

LIST OF DOCUMENTS FOR LAP

Documents	Entity		
	Sole Proprietorship	Private Limited Company	Partnership
	Individual	Director	Partner
PROPERTY PAPERS			
Sale Agreement with all previous chain of agreements	✓	✓	✓
Plan	✓	✓	✓
Occupancy Certificate	✓	✓	✓
Share Certificate	✓	✓	✓
INDIVIDUAL			
Name & Photo ID			
Age & ID proof (any of the below) <ul style="list-style-type: none"> • PAN Card (Must) • Passport • Drivers License • Aadhar Card 	✓	✓	✓
Residence/Office Ownership (any of the below) <ul style="list-style-type: none"> • Electricity Bill • Sales Deed copy • Share Certificate of the ownership property 	✓	✓	✓
Address Proof (any of the below) <ul style="list-style-type: none"> • Passport • Utility Bill (not over two months old) • Mobile Bill (not over two months old) If Rented <ul style="list-style-type: none"> • Registered or notarized Rent agreement • Electricity Bill 	✓	✓	✓
Last 12 months Bank Statement	✓	✓	✓
IT returns of last 3 Years	✓	✓	✓
Existing loan sanction letters of Prop. /partners/director	✓	✓	✓
For Company			
Full set of Audited Financials for the last 3 years	✓	✓	✓
Last 12 months bank statements	✓	✓	✓
In the case of balance transfer, repayment track for last 1 year	✓	✓	✓
Any other loan Sanction Letters	✓	✓	✓
Last 12 months loans statement with Sanction Letter of any other existing loans	✓	✓	✓
Business incorporation date proof - PAN Card		✓	

MOA(Memorandum of Association) and AOA (Articles of Association)		✓	
Latest share holding pattern on company letterhead		✓	
List of current Directors on company letterhead		✓	
Certificate of Incorporation		✓	
Partnership Deed			✓
Certificate of Registration			✓