

**LIST OF DOCUMENTS FOR LAP**

Documents	Entity		
	Sole Proprietorship	Private Limited Company	Partnership
	Individual	Director	Partner
<b>PROPERTY PAPERS</b>			
Plan	✔	✔	✔
Sale Agreement with all previous chain of agreements	✔	✔	✔
Share Certificate	✔	✔	✔
Occupancy Certificate	✔	✔	✔
<b>INDIVIDUAL</b>			
Name & Photo ID Share Certificate			
Age & ID proof (any of the below) <ul style="list-style-type: none"> <li>PAN Card (Must)</li> <li>Passport</li> <li>Drivers License</li> <li>Aadhar Card</li> </ul>	✔	✔	✔
Residence/Office Ownership (any of the below) <ul style="list-style-type: none"> <li>Electricity Bill</li> <li>Sales Deed copy</li> <li>Share Certificate of the ownership property</li> </ul>	✔	✔	✔
Address Proof (any of the below) <ul style="list-style-type: none"> <li>Passport</li> <li>Utility Bill (not over two months old)</li> <li>Mobile Bill (not over two months old)</li> </ul> If Rented <ul style="list-style-type: none"> <li>Registered or notarized Rent agreement</li> <li>Electricity Bill</li> </ul>	✔	✔	✔
IT returns of last 3 Years	✔	✔	✔
Last 12 months Bank Statement	✔	✔	✔
Existing loan sanction letters of Prop. /partners/director	✔	✔	✔
<b>For Company</b>			
Full set of Audited Financials for the last 3 years	✔	✔	✔
Any other loan Sanction Letters	✔	✔	✔
In the case of balance transfer, repayment track for last 1 year	✔	✔	✔
Last 12 months bank statements	✔	✔	✔
Last 12 months loans statement with Sanction Letter of any other existing loans	✔	✔	✔
Business incorporation date proof - PAN Card		✔	

MOA(Memorandum of Association ) and AOA (Articles o f Association )		✓	
List of current Directors on company letterhead		✓	
Latest share holding pattern on company letterhead		✓	
Certificate of Incorporation		✓	
Certificate of Registration			✓
Partnership Deed			✓