SUNEET FINMAN PRIVATE LIMITED
COMMERCIAL VEHICLE
E-RICKSAW

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│  LEAD GENERATION    │
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┌─────────────────────┐
│     DOCUMENTS       │
│      CALLING        │
└─────────────────────┘
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┌─────────────────────┐
│  CREDIT APPRAISAL   │
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│     DOCUMENTS       │
│      SIGNING        │
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│    DISBURSEMENT     │
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│  POST DIBURSEMENT   │
│     CHECKLIST       │
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1. LEAD ENTRY

LEAD ENTRY			
TAB	**HEAD**	**Mandatory**	**Remark**
PRODUCT	Main product Sub Product	∗	Drop down
Branch	Branch	∗	Drop down
Applicant	CIF ID Aadhaar No PAN	∗	CIF ID will be automatically generate Aadhaar No Scroller Not required Aadhaar No must be 12 Digit Aadhaar No would not start with 0 & 1 PAN length fixed 10 digit (FIRST 5 ALPHA , MID 4 NUMERIC & LAST 1 ALPHA)
	Prefix	∗	Drop down
	First name	∗	SHOULD MATCH WITH PAN VERIFICATION Only One Word & No Initial
	Middle Name		
	Last Name		
	Gender	∗	Drop down

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	DOB	*	Calendar (match with PAN)
	Mobile	*	Should verify with OTP
	Email ID		Should verify with OTP
	Father Name	*	
	Mother name		
	Marital Status	*	Drop down
	Spouse Name		In case of Married/Divorce/Widow/Separated
Applicant Address	Adress Line 1	*	Should be free field (max up to 40 character)
	Adress Line 2	*	Should be free field (max up to 40 character)
	Landmark	*	
	Pincode	*	API integration with Postal Code (FIXED 6 DIGIT)
	Village		Drop down
	District		Auto Fetch from PIN Code
	City		Auto Fetch from PIN Code
	State		Auto Fetch from PIN Code
	Ownership	*	Drop Down (Owned / rented)
Permanent Address		*	Option - Permanent Address As Same As Correspondence Address, Otherwise same flow of addrees
Co-Applicant	CIF ID Adhaar No PAN	*	CIF ID will be automatically generate Adhaar No Scroller Not required Adhaar No must be 12 Digit Adhaar No would not start with 0 & 1 PAN length fixed 10 digit (FIRST 5 ALPHA , MID 4 NUMERIC & LAST 1 ALPHA)
	Prefix	*	Drop down
	First name	*	SHOULD MATCH WITH PAN VERIFICATION Only One Word & No Initial
	Middle Name		
	Last Name		

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	Gender	*	Drop down
	DOB	*	Calendar (match with PAN)
	Mobile	*	Should verify with OTP
	Email ID		Should verify with OTP
	Father Name	*	
	Mother name		
	Marital Status	*	Drop down
	Spouse Name		In case of Married/Divorce/Widow/Separated
Co-Applicant Address	Adress Line 1	*	Should be free field (max upto 40 character)
	Adress Line 2	*	Should be free field (max upto 40 character)
	Landmark	*	
	Pincode	*	API integration with Postal Code (FIXED 6 DIGIT)
	Village		Drop down
	District		Auto Fetch from PIN Code
	City		Auto Fetch from PIN Code
	State		Auto Fetch from PIN Code
	Ownership	*	Drop Down (Owned / rented)
Permanent Address		*	Option - Permanent Address As Same As Corrospondance Address, Otherwise same flow of addrees
Guarantor(in case of Rented Profile)	CIF ID Adhaar No PAN	*	Adhaar No Scroller Not required Adhaar No must be 12 Digit Adhaar No would not start with 0 & 1 PAN length fixed 10 digit (FIRST 5 ALPHA , MID 4 NUMERIC & LAST 1 ALPHA)
	Prefix	*	Drop down
	First name	*	SHOULD MATCH WITH PAN VERIFICATION Only One Word & No Initial
	Middle Name		

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	Last Name	*	SHOULD MATCH WITH PAN VERIFICATION Only One Word & No Initial
	Gender	*	Drop down
	DOB	*	Calender (match with PAN)
	Mobile	*	Should verify with OTP
	Email ID		Should verify with OTP
	Father Name	*	
	Mother name		
	Marital Status	*	Drop down
	Spouse Name		In case of Married/Divorce/Widow/Separated
Guarantor Address	Adress Line 1	*	Should be free field (max upto 40 character)
	Adress Line 2	*	Should be free field (max upto 40 character)
	Landmark	*	
	Pincode	*	API integration with Postal Code (FIXED 6 DIGIT)
	Village	*	Drop down
	District	*	Auto Fetch from PIN Code
	City	*	Auto Fetch from PIN Code
	State	*	Auto Fetch from PIN Code
	Ownership	*	Drop Down (Owned / rented)
Guarantor Permanent Address		*	Option - Permanent Address As Same As Corrospondance Address, Otherwise same flow of addrees
Collateral Details	E RICKSAW MAKER	*	
	MODEL NO	*	
	COLOUR	*	
	PROFORMA INVOICE	*	

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	DEALER	✶	
Loan Details	Loan Amount	✶	
	Required Tenure	✶	
Additonal Details	Monthly Self Income	✶	
	Monthly family Income	✶	
	Monthly Exp	✶	
	Monthly Obligation	✶	
Reference	Reference Name 1	✶	
	Reference Relation	✶	Dropdown
	Reference Mobile	✶	Length 10
	Reference Name 2	✶	
	Reference Relation	✶	Dropdown
	Reference Mobile	✶	Length 10
Additional Remark	Comment Box		

2. DOCUMENT CALLING

List of Documents	Applicant	Co-Applicant
PAN Card	HARD COPY	HARD COPY
Aadhaar Card	HARD COPY	HARD COPY
Driving License	HARD COPY	NA
Address Proof (Latest Electricity Bill)	HARD COPY	HARD COPY
Rent Agreement (in case of Rented)	HARD COPY	NA
Nominee KYC	HARD COPY	NA
Photos	HARD COPY	HARD COPY
PDC Cheque	HARD COPY	HARD COPY
Bank Statement for the 6 Months	HARD COPY	Optional
ITR	Optional	NA

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3. CREDIT APPRAISAL

CIBIL Verification	On the basis of Report fetch
FI STATUS	Will prepare manual & upload sheet
Income Assessment	Will prepare manual & upload sheet
List of Documents	Cross check whether all documents collected by FO or not

4. DOCUMENTS SIGNING

Documents	Signed & checked
Sanction Letter	Yes/No
Loan Agreement kit	Yes/No
PDC	Yes/No
NACH	Yes/No
KYC of Borrower	Yes/No
KYC of Guarantor	Yes/No
Photo OF Borrower/ Co Borr/ Guarantor	Yes/No
Disbursement Request letter	Yes/No

Documents Signing			
TAB	**HEAD**	**Mandatory**	**Remark**
Bank Validation	Account Holder name Account No. Confirm Account No IFSC Code	∗	Both Account No Should be same otherwise reject
Disbursement Calculation	Loan Amount Processing Fees Advance EMI/Pre EMI GST Net Disbursement Amount	∗	

5. Disbursement

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6. Post Disbursement

Post Disbursement			
TAB	**HEAD**	**Mandatory**	**Remark**
Documents	Registration Certificate	∗	
	Insurance With HP endorsed	∗	
	Invoice With HP endorsed	∗	
	Margin Money Receipts With HP endorsed	∗	