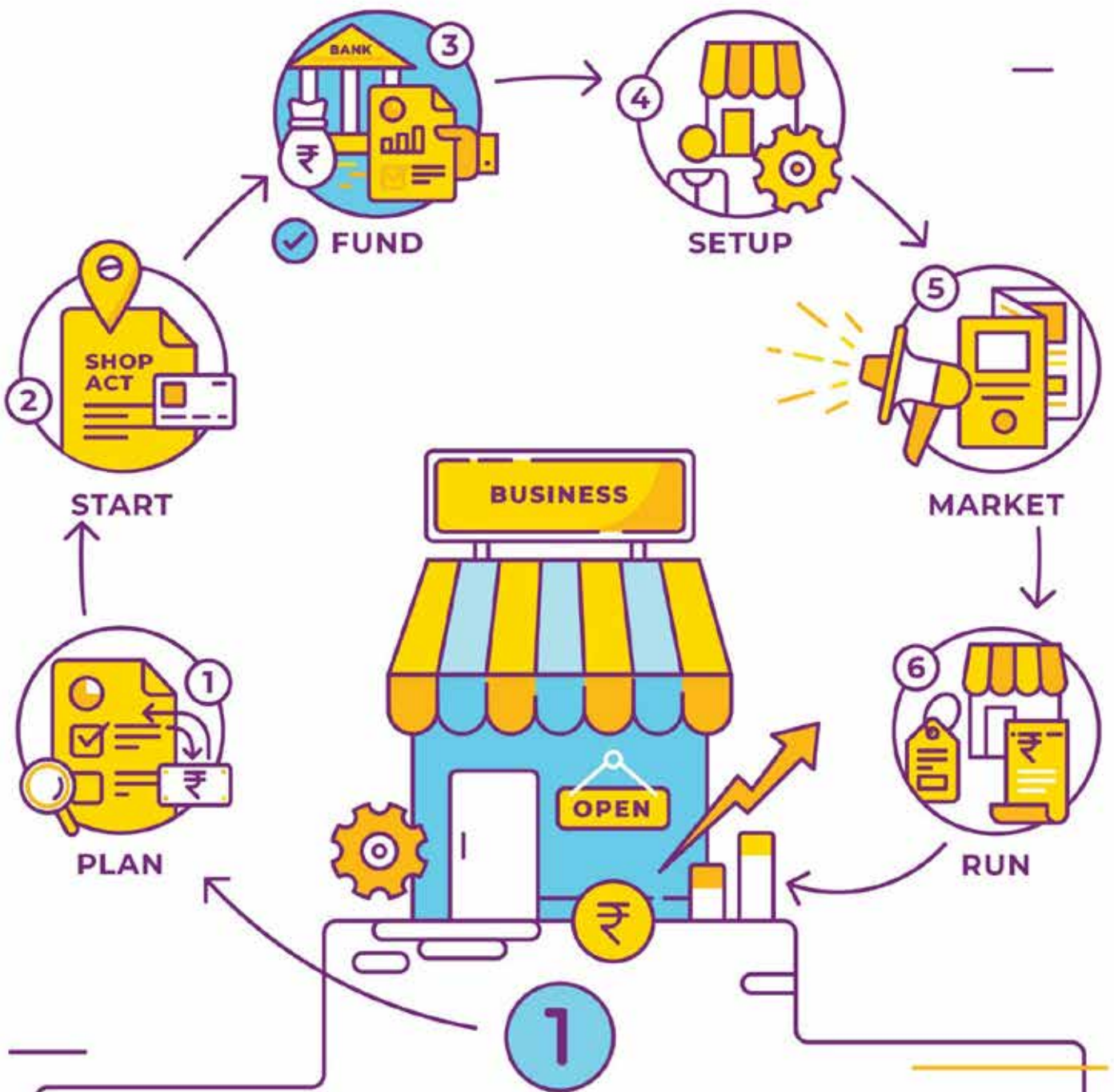


# BANK LOAN DOCUMENT CHECKLIST



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## FACILITATION OF FUNDING MANUAL

### Some pre-requisites for getting funds

1. Take proper training, experience, technical skills regarding business activity.
2. Financial institutions typically examine your personal credit report when you apply for a loan. They often require a CIBIL score of at least 650. If you're already in business, CIBIL score of your firm/ company is also required.
3. File Income Tax Return for previous 1 to 3 years.
4. While sanctioning loan the age of an entrepreneur which should be between 18 and 60 years.
5. Entrepreneur should have adequate knowledge about the source and availability of raw material. He should also study market trends and competitive analysis.
6. Entrepreneur should find a suitable place, space with basic facilities such as water, power, and labour.
7. Identify type of business entity-like proprietorship, partnership etc. if your business is already in existence then will require updated legal compliances, registration & licenses.
8. Prepare brief document on business activity.
9. Take support or seek advice from expert who is/ was in similar business activity.
10. Decide the purpose and the details of the assets to be purchased, amount of loan required.
11. The loan would be in the form of term loan for purchase of fixed assets and cash credit for working capital requirement.
12. Banks/ FIs insists margin money in the range of 15 to 25% of the project cost.
13. In case of business loan up-to Rs. 5 lakhs you will have to provide 2 guarantors, however for higher amount of loan the banks, FIs may ask for some collateral security e.g. NA plot, house, FD's, Insurance policies etc.



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### Information required for preparing Project Report:

1. Name and type of business entity.
2. Bank account details e.g. saving account/ current account- name of the bank.
3. Actual/ projected sales per product- per month.
4. No. of working days in a month & year.
5. Raw material consumption details per product- per month.
6. Details of other income and expenses if applicable.
7. Holding levels and value of stock of finished goods, raw material.
8. Estimated debtors & creditors (in months).
9. Details of expenses (electricity, rent, salary, repairs & maintenance, selling & transportation & other administrative charges)
10. In case of existing loan rate of interest, disbursement date, tenure of loan, EMI, outstanding loan amount.

### List of documents for Facilitation of funding:

1. Bankable project report.
2. KYC documents – PAN card, Adhar Card.
3. Address Proof- In case of own property- Index-II.  
In case of rental property- Light bill & rent agreement.
4. Quotation of machinery, equipment, furniture & other assets to be purchased.
5. 2 passport size photographs of applicant.
6. ITR/ form 16A- mandatory for existing business.
7. 6 months bank statement.
8. Shop Act/ gram panchayat NOC.
9. Business specific license.
10. Work orders, if any.

### **In case of guarantors**

1. KYC documents of guarantors
2. Passport size photographs
3. Electricity bill
4. 3 months' salary slips
5. 2 years Balance sheet
6. Bank statement

### Turn Around Time (TAT):

It takes approximately 2 working days once all documents along with additional information is received.



# Good Luck For Your Business.



**deAsra Foundation**

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