

CHECKLIST OF FORMALITIES TO BE COMPLIED FOR
ALL KIND OF LOANS

- ❖ Bio data & KYC of proprietor /partners/ directors/Trustees/Societies key persons.
- ❖ Two photographs of each promoter /partners /directors Trustees/Societies key persons duly self-attested.
- ❖ Memorandum and Articles of Association/ Partnership Deed/ Trust Deed /Bye Laws of the School/college.
- ❖ Detailed Project Report.
- ❖ Copy of registration certificate of Society/Trust from Registrar of Societies in case of Societies/Trusts.
- ❖ Details estimates and plan of building prepared by Engineer. Permission from municipal committee /Town Area Committee/Notified area committee/Development Agency/Government Agency as per the requirement.
- ❖ Statement of assets and liabilities of promoter /partners /directors Trustees/Societies key persons. Latest Income tax assessment orders of the concern, sister concern, promoter /directors /partners/ Trustees/Societies key persons.
- ❖ Balance sheet with profit and loss account in case of existing school/associated concerns.
- ❖ Commitment letter from Bankers / Affidavit in case of self-financed in respect of Working capital Requirement.
- ❖ Latest Intikhab Girdawari, Intikhab Jamabandi, Aks Shajra Khasra (not more than three months old) in case land is inherited/ owned indicating the ownership of land (valuation certificate by Tehsildar) .Allotment letter of land from concerned department as the case may be /Lease deed of land./Location Map (site plan)/Gift deed or agreement to sell.
- ❖ Latest revenue extract of Primary and Collateral Security.
- ❖ Third party guarantee and Personal guarantee.



JAMMU & KASHMIR DEVELOPMENT FINANCE CORPORATION LIMITED
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Phone No.s 0191-2479179, 2479516

- ❖ 2 or 3 quotation line respect of each item of equipment's / Misc. Fixed assets like laboratory equipment, vehicles, fixture, furniture, sanitary equipment, kitchen equipment ,air conditioning ,DG set etc
- ❖ Details of existing land /civil work/ Equipment's / Misc Fixed Assets duly supported with Audited Balance Sheet and other related documents. (for expansion or modernization)

ADDITIONAL DOCUMENTS REQUIRED FOR EDUCATIONAL INSTITUTIONS

APPLYING UNDER EDUCATIONAL INSTITUTIONAL PLUS FINANCE:

- ❖ Copy of approval from the Govt. Agency to run the school/collages in UT of J&K and Ladakh.
- ❖ In case of expansion, previous affiliation certificate & previous recognition certificate are required from school education department.

ADDITIONAL DOCUMENTS REQUIRED FOR PRIVATE HOSPITALS/CLINICS

APPLYING UNDER PRIVATE HOSPITALS/CLINICS-HOSPITAL PLUS FINANCE

- ❖ Copy of approval/licenses/permits from the Govt. Agency to run the hospital in UT of J&K and Ladakh.
- ❖ At least one promoter/director(non-individual)/doctors should have requisite qualification in any branch of medical science.

ADDITIONAL DOCUMENTS REQUIRED FOR INDUSTRIES/UNITS UNDER INDUSTRIAL FINANCE

- ❖ Copy of provisional registration from I & C Department.
- ❖ In case of plant and machinery is envisaged to be acquired on turn- key basis, necessary agreement entered to be submitted. And In case plant and machinery is to be fabricated locally, details whereof are to be given indicating the advantages.
- ❖ Plant layout.



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ADDITIONAL DOCUMENTS REQUIRED FOR HOTELS UNDER TOURISM FINANCE

- ❖ Copy of provisional registration from I&C Department.

NOC'S REQUIRED FROM THE CONCERNED DEPARTMENTS AS PER REQUIREMENT FOR ALL KIND OF FINANCES/LOANS:

- ❖ land ownership from the revenue department(Tehsildar).
- ❖ PHE,PDD, Pollution certificate from Regional Director, Pollution Board/Fire Fighting Safety certificate from Joint Director Fire & Emergency Services, Traffic Certificate from Inspector General Police, Traffic, Building Safety Certificate from Executive Engineer, PWD, Chemical Certificate from sub divisional magistrate/competent Authority, management committee certificate from Director school education, area document certificate (Approved Map/Revenue record authenticated by Competent Authority) etc.
- ❖ Any other document required by the corporation.