

Balance Transfer & top up of Business Loan Documents

To qualify for a Balance Transfer of Business Loan, most of the lending institutions in India require you to be:

Documents	Self Employed Proprietorship Firm	Self Employed Partnership Firm	Self Employed Pvt Ltd / Ltd
Application Form With Photograph Duly Signed	✓	✓	✓
Clear Pancard Copy, (Applicant & Co-Applicant)	✓	✓	✓
Clear Aadhar Card Copy, (Applicant & Co-Applicant)	✓	✓	✓
Latest Residence proof (Applicant & Co-Applicant)	✓	✓	✓
Latest Office Proof (Applicant & Co-Applicant)	✓	✓	✓
Last 12 Months Current Account Bank Statements	✓	✓	✓
All Loan Sanction Letter If Any	✓	✓	✓
Business Profile	✓	✓	✓
GST Certificate & GST 3B Copy last 1yrs	✓	✓	✓
Proof Of Business Existence (Gumasta License , Sales Tax Certificate , Form 26AS ,)	✓	✓	✓
Last 3 Years ITR with CA Certified / Audited Balance Sheet And Profit & Loss Account	✓	✓	✓
MOA / AOA	✗	✗	✓
Partnership Deed	✗	✓	✗
Company Pancard Clear Copy	✗	✓	✓
Shareholding Pattern On Letterhead	✗	✗	✓
Sundry Debtor & Creditor List Last 1year	✓	✓	✓

B/2, Ground Floor, Raghu Leela Complex, 150 feet Road,
Nr. Hidden cafe, Bhayander (W), Thane, Maharashtra



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