

CHECKLIST FOR INCOME DOCUMENTS

Income Papers from Employed Resident:-

1. Salary Certificate in Original
2. Latest 6 months Pay Slip in Original
3. Latest 6 months Bank Statement in Original (where the Salary is credited)
4. Copy of Latest Form 16/Income Tax return
5. Details of all Existing Loans availed along with its repayment tracks
6. Self-Attested copy of Pan Card
7. Self-Attested copy of Address Proof
8. Self-Attested copy of ID Proof
9. Passport Size Photograph of all Applicants
10. Processing Fee Cheque (as per applicable rate)

Income papers from NRI:-

1. Salary Certificate in Original
2. Latest 6 months Pay Slips in Original
3. Latest 6 months Overseas Bank Statement in Original (where the Salary is credited)
4. Latest 6 months NRE/NRO Bank Statement in India
5. Copy of Passport & Visa
6. Copy of Employment Contract
7. Copy of Work Permit/Labour Card
8. Overseas Address Proof (Utility Bills)
9. Details of all existing Loans in India (along with repayment track) and Overseas (along with Sanction Letter/Offer Letter)

Additional documents for US/ UK/ Singapore customers:-

1. Credit Bureau report
2. Latest year Income Tax return filed overseas

Income Papers from Resident Self-employed:-

1. Latest Three years personal Income Tax returns of the applicants together with Computation of total income & Audited Financials
2. Latest One year SB Account Statement of all the Applicants
3. Latest One year Bank Account Statement of the Business (Current Accounts)
4. Copy of Pan Card of Applicants
5. Copy of Address proof of Applicants
6. Copy of ID proof of Applicants
7. Details of all existing Loans along with its repayment tracks
8. Proof of Advance Tax paid in case the latest year Tax return is not filed
9. In case Income is from Rentals, please provide copies of Rental Agreements and copy of 3 months Bank Statement to which Rental is credited

Additional Documents required if there is a Partnership Firm of a Company:-

1. Latest Three years Income Tax returns of the Firm together with computation of total income and Audited Financials and Audit Report
2. Copy of Partnership Deed / Share holding pattern in the Company as the case may be
3. Latest One Year Bank Account Statement of the Business
4. Details of Loans availed by the Firm