

CITY UNION BANK LIMITED

Indicative Document Checklist for MSME Loans

- Application for credit facilities detailing the requirements.
- Brief note on promoters, nature of activity, area of operation, names of top 5 suppliers, names of top 5 buyers.
- Constitution of Business – Proprietorship, Partnership, Pvt Ltd, Public Ltd Company along with the required KYC particulars (i.e. Registration Certificate, Partnership Deed, Memorandum of Association, Articles of Association, Certificate of Incorporation, Certificate for Commencement of business etc.)
- Audited Trading and P&L A/c, Balance Sheet with schedules along with notes on accounts, Auditors Report, Directors Report (in case of Companies) for the previous three financial years along with tax audit report 3CD and Income Tax Returns.
- Provisional Financials for the previous financial year (in case Audited financials are yet to be finalized) along with all schedules.
- Financial estimations for the current financial year and projected financials for the next financial year.
- GST Returns for previous financial year (12 months) and current financial year from April to last completed month
- Udyam Registration certificate-
- Details of bank borrowings along with sanction letters and account statements for previous 12 months (applicable for takeover).
- Current Account statement for all bank accounts for previous 12 months (PDF account statement downloaded from Internet banking or obtained from bank).
- In case of Manufacturing unit, details like installed capacity, capacity utilization, selling price, no. of shifts, power availability details, no of labourers, no. of working hours per day, quantitative information such as no. of units sold, average selling price for previous three years etc.
- List of group/associate companies, nature of business activity, directors, last audited financial statements, copy of sanction letter for credit facilities availed from banks.
- For immovable property(ies) offered as security - details such as address of the property(ies), property description, name of the owner(s), value, area, photocopies of title deeds / lease deeds for the securities (primary/collateral)
- Asset Liability Statements of Borrower/Proprietor/Partners /Directors/ Guarantors Income Tax Returns (ITR) of the Proprietor / Partners / Directors / Property Owners / Co-borrowers for the previous three years along with KYC particulars.
- Statutory dues details – self declaration.
- Current financial year sales and purchases from April to till date.
- Last Stock and Book Debts Statements along with drawing power allowed.
- External Credit Rating obtained, if any along with rationale.
- Copy of Sales Contract between buyer and seller, usance period, projected purchases, IEC Certificate, wherever applicable (only for letters of credit facility).

- Copy of Government Contract/Dealership agreement (only for Bank Guarantee facility).
- Detailed Project Report which inter alia covers Cost of Project and Means of Finance with details regarding Project Land, Cost of Building, Plant & Machinery (Imported, Indigenous), other fixed assets, Working Capital Margin etc., as well as Source of margin money, installed capacity, envisaged capacity utilisation, profitability and balance sheet projections, Debt Service Coverage Ratio, Internal Rate of Return for the project, tie up of working capital for increase in capacity utilisation throughout the tenor of the loan [applicable for manufacturing unit]
- Details of Machinery to be purchased along with quotations [applicable for manufacturing unit].
- Availability of raw materials, water, labour, power, labour, transport, etc., [applicable for manufacturing unit].
- Market for the product – off-take agreement, if any; Competitors.
- Details of all approvals from Competent Authorities for setting up the unit/expansion
- Applicability of Pollution Control Norms and Compliance thereof [applicable for manufacturing unit].
- Project implementation schedule, date of commencement of commercial production
- Schedule of margin money infusion and drawal of term loan.
- Photocopy of rent agreement (if business premises on rent).
- Tax invoice / Chartered Engineer Certificate (in case of reimbursement).
- Details of Orders on hand (for Contractor, contract service providers).

The checklist is only indicative and not exhaustive. Additional details / particulars may be called for as and when required.