**Documents Login checklist**

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| **Sr. No.** | **Particulars** | **Submitted-Yes/No** |
| 1 | Signed copy of the Loan application along with photographs of the authorized signatories. |  |
| 2 | KYC of Borrower - PAN and OVD as per the KYC policy |  |
| 3 | Self-attested KYC of all the Board of directors and CEO - PAN and OVD as per the KYC policy along with Beneficial Owner, if any |  |
| 4 | Constitutional documents of borrower:  FPC: MOA, AOA & Certificate of Incorporation (COI)  /FPO: Bye laws in society and Certificate of Registration. |  |
| 5 | Proof of address of the company - as per bank KYC policy |  |
| 6 | Business Plan for next 18 month, if available |  |
| 7 | GST Registration certificate copy |  |
| 8 | Monthly GST returns for last 12 month |  |
| 9 | Latest list of directors on letter head of company/list of trustees in FPO with details like Name, Designation, Date of Birth, Address, PAN no., DIN No. |  |
| 10 | List of shareholders on letter head of FPO/FPC |  |
| 11 | Valid copy of license as per applicability (APMC/ Seed/ Fertilizer/ Pesticide/ Insecticide, etc.) |  |
| 12 | 1. Audited Balance Sheet and Profit & Loss statement with schedules for the latest 2 years, (if annual turnover more than ₹200 Lakh), If applicable 2. Self-certified financials (Balance Sheet and Profit & Loss statement with schedules for the latest 2 years) if annual turnover up to ₹200 lakh as per Income tax act, if applicable |  |
| 13 | Provisional financials of current financial year self-certified by borrower |  |
| 14 | Projected Balance Sheet for the next two years in working capital loans and upto term loan period in TL |  |
| 15 | Copies of latest sanction letters of loans / grants (if any) and if same is not available then self-declaration on letter head mentioning details like Name of banks/Financial institution, amount of loan, Rate of interest, security if any, and tenure. |  |
| 16 | Statement of accounts (SOA) of all facilities for last 12 months |  |
| 17 | Bank Statement for last complete one year of all operative accounts |  |
| 18 | ITR of FPO/FPC- last one year, if any |  |
| 19 | 4 Reference details (Buyer, seller, Promoting agency etc.) |  |
| 20 | Board Resolution for availing loan /borrowing power /borrowing authority |  |
| 21 | Borrower self-declaration for existing Credit Guarantee Coverage amount with FI, if any |  |