CHECKLIST

CASH CREDIT

1. Sanction letter.
2. Borrower & Guarantors' profile with Photographs, ID & Address proof copy.
3. PAN Card copy of borrower & guarantors.
4. CIBIL of borrower & guarantors.
5. Documents should be self attested & verified with original.
6. 3 years ITR of borrower & guarantors.
7. Proprietorship letter/ Partnership deed/ MOA/AOA (as the case may be)
8. Board resolution (in the case of company)
9. Financial Statements of the firm/business/company
10. Proper margin & Appropriate ROI is stipulated.
11. Pre-sanction inspection report.
12. Post-sanction inspection report.
13. Primary security details
14. Check that stock, creditors & book debts statements submitted by the borrower is in prescribed format.
15. Ensure that Debtors are classified age-wise & only below 90 days (in most cases) debtors are allowed for DP purpose.
16. Check that drawing power is calculated correctly.
17. CA certified debtors statements/QIS are obtained quarterly/half yearly (as the case)
18. Verify Stock, Creditors & Book Debts statements from financial statements.
19. Hypothecation agreement of stock
20. Ensure that stock/book debts statements are submitted timely by the borrower. Otherwise charge penal interest on daily o/s balance.
21. Collateral security details
22. Valuation Report (not more than 3 years old)
23. Legal Opinion, NEC
24. Search report (in the case of company)
25. Creation of charge with ROC (in the case of company)
26. Creation of EM and CERSAI
27. Property documents
28. Check that primary security (stock) & collateral security (buildings etc…) is adequately insured with bank clause.
29. Check that inspections are carried out at periodic intervals & inspection report is on record.
30. PPC, Documentation charges & Inspection charges.
31. Annual Review Charges are taken, even if review is due.
32. Extension of limit permitted is as per the guidelines.
33. Check that party is utilizing the limit. (otherwise commitment charges)
34. Turnover in the account.
35. Position of stock audit. (If applicable)
36. If account is running overlimit for more than 90 days, ensure that account is treated as NPA.
37. If review due / stock statements not submitted by the borrower for more than 180 days, ensure that account is treated as NPA.
38. Other sanction terms as stated in sanction letter.

CHECKLIST

HOUSING LOAN

1. Borrower & Guarantors' profile with Photographs, ID & Address proof copy.
2. PAN Card copy of borrower & guarantors.
3. CIBIL of borrower & guarantors.
4. Documents should be self attested & verified with original.
5. 3 years ITR of borrower & guarantors.
6. Salary slips of borrower & guarantors.
7. Bank pass sheet for the last 6 months are obtained and verified.
8. Legal opinion, NEC (as the case)
9. Property Valuation Report (not more than 3 years old)
10. Creation of EM and CERSAI
11. Pre sanction & Post sanction Inspection report
12. Approval of the name of the builder from circle head is available in case of purchase of house/flat from a builder.
13. Insurance policy of building with bank clause.
14. Appropriate ROI & Proper margin is stipulated.
15. DPN
16. Processing charges/Documentation charges/Inspection charges/other charges as applicable

In case of building under construction:

17. Limit will be disbursed stage by stage.
18. Photo of the building / flat under construction are obtained at each stage of construction and countersigned by branch official who has visited the site with DATE & SEAL.
19. The site inspection is done on a rotation basis by the branch officials at each stage of construction.
20. The work completion certificate issued by the builder is countersigned by the architect at each stage of disbursement.
21. Bills/vouchers (in detail) are submitted at the time of each disbursement.
22. Valuation report to be obtained after completion of construction.
23. Building will be insured after completion.
24. Check repayment schedule. Repayment should be start after 12/15/18 months. As the case may be.

CHECKLIST

VEHICLE LOAN

1. Borrower & Guarantors' profile with Photographs, ID & Address proof copy.
2. PAN Card copy of borrower & guarantor.
3. CIBIL of borrower & guarantor.
4. Documents should be self attested & verified with original.
5. 3 years ITR of borrower & guarantor.
6. Salary slips of borrower & guarantor.
7. Original Invoices.
8. Copy of RC
9. Insurance policy of vehicle with bank clause.
10. Hypothecation agreement.
11. DPN
10. Vehicle should be inspected once in 12 month.
11. Check processing/inspection charges are taken.
12. Appropriate ROI has been stipulated.
13. In case of second hand vehicles, valuation certificate from reputed automobile engineer in prescribed format.

PERSONAL LOAN

1. Borrower & Guarantors' profile with Photographs, ID & Address proof copy.
2. PAN Card copy of borrower & guarantors.
3. CIBIL of borrower & guarantors.
4. Documents should be self attested & verified with original.
5. 3 years ITR of borrower & guarantors.
6. Salary slips of borrower & guarantor.
7. Bank pass sheet for the last 6 months are obtained and verified.

EDUCATION LOAN

1. Loans are granted to borrowers residing NEAR THE BRANCH.
2. Guardian/parents' profile with Photographs, ID & Address proof.
3. Copy of mark sheets & certificates of the student.
4. Documents should be self attested & verified with original.
5. CIBIL of guardian/parents.
6. Students pursuing their studies in affiliated universities/colleges ONLY.
7. Prospectus & Fee details.
8. Loan quantum is restricted to 10 % of the total tuition fee of the entire course.
9. If the student is a minor, is the loan granted only to the parent/guardian and undertaking letter obtained from the minor on attaining majority?
10. Yearly progress reports/ course completion certificate/ employment details are obtained.

CHECKLIST

CONSORTIUM FINANCE / MULTIPLE BANKING

1. In case the Bank is consortium leader, whether joint meetings are held quarterly and minutes circulated.
2. In case the branch is the consortium leader, annual lead bank charges collected
3. Whether drawing power is calculated and communicated to member banks.
4. Whether the branch is exchanging information with other member Banks every month.
5. Whether joint documents are obtained? If not, is Branch charge penal interest after 3 months in case of accounts with limits of ₹ 1.00 crore and above.
6. Whether joint inspections are conducted?
7. Whether second charge/paripassu charge is created on fixed assets/other assets wherever stipulated.
8. Whether copies of title deeds, legal opinion and valuation reports are obtained from the leader in case of consortium accounts and kept on record.
9. In case the branch is consortium member whether the branch is obtaining DP from the leader and updating the same in the system periodically.
10. Whether the DP calculation is as per the sanction terms of the Bank.