

Personal & Income Documents

- ID Proof (**PAN Card**/Passport/Voter Id/Driving License/Aadhar Card)
- Secondary ID Proof (PAN Card/Passport/Voter Id/Driving License/**Aadhar Card**)
- Address Proof (Electricity Bill/Aadhar Card/Gas Bill/Passport/Land Line Bill)
- Latest 3 Years IT Returns of Firms with Statement of Income, Profit & Loss, Balance Sheet along with Form 3CB,3CD duly attested by CA in Regular Format
- Latest 3 years individual IT returns along with Statement of Income, Balance sheet and Income & Expenditure statement duly attested by CA in Regular format
- One year bank statement of Current Account of firms
- Firm registration / Incorporation Certificate
- Firm Pan Card & Address Proof
- If Partnership Company then Partnership Deed
- If Pvt Ltd – MOA, AOA
- One recent passport color photograph of each applicant
- Cheaque towards processing fee
- All Existing Loans Sanction Letter, Complete Repayment Tracks
- GST returns, 26 AS for last 3 years

* ID and Address Proof is mandatory for all applicants, All documents must be self-attested by respective applicants.

Balance Transfer Additional Documents

- Loan track from opening of loan account
- List of Documents Deposited
- Sanction Letter
- Current Outstanding Letter

Property Documents

- Sale Deed – Certified Copy
- Complete link documents for last 20 years (Past registrations deeds)
- Encumbrance certificate recording all 20 years transactions
- Approved plan of construction
- Latest Tax Paid receipts

Post Sanction Documents

- Sanction Conditions
- Latest EC – Original
- Latest Tax Paid – Original
- Cheques