

# Kunal Jain & Associates

(Chartered Accountants)

## CHECK LIST FOR CMA DATA & PROJECT REPORT

Sr. No	Particulars
1	Consecutive Latest 3 Years ITR of Owners & Guarantors
2	PAN, Driving License, Aadhar Card, Voter ID, Passport of Owners & Guarantors
4	Electricity Bill & Tax Bill of Residence as well as Business Premises of Owners & Guarantors
5	Rent Agreement of Residence as well as Business Premises of Owners & Guarantors, if any
6	Gumasta Dhara Certificate, SSI Certificate of Owners & Guarantors, Certificate of Incorporation, MOA/AOA
7	Quotations of Machinery/Equipments/Construction etc. for which Loan is required & Source of Margin Money
8	Details of Family Members of Owners & Guarantors – Name, Age, Relation, Address & Marital Status etc.
9	Business Details of Owners & Guarantors – Name, Nature, Address, Experience, Employee Strength etc.
10	Assets and Liabilities of Owners & Guarantors with documentary proof
11	Short Profile / Brochure of Business of Owners & Guarantors
12	Educational Qualification of Owners & Guarantors
13	Details of Security /Property to be mortgaged : Valuation Report
14	All Other Details / Documents as required by changing Norms from time to time
15	Loan Statements & Bank Statements of all Bank A/cs held for Last 12 months and Welcome Letters of Loans