

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. www.proplenders.com | info@proplenders.com Tel: +91 22 49707280 / 81 / 82 / 83 | +91 33 40640012 / 13 Sector 30A,

 Registered Office:
 Fantasia Business Park
 Zon:

 Unit No. F09, First Floor, Plot No. 47
 Bose
 Sector 30A, Vashi, Navi Mumbai - 400703
 Tolly

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

Mumbai | Kolkata
 Multi City Presence
 Call us at



BANKING DOCUMENTS

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

OTHER DOCUMENTS

- Sale and Purchase Orders 1)
- 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)

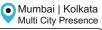


CIN No.: U70109MH2018PTC307003

PROPLENDERS ADVISORY SERVICES PVT. LTD. Registered Office: Fantasia Business Park www.proplenders.com | info@proplenders.com Tel: +91 22 49707280 / 81 / 82 / 83 | +91 33 40640012 / 13

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



Call us at +91 22 49707280 Monday to Saturday (except national holidays) 10:00 am to 6:00 pm IST