

DOCUMENTS - IN CASE OF PROJECTS LIKE HOTEL / INFRASTRUCTURE / TOWNSHIP ETC

Sl. No.	Particulars	Attached Yes / No / NA
1	Memorandum & Articles of Association (<i>In case of Co.</i>) / Partnership Deep (<i>In case of Partnership Firm</i>)	
2	Certificate of Incorporation (<i>For Pvt. Ltd. / Ltd. Company / Registration Certificate from ROF in case of Partnership Firm</i>)	
3	Profile of Company / Firm covering of existing & proposed activities including Organisation Structure	
4	Name of Directors / Partners (Existing & Proposed) along with Net Worth Statement supported by Personal Balance Sheet.	
5	Profile of Directors / Partners.	
6	PAN Card Copy of Company / Firm and Directors / Partners.	
7	Share holding Pattern as on Last Balance Sheet Date & latest date in case of Companies (Authorised / Paid up capital as on latest date).	
8	Audited Financial Statements of Preceding 2 / 3 Years or in case audited statements for last financial year is not available then Provisional Statement for the said year. In case 3 months of current financial year is elapsed then the key financial figure like for the said period may be given.	
9.	Income Tax Return Copy of Company / Firm and Directors / Partners.	
10.	Details of Existing bankers and nature of facilities enjoyed from banking system.	
11.	Bank Statement of Account of Term Loan (<i>From Commencement to till date</i>) and in case of Cash Credit / other Working Capital Limit / Current Account for last six months.	
12.	Copy of all applicable registration certificates like Sales Tax, IEC Code, Pollution Control, Shop & Establishment, Industry Licenses etc.	
14.	Proposed Project Details	
15.	Copies of Agreements entered with related to projects	
16.	Schedule of Implementation of the Project (From Acquisition of land to Commercial Operation) and Present Status of Project	
17	Details of Proposed Facilities and Purpose for Same.	
18	Marketing Plan of the Company for Projected Sales	
19	Declaration that the name of the company / directors does not figure in RBI defaulter's / caution list / Willful defaulters list.	

Sl. No.	Particulars	Attached Yes / No / NA
20	Details of Collateral Security to be Offered along with it's Market Value and details of Guarantors.	
21	Details of litigation in force against the firm /company or against the partners / directors, if any and present position	
22	Details of any Corporate / Personal Guarantee provided by Company / Directors / Partners	
23	Details of Group / Associate Company / Firm along with Audited Financial Statements, Present Bankers, Nature of facilities Enjoyed from the bank and Status with the banks.	
24	Copy of Sanction Letter of Existing Facilities	
25	Details of any Government Approval or any special benefit to the Company / Industry.	
26	Mandate Letter	
27	Any other Relevant Information which Promoters feel to Provide	