

# **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	<b>√</b>	✓
2.	Photocopy of PAN	✓ ✓	<b>√</b>
3.	Photocopy of AADHAAR	✓ ✓	<b>√</b>
4.	Additional Residence Proof (anyone mandatory)	<b>v</b>	<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	<b>√</b>	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.	×	<ul> <li>Image: A start of the start of</li></ul>
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	<b>√</b>	<ul> <li>✓</li> </ul>
2.	Photocopy of saving & investment detail (LIC / FD / MF / RD / NSC / PPF / SHARES / GOLD / PROPERTY)	✓	<b>√</b>
3.	In case of any ongoing loan, provide sanction letter and last 1 year repayment track record.	<b>s</b>	<b>√</b>
4.	Qualification Proof / Certificate	<b>v</b>	<ul> <li>✓</li> </ul>
5.	Processing Fees Cheque favoring the Bank / NBFC	<b>√</b>	✓ ✓



#### 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	<ul> <li>✓</li> </ul>
	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	<ul> <li>✓</li> </ul>
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).

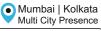


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