

SL No	Indictive Document Checklist - As applicable
1	<p><u>(In case of Individual)</u> Documents of Borrower & Co- Borrower & Guarantor - Aadhaar, Driving License, Voter id, Passport, PAN, Job Card issued by NREGA, Letter issued by National Population register containing name and address)</p> <hr/> <p><u>(In case of Non – Individual)</u> <u>For Sole Proprietary firms:</u></p> <ul style="list-style-type: none"> a. Registration certificate including Udyam Registration Certificate (URC) issued by the Government b. Certificate/licence issued by the municipal authorities under Shop and Establishment Act c. Sales and income tax returns d. CST/VAT/ GST certificate e. Certificate/registration document issued by Sales Tax/Service Tax/Professional Tax authorities f. IEC (Importer Exporter Code) issued to the proprietary concern by the office of DGFT or Licence/certificate of practice issued in the name of the proprietary concern by any professional body incorporated under a statute g. Complete Income Tax Return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/acknowledged by the Income Tax authorities
	<p><u>Legal Entities- Company</u></p> <ul style="list-style-type: none"> a. Certificate of incorporation b. Memorandum and Articles of Association c. Permanent Account Number of the company d. A resolution from the Board of Directors and power of attorney granted to its managers, officers or employees to transact on its behalf e. Documents, relating to beneficial owner, the managers, officers or employees, as the case may be, holding an attorney to transact on the company's behalf f. the names of the relevant persons holding senior management position; and g. the registered office and the principal place of its business, if it is different
	<p><u>Legal Entities- Partnership</u></p> <ul style="list-style-type: none"> a. Registration certificate b. Partnership deed c. Permanent Account Number of the partnership firm d. Documents, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf e. the names of all the partners and f. address of the registered office, and the principal place of its business, if it is different

1	<p><u>Legal Entities- Trust</u></p> <p>a. Registration certificate b. Trust deed c. Permanent Account Number or Form No.60 of the trust d. Documents, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf e. the names of the beneficiaries, trustees, settlor, protector, if any and authors of the trust f. the address of the registered office of the trust; and g. list of trustees and documents, as specified in Section 16, for those discharging the role as trustee and authorised to transact on behalf of the trust.</p> <hr/> <p><u>Legal Entities Unincorporated association or a body of individuals</u></p> <p>a. Resolution of the managing body of such association or body of individuals b. Permanent Account Number or Form No. 60 of the unincorporated association or a body of individuals c. Power of attorney granted to transact on its behalf d. Documents, relating to beneficial owner, managers, officers or employees, as the case may be, holding an attorney to transact on its behalf</p>
2	Last two Years Financials for Borrower and Co- Borrower
3	Sanction Letter & Repayment Schedule of Active credit facilities
4	Last 6 Months Bank statement for all active Banks Accounts
5	Last 12 Months GST Returns
6	Property Documents

**Documents are indicative in nature, may vary for type of credit facilities availed.