

**Checklist for submitting Credit Proposals.**

**(New Enterprises- Individual/Firms)**

<b>S.No.</b>	<b>Mandatory Documents</b>
1.	PAN Card of concern/all promoters
2.	Aadhaar Copy & Photo of all promoters/guarantors
3.	Address Proof: i. Utility bill, which is not more than two months old of any service provider, (Electricity, telephone, post-paid mobile phone, piped gas, water bill) or ii. Property or Municipal tax paid receipt or iii. Ration Card (Individual)
4.	Photocopy of Bank Statement/ Bank Passbook for the last 6 months
	<b>Optional Documents</b>
1.	Photocopy of highest academic qualification of promoter/s
2.	Sanction letter of active loans,
3.	Loan statement of active loans
4.	Any other Document

**Checklist for submitting Credit Proposals.**

**(Existing Enterprises- Individual/Firms with more than 1 Cr Turn over)**

<b>S.No.</b>	<b>Mandatory Documents</b>
1.	PAN Card of concern/group concerns/all promoters/guarantors
2.	Aadhaar Copy & Photo of all promoters/guarantors
3.	Address Proof: i. Utility bill, which is not more than two months old of any service provider, (Electricity, telephone, post-paid mobile phone, piped gas, water bill) or ii. Property or Municipal tax paid receipt
4.	Udhayam Registration Certificate/s/ IE code- wherever applicable/Licenses (Trade License/Shop & Establishment Registration/Panchayat License/Corporation License/Municipality License)
5.	Business Partnership Agreement (If Individual/Proprietor- not applicable)
6.	Photocopy of Bank Statement/ Bank Passbook for the last 6 months of the firm
7.	Audited balance sheet with annexures of max 3 years with ITR
8.	Copy of License as per industry (Eg. FSSAI, Pollution Clearance, ESI etc)
9.	GSTIN Registration Certificate
10.	GST returns of last financial years
11.	List of existing machinery and equipment
12.	Photo of the Existing unit
	<b>Optional Documents</b>
1.	Loan statement of active loans
2.	Sanction letter of active loans
3.	Insurance Policy copy of the existing unit & Stock.
4.	Audited balance sheet of Group/Sister concern with annexures of last 3 years with ITR
5.	Latest Stock Statement
6.	Quarterly sales-purchase of previous year and current year
7.	Photocopy of highest academic qualification of promoter/s
8.	Any other document.

**Checklist for submitting Credit Proposals.**

**(Existing Enterprises- Individual/Firms with less than 1 Cr Turn over)**

<b>S.No.</b>	<b>Mandatory Documents</b>
1.	PAN Card of concern
2.	Aadhaar Copy & Photo of all promoters/guarantors
3.	Address Proof: i. Utility bill, which is not more than two months old of any service provider, (Electricity, telephone, post-paid mobile phone, piped gas, water bill) or ii. Property or Municipal tax paid receipt or iii. Ration Card (Individual)
4.	Udhayam Registration Certificate/s/ IE code- wherever applicable/Licenses (Trade License/Shop & Establishment Registration/Panchayat License/Corporation License/Municipality License)
5.	Business Partnership Agreement (If Individual/Proprietor- not applicable)
6.	Photocopy of Bank Statement/ Bank Passbook for the last 6 months of the firm
	<b>Optional Documents</b>
1.	Audited/ Self-affixed balance sheet with annexures of max. 3 years with ITR
2.	Copy of License as per industry (Eg. FSSAI, Pollution Clearance, ESI etc)
3.	GSTIN Registration Certificate if applicable
4.	GST returns of last 1 year if applicable
5.	Loan statement of active loans
6.	Sanction letter of active loans
7.	Insurance Policy copy of the existing unit & Stock.
8.	Latest Stock Statement
9.	Quarterly sales-purchase of previous year and current year
10.	Any other document.
11.	Photocopy of highest academic qualification of promoter/s

**Checklist for submitting Credit Proposals.**  
**(Farmers Producer Companies- Existing Enterprises)**

S.No.	Mandatory Documents
1.	PAN Card of company/ Chairman/Chief Executive
2.	Aadhaar Copy & Photo of Chairman/Chief Executive
3.	Address Proof: i. Utility bill, which is not more than two months old of any service provider, (Electricity, telephone, post-paid mobile phone, piped gas, water bill) or ii. Property or Municipal tax paid receipt
4.	Udhayam Registration Certificate/s/ IE code- wherever applicable/Licenses (Trade License/Shop & Establishment Registration/Panchayat License/Corporation License/Municipality License)
5.	Certificate of registration
6.	Memorandum and Articles of Association
7.	List of Directors and brief bio-data attested by authorised signatory
8.	Details of share holding pattern attested by authorised signatory
9.	Board resolution for availing loan/borrowing power/borrowing authority
10.	Photocopy of Bank Statement/ Bank Passbook for the last 6 months of the company
11.	Audited balance sheet with annexures of max. 3 years with ITR
12.	Copy of License as per industry (Eg. FSSAI, Pollution Clearance, ESI etc), if available
13.	GSTIN Registration Certificate
14.	GST returns of last 3 years (for existing unit)
15.	List of existing machinery and equipment
16.	Photo of the existing unit
17.	DPR
	<b>Optional Documents</b>
1.	Loan statement of active loans
2.	Sanction letter of active loans
3.	Insurance Policy copy of the existing unit & Stock.
4.	Latest Stock Statement/register
5.	Quarter-wise sales-purchase of previous year and current year
6.	Copies of Minutes of last AGM and Board meeting
7.	Copies of recent grants
8.	Annual Report for the last year
9.	Agreements made with Buyers
10.	Any other Documents

**Checklist for submitting Credit Proposals.**  
**(Co-operative Society- Existing Enterprise)**

S.No.	Mandatory Documents
1.	PAN Card of Society/Chairman/President/Chief Executive
2.	Aadhaar Copy & Photo of Chairman/President/Chief Executive
3.	Address Proof: i. Utility bill, which is not more than two months old of any service provider, (Electricity, telephone, post-paid mobile phone, piped gas, water bill) or ii. Property or Municipal tax paid receipt
4.	Udhayam Registration Certificate/s/ IE code- wherever applicable/Licenses (Trade License/Shop & Establishment Registration/Panchayat License/Corporation License/Municipality License)
5.	Certificate of Co-operative Society registration
6.	Copy of Society Bye laws with its amendments if any
7.	List of Board Executive Members and brief bio-data attested by authorised signatory
8.	Details of share holding pattern attested by authorised signatory
9.	Board resolution for availing loan/borrowing power/borrowing authority
10.	Photocopy of Bank Statement/ Bank Passbook for the last 6 months of the society
11.	Estimates and Quotation of all capital machineries and equipment
12.	Audited balance sheet with annexures of max. 3 years with ITR (for existing unit)
13.	Copy of License as per industry (Eg. FSSAI, Pollution Clearance, ESI etc)
14.	GSTIN Registration Certificate
15.	GST returns of last one year
16.	List of existing machinery and equipment
17.	Photo of the existing unit
18.	DPR
	<b>Optional Documents</b>
1.	Loan statement of active loans
2.	Sanction letter of active loans
3.	Insurance Policy copy of the existing unit & Stock.
4.	Latest Stock Statement/register
5.	Quarter-wise sales-purchase of previous year and current year
6.	Copies of Minutes of last AGM and Board meeting
7.	Copies of recent grants
8.	Annual report of the Society for the last year

9.	Agreements made with buyers
10.	Any other Documents

**Checklist for submitting Credit Proposals.**

**(Self Help Groups)**

S.No.	Mandatory Documents
1.	Aadhaar Copy of all the Members of the group
2.	List of all the members of the group with photo, contact no. & address of individual members
3.	Address Proof of the Unit: i. Utility bill, which is not more than two months old of any service provider, (Electricity, telephone, post-paid mobile phone, piped gas, water bill) or ii. Property or Municipal tax paid receipt
4.	Resolution copy signed by all the members of SHG to avail loans.
5.	Estimates and Quotation of all capital machineries and equipment
6.	Details of Group Savings, loans details etc.
7.	DPR
Optional Documents	
1.	Loan statement of active loans
2.	Sanction letter of active loans
3.	Copies of Minutes of last meeting of SHG members
4.	Agreements made with Buyers, if any.
5.	Copies of any other Government grants received, if any.
6.	Photocopy of Bank Statement/ Bank Passbook for the last 6 months of the SHG
7.	Any other documents