

Financial Documents

- 1. KYC PAN Card, Aadhar Card
- 2. Office Address Proof Latest Light Bill / Rent Agreement (If Applicable)
- 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.
- 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.
- 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.

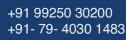
Property Documents – Commercial Property.

- 1. Latest 7/12 / Property Card
- 2. Form No. 6
- 3. NA Permission or Form- 2 (Gam no Namuno -2)
- 4. Registration Certificate of Society or Company.
- 5. Memorandum & Articles of Association of Society / Developer.
- 6. Construction / Development Agreement (If applicable)
- 7. Title Clearance report of Land purchased by (Builder- Society Association)
- 8. Rajja Chhithi from AMC / AUDA / Development Authority as applicable.
- 9. Approved Plan from AMC / AUDA / Development Authority Unit Plan & Layout Plan.
- 10. Agreement to Sale of proposed buyer.
- 11. Original margin money receipt.
- 12. NOC in respective Bank's Format.
- 13. Original all previous chain sale deeds with Index 2 and Registration Receipts (RR).

Additional Documents for Old Properties

- 1. Copy of Share Certificate (Both Sides)
- 2. Copy of Allotment Letter.
- 3. Copy of Possession Letter.
- 4. BU Permission.
- 5. Original Payment receipt for payment made top seller.
- 6. Latest Light Bill / Tax Bill.







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