

## **Document required for Society - Secured loans**

1. Pan card (Society & all Members).
2. Resi proof (all Members).
3. Office proof of Society and School/institute.
4. Ownership proof of School/institute
5. Registration certificate-service tax etc. if any
6. Approvals/affiliation letters from concerned university and departments.
7. Society registration certificate.
8. Memorandum of Society (By-Laws)
9. List of members and office bearers on letter head.
10. Complete GST 3B return, if any (April -23 to till date). (Downloaded)
11. ITR, Computation, complete financial, with Tax audit report for last 3 years of Society and school/institute.
12. Provisional & Projected Balance Sheet of Society/School/ Institution.
13. 3 years ITR Computation, complete financial of all office bearers (at-least 4) who will be considered as Guarantor.
14. All Loan schedule /limit sanction letter.
15. Bank statements of Society and institutes/school - all accounts for last12 month. (Net-banking)
16. Bank statements of 4 Individual (guarantors) for last 12 months.
17. Net worth statements duly attested by CA for all guarantors.
18. Photo applicant & Guarantors – 2 each.
19. Complete chain of property with sanction map.
20. Profiles of Society/School/institute and main office bearers.

All papers should be mail on [loanguru01@gmail.com](mailto:loanguru01@gmail.com)  
[md@loanguru.in](mailto:md@loanguru.in)