

Chamber of Indian Micro Small and Medium Enterprises



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Sr. No.	List of documents to be furnished/enclosures to be completed	Enclosure No.
FOR WORKING CAPITAL		
1.	Audited Financial statements for the last three years of the applicant unit (if in existence).	
2.	Audited Financial statements for the last three years of all the associate concerns of the applicant unit	
3.	Memorandum and Articles of Association /Certificate of Incorporation / Certificate of Commencement of business/ Partnership Deed /Trust Deed/ Bye-laws/ Registration Certificate from Registrar of firms / Societies, as the case may be.	
4.	List of present Directors.	
5.	List of present Shareholders.	
6.	Income Tax Return & Computation of Income for the last 3 years in respect of the applicant unit (if in existence).	
7.	Income Tax Return & Computation of Income for the last 3 years in respect of all the promoters/ directors.	
8.	Income Tax Return & Computation of Income for the last 3 years in the respect of all the associate concerns.	
9.	GST Returns, GSTR 3B and GSTR1 for 1 year.	
10.	GST certificate of the Company.	
11.	KYC of the company and all the Promoters / Directors / Guarantors.	
12.	UDYAM Registration of the company	
13.	Bank Statement of the Company for Last 1 year	
14.	Copies of the sanction letters/ repayment schedules of existing credit facilities to the Company (if any)	
15.	Master data of Company and Directors extracted from www.mca.gov.in	
FOR TERM LOAN		
1.	Title Documents such as Sale / Lease Deed / Agreement for the land and buildings on which the project is operated / to be set up	
2.	Govt order / permission converting the land into industrial land , if required.	
3.	Locational / site map of the land showing contour lines, the internal roads, power receiving station, etc.	
4.	Building Plan	
5.	Estimate of building by the Architect	
6.	Proforma Invoices/ quotations from machine suppliers for each item of plant and machinery and miscellaneous fixed assets proposed to be purchased under the project along with a write up on the Technical specifications, advantages, etc. of the machinery.	
7.	Detailed Project Report, if any.	

MISCELLANEOUS DOCUMENTS

1.	Brief write up on the marketing of the Company/ Brief profile of the Company	
2.	NOC/Consent from Pollution Department	
3.	Power sanctioned and installed, in case of existing unit with latest power bill	
4.	Details about Key managerial/technical personnels	
5.	Manufacturing process with flow chart	
6.	Copy of the Sale deed/ Lease deed of the collateral securities	
7.	Detailed list of existing plant & machineries	