

CHECKLIST FOR LOAN PROPOSAL

NOTE: This checklist is for prepared to assess the requirements of the client. Based on the response of this checklist, we advise our client.

No	GENERAL INFORMATION	SUB-CATEGORY
1.	Forwarding For Loan	
2.	RJSC Documents	<ul style="list-style-type: none"> • Certificate of Incorporation • MOA/AOA • Form XII (Latest) • Form X (Latest)
3.	Legal Document	<ul style="list-style-type: none"> • Trade License (Updated) • IRC/ERC • Membership from DCCI, Chamber (If any) • Environmental Certificate • ETIN, VAT Registration
4.	Rent Deed / Rent Receipt <i>(If construction done in leased area)</i>	

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№	GENERAL INFORMATION	SUB-CATEGORY
5.	Security Details Land	<ul style="list-style-type: none"> • Title Deeds • Bia Deeds • Mouza Rate • Mouza Map • BS, CS, SA RS Khatian • DCR • Up to date Rent • All Chain Documents • Mutation Copy • Non-encumbrance Certificate
6.	Lay out plan/ Drawings of Construction	Permission from competent Authority
7.	Shareholding Position	
8.	Bio Data of Sponsor Shareholder	
9.	Bio Data of Management Team	

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No	GENERAL INFORMATION	SUB-CATEGORY
10.	Board resolution of Loan	
11.	Organizational Chart	Permission from competent Authority
12.	Market Share compare to Competitors	
13.	Tax clearance certificate of 3 years	Company
14.	Tax clearance certificate of Directors	Last Assessment Copy
15.	IT 10 B of Directors	Certified from Tax Department
16.	NID of Directors	
17.	Existing Liability Position	Latest (If Any)
18.	Stock report and List of receivables	Latest
19.	Bank statements (CD/STD)	To confirm sales (Summation of Cr Balance)

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№	GENERAL INFORMATION	SUB-CATEGORY
20.	3 Years Audited Financial Statements	If Any
21.	3 Years Import Performance	For export oriented companies
22.	CIB Report	Needs to be Un-classified (If there is any loan)
23.	Projected Financials for 5 Years	Considering current and future capacity utilization
24.	Credit Rating	Enlisted rating company
25.	Production Plan	Existing
26.	Ageing of Debtors and Creditors	For Existing Company
27.	ICRS > 60	

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