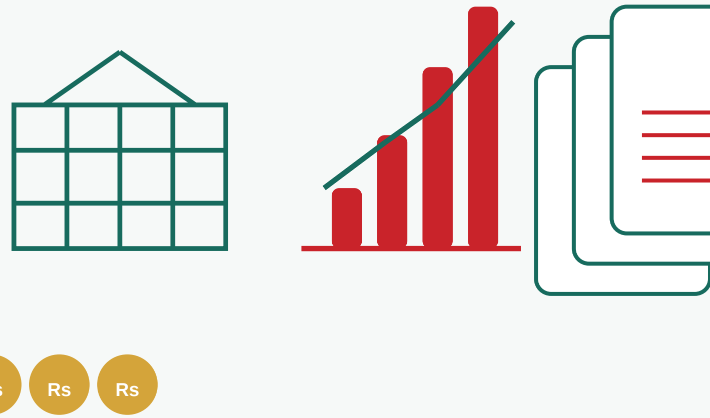
SME LOAN

Documents Checklist — Nepal

One checklist.
A stronger loan file.

A practical visual guide covering application, promoter/director, registration, financial, tax, banking, business-plan, working-capital, term-loan, collateral, sector-specific and disbursement documents.



01 Application
Loan request & purpose

02 Business
Registration & profile

03 Finance
Accounts & tax

04 Security
Collateral & valuation

05 Project
Plan & projections

06 Processing
Approval & disbursement

General checklist • Exact requirements may vary by lender and facility

1. Loan Application & Applicant Documents

Loan Application Documents

- Duly completed loan application form
- Loan request / application letter
- Clear purpose of loan
- Proposed loan amount
- Proposed repayment period
- Details of existing loans and liabilities
- Details of proposed collateral / security
- Passport-size photographs of proprietor / promoters / directors
- Applicant contact and address details

Sole Proprietor / Individual

- Nepali Citizenship Certificate
- PAN certificate
- Passport-size photographs
- National ID, where applicable
- Proof of residential / permanent address
- Personal bank statements
- Personal net-worth statement, if required
- Details of other businesses / income sources
- Existing loan / borrowing details

2. Partnership & Company Documents

Partnership Firm

- Citizenship certificates of all partners
- Photographs of partners
- Partnership deed
- Firm registration certificate
- PAN certificate
- Partners' net-worth statements, where required
- Partnership resolution / authorization for borrowing
- Bank statements
- Existing loan details

Private / Public Company

- Citizenship certificates of directors / promoters
- Passport-size photographs
- Company registration certificate
- Memorandum of Association (MOA)
- Articles of Association (AOA)
- Shareholder details / share register
- Board resolution approving the loan
- Authorized signatory details
- PAN / VAT certificate
- Company renewal documents
- Directors' / promoters' net-worth statements, where required

3. Business Registration & Financial Documents

Business Registration

- Firm / company registration certificate
- Business registration certificate
- Municipality / Rural Municipality registration
- Latest business renewal certificate
- PAN registration certificate
- VAT registration certificate, if applicable
- Industry registration, where applicable
- Sector-specific license / permit
- Partnership deed, if applicable
- MOA / AOA, for companies
- Other regulatory approvals

Financial Documents

- Audited financial statements
- Balance sheet
- Profit & Loss account
- Cash-flow statement
- Notes to financial statements
- Previous 2–3 years' audited statements, where applicable
- Latest management accounts
- Current-year sales / revenue details
- Debtors / receivables statement
- Creditors / payables statement
- Stock / inventory statement
- Fixed assets statement
- Existing investments and borrowings

Tax Documents

- PAN certificate
- VAT registration, if applicable
- Latest tax clearance certificate
- Income tax returns
- VAT returns, where applicable
- Tax payment receipts
- Tax assessment documents
- TDS-related documents
- Tax correspondence, if requested

4. Bank, Business Profile & Business Plan

Bank Account Documents

- ☑ Business bank statements
- ☑ Personal bank statements, where required
- ☑ Generally recent 6–12 months' statements
- ☑ Other bank / financial institution statements
- ☑ Existing loan account statements
- ☑ Overdraft / working-capital facility details
- ☑ Cheque returns / defaults, if applicable

Business Profile

- ☑ Business name and address
- ☑ Date of establishment
- ☑ Nature of business
- ☑ Products / services
- ☑ Ownership structure
- ☑ Management / promoter profile
- ☑ Employees
- ☑ Major suppliers and customers
- ☑ Sales / distribution network
- ☑ Market coverage
- ☑ Business experience
- ☑ Premises and competitors
- ☑ Future expansion plans

Business Plan / Project

- ☑ Detailed business plan
- ☑ Project proposal
- ☑ Project cost
- ☑ Means of financing
- ☑ Promoter equity contribution
- ☑ Working-capital requirement
- ☑ Fixed-asset investment
- ☑ Sales / expense projections
- ☑ Projected P&L, balance sheet and cash flow
- ☑ Break-even analysis
- ☑ Repayment plan
- ☑ Market and risk analysis
- ☑ Implementation schedule

5. Working Capital & Term Loan Documents

Working Capital / OD / Cash Credit

- [x] Working-capital assessment
- [x] Stock statement
- [x] Receivables / debtors statement
- [x] Payables / creditors statement
- [x] Inventory details
- [x] Purchase records
- [x] Sales records
- [x] Invoices
- [x] Major customer details
- [x] Major supplier details
- [x] Bank statements
- [x] Existing working-capital facility details
- [x] Working-capital cycle calculation

Term Loan / Fixed Asset / Expansion

- [x] Project proposal
- [x] Fixed-asset purchase plan
- [x] Supplier quotations
- [x] Proforma invoices
- [x] Machinery / equipment specifications
- [x] Construction estimates
- [x] Land / building documents
- [x] Promoter equity contribution details
- [x] Projected financial statements
- [x] Repayment source and plan

6. Collateral, Third-Party Security & Premises

Property Collateral

- ☑ Original Lalpurja
- ☑ Latest land revenue receipt
- ☑ Cadastral / trace map
- ☑ Char Killa / boundary details
- ☑ Property ownership documents
- ☑ Building ownership documents
- ☑ Building approval / construction documents
- ☑ Property valuation report
- ☑ Collateral owner's citizenship
- ☑ Relationship documents, if applicable
- ☑ Co-owner NOC / consent
- ☑ Mortgage / security documents

Third-Party Collateral

- ☑ Third-party owner's citizenship
- ☑ Original Lalpurja
- ☑ Latest land revenue receipt
- ☑ Cadastral / trace map
- ☑ Char Killa / boundary details
- ☑ Relationship certificate, where applicable
- ☑ Consent to mortgage
- ☑ NOC / consent of co-owners
- ☑ Valuation report
- ☑ Other legal documents requested by bank

Business Premises

- ☑ Owned premises: land and building documents
- ☑ Property tax receipts
- ☑ Building approval documents
- ☑ Rented premises: rent / lease agreement
- ☑ Landlord ownership documents, if required
- ☑ Landlord citizenship copy, if required
- ☑ Rent payment evidence
- ☑ Business address verification

7. Inventory, Receivables & Suppliers

Inventory / Stock

- [x] Current stock statement
- [x] Inventory list
- [x] Stock valuation
- [x] Purchase invoices
- [x] Sales invoices
- [x] Stock insurance, where required
- [x] Warehouse details
- [x] Inventory movement records
- [x] Stock aging, where applicable

Receivables / Debtors

- [x] Debtors list
- [x] Customer-wise outstanding balance
- [x] Aging of receivables
- [x] Major customer details
- [x] Sales invoices
- [x] Credit sales details
- [x] Collection history
- [x] Receivables reconciliation

Suppliers / Payables

- [x] Major supplier list
- [x] Supplier outstanding balances
- [x] Purchase invoices
- [x] Credit purchase details
- [x] Payables aging
- [x] Supplier agreements, where applicable
- [x] Import documents, if applicable

8. Sector-Specific SME Documents

Import / Export

- Customs-related documents
- Import / export registration
- Import / export licenses, where applicable
- Supplier agreements
- Purchase orders
- Letter of Credit documents
- Proforma invoices
- Bills / invoices
- Customs declarations
- Shipping documents
- Foreign currency transaction details
- Bank transaction records

Manufacturing SME

- Industry registration
- Manufacturing / business license
- Environmental approval, where applicable
- Production capacity details
- Machinery list and quotations
- Raw-material requirement
- Production records
- Finished-goods inventory
- Sales records
- Factory / industrial premises documents
- Utility / production documents

Trading / Retail / Service

- Business registration and PAN / VAT
- Purchase and sales records
- Inventory statement
- Supplier / customer list
- Bank statements
- Shop / warehouse rent agreement
- Major supplier invoices
- Tax documents
- For services: contracts, revenue records, payroll and project pipeline

9. Vehicle / Equipment, Guarantor & Existing Loans

Vehicle / Equipment Financing

- Supplier quotation
- Proforma invoice
- Vehicle / equipment specifications
- Down-payment / equity contribution evidence
- Business registration documents
- Insurance documents
- Registration documents, where applicable
- Projected income from asset
- Existing vehicle / equipment loan details

Guarantor / Co-borrower

- Citizenship certificate
- Passport-size photographs
- PAN, where applicable
- Address / contact details
- Income documents
- Bank statements
- Net-worth statement
- Property ownership documents
- Existing loan details
- Consent / guarantee documents

Existing Credit Facilities

- Details of all existing loans
- Loan sanction letters
- Loan account statements
- Repayment schedules
- Outstanding balance certificates
- OD / cash-credit details
- Guarantees / LCs
- Other bank facilities
- Evidence of regular repayment

10. Insurance, Legal & Disbursement Documents

Insurance

- ☑ Property insurance
- ☑ Fire insurance
- ☑ Stock insurance
- ☑ Machinery insurance
- ☑ Vehicle insurance
- ☑ Other insurance required by bank

Legal / Compliance

- ☑ Business registration / renewal
- ☑ Tax clearance
- ☑ Government approvals
- ☑ Sector-specific licenses
- ☑ Court / legal case details, if applicable
- ☑ Existing mortgage / security details
- ☑ NOC / consent documents
- ☑ Legal ownership documents
- ☑ Other compliance documents

At Loan Disbursement

- ☑ Loan agreement
- ☑ Promissory note / banking documents
- ☑ Mortgage deed
- ☑ Security documents
- ☑ Insurance policy
- ☑ Supplier invoice / proforma invoice
- ☑ Promoter contribution evidence
- ☑ Mortgage / security registration
- ☑ Required guarantees
- ☑ Post-sanction compliance documents
- ☑ Documents specified in sanction letter

SME Loan — Quick Document Checklist

DOCUMENT	STATUS
Citizenship	**Essential**
Photograph	**Essential**
PAN	**Essential**
Business registration	**Essential**
Municipality registration / renewal	**Usually**
VAT certificate	**If applicable**
Partnership deed / MOA / AOA	**As applicable**
2–3 years audited financial statements	**Where applicable**
Latest management accounts	**If available**
Tax clearance	**Usually**
Income tax / VAT returns	**As applicable**
6–12 months bank statements	**Usually**
Existing loan statements	**Usually**
Stock statement	**As applicable**
Debtors / receivables	**As applicable**
Creditors / payables	**As applicable**
Business profile	**Usually**
Business plan / project proposal	**As applicable**
Projected financial statements	**For project / expansion**
Supplier quotations	**If applicable**
Promoter equity evidence	**If applicable**

IMPORTANT

The source checklist is a general SME-loan document guide. Exact requirements can differ by bank, loan product, borrower structure, collateral and business type. The lending institution may request additional documents during credit appraisal, legal review, valuation or disbursement.