

List of documents required for loan processing:

Sr. No.	List of Documents – Mandatory
1	<b>Bank Statements</b> – Last 12 Months Current Bank Account Statements of the entity (till latest date) for all accounts/ OD accounts (PDF copies generated through Net banking or email from the bank)
2	<b>VAT/Service Tax Returns</b> (whichever applicable) for last 1 year of the entity
3	<b>PAN of the entity</b> and Date of Birth of the proprietor / partners / promoters (in case the application form is not filled)
4	<b>Proof of activity**</b> in case of proprietorship firms and copy of partnership deed in case of partnership firms
	<b>Documents required for specific applications</b>
1	For clients from Food/Pharma/Chemical/Oil/petroleum industries, relevant statutory licenses might be required
2	Last two year's detailed ITR computation or Balance Sheet with schedules required for cases, where turnover is more than 2 Cr. Or loan required is more than 10 Lacs.
3	Provisionals may be required depending upon the merit of the case.

\*\* Any one of the following documents can be accepted as **proof of activity** for the proprietorship firms.

- Registration certificate (in the case of a registered concern)
- Certificate / license issued by the Municipal authorities under Shop & Establishment Act
- Sales and income tax returns
- CST/VAT certificate
- Certificate /registration document issued by Sales Tax/Service Tax/Professional Tax authorities
- License issued by the Registering authority like Certificate of Practice issued by Institute of Chartered Accountants of India, Institute of Cost Accountants of India, Institute of Company Secretaries of India, Indian Medical Council, Food and Drug Control Authorities, registration /licensing document issued in the name of the proprietary concern by the Central Government or State Government Authority/ Department, etc.
- The complete Income Tax return (not just the acknowledgement) in the name of the sole proprietor where the firm's income is reflected, duly authenticated/ acknowledged by the Income Tax Authorities

- Utility bills such as electricity, water, and landline telephone bills in the name of the proprietary concern