

The Founder Director,
BizzServer Financial Services, Bengaluru

Dear Sir,

I, having code number..... have collected documents from.....

The Key Information is duly completed below:

Key Information of the Borrower						
1	Name of the Borrower					
2	Business Name					
3	Gender of Borrower	<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Prefer not to specify		
4	Type of Entity	<input type="checkbox"/> Company	<input type="checkbox"/> Partnership	<input type="checkbox"/> Proprietorship		
5	Borrower mobile number					
6	Borrower alternate number					
7	Borrower Email Id					
8	Preferred method of contact	<input type="checkbox"/> Mobile Number <input type="checkbox"/> Alternate Number <input type="checkbox"/> Email				
9	Consent to being contacted through preferred method	<input type="checkbox"/> Yes <input type="checkbox"/> No				
10	Registered Address					
11	State					
		Name	Mobile Number	Email ID	DIN	
12	Name of Owner/Partner/Director 1 (if different from borrower)					
(i)	Name of Owner/Partner/Director 2					
(ii)	Name of Owner/Partner/Director 3					
13	Business Activity					
14	If Trading (please specify)	<input type="checkbox"/> Wholesale <input type="checkbox"/> Retail				
15	Number of years in Business					
16	Current Turnover (latest year)					
17	Loan Details	Lender Name	Amount	Interest Rate/EMI	Tenure	Security
(i)	Existing Loan 1					
(ii)	Existing Loan 2					
(iii)	Existing Loan 3					
18	Have you had any delays in repayments of loans over the past 12 months	<input type="checkbox"/> Yes <input type="checkbox"/> No				
(i)	If yes, when?					
19	Current Loan Requirement Details:					
(i)	Amount of Loan					
(ii)	Purpose/Type of Loan	<input type="checkbox"/> Working Capital/CC Limit/Overdraft Limit <input type="checkbox"/> Business Term Loan <input type="checkbox"/> Machinery Loan <input type="checkbox"/> Loan against Property (LAP) <input type="checkbox"/> Trade Finance (Import/Export) <input type="checkbox"/> Mortgage Loan <input type="checkbox"/> Others _____				
(iii)	Secured (Collateral) Loan reqd.	<input type="checkbox"/> Yes <input type="checkbox"/> No				
(iv)	If yes, type of collateral available and owned	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Office <input type="checkbox"/> Industrial				
(v)	Value of collateral available					
20	Do you own any property? (tick applicable)	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial/Office <input type="checkbox"/> Industrial				
21	Credit Bureau score, e.g. CIBIL (if available)					
22	Have you applied for loans over the last 6 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No				
23	If yes, please fill below:	Lender Name	Loan Type (tick as applicable)	Application Status		
(i)	Loan Application 1		<input type="checkbox"/> Personal <input type="checkbox"/> Home <input type="checkbox"/> Business			
(ii)	Loan Application 2		<input type="checkbox"/> Personal <input type="checkbox"/> Home <input type="checkbox"/> Business			
(iii)	Loan Application 3		<input type="checkbox"/> Personal <input type="checkbox"/> Home <input type="checkbox"/> Business			
(iv)	Loan Application 4		<input type="checkbox"/> Personal <input type="checkbox"/> Home <input type="checkbox"/> Business			
(v)	Loan Application 5		<input type="checkbox"/> Personal <input type="checkbox"/> Home <input type="checkbox"/> Business			

Referral Partner Sign: _____

Referral Partner Name: _____

Date: _____

I have access to and I am enclosing documents as per checklist below (tick as applicable):

Sr No.	Documents Required #	Document Available	Document Enclosed
1	Key Information Sheet		
2	Customer Consent Form		
3	3 years Audited Accounts		
(i)	If audited accounts not available, then certified financials		
4	3 years ITR		
5	Last FY GST Return		
6	YTD GST Return		
7	KYC Details: (for firm/ company + owner/ director KYC)		
(i)	Aadhar Card Number		
(ii)	PAN		
(iii)	Utility Bill		
8	Bank Statements		
(i)	Savings account (if business transactions done here)		
(ii)	Current account		
9	Previous Loans Sanction Letters*		
10	Loan Statements *		

Borrower Sign: _____ Borrower Name: _____

Date: _____

Further documents may be required on a case by case basis by lenders

* For takeover loan cases