

Annexure-“2”

List of Documents required:

S. N.	Name of the Document	Government Organisation	PSU/ CPSU	Private Organization(Practicing CA/CMA/CS/ SNP/ Registered Industries Association)
1	Application Fee	No	No	Yes
2	Company/ Firm Profile	Yes	Yes	Yes
3	Company/ Firm GST Certificate.	Yes	Yes	Yes, if applicable
4	Company/ Firm PAN card.	Yes	Yes	Yes
5	Company/ Firm registration documents, i.e. MOA/ AOA in case of Pvt Ltd./ Ltd./Association etc. Form A in case of partnership firm. In case of CA/CMA/CS firm. Certificate of Practice of CA/CMA/CS.	Yes	Yes	Yes, if applicable
6	Board resolution in case of Private Limited/ Limited etc., Power of Attorney in case of Partnership firm, Authority letter for others for signing the Letter of Association/ Agreement etc.	No	Yes	Yes
7	Bank cancelled cheque or letter from bank containing complete details of their bank account.	No	No	Yes
8	Copy of 3 years audited balance sheets.	Yes	Yes	Yes
9	In case of CA/ CMA/ CS/Association/SNP etc. firm should be at least 3 years old.	Not Applicable	Not Applicable	Yes
10	In case of CA/ CMA/ CS, firm should have at least 15 lacs turnover in their latest audited balance sheet.	Not Applicable	Not Applicable	Yes if applicable
11	The NBPA should have a functional office setup and relevant infrastructure to manage operations and client interactions.	No	No	Yes
12	Prior experience in financial services, loan processing, or sales is usually preferred. NBPA should have an understanding of MSME financing, credit risk, and banking operations.	No	No	Yes, if available
13	Copy of Aadhar of Proprietor/ All Directors/ Partners/ Authorized person	No	No	Yes
14	ITR of last three years	Yes	Yes	Yes