

Document Checklist for MEF Loan Application Form



1. Proof of Identity & Signature
2. Proof of Address (Residence & Business)
3. Proof of Minority/SC/ST
4. *Last three years balance sheets of the units along with income tax/sales tax returns etc. (Applicable for all cases from Rs. 2 lacs and above). However, for cases below fund based limits of Rs. 25 lacs if audited balance sheets are not available, then unaudited balance sheets are also acceptable as per extant instructions of the bank For cases of Rs. 25 lacs and above, the audited balance sheets are necessary
5. *Memorandum and articles of association of the Company/Partnership Deed of partners etc
6. *Assets and liabilities statement of promoters and guarantors along with latest income tax returns
7. *Rent Agreement (if business premises on rent) and clearance from pollution control board if applicable
8. *SSI registration if applicable
9. *Projected balance sheets for the next two years in case of working capital limits and for the period of the loan in ease of term loan. (For all cases of Rs. 2 lacs and above)
10. *In case of takeover of advances, sanction letters of facilities being availed from existing bankers/Financial Institutions along with detailed terms and conditions.
11. *Profile of the unit (includes names of promoters, other directors in the company, the activity being undertaken, addresses of all offices and plants, shareholding pattern etc.
12. Project report (for the proposed project if term funding is required) containing details of the machinery to be acquired, from whom to be acquired, price, names of suppliers, financial details like capacity of machines, capacity utilization assumed, production, sales, projected profit and loss and balance sheets for the next 7 to 8 years till the proposed loan is to be paid, the details of labor, staff to be hired, basis of assumption of such financial details etc.
13. *Photocopies of lease deeds/ title deeds of all the properties being offered as primary and collateral securities.
14. *Position of accounts from the existing bankers and confirmation about the asset being Standard with them (In case of takeover).
15. Minimum Cheque as per the applicable amount for per property for legal search and valuation. Same shall be non-refundable irrespective of sanction or rejection of application.

The check list is only indicative and not exhaustive and depending upon the local requirements at different places addition could be made as per necessity.

For Internal Use:

Name of Relationship Manager:

Date of Receipt of Application: Branch:

Employee Code: Signature:

Partner Segment (If Any): RB CB BRB CIB CFIBG GRM MNC INBKG IFI MFI