment of your proposed loan proposals, please arrange to provide us the following documents (both in hard copy & soft copy).

Please arrange to provide the following list of documents for assessment of working capital facility with the Bank.

1. Business Plan & Project Finance Summary for which finance is required,
2. Business Profile of the Company & Profile of experience and back ground of all the Directors of the company ( On Co. Letter Head).
3. Company Information Summary,
4. Copy of PAN Card, Passport, Driving Licence, Adhaar Card, of Directors, Promoters, and Property owner/Guarantors.
5. Copy of Pan Card, TAN No, GST Registration, Trade Licence, MSME Udyog Adhaar Registration, SME Rating, SSI & DIC Registration, EIN Registration, ISO Certification of the company,
6. Latest Electricity Bill, Telephone Bill, Office Lease Agreement of the company,
7. MOA, AOA and Certificate of Incorporation of the company.
8. List of Directors and Shareholding Pattern of the company on Letter Head.
9. Latest Net-worth Certificate of all the Directors of the company ( CA Certified),
10. Last Three years Personal ITR with Computation of Income, Personal Balance Sheet and Profit & Loss A/c for Directors & Property owner/Guarantor(if available) for ( FY: 2017-18, 2018-19 and FY: 2019-20).
11. Last Three Years Audited Balance Sheet with ITR and Computation Copy of the Company for ( FY: 2017-18, 2018-19 and FY: 2019-20) with complete financials like Form 3CA, 3CB, 3CD, all Annexures & Schedules, Audit Report, Directors report, Debtor & Creditor details, Stock details of the company,.
12. Provisional Balance Sheet for (01. 04.2019 to 31.03.2020) & (01. 04.2020 to 30.11.2020) of the company.
13. Tax Audit Report (26 AS) FY: 2017-18, 2018-19 & 2019-20 of the company,
14. Copy of GST Return month wise 3B Return from (01. 04.2019 to 30.11.2020) of company,
15. A) Month wise sales figure of the company with every Buyers (from 01/04/2019 to 30/11/2020) on company letter head,  
B) Month wise purchase of products & raw materials of the company from suppliers (from 01/04/2019 to 30/11/2020) on company letter head,
16. A) Copy of All Latest & Revised Loan Sanction letter from Banks ( Working Capital, CC, OD, TL, HL, LAP, Auto Loan, Machinery Loan, Un-Secured Business Loan & other project loan),

- B) Copy of all existing loans ( SOA, Repayment schedule & Statement of all Banks) for last 12 months of the company,
  - C) In case of existing loan takeover, Position of accounts from the existing bankers & Lenders and confirmation about the detail of A s s e t s /Collaterals being Standard with them.
17. List of 5 major Buyers clients & 5 major Suppliers of the company (along with contact person, contact number, contact person's designation),
  18. Latest Work Order & Agreement copies of recently availed & upcoming tenders & work orders contracts with major Clients company.
  19. A) Collateral Property documents with Sale Deed, Patta & All Link Chains, Up to date Holding Tax receipts & Revenue Rent receipts, ROR, Sanctioned Map, Development Agreement Deed, Power of Attorney, Prior Deed, EC of last 20 years in the name of Advocate , Rent Agreement etc.  
B) Detail Lists of all collateral properties & Valuation Letter of all the Collateral properties to be Mortgaged ( If any),
  20. A) Project Approvals from concerned Authorities, Permissions & NOC from Factories Act License, Permission from Electricity Dept., Ground Water Authority, Environment Clearance, Approved Building plan ( Town & Country Planning Dept.), Drinking Water Permission, NOC from FIRE Dept., NOC & Consent for AIR & Water from State Pollution Control Board in favor of the company,  
B) A l o n g with documentary proofs and copy of Allotment letter/Conveyance deed/ Change of Land Use & Conversion Certificate in case of Project Land of the company,  
C) Architect Certificate for validating estimated cost of Project, office building to be constructed.
  21. Proposed Manufacturing and Brand & Trade Mark registration License & Permissions from the concerned authorities in favor of the company.
  22. UHFC ( Un-hedged Foreign Currency) Declaration on Letter head of the Company.
  23. Last One year Audited Balance sheet, Financials & KYC of all Group Concern & Associate companies (if any).
  24. Latest One Year Bank Loan Re-conciliation Statement of all Loan accounts of the Company,
  25. Latest One Year Bank Statement of other current accounts of the company,
  26. Latest Six month figure of Stock & Inventory, Debtors & Creditors of the company,
  27. Latest Insurance details of stock, Property, Plant & Machineries of the company, etc
  28. Detail list of your existing machineries & equipment of the company,
  29. Latest Quotations of all new Equipment & Machineries of the company,
  30. Statement of Assets & Liabilities of all Directors of all the company ( CA Certified),
  31. Please provide details of all contingent liabilities of the company as on 31-03-2020, ( CA Certified),
  32. Please provide CA certificate regarding 'NIL' Statutory dues against the borrowing company, if any (CA Certified),
  33. Latest Due Diligence and ROC search of the company & all associate companies, [www.mca.gov.in](http://www.mca.gov.in) ( By CA Certified).

34. Vintage proof - Vat registration/TIN certificate copy.
35. Detail of all Un-Secured Loan & Advance given to individuals, provide clarification,
36. Company's Board Resolution copy for the proposed loan & finance facilities requirement( On Company Letterhead),
37. Business Plan, TEV Report, Feasibility Report, Project Report, CMA & Cash Flow Statement, Profitability Projections of the company for the proposed loan & finance requirements ( CA Certified),
38. Final cost of project, means of finance, estimated completion date and Total Expenditure incurred on the existing project till date ( CA Certificate).
39. Please give details and sources of margin money proposed to be brought up for the fresh working capital loan & finance exposure for the company. ( CA Certified),
40. A) Latest Purchase & Supply Orders in hand and status along with Order copies/Letters of Intent/Contract agreements/Proforma Invoice in favor of the company.  
B) Work completed till date, Work expected to be completed by 31<sup>st</sup> march 2021.
41. Latest CIBIL Reports of all the Directors of the company ( If any),
42. Latest Credit Rating assessment rationales of the borrowing company ( if any),
43. Passport Size Photographs of all Directors/Proprietor/Partners of the company,