

List of documents for salaried

- Pan card
- Driving license/Voter id/ Passport
- Residence proof(passport/voter id/bank statement/electricity bill/Telephone bill)
- Latest 3 months pay slips.
- Latest 6 months salary a/c bank statement
- Latest 2 years form-16
- Loan track record if any
- Two passport size photos

Property Documents

- Sale deed
- Link documents
- EC (Encumbrancec certificate)
- Approved sanction plan

Takeover Documents

- Sanction Letter
- Track Record
- List of Documents(LOD)
- Current out standing letter

Note:

• For open plot loan approved layout or LRS(land regularisation plan) is required along with above documents.



List of documents required for Self employed For Proprietorship firm

- Pan card
- Driving license/Voter id/ Passport
- Residence proof(passport/voter id/bank statement/electricity bill/Telephone bill)
- Business address proof(bank statement/electricity bill/Telephone bill etc)
- Business proof (Trade licnese/Labour license/VAT etc)
- Latest 1year current and savings a/c bank statements
- Latest 3 years ITR(income tax returns) with Profit & loss a/c and balance sheet which is attested by CA
- Loan track record if any
- Two passport size photos

Property Documents

- Sale deed
- Link documents
- EC (Encumbrancec certificate)
- Approved sanction plan

Takeover Documents

- Sanction Letter
- Track Record
- List of Documents(LOD)
- Current out standing letter

Note:

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For Partnership firm

- Partners and company Pan card copies
- Partnership deed and company profile
- Driving license/Voter id/ Passport of partners
- Residence proof(passport/voter id/bank statement/electricity bill/Telephone bill) of partners
- Business address proof(bank statement/electricity bill/Telephone bill etc)
- Business proof (Firm registration/Trade licnese/Labour license/VAT etc)
- Latest 1year current a/c and savings a/c (of partners) bank statements
- Latest 3 years Financial copies of the firm
- Latest 3 years ITR(income tax returns) of partners
- Loan track record if any
- Two passport size photos of partners

Property Documents

- Sale deed
- Link documents
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Takeover Documents

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For Private LTD firm

- Directors and company Pan card copies
- Company profile
- MOA and AOA
- Driving license/Voter id/ Passport of Directors
- Residence proof(passport/voter id/bank statement/electricity bill/Telephone bill) of Directors
- Business address proof(bank statement/electricity bill/Telephone bill etc)
- Business proof (Firm registration/Trade licnese/Labour license/VAT etc)
- Latest 1year current a/c and savings a/c (of directors) bank statements
- Latest 3 years Financial copies of the firm
- Latest 3 years ITR(income tax returns) of Directors
- Loan track record if any
- Two passport size photos of Directors

Property Documents

- Sale deed
- Link documents
- EC (Encumbrancec certificate)
- Approved sanction plan

Takeover Documents

Sanction Letter



- Track Record
- List of Documents(LOD)
- Current out standing letter

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List of documents required for Professionals

- Pan card
- Driving license/Voter id/ Passport
- Professional certificate
- Residence proof(passport/voter id/bank statement/electricity bill/Telephone bill)
- Latest 1year current and savings a/c bank statements
- Latest 3 years ITR(income tax returns) with Profit & loss a/c and balance sheet which is attested by CA
- Loan track record if any
- Two passport size photos

Property Documents

- Sale deed
- Link documents
- EC (Encumbrancec certificate)
- Approved sanction plan

Takeover Documents

Sanction Letter



- Track Record
- List of Documents(LOD)
- Current out standing letter

Note:

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