

LOAN DOCUMENT CHECKLIST

Customer: _____

Facility Type: _____

Limit Expiry Date: _____ / _____ / _____

S.N.	Description	Execution Date	Expiry Date	Amount in NPR '00s	Remarks
1	Loan Application				
2	Firm Application				
3	Tax Registration/PAN				
4	Citizenship/Identification				
5	Articles/Memorandum of Association				
6	Board Minute				
7	Financials/Feasibility Report				
8	Credit Information				
9	Valuation Report				
10	Inspection Report				
11	Mortgage Deed				
12	Letter of Consent (Manjurnama)				
13	Loan Deed				
14	Land Ownership Certificate				
15	Insurance-stock/ Building				
16	Hypothecation				
17	Fixed Assets				
18	Current Assets				
19	Guarantee				
20	Personal Guarantee				
21	Corporate Guarantee				
22	Other				
23	Letter of Continuity				
24	Letter of Agreement				
25	Assignment of Bills and A/C receivables				
26	Supplementary Letter of Agreement				
27	Credit Facility Letter				
28	Promissory Note				
29	Letter of Set-off				
30	Loan Disbursement Authority				
31	A/C Debit Authority				
32	Other Specify: i)				
	ii)				
	iii)				
Recommended by		Checked by		Approved by	
Credit Department		Credit Officer		Credit Manager	