

THE HCCS URBAN CO-OP. CREDIT SOCIETY LTD.

496-498. Sir J.J. Road, Mumbai – 400 008

Tel: 2346 5656 & 2347 3776

DOCUMENTS TO BE SUBMITTED ALONGWITH THE LOAN APPLICATION

• **Mandatory documents :**

- i. **Pan Card (self-attested)**
- ii. **Aadhar Card (self-attested)**

A. An Individual Loan application:

1. Proof of Residence Address: Ration Card* / Electric Bill */ Telephone Bill / Rent Receipt / Maintenance Receipt / Passport / Election Card { Any Two}
*Mandatory Requirement for Jurisdiction purpose.
2. Proof of Business Address: Shop & Establishment Certificate / Rent Receipt / Maintenance Receipt / Telephone Bill / Electricity / GST Registration Certificate {Any Two}.
3. Last 3 years Copy of Income Tax Return, Tax paid Challans, Certified Computation of Income. Balance Sheet, Profit & Loss account. In case of salaried borrower Form 16 and last three month's salary slip is must.
4. Last six months bank statement/ current account.
5. Two signed passport size Photograph.
6. Two or Three Guarantors who are regular members of the society.
7. Self-attested copy of Pan Card and Aadhar Card of the Guarantors.
8. The applicant & guarantors should be free of any default liability to the society.

B. Non-Individual Loan application (FIRM):

1. Partnership Deed, Registration of Partnership, NOC from Partners in case of partnership firm.
2. Memorandum and Articles of Association, Certificate of incorporation, Resolution to borrow, in case of Pvt. Ltd. Co.
3. Last 3 years Copy of Income Tax Return, Tax paid Challans, Certified Computation of Income. Balance Sheet, Profit & Loss account.
4. Tax Audit Report if applicable.
5. Last six months Current Account bank statement.
6. Two signed passport size Photographs of all partners
7. Two or Three Guarantors who are regular members of the society.
8. Self-attested copy of Pan Card and Aadhar Card of the Guarantors.
9. The applicant & guarantors should be free of any default liability to the society.

C. Property Loan application:

1. Original Share Certificate of the property.
2. Sale Agreement of the property.
3. Valuation Report from the Certified Valuer appointed by the society.
4. NOC from the Society.

*Please note that the other documents would be as per the above list of **An individual loan application**

D. Vehicle/Taxi Loan application :

1. Permit Certificate, Driving licence, Cab Driver's identity Card.
2. Pan Card, Aadhar card, Latest Electric Bill, Proforma invoice, CNG Kit invoice.
3. Replacement Order.
4. Last six months bank statement.

***Note:**

1. Sanctioning authority reserves right to add or delete any of the above requirements.
2. All original documents required along with the copy for the verification.

Date: _____

To,
M/s. _____

Dear Sir,

Sub: - Your confirmation of submission of mandatory
Documents directly to the Society.

We have received an application for a loan of Rs. _____ from _____ to enable him to purchase two wheeler vehicle from you. Since he has offered said vehicle as security against the loan amount of Rs. _____ to be sanctioned by the Society, we request you to confirm the following before the amount is released in your favour.

1. That you will ensure that charge in favour of The HCCS Urban Co-op. credit Society Ltd, Mumbai – 400 008 is created with the RTO and an endorsement is made to this effect in the concerned R.C Book.
2. That the original R.C / T.C Book will be forwarded directly to us by you.
3. That the insurance policy you would be taking for the said vehicle will be assigned in favour of “The HCCS Co-op. Credit Society Ltd., Mumbai-400 008”.
4. You will issue original stamped receipt for the amount received by you as under “The HCCS Urban Co-op. Credit Society Ltd., Mumbai – 400 008”

Kindly confirm the above in the copy of this letter to enable us to process his application.

THE HCCS URBAN CO-OP. CREDIT SOC. LTD., MUMBAI

Authorized Signatory

To:
The HCCS Co-Op. Credit society Ltd., Mumbai
496/498, Sir J.J. Road,
Mumbai - 400 008.

Dear Sirs,

We hereby undertake to send the following originals to you with the endorsement of the Society made therein,

1. Original stamped receipt for the amount received.
2. Original R.C/T.C Book with Society's Lien charge created.
3. Insurance Policy duly assigned in favour of the Society.

For _____

Date: _____

Authorized Signature with seal _____