

DOCUMENT CHECKLIST

Business Loan/Personal Loan	Salaried	Self-employed Professional	Self-Employed Non Professional (Pvt. Ltd Co. Partnership, Proprietorship, Public Ltd Co.)
1 Colour Photograph	✓	✓	✓
Documents required: ID proof, Residence/Office address proof, Signature proof, DOB proof	✓	✓	✓
Income Details	Salary Slip for last 3 months	IT returns for 2 years, Balance sheet & P/L Account statement for the last 2 years with Annexures	IT returns for 2 years, Balance sheet & P/L Account statement for the last 2 years with Annexures
Bank Statements	3 months (of Salary account)	6 months	6 months
Business Proof/Employment proof	Job continuity proof Form 16	Qualification Certificate/ Certificate of Practice (COP) Shop Act License/ MOA & AOA/Partnership Deed	Shop Acts License for sole proprietorships/ Sales Tax/VAT registration/Partnership Deed/ MOA & AOA and Board Resolution
Letter of Authority by Partnership firm, Certificate of Shareholding pattern	NA	NA	✓
Details of all running obligations	✓	✓	✓
Co-Applicant details: Photograph, ID & address proof	✓	✓	✓

Loan Against Securities	Salaried	Self-Employed	Companies
1 Colour Photograph	✓	(HUF): Karta Partnership Firm: Partners	Director's
Documents required	ID proof, DOB proof, Signature proof, Residence/Office Address proof	ID proof, DOB proof, Signature proof, Residence/Office Address proof	ID proof, (Certificate of Incorporation), Residence/Office address proof, Signature proof
Income Details	Latest pay slip and Form 16 for the previous 2 years	IT Returns and Balance sheet and P/L Account statement for the last 2 years, or CA certified networth statement	IT Returns and Audited Financial for last 2 years, Latest Wealth Tax Return, CA certified networth statement
Bank Statement	3 months	3 months	3 months
Demat proof	✓	✓	✓
Business proof	NA	Shop Act License for sole proprietorships /Sales Tax/VAT registration/partnership deed/MOA and AOA Board resolution	MOA and AOA/Partnership deed/Trust deed, Form 32, List of Subsidiaries and sub companies

Mortgages (Loan Against Property/Home Loans)	Individual (Self-Employed)	Companies
1 colour Photograph	✓	✓
Documents required: ID proof, Residence/Office address proof, DOB proof, Pan Card, Electricity bill	✓	✓
Income Details	IT Returns for 2 years, Balance sheet & P/L Account statement for the last 2 years with Annexures	IT Returns for 2 years, Balance sheet and P/L Account statement for last 2 years with Annexures
Bank Statement	12 months	12 months (Loan Against Property) 6 months (Home Loan)
Business proof	Shop/Factory Licence certificate	Companies: Certificate of incorporation, MOA and AOA, Board resolution and POA for execution of loan transaction Partnership Firms: Partnership deed, Registration and POA for execution of loan transaction
Property documents	Photocopy of original sale deed allotment/possession letter NOC from society and other documents as per legal report	Photocopy of original sale deed allotment/possession letter NOC from society and other documents as per legal report
Details of all running obligations	✓	✓
Co-Applicant details: Photograph, ID & address proof	✓	✓