

Checklist for In-principle consideration of Proposal in case of existing business

1. Audited Financial Statements (i.e. P & L and Balance Sheet with schedules) of the applicant for the last 3 years. With the above, it should also include :-
 - Directors Report (In case of Companies)
 - Auditors Report
 - Tax Audit Report (If applicable)
2. In case the applicant is Partnership Firm / Company / Charitable Institution, obtain the following constitutional documents
 - Partnership Firm : Partnership Deed
 - Company : Memorandum & Articles of Association
 - Charitable Institution : Trust Deed
3. Top 5 clients and 5 suppliers of the applicant giving value & quantity wise break up of sales & purchase to/from them during previous year along with addresses, phone no. and name of concerned persons.
4. Bank statements of the Applicant (Proprietor / Partnership / Company) for the last 1 year. Copy of term loan statement for the last year if any along with the sanction letter.
5. Audited Financials along with the schedules of associate / sister concern (if any) & Its Bank statement for last one year.
6. Income Tax Returns along with Computation of Income of the applicant for last 3 years. (Proprietorship / Partnership/ Company)
7. Income Tax Returns along with Computation of Income of Individuals for last 3 years (Proprietor/Directors / Partners)
8. Copy of the Sanction Letter/s / confidential opinion / bank statements (Term Loan / CC) in case the applicant is sanctioned credit facilities by any other financial institution. Term loan statement for last one year.
9. Month wise sales/ purchases for current period and previous year.
10. Previous month's stock/ debtors/ creditors statement.
11. Age wise classification of debtors (< 90 days, 90-180 days, 181- 365 days and 365 days and above) as on date of last balance sheet and previous month.
12. Brief write up regarding the business and background of the Partners/ Directors.
13. Details of existing setup i.e. Machinery, no of employees, capacity, sales price per unit/ cost price per unit. Manufacturing process flow chart.
14. Advance tax paid challan copies, TDS receivable extract.
15. Proof of availability of margin in the form of FD's, liquid cash, etc.
16. Net worth statement of partners/ proprietor/ directors.
17. Details and copies of title documents of the collateral security being offered.
18. Status of statutory payments as on date ie. Copy of assessment order of income tax, sales tax, VAT, Service tax and any other tax applicable to them.



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