



### Document Checklist :

Keeping your convenience in consideration, we ask you for minimal mandatory documents for the sanctioning of your Loan. We require the following documents to sanction your loan along with the duly completed application form:

1. Recent Passport-size Photograph	
2. Photo Identity Proof (Any one) <ul style="list-style-type: none"> <li>— Pan Card</li> <li>— Passport</li> <li>— Driving License</li> <li>— Voter's ID</li> <li>— Aadhaar Card</li> <li>— Job Card Issued by NREGA</li> </ul>	
3. Address Proof for Non-individual Clients (Any one) <ul style="list-style-type: none"> <li>— Registration certificate</li> <li>— Latest Telephone bill in the name of the entity (Less than 2 months old)</li> <li>— Latest Electricity bill in the name of the entity (Less than 2 months old)</li> <li>— Latest Bank statement / passbook with recent transactions (Less than 2 months old)</li> <li>— Registered Rent agreement in the name of the entity (provided valid rent receipt is also provided)</li> <li>— Piped gas line bill in the name of the entity (not more than 2 months old)</li> <li>— Water Connection Bill in the name of the entity issued by Local Authorities (not more than 2 months old)</li> <li>— The letter issued by the UIDAI containing details of Name, Address and Aadhaar Number</li> </ul>	
4. Signature Proof (Any one) <ul style="list-style-type: none"> <li>— Pan Card</li> <li>— Passport</li> <li>— Driving License</li> <li>— Sign Verification from Bank</li> </ul>	
5. Income Documents <ul style="list-style-type: none"> <li>— Latest 2 Years Financials</li> <li>— Computation of Income</li> <li>— Profit and Loss Statement</li> <li>— Balance Sheet along with attached annexures</li> <li>— Audit Report, Director's Report</li> </ul>	
6. Bank Statements <ul style="list-style-type: none"> <li>— Main Business Banking Statements for last 6 months</li> <li>— Other Bank Accounts disclosed in Balance Sheet - latest 2 months</li> </ul>	
7. Business Continuity Documents (Any one) <ul style="list-style-type: none"> <li>— IT / Sales Tax Returns for the past three years, OR</li> <li>— Advance Tax Challans for the past three years, OR</li> <li>— Bank Statements of at least one month dated 3 years back, OR</li> <li>— Shops and Establishment Certificate, OR</li> <li>— Registered Partnership Deed or Certificate of Registration issued by Registrar of Firms, OR</li> <li>— For companies - Certificate of Incorporation</li> </ul>	
8. Other Documents <ul style="list-style-type: none"> <li>— Customer letter for end use / the proposed end use of BIL funds</li> <li>— OD sanction letter wherever DP / OD limit is not mentioned in the Bank statements</li> <li>— Professional qualification certificate for professionals</li> <li>— Partnership Deed in case of partnership firms</li> <li>— MOA / AOA along with certificate of incorporation in case of companies</li> <li>— Form 3CB and 3CD or Form 3CC and 3CE wherever applicable</li> </ul>	