



DOCUMENTATION REQUIRED-To be completed when customer submits the loan application

	Customer Names :	Mobile No:	Office No:
Details	Loan required: New <input type="checkbox"/> Top up <input type="checkbox"/> Loan type: Personal <input type="checkbox"/> Vehicle <input type="checkbox"/> Mortgage <input type="checkbox"/>		
	Pre-analysis		
1.	Application Letter		
2.	Completed Application form		
3.	Employment contract (Probation duration completed)		
4.	Pay slips for the last 3 Months (One current pay slip for top up and repeat borrowing)		
5.	Employer certificate/Salary assignment (Waived for top up and repeat borrowing if no change in employer since previous borrowing)		
6.	Valid Identification Documents		
7.	For Non-Citizens i)Valid Passport ii)Valid Work Permit iii)Valid Green Card/Foreigners ID iv)Employer guarantee		
8.	Loan certificate(If purchasing loan obligation)		
9.	Bank statements for last 6 Months(If purchasing loan obligation)		
10.	Details of spouse-Identification copy Marriage certificate Details of employment Physical address		
11.	Details of Collaterals-Valid title documents Valuation Report Proforma invoice(vehicles-manufactured 10 years or less) Valid insurance (minimum annual cover)		
	Analysis		
1.	Credit Reference Bureau Report		
2.	Bank statement-other banks		
3.	Loan clearance certificate(for purchased loan obligations)		
	Post-analysis		
1.	Signed loan agreement including spouse signature(if married)with original identification documents		
2.	Attestation for regime of separation of property to dispense with spouse consent		
3.	Other requirements depending on sanction conditions i) Registration with RDB (land/vehicle) ii) School fees structure iii) Furniture/appliances invoices iv) Rental assignment		

Please give the customer a copy as a note for any information required but not submitted. One copy for the credit file.

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Name & Signature by Consumer Banking Relationship Officer.

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Date and stamp

