

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.

Term Loan Details:

1. Copy of all new machinery, electric installations, furniture fittings, office equipments etc quotations. The quotations should be of current dates having all the details of supplier's i.e Name, Address, Contact details. Both your and supplier's GST number has to be quoted in the quotation. The quotations have to signed and stamped by supplier.
2. In case of building construction we need engineer estimation of the construction cost along with estimate from contractors. The quotations should be of current dates having all the details of supplier's i.e Name, Address, Contact details. Both your and supplier's GST number has to be quoted in the quotation. The quotations have to signed and stamped by supplier.
3. Copy of Margin Money payments made towards Cost of Project.

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.

Property Documents:

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.

