

Dear Sir,

Greetings of the Day,

For the processing & assessment of your loan proposals, Please arrange to provide us the following documents(in soft copy).

**Documents Checklist:**

1. Business Profile of the Company & Profile and Experience of all Directors of company ( on company letter head),
2. Copy of PAN Card, Passport, Adhaar Card, of all Directors of the company.
3. Copy of PAN Card, TIN No, GST Registration certificate, Service Tax Registration Certificate, Electricity Bill, Landline telephone Bill of the company.
4. Copy of MOA, AOA and Certificate of Incorporation of the company,
5. List of all Directors and Shareholding Pattern of the company on Co. Letter Head.
6. Latest Net worth certificate of all Directors of company(Certify by CA).
7. Last 3 years Personal ITR with Computation of Income, of all Directors of company for ( FY2015-16, 2016-17 and FY 2017-18).
8. Last 3 years Audited Balance Sheet & ITR with all schedules of the company for (FY: 2015-16, 2016-17 and FY 2017-18).
9. Current Year Provisional Balance Sheet of the company ( from 01/04/2018 to 31/03/2019)
10. Copy of all existing Loan Sanction letters from all Banks, ARC & NBFC( CC, OD, TL, HL, LAP, Auto Loan, Equipment Loan) in favor of the trust & company,
11. All existing loans Repayment schedule & Repayment statement for last one year with Bank, NBFC & ARC,( Month wise),
12. Copy of all Collateral Property documents with Sale Deed, PATTA with all Chains, Up to date Holding Tax receipts & Revenue Rent receipts, Approved Building Map,
13. Copy of Valuation Letter of the property,
14. List of the existing Corporate clients,
15. Latest One Year Bank Statement of all Loan accounts of the Company,
16. Latest One Year Bank Statement of other current accounts of the company,
17. Five years Projections with CMA & Cash Flow Statement and utilization of fund for the proposed loan,
18. Copy of all latest permission & Approval Letters from all concern Departments,
19. List of all Equipment & Machineries,
20. KYC & Financials of other Group Companies,
21. Loan Application Form (attached),

Kindly arrange to provide these documents in soft copy & complete the Loan Application form.

With Best Regards,

**Bijay Kumar Mishra (CEO),**

**M/S Greenland International,**

K-4/375, Kalinga Nagar,

Bhubaneswar-751019, Odisha, India.

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