

MSME Loan Application

Schedule of Charges and List of Documents

Schedule of Charges								
Cheque Bounce Charges	Rs. 500 + GST							
Cheque Swap Charges	Rs. 1000 + GST							
Property Swap Charges	Rs. 10,000 + GST + Legal and Valuation charges as per actuals.							
Documentation Charges	Rs. 1,500 + GST							
Stamp Duty Charges	Payable as per actuals by the customer							
Late Payment Penal Interest	3% pm on the outstanding Amount							
Loan reschedule charges in terms of EMI/Tenure/ROI	Rs. 2000 Can be changed at the sole discretion of CFSL							
Document Retrieval Charges	Rs. 1000 + GST							
Part Prepayment charges: Note: - For Mortgages Part prepayment Charge will not be payable where borrower is an Individual and ROI is Floating.	<table border="1"> <thead> <tr> <th>Months on Board (MOB)</th> <th>Charges plus GST</th> </tr> </thead> <tbody> <tr> <td>0-12 MOB</td> <td>4% of POS</td> </tr> <tr> <td rowspan="2">>12 MOB</td> <td>2% of POS if closed using own funds</td> </tr> <tr> <td>3% of POS in case of BT to other financial institution</td> </tr> </tbody> </table>	Months on Board (MOB)	Charges plus GST	0-12 MOB	4% of POS	>12 MOB	2% of POS if closed using own funds	3% of POS in case of BT to other financial institution
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Customers can write to us at msmesupport@centrum.co.in for any queries related to our Loan Products

Document Checklist

	Documents to be collected	Mandatory for Login
1	<u>KYC and Ownership Documents</u>	
	<ul style="list-style-type: none"> • Proof of Identification (any two of the following): <ol style="list-style-type: none"> 1. PAN card - Mandatory <p><i>Proof of Identification documents as per Company's policy updated on the website</i></p> 	Yes
	<ul style="list-style-type: none"> • Address Proof (any one of the following): <p><i>Address Proof Documents as per Company's policy updated on the website</i></p> 	Yes
	<ul style="list-style-type: none"> • Office/Residential address ownership proof (any one of the following) <ol style="list-style-type: none"> 1. Property documents/Sale Deed/Sale Agreement/Index 2 etc. 2. Allotment letter issued by housing board (Such as DDA, MHADA etc.) 3. Electricity bill/Municipal Tax receipt/Property Tax receipt/Maintenance bill 4. Share certificate/Allotment letter issued by housing societies 5. In case of Self Proprietorship concern, proof of operating address could be taken in individual's name as long as the Office FI is positive at the address form where the individual is operating his business. This should match with the office address given by the individual as per the Application form. 	Yes
	<ul style="list-style-type: none"> • Proof of business existence/continuity (any one of the following) <ol style="list-style-type: none"> 1. IT Returns (>=3 years old) with CA attested computation of Income 2. Copy of tax paid challans/returns etc. 3. Company registration license 4. Shop and Establishment certificate 5. Bank account statement in the name of business entity for prior period with Bank verification 	Yes
	<ul style="list-style-type: none"> • Education details in case of Professionals 	
	<ul style="list-style-type: none"> • Partnership Deed/MOA/AOA in case of partnership firm and company resp. 	Yes
	<ul style="list-style-type: none"> • Trust deed/Society registration document (applicable in case of trust/society) 	Yes
	<ul style="list-style-type: none"> • GST registration Certificate 	Yes
2	<u>Financial Documents</u>	
a)	Complete Audited Financials for last 3 years including B/S , P&L , Schedules, Auditors report etc. for applicant/co-applicants	Yes
b)	Last 2 years Income tax returns of the applicant/co-applicants along with computation of income duly attested by a Chartered Accountant	Yes
c)	Provisional Financials (Balance sheet, P&L, Schedules) for previous financial year if loan application is till 30th Sept else Audited Financials required.	Yes
d)	Latest Shareholding pattern/ List of Director's on the Customers letter head	
e)	Latest Annual Return filed with ROC	Yes
f)	Last 12 months GST returns (GSTR1, GSTR2A, GSTR3B)	Yes
g)	Creditors & Debtors Aging Analysis	
h)	Net worth Certificate of Applicant/Co-applicant	

3	<u>Banking Documents</u>	
a)	Bank statement: Latest 1 year bank statement (main operative account)	Yes
b)	Bank statement: Latest 6 months' bank statement for all co-applicants.	Yes
c)	Bank Statement not to be more than 1 month old at the time of application	
d)	Statement to be on Bank stationery or to be duly signed by bank. These guidelines would not be applicable if Bank statement is provided digitally either through net banking or Pdf.	
4	<u>Loan Track records</u>	
a)	Latest OD/CC/TL sanction letter	
b)	SOA of all live loans availed by Borrower and Co-borrowers if not appearing in CIBIL	Yes
c)	Loan declaration of all live loans (mail or letterhead)	Yes
5	<u>Collateral Documents</u>	
a)	Summary of collateral offered (mail or letterhead)	Yes
b)	Copy of Approved Plan	
c)	Copy of property documents including chain	
d)	Rent/Lease agreement in case collateral is sublet	
6	<u>Other Documents</u>	
a)	Write up on the business model including ownership structure, management profile and nature of business	Yes
b)	<u>IMD documents:</u> - IMD Can be collected either in form of cheque or NEFT/RTGS/IMPS - In case of cheque BSV would not be mandatory provided the following conditions are met:- 1) Cheque has to be from the borrowing entity 2) Cheque to be issued from main operating bank account from where the repayment would happen. 3) The copy of cheque to kept for record before presenting it to the bank. 4) Cheque clearance confirmation to be kept for record. 5) Signature on loan document should match signature on IMD cheque	
c)	Any other documents deemed necessary by Credit for appraisal purposes	