

## Working Capital Requirement – Pvt. Ltd.

Request you to provide the following documents.

All documents should be clearly visible, legible and should be self-attested

### Company's Financial

- Company Pan Card, GST Register of Certificate & Office Address - Telephone Bill & Electricity bill Copy. (latest)
- Last 3 years ITR with all Complete Financials including P&L A/C, Balance Sheet, and Audit Report with all Schedules and supporting Annexure of last three years.
- Last 6 months detailed list of debtors and Creditors along with aging of up to 90/180/360 days – CA Certified **If Available**.
- Form 26AS for last 3 assessment years
- MOA / AOA
- 1Year Bank statements of all operating CC ((if any) & current a/c till date.
- Sanction Letter of all running working capital facilities & Loan schedules required of all running Loans. **(If any)**.
- GST From 1-4-2019 to till date as applicable.
- List of directors and shareholding pattern on company letterhead. (With CA Certified)
- Company profile or Website Address
- Complete chain of property papers along with registration particulars which are at the back side of property papers & Sanction Plan (MAP) of the property if available.

### Documents of Director's who are coming on loan in individual capacity

- Pan Card + Passport Copy + 2 photographs + Residence Address proof
- Last two years ITR & Computation of Income with form 16.
- 1 Year bank a/c statement of the directors.
- Form 26AS for last 3 assessment years

### Additional Documents Required in case of Balance Transfer from Other Bank - - If available **Now else would be required at the time of sanction hence Apply in the bank**

- List of Original Documents submitted in Existing Bank
- Track Record of Loan to be transferred or 12 months Bank statement reflecting EMI
- Foreclosure letter of existing Bank