

## CHECKLIST FOR LOAN PROPOSAL

**NOTE: This checklist is for prepared to assess the requirements of the client. Based on the response of this checklist, we advise our client.**

No	GENERAL INFORMATION	SUB-CATEGORY
1.	Forwarding For Loan	
2.	RJSC Documents	<ul style="list-style-type: none"> <li>• Certificate of Incorporation</li> <li>• MOA/AOA</li> <li>• Form XII (Latest)</li> <li>• Form X (Latest)</li> </ul>
3.	Legal Document	<ul style="list-style-type: none"> <li>• Trade License (Updated)</li> <li>• IRC/ERC</li> <li>• Membership from DCCI, Chamber (If any)</li> <li>• Environmental Certificate</li> <li>• ETIN, VAT Registration</li> </ul>
4.	Rent Deed / Rent Receipt <i>(If construction done in leased area)</i>	

**Accfintax**

Apt# 5A (5<sup>th</sup> Floor) House-48/C, Road-11  
 Banani C/A, Dhaka-1213, Bangladesh  
 Phone # +8801554 000 000  
[www.facebook.com/accfintaxbd](http://www.facebook.com/accfintaxbd)  
[www.accfintax.com](http://www.accfintax.com)

No	GENERAL INFORMATION	SUB-CATEGORY
5.	Security Details Land	<ul style="list-style-type: none"> <li>• Title Deeds</li> <li>• Bia Deeds</li> <li>• Mouza Rate</li> <li>• Mouza Map</li> <li>• BS, CS, SA RS Khatian</li> <li>• DCR</li> <li>• Up to date Rent</li> <li>• All Chain Documents</li> <li>• Mutation Copy</li> <li>• Non-encumbrance Certificate</li> </ul>
6.	Lay out plan/ Drawings of Construction	Permission from competent Authority
7.	Shareholding Position	
8.	Bio Data of Sponsor Shareholder	
9.	Bio Data of Management Team	

**Accfintax**

 Apt# 5A (5<sup>th</sup> Floor) House-48/C, Road-11

Banani C/A, Dhaka-1213, Bangladesh

Phone # +8801554 000 000

[www.facebook.com/accfintaxbd](http://www.facebook.com/accfintaxbd)
[www.accfintax.com](http://www.accfintax.com)

No	GENERAL INFORMATION	SUB-CATEGORY
10.	Board resolution of Loan	
11.	Organizational Chart	Permission from competent Authority
12.	Market Share compare to Competitors	
13.	Tax clearance certificate of 3 years	Company
14.	Tax clearance certificate of Directors	Last Assessment Copy
15.	IT 10 B of Directors	Certified from Tax Department
16.	NID of Directors	
17.	Existing Liability Position	Latest (If Any)
18.	Stock report and List of receivables	Latest
19.	Bank statements (CD/STD)	To confirm sales ( Summation of Cr Balance)

---

**Accfintax**

Apt# 5A (5<sup>th</sup> Floor) House-48/C, Road-11

Banani C/A, Dhaka-1213, Bangladesh

Phone # +8801554 000 000

[www.facebook.com/accfintaxbd](http://www.facebook.com/accfintaxbd)

[www.accfintax.com](http://www.accfintax.com)

No	GENERAL INFORMATION	SUB-CATEGORY
20.	3 Years Audited Financial Statements	If Any
21.	3 Years Import Performance	For export oriented companies
22.	CIB Report	Needs to be Un-classified (If there is any loan)
23.	Projected Financials for 5 Years	Considering current and future capacity utilization
24.	Credit Rating	Enlisted rating company
25.	Production Plan	Existing
26.	Ageing of Debtors and Creditors	For Existing Company
27.	ICRS > 60	

**Accfintax**Apt# 5A (5<sup>th</sup> Floor) House-48/C, Road-11

Banani C/A, Dhaka-1213, Bangladesh

Phone # +8801554 000 000

[www.facebook.com/accfintaxbd](http://www.facebook.com/accfintaxbd)[www.accfintax.com](http://www.accfintax.com)