

To,  
The General Manager (Loans)  
WBMDFC, Amber Bhavan  
DD-27/E, Salt Lake, Kolkata- 700064

District ..... Block .....

Applicant ..... Business .....

Sub : List of documents submitted for processing of loan application

Ref : Offer Letter Index No. ....

Sir,

I am submitting following documents in response to the aforesaid offer letter with the request for sanction of loan.

Items	Particulars	Yes (✓)	No (✗)
Personal Documents	*1. Voter Card (EPIC)		
	*2. Aadhar Card		
	*3. PAN Card		
	*4. Income Certificate		
	*5. OBC Certificate, If available		
Professional Documents	*6. Trade License		
	7. Few related Bill/Challans (Regarding Business)		
	*8. Photo of Establishment with Beneficiary & DC/FS standing in front of shop (full Signature with date & name of establishment etc.)		
	9. Professional Certificate if any		
Guarantor	*10. Drug, Food, Fertilizer, Pesticide License etc. from concerned Authority		
Bank Related Documents	11. Letter of Guarantee		
	12. Signature Verification by the bank		
	*13. Photocopy of Bank Pass Book (up dated)		
	14. 12/20 nos. PDC or Bank mandate with 3 Blank PDC		
	15. Consent Letter of Beneficiary		
	16. Money receipt		
	17. Demand Promissory Note		
A/c No. & others Verification	18. Agreement of Hypothecation (AH)		
	19. Loan Agreement (LA)		
	20. Is there any difference in respect of applicant's signature as shown in Bank Verification Certificate & PDC ?		
	21. Is there any difference in respect of the spelling of & the applicants name & A/c No. in Bank Verification Others certificate, PDC & Bank Pass Book ?		
	22. Do all photocopies bear the signature of RA/FS/DC with "Verified" seal and designation seal ?		
	23. Are all photocopies with all original Document?		
	24. Remarks, if any		

First Check List, then the concerned Offer Letter, signed by applicant, and all other documents are to be arranged serially with running serial no. and the signature of applicant to be appeared at the bottom of the documents. Total page nos.....

Yours faithfully,

All noted documents are verified with the original and found correct.

Signature of the Applicant

Address :

Signature of the FS & Seal

Land mark : \_\_\_\_\_

Mobile No. : \_\_\_\_\_

Verified, Signature of the DC & Seal

\*N.B. : Sl. no. 1-6 & 8,10,13 need not be submitted if already given with inquiry report.