

# USDC

## CHECKLIST FOR DOCUMENTS TO BE COLLECTED

<b>S. No.</b>	<b>Document</b>	<b>Collected / Not Applicable</b>
1	Detailed financials for last three accounting years (Profit & Loss A/C, Balance Sheet, Schedules and Notes to Accounts)	
2	Audit report for the latest Financial year	
3	Copy of latest unexpired Insurance Policy	
4	Bankers Confidentiality Report (to be provided by bank in the format specified in the questionnaire)	
5	Copy Central Sales Tax registration certificate	
6	Copy Local Sales tax registration certificate	
7	Copy Memorandum and Articles of Association (if Company)	
8	Copy Partnership Deed (if Partnership)	
9	Copy Shop & Establishment Registration (if any)	
10	Copies of Bank Statement/TOD Account Statement for past 3 months	
11	Term Loan Statement for past one year	
12	Copy of Income Tax Returns for the last two years	