

## **Checklist of documents to be submitted along with loan application form for MSMEs**

1. KYC of Applicant/Guarantors (Aadhar card, Pan Card, Voter Id etc.)
2. Applicant should not be defaulter in any Bank or Financial Institution.
3. Last three years balance sheets of the units along with income tax returns (Applicable for all cases from Rs. 2 lakh and above). However, for cases below fund based limits of Rs. 25 lakh, if audited balance sheets are not available, then unaudited balance sheets are also acceptable as per extant instructions of the bank.
4. GST returns, if applicable for the last completed financial year and for the period up to the application date.
5. Memorandum and articles of association of the Company/Partnership Deed of partners etc.
6. Assets and liabilities statement of promoters and guarantors along with latest income tax returns.
7. Proof of business address/Rent Agreement (if business premises on rent), copies of statutory licenses, pollution certificates, other approvals if any.
8. Udyam Registration Certificate or Udyam Aadhar Certificate – (Whichever is applicable).
9. Projected balance sheets for the next two years in case of working capital limits and for the period of the loan in case of term loan (For all cases of Rs. 2 lakh and above).
10. In case of takeover of advances, sanction letters of facilities being availed from existing bankers/ Financial Institutions along with detailed terms and conditions.
11. Duly certified (original verified) copies of lease deeds/ title deeds of all the properties being offered as primary and collateral securities.
12. Position of accounts from the existing bankers and confirmation about the asset being standard with them (in case of takeover).

For Cases with Exposure Above Rs. 25 Lakhs:

13. The audited balance sheets are necessary.

14. Profile of the unit (includes names of promoters, other directors in the company, the activity being undertaken addresses of all offices and plants, shareholding pattern etc.

15. Last three years balance sheets of the Associate / Group Companies (if any).

16. Project report (for the proposed project if term funding is required) containing details of the machinery to be acquired, from whom to be acquired, price, names of suppliers, financial details like capacity of machines, capacity of utilization assumed, production, sales, projected profit and loss and balance sheets for the period till the proposed loan is to be paid, the details of labour, staff to be hired, basis of assumption of such financial details etc.

17. Review of account containing month wise sales (quantity and value both), production (quantity and value), imported raw material (quantity and value), indigenous raw material (quantity and value), value of stocks in process, finished good (quantity and value), debtors, creditors, bank's outstanding for working capital limits, term loan limits, bills discounted.

18. Manufacturing process if applicable, major profile of executives in the company, any tie-ups, details about raw material used and their suppliers, details about the buyers, details about major competitors and the company's strength and weaknesses as compared to their competitors etc.

(The check list is only indicative and not exhaustive. Depending upon the requirements, additional documents may be required as per necessity).

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