

Financial Documents:

The below document list may be modified as may be required for a new entity.

1. KYC - PAN Card, Aadhar Card
2. Office Address Proof – Latest Light Bill / Rent Agreement (If Applicable)
3. Business Continuity Proof – Gumastadhara / SSI / Professional Tax & GST Registration Certificate.
4. Last 12 month Current & Savings Account in PDF format (As downloaded from Net Banking / Recd from Bank)
5. All running loans – Sanction Letter, Repayment Schedule & Statement of Account.
6. Last 3 years – CA Certified
 - a. ITR / Acknowledgment
 - b. Computation of Income / Statement of Total Income
 - c. Profit & Loss
 - d. Balance Sheet
 - e. Audit Reports – Companies Act & Income Tax (along with all Schedules & Sub Schedule)
7. Last 12 Months GST Returns.
8. Current Year Provisional Profit & Loss Account and Balance Sheet.
9. Residence Address Proof of Proprietor - Latest Light Bill / Tax Bill.

Additional Documents for Partnership Firm

1. Latest Partnership Deed along with all previous deeds.
2. All Partners KYC – PAN & Aadhar Card.
3. All Partners Residence Address – Latest Light Bill / Tax Bill.
4. All Partners' 3 years ITR / Acknowledgment along with Computation of Income.
5. All Partners Last 12 month Savings Account in PDF format (As downloaded from Net Banking / Recd from Bank)

Additional Documents for Private Limited Company

1. MOA & AOA with Certificate of Incorporation.
2. All Director KYC – PAN & Aadhar Card.
3. All Directors Residence Address – Latest Light Bill / Tax Bill.



4. All Directors 3 years ITR / Acknowledgment along with Computation of Income.
5. All Directors Last 12 month Savings Account in PDF format (As downloaded from Net Banking / Recd from Bank)
6. Latest Shareholders & Directors List on Company letterhead.

Technical Details:

1. List of Approvals required for Manufacturing – GPCB / FDA / Environmental Clearance – GOG/GOI, Udhdyog Aadhar, IEC Code.
2. Power Connection – HT/LT- Letter from GEB. In case of change of connection application to GEB.
3. Fuel – Gas / Coal / Wood etc.
4. Water Supply – GIDC / Private / Borewell?
5. Details of Raw Materials – Name of 5 Suppliers with contact details, Credit Terms, Pricing, Lead Time.
6. Details of Finished Goods – Name of 5 Customers with contact details, Credit Terms, Pricing, Lead Time.
7. Manpower – Skilled /Unskilled / Administration / Sales & Marketing /Accounts
8. Effluent Treatment – ETP/ GIDC etc.
9. Scrap Generation if any & its disposal.
10. List of all existing machineries.
11. Production Capacity – Licensed & Installed. Statutory Base – GPCB/ FDA. Input and Output Capacity. Production process flow chart. Product Costing.
12. Sales Order in Hand.
13. Promoters Profile – Personal & Business profile, Educational Qualification.
14. Local Approvals – Gumastadhara, Professional Tax.
15. Latest ROC search report in case of company.

