

Date:

Place:

### CHECK LIST

1. Proof of Identity: Voter's ID Card / Passport / Driving License / PAN Card / Signature identification from present bankers of proprietor, partner of director (if a company)
2. Proof of residence: Recent telephone bills, electricity bill, property tax receipt /Passport / voter's ID Card of Proprietor, partner of Director (if a company)  
**Note: As per SIDBI's KYC application form for Individuals**
3. Proof of business Address - **As per SIDBI's KYC application form for Non- Individuals**
4. Memorandum and articles of association of the Company / Partnership Deed of partners etc.
5. Bio data of promoters / Guarantors (as per enclosed **format I**)
6. Net Worth Statement of promoters and guarantors along with latest income tax returns (as per enclosed **format II**).
7. Rent Agreement (if business premises on rent) and clearance from pollution control board if applicable.
8. Udyog Aadhar memorandum (UAM) 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 case of term loan
10. Photocopies of lease deeds/ title deeds of all the properties being offered as primary and collateral securities.
11. Documents to establish whether the applicant belongs to SC/ST Category, wherever applicable.
12. Certificate of incorporation from ROC to establish whether majority stake holding in the company is in the hands of a person who belongs to SC/ST/Woman category.
11. Profile of the unit (includes names of promoters, other directors in the company, key technical / managerial staff, the activity being undertaken addresses of all offices and plants, shareholding pattern etc.
12. Last three years balance sheets of the Associate / Group Companies (if any).
13. Detailed Project Report (for the proposed project if term funding is required) containing indicative details of the land, civil works, architect estimate, machinery to be acquired, from whom to be acquired, price, names of suppliers, financial details like capacity of machines, capacity of utilization assumed, production, sales, projected profit and loss and balance sheets for the tenor of the loan, the details of labour, staff to be hired, basis of assumption of such financial details etc **[Furnish Detailed Project Report (DPR) where RAM rating is applicable and furnish details on profitability projections for the unit as per Format III, in respect of cases where CART rating is applicable]**.
14. Manufacturing process if applicable, major profile of executives in the company, any tie-ups, details about raw material used and their suppliers, details about the buyers, details about



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major-competitors and the company's strength and weaknesses as compared to their competitors etc.

*(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)).*

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Format I

**Bio-data of the Promoters / Guarantors**

(Pl affix recent passport size colour photograph and sign across it)

a.	Name		
b.	Father's/ Husband's Name		
c.	Date of Birth		
d.	Sex (Male/Female/Third Gender)		
e.	Relationship with chief promoter		
f.	Whether belongs to Scheduled Castes / Scheduled Tribes / Minority community		
g.	Are you Ex-Servicemen		
h.	Residential Address- Temporary		
i.	Residential Address- Permanent		
j.	PAN No		
k.	Mobile No		
l.	Telephone No – Office		
m.	Telephone No – Residence		
n.	Academic qualifications		
o.	Professional qualifications		
p.	Experience		
q.	Functional responsibilities in the unit		
r.	Reasons for joining / establishing the unit (please mention about motivating factors)		
s.	Family details - Spouse & children (age, educational background & present occupation)		
t.	Details of Past Experience of Entrepreneurship		
u.	Major Skills / Area of Expertise		
v.	Financial/ capital contribution in all the existing enterprises/ businesses in which involved as promoter/ director/ partner/ proprietor etc (face value only)	Name of concern/ associate concerns	Capital contribution (` lakh)
			At beginning      At present
w.	Functional responsibility in the applicant enterprise		
x.	Functional responsibility in the proposed venture		
y.	Any other relevant information		

I declare that the above particulars are true & correct to the best of my knowledge and belief.

(Signature)  
Name of the Promoter

**Net Worth Statement**

1. Name of the promoter/ Guarantor : -----
2. Fathers' name
3. Age and Sex : -----
4. Address & Contact Details  
Correspondence : -----  
Residential : -----  
Permanent : -----
5. PAN No. and / or Passport no. : -----

6. **DETAILS OF ASSETS** (₹ lakh)

i) **MOVABLE ASSETS** (other than shares held in the applicant enterprise)

- a) Cash and Bank (Savings/ FD) :
- b) Liquid Shares/ Bonds/ Mutual Funds :
- c) Insurance policies (Surrender value):
- d) Details of other securities like stake in unlisted concerns, etc :
- e) Vehicles/ Jewellery :
- f) Others (kindly specify) :
- Total** :

ii) Kindly provide details of the pledge or hypothecation of the above assets :

iii) **IMMOVABLE PROPERTIES**

Date of Acquisition	Location / Address with PIN	Whether Land/ House/ Flat/ Commercial/ Agricultural property	Extent of holding (%)	Name of joint owner, if any	Value (₹ lakh)		Details of mortgages, encumbrance
					Purchase price	Mkt. Value	
<b>TOTAL</b>							

7. **DETAILS OF LIABILITIES**

S.No	Borrowings from	Purpose	Secured by	Amount still to be repaid (₹ lakh)
1				
2				

**DETAILS OF GUARANTEES GIVEN**

	Guarantee given to (name of bank/ person)	On behalf of/ purpose	Guarantee valid upto	Amount involved (₹ lakh)
1				



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2			
	Debit Balance shown in Balance Sheet of any company/ firm in which you have financial interest/ stake		
	Any other liabilities		
	<b>Total Liabilities</b>		

8. **SUMMARY**

Value of Movable assets : -----  
 Value of immovable properties : -----  
**Total Assets (₹ Lakh)** : -----  
  
**Less: Total liabilities (₹ Lakh)** : -----  
  
**Net Assets (₹ Lakh)** : -----

9. Profit in Business (₹ Lakh) : -----

10. **DECLARATION**

I declare that the above particulars are true and correct to the best of my knowledge and belief and I undertake to furnish such other information as SIDBI may require.

**Place** : ----- **Signature:** -----  
**Date** : ----- **Name** : -----

**CA Certification**

Based on the verifications of all the relevant documents/ vouchers/ books of accounts / bank accounts etc. of Shri/ Smt. \_\_\_\_\_, we certify that the above information is true & correct to the best of our knowledge.

**Place** : ----- **Signature:** -----  
**Date** : ----- **Name/stamp of the Firm / Partner:** -----  
**Membership No** -----

**Note:**

1. Net worth details should contain full details of the following:
  - a. immovable properties including complete address, area (residential, commercial etc.) and whether they are mortgaged with others with details thereof;
  - b. movable assets including the details of investments in shares, bonds, debentures, fixed deposits indicating name of company/ firm, amount, face value, interest rate, etc., and whether they are pledged with others with details thereof;
  - c. full details of liabilities including names, amounts, terms etc.;
2. Kindly enclose copies of sale deeds, demat statements of shares, debentures & bonds held, policies, etc.