

Checklist of documents

- 1) Brief profile of the Company
- 2) Last 3 yrs Audited Annual Report along with IT Returns
- 3) Profile of promoters (Education and experience)
- 4) List of Board of directors and their background
- 5) Details of key management and technical persons (Education & experience)
- 6) Latest Shareholding Pattern of the company
- 7) Memorandum & Articles of Association of the company
- 8) Projected financials of the company with the project report
- 9) Copy of PAN card of the company
- 10) Sanction Letter of all existing bank(s) facilities along with the appraisal note.

(Optional)

- 11) Registrations with statutory bodies such as Sales Tax, Shops and Commercial Establishment Act, Factory License, Pollution Control Board , Power and water Connection etc
- 12) Provisional Balance Sheet with detailed schedules
- 13) List of top 10 existing customers in domestics and global market
- 14) List of top 10 existing suppliers
- 15) Business model of the company (whole cycle- from procurement of raw material to final selling point)
- 16) Brief description of manufacturing process along with the process flow chart
- 17) Selling & distribution arrangement
- 18) Brief details of the expansion plans. If any.
- 19) Name, Address, date of birth and PAN no of promoters/directors.
- 20) Promoter's last 3 Years IT Returns and Net-worth statements.
- 21) Copy of promoter's PAN card and address proof (electricity bill, telephone bill etc.)
- 22) Details of loan outstanding as on date.
- 23) Last 6 months bank statement.
- 24) List of collateral securities for the new loan (Sale Deed & Valuation Report)
- 25) Details of Associate/Subsidiary/related Cos. (Name of the Co, Nature of Business, Bankers Details, Key Financials-Sales, PAT, Net Block, Net Worth), if any.
- 26) Sanction letter and details of bank facilities enjoyed by Associates or Subsidiary companies, if any.

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