



**ANDAMAN & NICOBAR STATE COOPERATIVE BANK LTD.,**  
**PORT BLAIR**

**Application No:.....& Date of Issue.....**

**with receipt payment of Rs. 25/-**

**Check List**

**CATEGORY**

**SMALL BUSINESS LOAN**

1. Name of the Applicant :
2. Age :
3. Name of Father/Husband :
4. Address of the Applicant :
  - a. Door No:.....St. No.....
  - b.W.No..... Tehsil.....
  - c.Dist:.....
  - d.Residence :
  - e.Office :
5. Type of accounts & Balance :
6. Account Number :
7. Date of opening :
8. Monthly Income & Deductions :
  - a. Husband
  - b. Wife
9. a. Name & address of the Employer. :
  - b. Line of activity of the firm/  
Company or the profession :
  - c.Applicant's designation/position in  
the firm/Company &

- period since when employed :
- c. Amount of loan applied for :
- d.Repayment capacity :
- e.Nature & value of securities offered(TDs,RIS,RDs,NSCs etc) :
- 10. Insurance policy Nos.(If any) :
- a. Amount of policy :
- b. Date of maturity :
- c. Assigned in favor of :

**DOCUMENTS REQUIRED**

1. Last 3 years Income Tax returns.
- 2.Photocopies of challans of advance tax paid.
- 3.Profit & Loss and Balance sheet for last 3 years certified by C.A.
- 4.Bank account statement for last 6 months.
- 5.Photographs (2 nos.) of applicant.
- 6.Proof of identity/Voter ID, Driving licence / PAN card, Passport/Islanders card.
7. Proof of residence (Tel.Electric Bill Property Tax receipt).
- 8.Copy of last premium receipt (if any).
- 9.Details of the Stock Statement
- 10.If the Stock godown where the goods are kept insured with the Bank(if so details): YES/NO

**WHERE MORTGAGE OF LANDED PROPERTY REQUIRED**

- 11.Letter of allotment from society/license sale (As applicable).
  - 12.Valuation certificate of land/house.
  - 13.Khatuni slip Patta Record entry map.
  - 14.Revenue sketch map from the Patwari
  - 15.Latest Non-encumbrance and no-dues certificate from the Tehsildar.
- .....

**Acknowledgement by the Authorised Office**

The application No:.....from Shri/Smti.....

Received on dated.....by Shri/Smti.....

Designation.....

Dated:

Signature of  
Authorised Officer,  
A&N State Coop. Bank Ltd.