

**BASIC INFORMATION SHEET**  
**FOR PROJECT FINANCE (MINIMUM ₹. 1 CRORE)**

Name of the enterprise :- \_\_\_\_\_

Constitution :- Proprietor / Partnership / Company / Society/ Other

Date of Incorporation :- \_\_\_\_\_

Business of :- \_\_\_\_\_

Registered office address :- \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone No:- \_\_\_\_\_

Address (factory / godown /  
branches if any) :- \_\_\_\_\_  
\_\_\_\_\_

Phone No:- \_\_\_\_\_

Manufacturing / Trading  
Items / products (Write all  
the items) :- \_\_\_\_\_

Banker's detail

❖ Name :- \_\_\_\_\_

❖ Address :- \_\_\_\_\_

❖ Account number :- \_\_\_\_\_

If you want to authorise any partner / director for all the banking procedure provide following details:-

❖ Name :- \_\_\_\_\_

❖ Address :- \_\_\_\_\_

❖ Relevant proofs :- \_\_\_\_\_

Entrepreneur's profile

(Proprietor/ all partners – in case of partnership firm / all directors – in case of company)

❖ Name: :- \_\_\_\_\_

❖ Address :- \_\_\_\_\_  
\_\_\_\_\_

❖ Contact number :- \_\_\_\_\_

❖ Brief history :- \_\_\_\_\_

❖ Stake in other enterprises?  
(Provide name and address  
and their TIN No.) :- \_\_\_\_\_

DOCUMENTS REQUIRED:-

1. PAN Card of enterprise;
2. VAT certificate / CST certificate copy of enterprise;
3. M.S.M.E. (S.S.I.) certificate copy in case of manufacturing enterprise;
4. Import export code certificate copy received from D.G.F.T.;
5. In case of existing enterprise, income tax returns for last 3 years including statement of income and audit report;
6. Brief profile about the enterprise;
7. 4 passport size photographs of proprietor/all partners/all directors;
8. Copy of election card/driving license/telephone bill/ration card/passport of proprietor/all partners/all directors;
9. Copy of factory's legal file (i.e. purchase deed, all papers from the beginning of property including plan and completion certificate and last property tax payment receipt);
10. If any further property like residence, plot is to be given as collateral security, then copy of such property's all documents including plan and completion certificate and last property tax payment receipt;
11. If the factory / shop is on lease / rent then copy of lease deed/rental agreement of the premises and purchase deed of owner;
12. In case of machinery loan, quotation or pro forma invoice of machineries;
13. Information about your product or service;
14. Description of market(s) to be served;
15. No due certificate of earlier loans which are fully repaid;
16. Detail about marketing plan;
17. Additional documents in case of partnership firm:-
  - ❖ Partnership deed and certificate from register of firms;
  - ❖ If there is change in partnership, all partnership deed from beginning;
  - ❖ All partner's PAN Card, income tax returns of last 3 years including statement of income and audit report (personal audit report if any) or financial statements; and
  - ❖ Brief detail about partner's engaged in other business or enterprise.
18. Additional documents in case of company:-
  - ❖ 3 copies of memorandum of association and article of association / certificate of incorporation from ROC, list of present directors and relevant proof; and
  - ❖ All director's PAN Card, Income tax returns of last 3 years including statement of income and audit report (personal audit report if any) or financial statements.