

CHECKLIST OF DOCUMENTS FOR DIFFERENT ENTITIES

1) Private Limited

KYC

- 1.) One photograph of all directors.
- 2.) Pan Card + aadhar card of all directors.
- 3.) Pan Card & Address Proof (Telephone Electricity Bill) for the company.
- 4.) GST Registration Certificate for the company.
- 5.) Copy of MOA+List of directors + Share holding pattern for the company.

Company's Financial

- 5.) Last 3 Years Financial ITR with Computation of Income + CA Certified Profit & Loss A/c + Balance Sheet + (3CB, 3CD) Audit Reports with complete Annexures of the company.
- 6.) Provisional profit & loss statements and balance sheet of firm duly attested by CA for current FY / tally statement.
- 7.) Last 12 Months' current account bank statement till date
- 8.) Sanction letter and loan track records of all running loans if any.
- 9.) Copy of GST Returns for current financial year.

Director's Individual Financial

- 11.) Latest 2 Years Financial ITR with Computation of Income, of All Partners.
- 12.) Last 12 months' saving account bank statement
- 13.) Sanction letter and loan track records of all running loan.

Property Papers

- 14.) Rent & Lease Agreements. (For Rental Case).
- 16.) Property Paper with Complete Chain & Sanction MAP
- 17.) Chq Amt 5,900/- (Rs. 5,000 + GST)

Note:- All papers to be self-attested by authorized Signatory.



AARK RFS (Retail Financial Services) Private Ltd.

A-16, Second Floor, Aruna Asaf Ali Marg, Qutab Institutional Area, New Delhi-110067

☎ Contact us at 9350842493

2) Proprietorship

KYC

- 1.) One photograph of Applicant & Co Applicants.
- 2.) PAN Card, Aadhar Card, applicant & Co Applicants.
- 3.) Address proof (Telephone Bill/ Electricity Bill).
- 4.) GST Registration Certificate

Financial

- 5.) Last 3 Years Financial ITR with Computation of Income + CA Certified Profit & Loss A/c + Balance Sheet + (3CB, 3CD) Audit Reports with complete Annexures of the firm.
- 6.) Provisional profit & loss statement and with balance sheet duly attested by CA for current financial year / tally statement.
- 7.) Last 12 Months' Current Account bank statement till date.
- 8.) Copy of Sanction letter and loan track records of all running loans if any.
- 9.) Copy of GST Returns for current Financial year.

Property Papers

- 10.) Rent & Lease Agreements(For Rental Case).
- 11.) Property Paper with Complete Chain & Sanction MAP
- 12.) Chq Amt 5,900/- (Rs. 5,000 + GST).

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3) Partnership Firm

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- 1.) One photograph of all Partners.
- 2.) Pan Card & Aadhar Card of all the Partners.
- 3.) Firm Pan Card & Address Proof (Telephone Bill/ Electricity Bill).
- 4.) GST Registration Certificate

Firm's Financial

- 5.) Last 3 Years Financial ITR with Computation of Income + CA Certified Profit & Loss A/c + Balance Sheet + (3CB, 3CD) Audit Reports with complete Annexures of the firm.
- 6.) Provisional profit & loss statements and balance sheet of firm duly attested by CA for current FY / tally statement.
- 7.) Copy of partnership deed.
- 8.) Last 12 Months' Current Account bank statement till date.
- 9.) Sanction letter and loan track records of all running loans if any.
- 10.) Copy of GST Returns for current financial year.

Partner's Individual Financial

- 11.) Latest 2 Years Financial ITR with Computation of Income, of All Partners.
- 12.) Last 12 months' saving account bank statement.
- 13.) Sanction letter and loan track records of all running loan.

Property Papers

- 14.) Rent & Lease Agreements. (For Rental Case).
- 16.) Property Paper with Complete Chain & Sanction MAP
- 17.) Chq Amt 5,900/- (Rs. 5,000 + GST)

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4) Trust / Society

KYC

- 1.) One photo of Chairperson, Treasure, Secretary & Trustees.
- 2.) Pan Card & Aadhar Card of Chairperson, Treasure, Secretary & Trustees.
- 3.) Society Pan Card & Address Proof (Telephone Bill/ Electricity Bill).
- 4.) GST Registration Certificate

Company Financial

- 5.) Latest 3 Years Financial ITR with Computation of Income, CA Certified Profit & Loss A/c, Balance Sheet, 3CB, 3CD with complete Annexure of Company and Trustees.
- 6.) Provisional Profit & Loss, Balance Sheet of Company, Attested by Company .
- 7.) Copy of trust deed / By-laws.
- 8.) List of Society Members on Society Letter Head (CA Attested).
- 9.) Last 12 months Current Account bank statement
- 10.) Sanction letter and loan track records of all running loan.
- 11.) Month wise GST Returns.

Trustees Individual Financial

- 12.) Latest 2 Years Financial ITR with Computation of Income, of Chairperson, Treasure, Secretary & Trustees.
- 13.) Bank Statement Saving Account from 1 Apr 2017 to Till Date. (Other Than HDFC Bank)

Property Papers

- 14.) Rent & Lease Agreements
- 15.) Property Paper with Complete Chain & Sanction MAP
- 16.) Chq Amt 5,900/- (Rs. 5,900 + GST)

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5) NRI Customer

KYC

- 1.) One Photo of Applicant, Co Applicants & Guarantor
- 2.) PAN Card, Aadhar Card, DOB, & Sign Proof of Applicant, Co Applicants & Guarantor.
- 3.) Address Proof (Telephone Bill/ Electricity Bill).
- 4) Copy passport with immigration details

Financial

- 4.) Last 2 Years Form 16 (W Form)
- 5.) Latest 6 Months' salary slip.
- 6.) Copy of appointment letter .
- 7.) Copy of passport for last 3 years showing overseas travel/ visa details.
- 8.) HR mail confirming employment with no of years.
- 9.) POA holder for HL transaction execution in India
- 10.) 18 Months Bank Statement Saving Account from 1 Oct 2017 to Till Date. (*Wherein Salary Credited)*
- 11.) Loan Track records of All Running Loan.

Property Papers

- 12.) Property Paper with Complete Chain & Sanction MAP
- 13.) Chq Amt 5,900/- (Rs. 5,000 + GST).

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6) Salaried Customer

KYC

- 1.) One Photo of Applicant and Co Applicants.
- 2.) PAN Card, Aadhar Card, DOB, & Sign Proof of Applicant, Co Applicants.
- 3.) Address Proof (Telephone Bill/ Electricity Bill).

Financial

- 4.) Last 2 year's Form 16 and ITRs.
- 5.) Latest 6 months salary slip.
- 6.) 6 Month's salary account bank statement reflecting salary credits.
- 7.) Copy of appointment letter .
- 8.) Loan Track records of All Running Loan if any.

Property Papers

- 12.) Property Paper with Complete Chain & Sanction MAP
- 13.) Chq Amt 5,900/- (Rs. 5,000 + GST).

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