



### **Initial Login Documents:**

- Loan Application Form completely filled and duly signed by all applicants.
- Completely filled Project Report.
- Student strength and fees particular in Society/Trust/School/College Letter Head.
- Valid School recognition and Permission certificate, Affiliation Certificate for Colleges.
- Constitution Documents.
- Latest members list (Trust/Society) with position/designation held in the entity.
- KYC documents of applicant and all co-applicants with 2 passport size photographs.
- Latest 6 months Bank Statements of all co-applicants from the transactional account till date.
- Latest 1 year Bank Statements of Trust/Society and School accounts (All Bank Accounts) till date.
- Latest 3 years Financials of all Applicants and Guarantors (Audited, if applicable), including ITR with Computation of Income, P&L, Balance Sheet, Annexures, Audit Reports etc. (trust/society and individuals).
- Copy of rental lease deed if operating in a rented premises.

### **Additional Credit Documents:**

- All active loan's sanction letter and RTR/SOA of Applicants and Co-Applicants.
- End Use Letter on Society/Trust/School Letter Head.
- PAN Copy of All Trust/Society members.
- Other Documents as per case requirement.

### **Property Related Documents:**

- All title deeds of collateral properties.
- Land Ownership Proof (Khatha/Khatauni/Patta/Chitta/Town Survey Land Record/FMB/7-12 extract etc) in the name of collateral owner.
- Latest Tax paid receipt (Last Completed Financial Year).
- Property/Land Conversion Order.
- Sanctioned Plan (For Buildings)/Layout Plan (For Approved Layouts).
- Allotment letter for layout property.
- Encumbrance certificate for 30 years.

### **Post Sanction Documents:**

- 10 cheques & NACH from the Repayment Bank Account approved by Auxilo.
- 3 cheques each from all the Co Applicant's personal bank account.
- Disbursement Documentation.



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## CONSTITUTION DOCUMENTS:

### Society/Trust:

- Copy of Pan Card of the entity.
- Address Proof of the entity.
- Certificate of Registration.
- Bye-Laws of Trust/Society.
- Trust deed copy (with subsequent ammendments, if any).
- Resolution passed by Members for applying for the loan and authority to execute documentation on its behalf.

### Private Limited Companies:

- Copy of Pan Card of the Company.
- Address Proof of the Company.
- MOA/AOA, List of Directors and Shareholders.
- Board Resolution to apply for the loan and authority to execute documentation on its behalf.

### Partnership Firm:

- Copy of Pan Card.
- Address Proof of the Firm.
- Certificate of Registration.
- Latest Partnership Deed.
- Authority letter to borrow and execute documentation to one partner by all the partners.

## KYC Documents

### Residence Proof

- Ownership documents with latest utility bill for current ownership proof.
- Latest Utility bills.
- Registered leave and License Agreement & utility bill in property owner's name.
- Passport.
- Current Bank Statement.
- Voter's ID Card.
- Driving License.
- Ration card.

### ID Proof

- Aadhar card.
- Passport.
- PAN Card.
- Driving License.
- Voter ID Card.

### Age Proof

- Aadhar Card.
- Birth Certificate.
- Passport.
- PAN Card.
- Driving License.
- Voter ID Card.
- School Leaving Certificate.

### Business Address

- Ownership document with latest utility bill.
- Business Registration Certificate.
- Latest Utility Bill/Latest property tax receipt.
- Registered Leave and License Agreement & utility bill in property owner's name.

### Signature Verification

- Banker's sign verification.
- Cleared processing fee cheque (copy to be included in the file for reference).