

**Document required for PVT. LTD & LTD**  
**CGTSME Loan/LC/BG/Bill Discounting**

1. Pan card (company & all directors).
2. Resi proof (all directors).
3. Office proof.
4. All registration certificates with SSI/MSME & GST.
5. MOA Form DIR-12 with ROC.
6. List of directors & shareholding on letter head.
7. Complete GST returns April 23 to till date. (online pdf format).
8. 3 Years ITR , COI, with complete financial, six month saving statement. (all directors)
9. 3 years ITR Computation, complete financial with audit report (Company).
10. All loans schedule /limit letter.
11. Last one year Bank statement. (all a/c show in balance sheet)
12. 3 Photo all directors & Monthly sales fig. from April 23 to till date on letter head.
13. Provisional & Projected balance sheet.
14. Company profile.
15. Top 5 buyer and supplier on letter head.

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