



REQUIRED DOCUMENTS FOR PROJECT LOAN APPLICATION

INDIVIDUAL KYC DOCUMENTS

1. Application Form duly signed and stamped
2. Colour Passport Size Photograph signed across
3. Visiting Card
4. ID proof (PP / PC / VC / DL / PRC)
5. Residence Address proof (Telephone Bill / Electricity Bill / Property Deed / Property Tax Receipt / Registered Agreement / Bank Statement)
6. Office Address proof (Telephone Bill / Electricity Bill / Property Deed / Property Tax Receipt / Registered Agreement / Bank Statement / Sales Tax Certificate / Service Tax Certificate / Shop & Establishment Certificate)
7. Residence/Office Ownership proof (Electricity Bill / Water Bill / Sale Deed)
8. DOB proof (PP / PC / DL / SLC / MC)
9. Signature proof (PC / PP / Bank Statement Verification)

INCOME DOCUMENTS

1. Company Pan Card
2. Certified True Copy (CTC) of Partnership Deed (for Partnership Firm only) CTC of COI+MOA+AOA (for Limited Company only)
3. Professional Degree Certificate (for Self Employed Professional only)
4. Last 3 years ITR (BS, P&L with all Schedules, COI, Saral, Notes to Accounts)
5. Last 3 years 3CA (for Limited Company only) / 3CB / 3CD with Annexure
6. Last 3 years Auditors Report with Annexure
7. Last 3 years Debtors and Creditors List
8. Last 3 years Directors Report
9. Latest List of Directors & Shareholders with % shareholding
10. Latest Annual Return filed with the ROC
11. VAT/Service Tax Returns
12. Provisional Financials of the Current Year (BS, P&L with all Schedules, Debtors-Creditors)
13. Last 3 years IT Returns with Computation of Income of Proprietor / Partners / Promoters
14. Loan Track Record & other Loan Details (All Loan Details including in whose Name)
15. Latest Sanction Letters of all Secured and Unsecured Loans - OD/CC/TL




CIN No.: U70109MH2018PTC307003

PROPLENDERS ADVISORY SERVICES PVT. LTD.
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Registered Office: Fantasia Business Park
Unit No. F09, First Floor, Plot No. 47
Sector 30A, Vashi, Navi Mumbai - 400703

Zonal Office: 57/3M Netaji Subhash Chandra
Bose Road, Third Floor, Opp. Malancha Cinema
Tollygunge, Kolkata - 700040

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Call us at
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Monday to Saturday
(except national holidays)
10:00 am to 6:00 pm IST



BANKING DOCUMENTS


- 1) Last 1 Year Bank Statement of main Business Account
- 2) Last 1 Year Bank Statement of Proprietor / Partners / Promoters

OTHER DOCUMENTS

- 1) Sale and Purchase Orders
- 2) Company Profile
- 3) Management Profile
- 4) Number of suppliers and client along with details of Top 5 suppliers and client
- 5) Project Report
- 6) Brochure of the particular project
- 7) Project Master File which includes Land Documents, Redevelopment Agreement (If redevelopment project), All the required Approvals from governing authorities, Plan Copies etc....

(Note: Please submit the Property Documents altogether along with the KYC & Income Documents)

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