

---

### Checklist for CSI Loan

- 1) Application form duly filled in and signed on all the pages (Full Signature);
- 2) Copy of valid Citizenship Identity (CID) of both the applicant and the spouse as applicable;  
and
- 1) Two recent Pass Port size photograph of the applicant;
- 2) Copy of Valid Trade License;
- 3) Project Proposal including but not limited to:
  - Details of promoter and their % share in the capital;
  - Promoters other businesses – by ownership, license & activity;
  - Capacity utilization of the unit for the last 8 months;
  - Projected financial reports/ statements for 10 years;
- 4) Estimates for Quotations/ proforma invoices for plant, machinery & other miscellaneous fixed Assets;
- 5) Project Approval letter from DoI, MoEA;
- 6) Construction approval from Thromde/Dzongkhag for shed/factory construction, if any;
- 7) NEC Clearance Certificate;
- 8) Letter from BPC for Power Supply;
- 9) Government's approval for project establishment;
- 10) In case of existing / established units - Audited balance sheet & audited profit and loss account & audited cash flow statements, Capacity utilization of your company for last three years;
- 11) Ownership Certificate of the land / lease agreement etc.;
- 12) Ownership Certificate(s) of the collateral security offered to bank;
- 13) Consent letter from the joint owner or co-owner if the collateral provided is in joint and co-ownership;
- 14) For family owned land, family (household) register issued by Department of Civil Registration and Census, MoHCA and NOC from head of the family members (18 years and above) (if applicable); and
- 15) Valid insurance copy of the collateral securities charged in case of buildings.
- 16) Statutory approval/Clearances from various Government Authorities/ Agencies wherever necessary;
- 17) Any other documents as the Bank may find relevant for the project