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|  | **Land (Non Agriculture) And Building** |
|  | **Documents** |
|  | Bank Work Order |
|  | Copy of Agreement of Sale |
|  | Copy Of 7/12 Extract or Property Registration Card |
|  | Land DP Remark (if Applicable) |
|  | Copy of Complete Approved plans Set |
|  | Copy of Occupancy Certificate / Building Completion Certificate |
|  | Copy of TIR Report if available |
|  | Copy of Recent Electricity Bill and Property Tax Bill if available |
|  | Copy of Insurance Policy if available |
|  | Previous Valuation report |

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|  | **Residential Property / Commercial Property** |
|  | **Documents** |
|  | Bank Work Order |
|  | Copy of Agreement of Sale |
|  | Copy of Commencement Certificate / Occupancy Certificate / Building Completion Certificate |
|  | Copy of Approved building plan  |
|  | Copy of TIR Report – if available  |
|  | Copy of Recent Electricity Bill and Property Tax Bill, Water Bill  |
|  | Copy of Society Share Certificate and Maintenance bill –  |

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|  | **Plant and Machinery**  |
|  | Bank Work Order |
| **1** | Copies of Invoices / Bills of Major Machineries |
| **2** | Fixed asset register with gross block & net block (updated) in **Excel format** |
| **3** | Installed Capacity & Production Data for last Three Year **(Excel format)** |
| **4** | Last 3 Audited Balance sheet  |
| **5** | Factory License & consent to Operate |
| **6** | Water bill & Electricity bill |
| **7** | List of machineries with technical Specification in **Word Format** |
| **8** | R C book, insurance copies of vehicles |
| **9** | Insurance Policies |
| **10** | Process flow chart in **PPT or word format** |
| **11** | Machinery layout plan |
| **12** | Previous valuation report for reference |
| **13** | Product Catalogue |
| **14** | Company Profile (Word or PPT format) |
| **15** |  |
| **16** | **List of Assets in below format** |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sr. No.  | Description of Machine | Year of Manufacturing & Make | Capacity HP/KW | CIF Value | Duty % | Installed Cost | Major Repairs & Modification | Other Expenses |
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1, Copy of chain Agreement (purchase & sale)

2, Copy of society maintenance bill

3, Copy of society share certificate

4, Light bill

5, Property tax bill

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|  | **Vehicle**  |
|  | **Documents for White Plate** |
|  | RC Book |
|  | License |
|  | Insurance |
|  | PUC  |
|  5. | Aadhar Card |
|  6.  | Pan Card |
|  | **Documents for Yellow Plate** |
| 1.
 | RC Book |
|  | License |
|  | Insurance |
|  | PUC |
|  | Fitness |
|  | Permit |
|  | Gas meter Pawti |
|  | Aadhar Card |
|  | Pan Card |