

DOCUMENT CHECK LIST

SELF EMPLOYED NON PROFESSIONAL

Proprietorship Concern

- 01) One photo of each of all applicants.
- 02) Processing Fee cheque from main operating A/c.
- 03) PAN card copy of all applicants in normal size on A4 size paper.
- 04) Latest residence proof of all applicants (Not more than 3 months older).
- 05) PAN card copy & Latest office address proof with authorised stamp & signature (Not more than 3 months older).
- 06) Valid Shop & Establishment copy.
- 07) Last 3 years financials of Proprietorship (i.e. ITR, Acknowledgement Receipt from Bangalore if Net Filing, computation of income, Profit & Loss A/c, Balance sheet, Capital A/c and schedules) duly CA certified.
- 08) Company Profile on Letterhead with Authorised Stamp & Signature.
- 09) If any existing Loans from the banks/ Financial Institutions (Secured/ unsecured) Sanction letter of the same and repayment track record of the same.
- 10) Last 1 year Bank Statement of CC/OD accounts, Current accounts & Individuals Savings Accounts (Bank's Stamp on all pages if Passbook copy / Net Banking Statements).
- 11) Self attestation on all documents respectively.
- 12) CA attestation on all financials with Membership No.

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Partnership firm

- 01) One Photograph each.
- 02) Latest 3 years financials of Firm (i.e. ITR, Acknowledgement Receipt from Bangalore if Net Filing, Computation of income, Profit & Loss A/c, Balance sheet, 3CB, 3CD reports and also Schedules & Groupings).
- 03) Latest 3 years financials (i.e. ITR, Acknowledgement Receipt from Bangalore if Net Filing, Computation of income, Profit & Loss A/c, Balance sheet, Schedules) of Individual Partners duly CA certified.
- 04) Latest 6 months Bank Statement of CC/OD accounts & Current accounts of the firm (Bank stamp on net banking / Passbook copy).
- 05) Partners Latest 6 months Bank statement of savings account (Bank stamp on net Banking / Passbook copy).
- 06) If any existing Loans from the Banks / Financial Institutions (Secured / unsecured) Sanction letter and latest 6 months repayment track record of the same.
- 07) Copy of Partnership Deed
- 08) Company Profile on Letterhead with Authorise Stamp & Signature.
- 09) PAN Card copy & Latest Residence proof of all individuals (Not more than 3 months older).
- 10) PAN Card copy & Latest Office address proof of the Firm (Not more than 3 months older).
- 11) Self attestation on all documents respectively.
- 12) CA attestation on all financials with Membership No.

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PVT LTD COMPANY

- 01) One Photograph Each.
- 02) Latest 3 years financials of the Company (i.e. ITR, Acknowledgement Receipt, Computation of income, Profit & Loss A/c, Balance sheet, 3CB, 3CD reports, Directors report and also schedules & Groupings).
- 03) Latest 3 years financials of Individual Directors (i.e. ITR, Acknowledgement Receipt, Computation of income, Profit & Loss A/c, Balance sheet & Schedules).
- 04) Last 6 months Bank Statement of CC/OD accounts & Current accounts of the company (Bank's Stamp on Passbook copy & Net Banking Statements).
- 05) Last 6 months Bank statement of savings account (Bank's Stamp on Passbook copy & Net Banking Statements).
- 06) If any existing Loans from the banks/ Financial Institutions (Secured/ unsecured) Sanction letter & Repayment Track Record of the same.
- 07) MOA & AOA of the company.
- 08) Share holding pattern & List of Directors on company's letter head duly CA certified & Authorise Stamp & Signature.
- 09) Company Profile on Letterhead with Authorise Stamp & Signature.
- 10) PAN Card copy & Latest Residence proof of all individuals (Not more than 3 months older).
- 11) PAN Card copy & Latest Office address proof of the company (Not more than 3 months older).
- 12) Self attestation on all documents respectively.
- 13) CA attestation on all financials with Membership No. Proof.