

**Pvt.ltd.co.**

1. ITR with Bal. Sheet, P & L A/c and audit report for Last 3 year
2. Loan Sanction letter for all ongoing loan.
3. All bank a/c statements (including CC/OD, CA) for last 12 Months.
4. PAN Card, GST Reg. certificate, Shop Act Lic.
5. UDYAM Reg. Certificate
6. GST Returns for last 12 months.
7. Office Address proof- Latest Electricity Bill/ Telephone bill/ Rent Agreement
8. Article of Association And Memorandum
9. Self attested list of Directors and share holding pattern

**All Directors**

1. ITR and computation for Last 3 year
2. PAN Card, Aadhaar Card
3. Residential Address proof- Telephone Bill /Light bill /Passport /  
Aadhaar Card /Driving Lic.
4. Bank statement last 12 Months
5. Loan statement with sanction letter if any

**Property for Mortgage**

Agreement /Sale deed, latest 7/12 or CTS, Approved plan, Construction permission  
Completion certificate., Municipal tax Rect., Old search report if any available,  
Old Chain documents, 6D (PHERFAR) ETC.

**Note: if property is mortgaged with bank then list of documents  
held with bank & Foreclosure letter**