

CHECK LIST OF DOCUMENTS TO BE SUBMITTED ALONG WITH APPLICATION

Please mark [✓] the documents that are produced

| PART - A : Common Documents | | Yes | No |
|--|--|-----|----|
| 1 | Address Proof & Age Proof of applicant/s and guarantor/s (Voter Identification Card, Passport, SSC Certificate or PAN - Card/ Ration Card/ Driving licence etc) | | |
| 2 | Net-worth Statements - Details of Assets and Liabilities of Applicant/Co-applicant & Guarantor [Format available in the Branch] duly certified by the Chartered Accountant where the loan amount is for Rs.25 lakhs and above. | | |
| 3 | Two Passport size photographs each of the Applicant , Co -applicant and Guarantor. | | |
| 4 | Pro-forma invoice issued by the supplier | | |
| 5 | Documents of title for own property and/ or all the link documents evidencing title of the property, i.e. Sale Deed Sale agreement and earlier title deeds. | | |
| 6 | Up to date encumbrance certificate for the past 13 years. | | |
| 7 | Latest Property Tax-paid receipts. | | |
| 8 | Legal Opinion on title to property from Bank's approved advocate to be obtained through the branch. | | |
| 9 | Copy of Approved Plan and Building Licence | | |
| 10 | Project report | | |
| 11 | Valuation report from approved Civil Engineer to be obtained through the Branch. | | |
| PART-B : Income proof & other documents | | | |
| 12 | Copies of Balance Sheet and Income Statement for the past three years duly certified by Chartered Accountant | | |
| 13 | IT assessment order/IT Returns for the last 3 years | | |
| 14 | Statement of account for the last 6 months from the existing banker.. | | |
| 15 | Copy of degree certificate or registration certificate | | |

NOTE: The checklist is only indicative. The Check List is intended to help the loan applicants to become aware of basic requirements, which will enable the Bank to process the application quickly. The bank reserves the right to accept or reject any application, without assigning any reasons. Neither the Bank nor any of its officials is liable for any delay and/or lapse on part of any third party.