



Checklist For Business Loan Pvt Ltd

S.No.	Documents	Yes	No	NA
1	Dully attested Application Form with App & Co-app photograph across signed			
2	Company Pan Card & Latest Office Address proof (Telephone, Ebill etc)			
3	All Director KYC - Clear Pan Card , Aadhar Card & Passport & Photograph Copy required			
4	List of Directors & Shareholders on letter head with CA Certified as on date			
5	Complete MOA/AOA of Company			
6	GST Registration Certificate & GST Return from APR-18 to till Date			
8	All Director ITR & Computation of income Last 3 Year			
9	Form 26 AS Last 3 year of All Directors & Company			
10	Last 3 year Complete Financial (ITR, computation of income, tax audit report, Independent audit report, Director report, Balance sheet & Profit & loss a/c, all schedule & annexure.			
11	Loan Sheet with Sanction letter & Repayment Schedule of (Running Loan) & OD/CC Sanction Letter of Company & all Director.			
12	Last 12 month Bank Statement of all accounts, Current, OD, CC in Bank PDF Format			
13	Sales Summary & Debtors & Creditor (APR-18 to till date)			
14	Ownership proof required Electricity bill, Water bill, House tax receipt or Sale Deed Copy			
15	Two Business trade reference, Name, Mob No & Address.			