

Project funding document checklist

For businesses setting up a new (greenfield) unit or expanding an existing (brownfield) one with a term loan. Lenders differ in what they ask for, so use this as a starting point and bring what applies to your project.

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01 Business and promoter KYC

- ☐ PAN and Aadhaar of promoters, directors, partners and guarantors
- ☐ Incorporation certificate, MoA and AoA, or partnership deed
- ☐ Udyam registration certificate, if an MSME
Bank of Maharashtra, for example, lists it as mandatory for MSME loans.
- ☐ GST registration, and Import Export Code if you export or import
- ☐ Board resolution authorising the borrowing
For companies.

02 Project report and projections

- ☐ Detailed project report (DPR)
Project description, market, cost of project, means of finance and implementation schedule.
- ☐ Projected financials for the loan period, with DSCR
- ☐ Break-even and sensitivity analysis
- ☐ CMA data, if a working capital limit is also needed
- ☐ TEV study report, if the lender requires one
Usually for larger or technically complex projects; each bank sets its own threshold.

03 Project cost and promoter contribution

- ☐ Quotations for plant, machinery and equipment
- ☐ Civil work estimates from an architect or engineer
- ☐ Proof of promoter contribution and its source
Often a CA certificate of funds already invested in the project.
- ☐ Details of any subsidy or unsecured loans from promoters

04 Land, premises and approvals

- ☐ Title deeds or registered lease deed for the project site
- ☐ Approved building plan and building permission
- ☐ MPCB consent to establish, where applicable
- ☐ Factory licence and other licences for your industry
As applicable to the project.
- ☐ Lessor's mortgage permission, for MIDC or other leasehold land
MIDC grants it to lessees whose plot has an occupancy certificate.

05 Financials and existing borrowings

- ☐ Audited financial statements for the last 3 years
For an existing business; a new company relies on promoters' financials.
- ☐ Income tax returns of the business and promoters
- ☐ Provisional financials for the current year
- ☐ GST returns for the last completed year
- ☐ Recent statements of all bank accounts
- ☐ Sanction letters and outstanding balances of existing loans
- ☐ CA-certified net-worth statements of promoters and guarantors

GOOD TO KNOW

- Back every cost line in the DPR with a quotation, estimate or agreement.
- Keep self-attested copies ready, and originals for the lender's verification.
- KYC and net-worth documents are usually needed for all promoters and guarantors, not just the borrowing entity.
- Lenders may ask for more, such as collateral property documents or an external credit rating for larger proposals.
- Lenders' requirements differ by lender, loan size and your profile; they may ask for more or fewer documents. Use this as a starting point and confirm the final list with the lender.

SOURCES

1. Documents need to be submitted for MSME Loan — Bank of Maharashtra

2. [Checklist for submitting credit proposals above Rs.2 Cr](#) — Union Bank of India

3. [Land pre-operations: mortgage permission](#) — MIDC

Last reviewed 5 October 2026.