

Business Loan Documents Requirements

It Is Possible To Manage The Cash Flow, Upgrade Business Equipment And Grow The Business By The Option Of Business Loans. Each Bank Has Specific Requirements, Criteria And Eligibility Factors. Here Is The List Of Few Banks Document Requirements And Other Details Mentioned.

Identity proof	PAN Card/Driving License/ Passport/ Voter's ID/ Aadhaar Card
Address Proof	Passport/Driving License/Voter's ID/Aadhaar Card/Utility Bill/Bank Statement/Bank Account Passbook (Updated and no more than 3 months old)
Ownership proof	Agreement Copy / Electricity Bill / Maintenance Bill with share certificate / Municipal tax bill/Share certificate
Business continuity proof	Shop and Establishment certificate/Tax registrations-VAT/Service tax/GST registrations
Firm Constitution	MOA/Partner Ship Deed/GST Registration Certificate
As per Program Financial	1.Latest two years financials. 2.Latest Tax Audit Report.
Banking	Last six months bank statement (Business Accounts)

(Original For Verification & Self-Attested Copies For Submission)

The Following Documents Are Required Along With Your Business Loan Application

PAN Card – For Company/Firm/Individual

A copy of any of the following documents as identity proof:

- Aadhaar Card
- Passport
- Voter's ID Card
- PAN Card
- Driving License

A copy of any of the following documents as address proof:

- Aadhaar Card
- Passport
- Voter's ID Card
- Driving License

Bank statement of the previous 6 months

Latest ITR along with computation of income, Balance Sheet and Profit & Loss account for the previous 2 years, after being CA Certified/Audited

Proof of continuation (ITR/Trade license/Establishment/Sales Tax Certificate)

Other Mandatory Documents [Sole Prop. Declaration Or Certified Copy of Partnership Deed, Certified true copy of Memorandum & Articles of Association (certified by Director) & Board resolution (Original)]

<u>Sr. No.</u>	<u>Document Name</u>	<u>Details</u>
1	Application Form	All fields should be duly filled in and acknowledgement given to the customer
2	Self-attested copy of KYC Documents	Entity proof – Partnership deed/Certificate of Incorporation/Shops and Establishment certificate
		Copy of PAN Card of Entity, Proprietors/Partners/Directors, Security providers and guarantors
		Address Proof of Entity, Proprietors/Partners/Directors, Security providers and guarantors
3	Financials	Last 3 years Audited/Provisional Financials (Audited financials to include Balance Sheet, Profit and Loss Account along with schedules and Notes to Accounts, Tax audit reports, Statutory Audit report). In case of Provisional financials, VAT returns are also required.
		Current year performance and projected turnover on letterhead of the entity
		Last 1 year Income Tax returns of the borrowing entity (along with Computation of Income and copy of acknowledgement), if filed online, acknowledgement number is required
4	Bank Statements (not more than 45 days old)	Latest Bank Statements for last 6 months (in case of First Time Borrower) and 12 months (in case of Takeover proposals). In case of multiple banking, statements covering minimum 75% of banking turnover is to be provided.

Facility Specific Documents

<u>Sr. No.</u>	<u>Documents details</u>	<u>Letter of Credit (LC)</u>	<u>Bank Guarantee</u>	<u>Term Loans</u>
1	Orders in hand and status along with order copies/Letters of intent/Contract agreements		✓	
2	Previous 3 inland LC transaction details for ascertaining track record	✓		
3	Project report containing cost of project, means of finance, expenditure incurred and projections alongwith justifiable details			✓
4	Government approvals for power, Pollution, Building plan alongwith documentary proofs			✓
5	Proforma invoices of assets to be purchased, copy of allotment letter/conveyance deed in case of land, architect certificate for validating cost of building to be constructed			✓

Here Is A List Of Documents That Are Commonly Required By All The Business Loan Lenders.

Application Form: Complete loan application form with one passport size Photograph

Valid Proof of Applicant's Identity: Passport, Photo PAN card, Voter's identity card , Driving license and MAPIN card

Proof of Residence: Ration card/Telephone Bill/ Lease agreement/ Electricity Bill/ Passport/Trade license /Sales Tax certificate

Proof of Age: Passport, Photo PAN card, Voter's identity card

Financial Documents: Copies of IT returns for the last two years along with the latest Bank statements for 6 months and P & L and balance sheet for last two years audited by a C.A.

Self Employed (Private Ltd. Co. and Partnership Firms): P & L Copies of IT returns for the last two years and P & L and balance sheet for last two years audited by a chartered accountant.

Self Employed Individuals - Professionals: Copies of IT returns for the last two years and Bank statements for last 6 months and – Professionals: P & L and balance sheet for last two years audited by a chartered accountant

Self Employed Individuals - Non Professionals: P & L and balance sheet for last two years audited by a chartered accountant and Copies of IT returns for the last two years and Bank statements

Docs Required For Self Employed (Private Ltd Company & Partnership Firms)

Proof of Identity of Private Limited Company:

Sales tax / VAT /Service tax / Excise registration, / IT return of the concern,
Water / Electricity / Registration under Shops and Establishment Act,
PAN ID /Municipal tax bill in the name of the concern, Memorandum and Articles of Association

Proof of Individual Identity:

Proof to be submitted for the authorized signatories and
about two directors (which includes the managing director) (any one of the following):
PAN card, Voter's identity card, Driving license and Passport

Docs Required For Self Employed Individuals - Professionals

Proof of Identity of Sole Proprietorship: Proof of identity of the sole proprietorship

**PAN ID / IT return of the concern or Municipal tax, Water, Electricity bill in the name
of the concern**

**Individual identity proof to be submitted for the Sole Proprietor: Passport, Driving license,
Voter's identity card, Photo PAN card.**

**Proof of residence address for the Sole Proprietor: Driving license, Ration card,
Passport, Voter's identity card**

Docs Required For Self Employed Individuals – Non Professionals

Proof of identity of the sole proprietorship

Proof of individual identity

Three years income tax returns

Three years sales tax returns

Copy of periodic stock, age wise book-debt and creditors-statement for latest three months

**Copy of last 6 months bank statement of main banker / copy of bank statement
for the term loan**

**** Important Points To For All Applicants****

- 1. Please Note, If There Are Existing Loans, Submit Payment Track Record And Sanction Letter To Respective Loan Provider For Finalizing Loan Amount Eligibility.**
- 2. Credit Score Plays An Important Role In Finalizing Loan Amount & ROI****
- 3. Timely Payment Of EMI Helps In Maintaining A Good & Healthy Credit Score.**
- 4. Please Keep Sufficient Amount In Account Before ECS Hitting Date.**
- 5. Wisely Usage Of Money Is Highly Required For Financial Planning.**
- 6. Don't Miss To Pay Any EMI Amount , Neither Get Delayed On Due Dates.**
- 7. There Can We Change In Loan Documentation Requirements From Time To Time And My Vary In Banks, NBFC & Private Lenders. Will Update , If There Will Be Some Changes In Documentations.**