Documents Checklist

Type of Document	Details
Ownership (Non-Financial Documents)	• Updated Trade License of the applying concern and all other sister concerns (if any) • Owners' National Identification documents • Tax Return Acknowledgement with e-Tin/Tax Certificate (Latest assessment year) • Updated Form X and XII for Limited Company with MEMARTs & Certificate of Incorporation *(if limited concern)* • In case of recent directorship change in the company, a copy of NOC provided by Other bank *(if available for limited concern)* • Partnership Deed on STAMP worth BDT 2,000 / Registered Documents *(if partnership concern)*
CIB Undertaking (Non-Financial Documents)	• CIB Undertaking for the applying concern, sister concerns (if any), the key person/s associated with the business **Note:** on exceptional case basis, manager's CIB or informal partners' CIB undertakings may be required *(if found significant involvement/dependency)*
Guarantee Documents (Non-Financial Documents)	• PG details with National Identification documents and PNW statements (with authentic & specific Information with signature) for all key persons associated with the business *(case to case basis, family member/manager's or informal partner's PG may be required)* • Latest updated Trade License of PGs *(for mandatory third-party personal guarantor)*
Occupancy Evidence (Non-Financial Documents)	• Title Deed Copy/Possession Deed Copy/Rental Deed (Both Side Scanned) Copy of all business premises
Revenue Documents (Financial Documents)	• Daily sales declaration of last 12 months including sister concerns *(including DVC verified audited financial statements for limited concern)*
Banking Documents (Financial Documents)	• All available bank statements • Liability Declaration Form – All liabilities from Banks, NGOs, Cooperatives should be declared (including sister concerns, if any) • Existing facilities (long term & short term) - Sanction Letters, Loan Account Statements / Repayment Statement (including sister concerns, if any)

	• Short term/composite facility - Outstanding Liability Position from respective bank (including sister concerns, if any) • Loan closing evidence of any recent loans
Other Financial Documents	• Details of Operating Expenses (i.e. Owner's drawing, Rents, Employee Salary, Utility expenses, Carrying cost, Telephone bill, Repair & maintenance, Marketing expenses (if any), Miscellaneous expenses, etc.) • Details of Stock, A/R & A/P • Lifting Statement/purchase memos from Major Dealerships of Last One Year (in case of any dealership business)
Other Non-Financial Documents	• List of Top Suppliers & Buyers with contact number • Copies of Utility bills • Any other relevant documents as required • Any other permits/licenses as required