



910-913, Top Floor, Star Plaza, Phulchhab Chowk, Rajkot-360001, India
Contact : +91 281 2454534, 3046622(Telefax), email : info@pcac.in
visit us: www.pcac.in

BASIC INFORMATION SHEET
FOR LETTER OF CREDIT (LC) (MINIMUM Rs. 5 Crore - INR)

Name of Enterprise :- _____

Incorporation Date :- _____

Business of.. :- _____

Address :- _____
(Registered Office)

Phone / Mobile :- _____

Address :- _____
(Factory/Godown/Branches if any)

Phone / Mobile :- _____

Manufacturing / Trading
Items /products
(Write all the items): _____

Present Banker's
name, Address
And Account No.: _____

If you want to authorize any partner / director
For all the banking procedure, his name,
Address and relevant proofs:

Entrepreneur's profile
(Proprietor/ all Partners / all Directors)

- Name: _____
- Address: _____
- Brief history: _____
- Stake in other Enterprise? (Give name and address and their TIN No.)

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DOCUMENTS REQUIRED:-

1. PAN CARD of enterprise.
2. Copy of VAT certificate / CST certificate of enterprise.
3. Copy of certificate of M.S.M.E. in case of manufacturing enterprise.
4. Copy of Import Export Code certificate from D.G.F.T.
5. Copy of ISO Certificate, if any.
6. Copy of Rating Certificate from any rating agency, if any.
7. In case of existing enterprise, Income Tax Returns for last 3 years including Statement of Income and Audit Report.
8. Brief Profile about enterprise.
9. 4 Passport size photographs of all partners/all directors.
10. Copy of Election Card/Driving License/Telephone Bill/Ration Card/Passport of all partners/all directors.
11. Copy of factory's legal file (i.e. purchase deed, all papers from the beginning of property including plan and completion certificate and last property tax payment receipt) – Must in case if we offer as collateral security.
12. If any further property like residence, plot is to be given as collateral security, then copy of such property's all documents including plan and completion certificate and last property tax payment receipt.
13. If the factory / shop is on lease / rent then copy of Lease deed/Rental agreement of the premises and purchase deed of owner.
14. Information about your product or service.
15. Description of market(s) to be served.
16. No due certificate of earlier loans which are fully repaid.
17. Detail about marketing plan.
18. Other letter of credit facility is utilized then details of the same.
19. Additional documents in case of partnership firm:
 - Partnership deed and certificate from Register of firms.
 - If there is change in partnership, all partnership deed from beginning.
 - All partner's PAN Card, Income tax returns of last 3 years including statement of income and audit report (personal audit report if any) or financial statements.
 - Brief detail about partner's engaged in other business or enterprise.
20. Additional documents in case of company:
 - Three copies of Memorandum of Association and Article of Association / Certificate of Incorporation from ROC duly certified, list of present directors and relevant proof.
 - All director's PAN Card, Income tax returns of last 3 years including statement of income and audit report (personal audit report if any) or financial statements.
21. Copy of Income tax returns of last 3 years including statement of income and audit report of sister concern, associates if any.