

REQUIRED DOCUMENTS FOR SALARIED & SELF-EMPLOYED MORTGAGE LOAN APPLICATION

BASIC KYC DOCUMENTS

| SR NO | DOCUMENT TYPE | SALARIED | SELF-EMPLOYED |
|-------|--|----------|---------------|
| 1. | Application form as per our Format and passport size photographs – to be signed by the applicants | √ | ✓ |
| 2. | Photocopy of PAN | ✓ ✓ | √ |
| 3. | Photocopy of AADHAAR | ✓ ✓ | √ |
| 4. | Additional Residence Proof (anyone mandatory) | v | <i>✓</i> |
| | a. Photocopy of latest electricity bill | | |
| | b. Photocopy of passport | | |
| | c. If rented, photocopy of leave & license agreement with latest electricity bill | | |

INCOME DOCUMENTS

| SR NO | DOCUMENT TYPE | SALARIED | SELF-EMPLOYED |
|-------|---|---------------|---|
| 1. | Photocopy of last 4 months salary slip / salary certificate | \checkmark | X |
| 2. | Photocopy of updated bank statement | Last 6 months | Last 1 year |
| 3. | Photocopy of latest 2 years form no. 16 (if no available take it in writing on company letterhead) | \checkmark | X |
| 4. | Photocopy of appointment & confirmation letter | √ | X |
| 5. | If less than 2 years in current organization, provide photocopy of appointment letter & relieving letter of previous employment (required minimum 2 years continuation proof) | \checkmark | × |
| 6. | Photocopy of company i-card | \checkmark | X |
| 7. | Last 3 years ITR with copy of acknowledgement, computation of income, profit & loss a/c., capital a/c., balance sheet, audit report, tax paid challan & form no 26AS duly attested by CA. | × | Image: A start of the start of |
| 8. | Office address proof (anyone mandatory) | × | ✓ |
| | a. If owned, photocopy of latest electricity bill / index II. | | |
| | b. If rented, photocopy of leave & license agreement (notarized) & latest electricity bill. | | |
| 9. | Photocopy of valid gomastha license (shop act license) | X | ✓ |
| 10. | Photocopy of MSME (memorandum & registration certificate) | X | |
| 11. | Photocopy of GST certificate and last 1 year GSTR (GSTR1 & 3B both) | X | |
| 12. | Business profile on company letterhead (as per Bank / NBFC format) | X | |

OTHER DOCUMENTS

| SR NO | DOCUMENT TYPE | SALARIED | SELF-EMPLOYED |
|-------|--|----------|-----------------------|
| 1. | Visiting card | √ | ✓ |
| 2. | Photocopy of saving & investment detail (LIC / FD / MF / RD / NSC / PPF / SHARES / GOLD / PROPERTY) | ✓ | √ |
| 3. | In case of any ongoing loan, provide sanction letter and last 1 year repayment track record. | s | √ |
| 4. | Qualification Proof / Certificate | v | ✓ |
| 5. | Processing Fees Cheque favoring the Bank / NBFC | √ | ✓ ✓ |



CIN No.: U70109MH2018PTC307003





COMPANY DOCUMENTS

| SR NO | DOCUMENT TYPE | SALARIED | SELF-EMPLOYED |
|-------|---|--|-----------------------|
| 1. | Photocopy of company PAN | X | ✓ ✓ |
| 2. | Photocopy of company incorporation certificate / registered partnership deed, if the company is a partnership or L.L.P. firm. | X | ✓ |
| 3. | Office Address Proof (anyone mandatory) | X | ✓ |
| | a. If owned, photocopy of latest electricity bill / index II. | X | \checkmark |
| | b. If rented, photocopy of leave & license agreement (notarized) & latest electricity bill. | X | \checkmark |
| 4. | Photocopy of memorandum of association | X | ✓ ✓ |
| 5. | Photocopy of article of association | X | ✓ |
| 6. | Photocopy of valid gomastha license (shop act license) | X | ✓ ✓ |
| 7. | Photocopy of MSME (memorandum & registration certificate) | X | ✓ |
| 8. | Photocopy of GST certificate and last 1 year GSTR (GSTR1 & 3B both) | X | ✓ |
| 9. | Last 3 years company IT-return with photocopy of acknowledgment, computation of income, profit & loss a/c., capital a/c., balance sheet, form no. 26AS, tax paid challan, director's audit report, independent audit report, sundry debtors & creditors and other reports (3CA, 3CB, 3CD etc.) duly attested by CA. | Required if employed with partnership firm | ✓ |
| 10. | Last 1 year updated Bank Statement of all banks mentioned on the balance sheet. | X | ✓ |
| 11. | Business profile on company letterhead (as per Bank / NBFC format) | X | ✓ ✓ |

Note:

1. If the Applicant or Co-applicant or both are earning incentives every month then please provide us last 6 months salary slip and last 1 year Salary Account Bank Statement.

2. CIBIL Report to be obtained by self of all the Applicant & Co-applicants (Kindly visit www.cibil.com and register yourself to get your latest CIBIL Report).

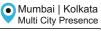


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PROPLENDERS ADVISORY SERVICES PVT. LTD. Registered Office: www.proplenders.com | info@proplenders.com Tel: +91 22 49707280 / 81 / 82 / 83 | +91 33 40640012 / 13 Sector 30A, Vashi,

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



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