

### Sanction documents Checklist

|  | Salaried Customers   | Self Employed Professionals<br>(Eg. CAs, Doctors, Lawyers, Architects etc.)                          | Self Employed Non-Professionals<br>(Businessmen)   |
|--|--|--|--|
|  | Application form with Processing Fees Cheque   | Application form with Processing Fees Cheque   | Application form with Processing Fees Cheque   |
| <b>Personal Documents</b>  | Passport-size photo of each applicant  | Passport-size photo of each applicant  | Passport-size photo of each applicant  |
|  | PAN Card copy of each applicant  | PAN Card copy of each applicant  | Age proof of each applicant - PAN Card copy  |
|  | Residence Address proof  | Residence Address proof  | Residence Address proof  |
|  | -  | Office Address Proof   | Office Address Proof   |
|  | -  | Partnership Deed / MOA of Company, if applicable   | Partnership Deed / MOA of Company, if applicable   |
|  | -  | List of Directors - certified by CA, in case of Company  | List of Directors - certified by CA, in case of Company  |
|  | -  | Shareholding pattern - certified by CA, in case of Company   | Shareholding pattern - certified by CA, in case of Company   |
|  | -  | Brief Business profile   | Brief Business profile   |
|  | Qualification Proof  | -  |  |
| <b>Income documents</b>  | Salary-slip for last 3 months  | Last 3 years Income Tax returns (self and business) with Computation of Total income                 | Last 3 years Income Tax returns (self and business) with Computation of Total income                 |
|  | Form-16 copy for last 3 years  | Last 3 years P&L A/c, Balance Sheet with detailed schedules - certified by CA                        | Last 3 years P&L A/c, Balance Sheet with detailed schedules - certified by CA                        |
|  | Income tax returns for last 3 years, if available  | Last 3 years Audit Report, Form 3CD, if applicable   | Last 3 years Audit Report, Form 3CD, if applicable   |
|  | Appointment letters for last 3 years, if Form No.16 / ITRs are not available                         | Copy of TDS certificates / VAT Returns / Service Tax returns, if applicable                          | Copy of TDS certificates / VAT Returns / Service Tax returns, if applicable                          |
| <b>Bank Statements</b>   | Last 6 months bank statements of saving bank A/c   | Last 6 months bank statements of Current A/c and Savings A/c   | Last 6 months bank statements of Current A/c and Savings A/c   |
|  | Detail of current Loans with supporting documents and 6 months bank statement showing EMI repayments | Detail of current Loans with supporting documents and 6 months bank statement showing EMI repayments | Detail of current Loans with supporting documents and 6 months bank statement showing EMI repayments |
|  | -  | Copy of Bank CC/OD limits sanction letter, if applicable   | Copy of Bank CC/OD limits sanction letter, if applicable   |
| <b>Additional Documents in Balance Transfer Cases</b>  | Copy of Sanction letter of earlier bank  | Copy of Sanction letter of earlier bank  | Copy of Sanction letter of earlier bank  |
|  | Full Repayment Track Record of earlier bank  | Full Repayment Track Record of earlier bank  | Full Repayment Track Record of earlier bank  |
|  | Principal outstanding letter   | Principal outstanding letter   | Principal outstanding letter   |
|  | List of Original Property Documents acknowledgement with earlier bank                                | List of Original Property Documents acknowledgement with earlier bank                                | List of Original Property Documents acknowledgement with earlier bank                                |
| <b>Property Documents, if identified</b>   | Photocopy of all property documents & Approved Sanction Plan, if applicable                          | Photocopy of all property documents & Approved Sanction Plan, if applicable                          | Photocopy of all property documents & Approved Sanction Plan, if applicable                          |
|  |  |  |  |
| <b>Note: All the above documents need to be self attested by the applicants compulsorily</b> |  |  |  |