



**LIST OF DOCUMENTS REQUIRED FOR THE LOAN SYNDICATION  
FROM BANK/FINANCIAL INSTITUTION**

Sr. No	List of Documents to be Furnished / enclosures to be completed	Enclosure No.	Furnished (Yes / No)
1	Audited Financial statements for the last three years of the applicant unit (if in existence )		
2	Audited Financial statements for the last three years of all the associate concerns of the applicant unit. Name of the Associate Concerns i. ii. iii. iv.		
3	Certified copy of Memorandum and Articles of Association /Certificate of Incorporation / Certificate of Commencement of business/ Partnership Deed / Trust Deed / Bye-laws/ Registration Certificate from Registrar of firms / Societies, as the case may be.		
4	List of present Directors/ Partners with respective forms for the changes, if any, submitted with ROC		
5	List of present shareholders		
6	IT / Wealth Tax assessment orders / returns / certificates for the last 3 years in respect of the applicant unit (if in existence)		
7	IT / Wealth Tax assessment orders / returns / certificates for the last 3 years in respect of all the promoters:- i. ii. iii. iv.		
8	IT / Wealth Tax assessment orders / returns / certificates for the last 3 years in the respect of all the associate concerns:- i. ii iii iv.		
9	Sales tax Returns and assessment orders for the last three years (if in existence).		

10	Copy of PAN card/Passport / Voter ID card of all the promoters / directors / guarantors.		
11	Photograph of all the promoters / directors / guarantors with signatures duly certified by their bankers.		
12	Biodata and Networth statements of the promoters / directors / guarantors duly signed by the concerned individual as per Annexure I.		
13	Title Documents such as Sale / Lease Deed / Agreement for the land and buildings on which the project is operated / to be set up		
14	Govt. order / permission converting the land into industrial land , if required.		
15	Locational / site map of the land showing contour lines, the internal roads, power receiving station, etc.		
16	Building Plan		
17	Estimate of building by the Architect		
18	Performa Invoices/ quotations from machine suppliers for each item of plant and machinery and miscellaneous fixed assets proposed to be purchased under the project along with a write up on the technical specifications, advantages, etc. of the machinery.		
19	Brief write up on the marketing		
20	Copies of the sanction letters for the present credit facilities to the company / Associate concerns		
21	SSI registration certificate		
22	NOC/Consent from Pollution Department		
23	Power sanctioned and installed, in case of existing unit with latest power bill		
24	Detailed Project Report, if any.		
25	Details about Key managerial/technical personnels		
26	Manufacturing process with flow chart		
27	Copy of the Sale deed/ Lease deed of the collateral securities		
28	Detailed list of existing plant & machineries		
29	Collaboration agreement and related details including copy approval from RBI / Govt., if required.		
30	Agreement with technical consultants (if any) and related details including copy approval from RBI / Govt.,if required		