

Working Capital Loans Document Checklist

Document	Entity		
	Sole Proprietorship	Private/Public Limited	Partnership
CMA Report if turnover > Rs. 5 crores	✓	✓	✓
Business continuity Proof - 3 years income tax return & Income statement	✓	✓	✓
Last 2 year audit report and audited Financials (debtors & creditors List a must)	✓	✓	✓
Last 12 months bank statements	✓	✓	✓
In case of transfer of loan: Last 12 months of loans statement along with sanction letter of previous bank	✓	✓	✓
Any other loan statements on books of companies along with sanction letters	✓	✓	✓
Last 12 months loans statement with sanction letter of any other existing loans	✓	✓	✓
Business incorporation date proof - PAN Card		✓	
MOA(Memorandum of Association) and AOA (Articles of Association)		✓	
Latest share holding pattern on company letterhead		✓	
List of Current Directors on company letterhead		✓	
Certificate of Incorporation		✓	
Partnership deed			✓
Certificate of Registration			✓