



The Industrial Co-Operative Bank Limited

HEAD OFFICE : S.S. Road, Lakhtokia, Guwahati-781 001

**HO: 9531105291, Guwahati Br. 9531105292, Noonmati Br. 9531105293
Maligaon Br. 9531105294 and Ganeshguri Br. 9531105295**

CHECK LIST FOR RENEWAL OF OD ACCOUNT **IN CASE OF OD ACCOUNT (OTHER THAN CONTRACT LOAN)**

- (1) Last 2 Years Audited Balance Sheet & Profit & Loss Account, 3CB & 3CD & AD Slip for the last 2 Years of the Firm.

In case the Balance Sheet is not Audited, same is to be certified from a Chartered Accountant.

- (2) 26AS Copy for last 2 Years.
- (3) Provisional Financials of the Current Year and Estimated Financial for the next year.
- (6) Trade License Copy upto date.
- (7) Updated GST Return starting from current financial year
- (8) Details of Accounts if any maintained with any other Bank.
Provide last one Year Bank Statement of all Bank Accounts.
- (9) Stock Statement, Debtors & Creditors List for the Last 3 Months in Firm/ proprietor Letter Head.
- (10) Renewal Application
- (11) Updated KYC docs
- (12) CA certified Net worth of guarantor



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IN CASE OF CONTRACT LOAN

(1) Last 2 Years Audited Balance Sheet & Profit & Loss Account, 3CB & 3CD & AD Slip for the last 3 Years of the Firm.

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(3) Provisional Financials of the Current Year and Estimated Financial for the next year.

(4) Trade License Copy upto date.

(5) Details of Accounts if any maintained with any other Bank.

Provide last one Year Bank Statement of all Bank Accounts.

(6) Debtors & Creditors List for Last 3 Months.

(7) Updated GST Return starting from current financial year.

(8) Work Order Copy from the Department.

(9) Month wise Contract Receipts for last 12 months.

(10) Renewal Application

(11) Details of work in progress in below format

Sl No	Description of work	Nature of work	Department	Date of Start	Date of Completion	Estimated date of completion	Reason of delay	Executed value	Unexecuted value	Payment receipt	Date of payment received	BG Issued any and from which bank

(13) Updated KYC docs

(14) CA certified Net worth of guarantor