

CVC FINANCE LIMITED
Documentation Checklist for Consumer Finance

- 1 Filled in application form
- 2 Copy of passport/ NID/ any photo ID of all applicant & guarantor
- 3 2 nos. Photograph of applicants & Guarantors attested by RM
- 4 Salary certificate / Pay slip of applicant
- 5 Bank Statement
- 6 TIN certificate of applicant, Co-applicant, Guarantor
- 7 Other income source with related documents (If any)
- 8 Documents of liquid assets/FDR /Portfolio statements
- 9 Visiting card of applicant, Co-applicant, Guarantor (if any)
- 10 Self-declaration of income (for professionals)
- 11 Bio –Data/ CV of applicant
- 12 Office ID of Applicant/Guarantor
- 13 Copy of Sanction letter of other loan
- 14 Price quotation of the Car (For Auto Loan)
- 15 House Rent Agreement/Rental Slip (For rental income)
- 16 Net Worth Statement of Borrower/Guarantor/IT10B of income tax submission.
- 17 Utility bills copy of applicant
- 18 Bank Statement of organization (If Business)
- 19 Memorandum article & form x & xii (for limited company)
- 20 Net worth statement of Directors/Share holders
- 21 Trade License
- 22 Audit Report for last 3 years (for Limited Company)
- 23 Management Accounts (if applicable)
- 24 Other Income Documents (if applicable)
- 25 Visiting card Proprietor/Director/ Guarantor
- 26 TIN certificate of Company (if applicable)
- 27 Tax assessment paper last one year (if applicable)
- 28 Work orders copy last one year.
- 29 Supplier/ Customer List
- 30 Partnership Deed (if partnership concern)
- 31 IRC & ERC & PRC (if applicable)
- 32 Product list (if applicable)
- 33 Company profile & Asset details
- 34 Land Documents
- 35 Lawyer Opinion
- 36 Valuation Report
- 37 Credit Rating for the Company (If any)
- 38 CIB Undertaking

39	CIB Report
40	CPV Report
41	CRG
42	CRM Memo
43	Meeting Minutes
44	Sanction Letter
45	Registered Mortgage & POA Receipt Obtained
46	Certified Copy of Registered Mortgage & POA
47	Creation of Charge with RJSC
48	BB Table-A: CAF (for Asset-side Products)
49	BB Table-C: CFF (for Asset-side Products)
50	Lease/Loan Agreement
51	Promissory Note
52	Letter of Continuation
53	Undertaking as per CVCFL format (If Any)
54	Certificate of Loan/Lease Execution
55	Personal Guarantee with photo
56	Corporate Guarantee (If Any)
57	Insurance of the asset
58	CVCFL name on asset
59	Initial Payment
60	Installment cheese
61	Security cheese
62	Disbursement Request Letter
63	Legal Satisfaction
64	Disbursement Memo
65	Execution Memo
66	Cheese Forwarded to Client
67	Repayment Schedule
68	Others (if applicable)