

DOCUMENTS CHECKLIST FOR SELF EMPLOYED PERSON

BASIC DOCUMENTS (FOR ALL PROFESSION)

- Duly filled in Meridian Home Loan Application Form (with signature as per NID)
- Duly filled CIB undertaking form
- 2 copy PP size Photograph of applicant & Co-Applicant with respective signatures
- 2 copy PP size Photographs of Guarantor- attested by applicants (2 copies)
- Photocopy of National ID card/ Passport/ Driving License of applicants & Guarantor
- CV/Bio data
- Office ID Card/ Business Card
- E-TIN Certificate(IT-10B is required if applicable)for both applicant and co-applicant(s)
- Copy of last three months utility bill of permanent & residential address
- Deed of Agreement/Baina Deed between applicants and Developer/Seller (For Apartment Loan)
- Money receipt copy as equity payment to developer/Seller
- Ownership Documents (For Construction/Renovation/Extension/Home Equity Loan)

INCOME & LIABILITY DOCUMENTS

- Valid trade license copy for at least last 3 years
- Memorandum and Articles of association with certificate of incorporation
- Latest copy of Form X,XII copy of certificate of incorporation
- Partnership Deed copy (For Partnership concerns)
- Up to date personal bank statement for last 12 months
- Up to date Business bank statement for at least last two years (minimum)
- Audited P/L account and balance sheet of business for the last 3 years
- Sales ledger for the last 1 year minimum
- Rental Agreement/possession deed of business house (for rented premise)
- Photocopies of title deeds, supporting fixed assets, rental agreement with tenants and Utility bill copy
- Supporting documents of liquid assets/FDR copy/Portfolio statement
- Business Permission document from proper authority
- Document copy of present work in hand, value and PRC return (for export business)
- Sanction Letter & relevant a/c statement of any existing personal & business loan with other Bank/NBFI
- Contact number and address for other members