

CVC FINANCE LIMITED

Documentation Checklist for Consumer Finance

List of Required Documents for Corporate

- 1 Loan Application
- 2 Trade license
- 3 VAT Registration Certificate
- 4 Certificate of Incorporation
- 5 Memorandum & Articles of Associations
- 6 Form-XII (Certified) & Schedule -X
- 7 Board Resolution
- 8 Partnership Deed (Registered/Notarized)
- 9 TIN Certificate for Company, Sponsor(s) and Guarantors
- 10 IT 10B of all Directors and Guarantors
- 11 Rental Agreement
- 12 PI/Quotation
- 13 Environment Certificate
- 14 Fire Certificate
- 15 Sponsors' Profile and Net worth Statement
- 16 2 Passport size picture of Sponsor(s)/ Directors and Guarantors
- 17 Guarantors'/Third Party Land Owner Profile
- 18 2 picture of Guarantors'/Third Party Land Owner
- 19 National ID for Sponsor(s)/Directors and Guarantors
- 20 Income Statements for 3 years (Audited/Unaudited)
- 21 Balance Sheet for 3 years (Audited/Unaudited)
- 22 Cash Flow Statement for 3 years (Audited/Unaudited)
- 23 Update Stock, Receivables & Payables Report
- 24 Current Liability Status
- 25 Group Exposure
- 26 Bank Statement
- 27 Utility Bills
- 28 Project Visit Report

29	Hypothecation of Assets
30	Land Documents
31	Lawyer Opinion
32	Valuation Report
33	Corporate Guarantee Board Resolution
34	Credit Rating for the Company
35	CIB Undertaking
36	CIB Report
37	CRG
38	CRM Memo
39	Copy of Minutes & Notice
40	Sanction Letter
41	Registered Mortgage & POA Receipt Obtained
42	Certified Copy of Registered Mortgage & POA
43	Further Charge on already Registered Mortgage
44	Registration (for vehicle/vessel)
45	Lease/Loan Agreement
46	Deed of Agreement (If any)
47	Promissory Note
48	Letter of Continuation
49	Undertaking as per CVCFL format
50	Certificate of Lease Execution
51	Personal Guarantee of all Sponsors with photo
52	Corporate Guarantee with Board Resolution
53	Insurance of the asset
54	CVCFL name on asset
55	Initial Payment
56	Installment cheque
57	Security cheque
58	Disbursement Request Letter
59	Legal Satisfaction
60	Disbursement Memo

- 61 Execution Memo
- 62 Cheese to Monitoring Dep.
- 63 Repayment Schedule
- 64 BB Table-A: CAF (for Asset-side Products)
- 65 BB Table-C: CFF (for Asset-side Products)
- 66 Others (if applicable)