

## **CHECKLIST OF ENCLOSURES TO PMMY APPLICATIONS**

### **CHECK LIST: SHISHU**

1. Proof of identity - Self certified copy of Voter's ID card / Driving License / PAN Card / Aadhaar Card/Passport/Photo Ids issued by Govt. authority etc.
2. Proof of Residence - Recent telephone bill, electricity bill, property tax receipt, Voter's ID card, Aadhaar Card, Passport of Individual/ Proprietor/Partners, Certificate issued by Govt. Authority/Local Panchayat / Municipality etc.
3. Applicant's Recent Photograph (2 copies) not older than 6 months.
4. Proof of SC/ST/OBC/Minority, if applicable.
5. Proof of Identity / Address of the Business Enterprise –if available.
6. Statement of Account from the existing Banker for the last six months, if any.
7. Quotation of Machinery / other items to be purchased.

### **CHECK LIST: KISHORE & TARUN**

1. Proof of identity - Self certified copy of Voter's ID card / Driving License / PAN Card / Aadhaar Card/Passport/Photo Ids issued by Govt. authority etc.
2. Proof of Residence - Recent telephone bill, electricity bill, property tax receipt (not older than 2 months), Voter's ID card, Aadhaar Card, Passport of Individual/ Proprietor/Partners, Certificate issued by Govt. Authority/Local Panchayat / Municipality etc.
3. Proof of SC/ST/OBC/Minority, if applicable.
4. Proof of Identity / Address of the Business Enterprise – Copies of relevant Licenses / Registration Certificates / lease or Rent agreement/ Other Documents pertaining to the ownership, identity of address of business unit / Udyog Aadhaar Memorandum.
5. Statement of Account from the existing Banker for the last six months, if any.
6. last two years unaudited balance sheets of the existing units along with income tax /sales tax returns etc. (Applicable for loans of Rs. 2 lacs and above).
7. Projected balance sheets of start-ups/existing units for one year in case of working capital limits and for the period of the loan in case of term loan (Applicable for loans of Rs. 2 lacs and above).
8. Sales achieved during the current financial year up to the date of submission of application (in case of existing units).
9. Proforma Invoices/Quotations for the assets to be purchased and estimates for the civil works, if any to be undertaken. Aspect of technical feasibility and economic viability may be discussed with borrower if felt necessary.
10. Asset & Liability statement of the borrower including Directors & Partners.
11. Memorandum and Articles of association of the company/Partnership Deed of Partners etc. wherever applicable.
12. Photos (two copies) of applicant/Proprietor/ Partners/ Directors not older than 6 months.