

**KARNATAKA STATE FINANCIAL CORPORATION, CENTRAL B.O : BANGALORE**  
**CHECKLIST OF BASIC DOCUMENTS REQUIRED BY KSFC FOR ACCEPTING THE LOAN APPLICATION FORM**

1	Three sets of application forms with passport size photographs
2	Details of project report
3	Affidavit (in case of partnership firm / company on Rs.50/- Stamp Paper
4	Bio-data and Net-worth Statement of the Proprietor / Partners / Directors / Guarantors
5	Copy of the letter addressed to the Bankers authorising KSFC to obtain information of the Proprietor / Partners / Directors
6	Partnership deed (form A, C & D issued by the Register of Firms for registration of Partnership deed)
7.	Information exclusive to corporate bodies i) Memorandum & Articles of Association ii) Board Resolution to borrow funds iii) List of Directors & their share holding pattern certified by CA / CS iv) Certificate of incorporation
8	SSI Registration Certificate (PRC) issued by District Industries Center
9	Licence from Local authority for the proposed activity
10	Three years audited Balance Sheets and profit & loss account of the associated concern all the partners / directors
11	Income tax Returns filed copies of the Promoter /Partners/ Directors
12	Approved Building Plan from concerned authority
13	Quotation and catalogues for the proposed plant & machinery. Quotations should be obtained from two or three suppliers (Competitive)
14	Power sanctions letter from BESCO
15	Copy of collateral security documents as applicable for case to case in the form of site / Building/Converted land /LIC policy surrender value / FD
16	Lease Agreement in case of leased premises Lease deed as per KSFC format (period of lease must be double the period of repayment or not less than 10 years. Provision for extension of lease period a) Minimum of 30 years lease period, if it is a private land b) Allotment letter, if it is a Government land
17	In case of SC/ST caste certificate of the applicant issued by concerned authority
18	PAN Card / Voter ID/DL/ AADHAR address proof xerox copy
19	CA certificate (regarding investment already made in the project)
20	Proof for working capital arrangement made
21	Assurance letters for getting business for the proposed unit
22	A cheque for processing fee of 0.50% of loan amount along with Service tax of 18% in case of term loan & Corporate loan and PE loan Rs.0.25% of loan amount along with Service tax of 18%