



CHECKLIST FOR AVAILING BUSINESS FINANCE

Following are the Documents & Information required for project finance

Sr. No.	Particulars
1) A	Basic Documents of Company/Firm /Proprietor (Whichever is applicable) Copy of PAN Copy of Incorporation Certificate Memorandum & Articles of Association / Partnership Deed Solvent License copy Pollution Clearance Certificate IEC Code copy S.S.I Certificate copy Vat Registration copy Service tax registration copy TAN no. registration copy Shop Act copy (Front & back side) Any other applicable license for your specific business
B	Associated Firms(if any) Audited Financial Statements for last three years Sanction letters , Pre-EMI statements of loan availed from the banks if any Incorporation Certificate/Partnership Deed & Shop act
C	Brief about existing business process & proposed process (post finance) –From Raw Material Purchase to Sales to Customers .
D	Company/Firm in which loan is to be availed Audited Financial Statements along with Income Tax Return, Computation of Income for last three financial years Unaudited Financial Statements for the current period. Detailed Sanction letters , Pre-EMI statements of loan already availed from the banks. along with Bank statements from the beginning to till date , if any. Detailed Sanction Letter for Cash Credit availed from the bank along with Bank Statements for last six months. Current bank account statements for the last six months.
E	Projected Financials: Details of projected plans – Reason for Finance required & Type of Finance Facility required-Cash Credit / Term Loan etc. Any proposed additional buyer intent copy or if any other available supporting documents and / or information supporting the additional sales.

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<p>F</p>	<p>Mortgage property / Collateral Security Details:</p> <p>List of assets already mortgaged against loan. List of assets other than mortgaged.</p> <table border="1" data-bbox="300 405 1423 730"> <thead> <tr> <th data-bbox="300 405 384 546">Sr No.</th> <th data-bbox="384 405 509 546">Property at</th> <th data-bbox="509 405 746 546">Approx. Market Value (₹).In Lakhs</th> <th data-bbox="746 405 839 546">Total Sq.Ft.</th> <th data-bbox="839 405 1090 546">Type of Property- Residential/Office/ Godown etc.</th> <th data-bbox="1090 405 1236 546">Name of the Owner</th> <th data-bbox="1236 405 1423 546">Relationship with the Company</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> <p>a) If the collateral security is Flat, Shop/building etc.:</p> <ul style="list-style-type: none"> • Purchase deed of Land, commencement & Completion certificate • Sanction plan approved by Municipal corporation/Town Planning • Search Report & Valuation Report • Municipal Corporation Tax Paid Receipt • Electricity Bill • Purchase Deed along with Index II,Part I & Part II <p>b) If security is of Land :</p> <ul style="list-style-type: none"> • Purchase Deed • 7/12 Extract,8A Extract • Mutation Extract • Copy of Agricultural Tax Receipt/N.A. Land • Search report & Valuation Receipt if any • N.A.Order 	Sr No.	Property at	Approx. Market Value (₹).In Lakhs	Total Sq.Ft.	Type of Property- Residential/Office/ Godown etc.	Name of the Owner	Relationship with the Company														
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<p>G</p>	<p>Marketing Strategy</p> <p>Expected Buyers: Intent letters/any other supportive documents. Details of Expected Buyers, any oral orders in hand. Details of existing Competitors.</p>																					
<p>2)</p>	<p>Director Details / Partners Details</p> <p>Copy of Pan Card, Copy of Ration card & Copy of Passport (Address & identity proof). Saving Bank Statements of all directors/Partners for the period last six months. IT Returns & Acknowledgement, Computation of Income & balance Sheet of last 3 years. Bank Loan Statements along with Sanction Letter ,Pre-EMI Statement if any of the directors. Insurance policies receipt , if any Bio-Data of all Directors/Partners /Proprietor (as applicable). (Format would be provided by us). Net Worth Certificate of all Directors/Partners. (Format would be provided by us) .</p>																					