

## SALARIED CASE DOCUMENTS FOR LOAN SANCTION

- (1) Passport size photo of applicant and co-applicant one each.
- (2) Pan card copies of both.
- (3) Adhaar card copies of both.
- (4) Last three months pay slip copies.
- (5) Last two years Form-16 copies.
- (6) Last six months bank statement of salary account.
- (7) Details of other loans running currently i-e- copy of soa and banking :

If Balance transfer:

- (1) Statement of account from Current Bank.
- (2) Photocopy of property documents.

## SELF EMPLOYED NON PROFESSIONAL DOCUMENTS FOR SANCTION

- (1) Passport size photo of applicant and co-applicant each.
- (2) Pan card copy of both.
- (3) Adhaar card copy of both.
- (4) Office address proof.
- (5) Last three years ITR along with computation, balance sheet and Profit and loss with audit report and all annexures.
- (6) Last one year current account statement.
- (7) Last one year savings account statement.
- (8) GST registration copy and returns for last two years.
- (9) If Firm is Partnership:
  - (a) Pan card copy of the firm.
  - (b) Partnership deed copy.
  - (c) Last one year current account statement of the firm.
  - (d) Last three years ITR with computation, profit and loss and balance sheet, with audit report and all annexures.
- (10) If Firm is Pvt Ltd:
  - (a) Pan card copy of company.
  - (b) List of directors and share holding pattern attested by CA.
  - (c) MOA of the company.
  - (e) Last one year current account of the company.
  - (f) Last three years ITR with computation balance sheet, profit and loss, audit report, directors report and all annexures.
- (11) Photocopy of property documents.
- (12) Details of all loans running currently both individual and company i-e- Statement of account and Bank statement for last six months from where the EMI is paid.