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Date:

**Important Guidelines for applying for Personal Loan to BSA Finance**

- A Application Form with enclosures duly signed by the Applicant/ Co-Applicant to be submitted on Company's Form.
- B Application will always be made in **JOINT** names of husband/wife or son/ mother or brother/sister or father/daughter, etc.
- C Applicants should have **JOINT A/C IN LOCAL SCHEDULED BANK** (not co-operative bank), where all signatories can operate this account individually.
- D On sanction/disbursement of loan The Applicant/Co-Applicant have to issue Monthly **POST-DATED CHEQUES FOR THE ENTIRE LOAN PERIOD FROM THE JOINT A/C**. Number of cheques required are 39 to 65 cheques depending on duration of loan 36/60 months.

<b>PHOTOCOPIES OF FOLLOWING DOCUMENTS DULY SELF ATTESTED TO BE SUBMITTED WITH APPLICATION FORM. (USE BLACK INK &amp; FILL THE APPLICATION FORM IN BLOCK LETTERS) FOR APPLICANT / CO-APPLICANT / GUARANTOR.</b>	Status
1. Two Photographs each of Applicant & each Co-Applicant / Guarantor to be submitted with the Application Form.	
2. PAN Card & Aadhar Card of Applicant / Co-Applicant / Guarantor	
3. Any one of Voter Id, Driving License or Passport.	
4. Tax Bill, Deed, Tenancy Agreement, and Rent Receipts of <b>last 3 months</b> – any one. As applicable.	
5. Bank Statement or pass Book showing last <b>24 MONTHS</b> transactions of all your Bank Accounts in the name of <b>Applicant and Co-Applicants</b> , duly confirmed by Bank.	
6. Academic Certificate of Last Examination Passed for Applicant and Co-applicants.	
7. Office ID Card of Applicant / Co-Applicant / Guarantor	
8. Salary Slip showing deductions for <b>last 3 months</b> of Applicant / Co-Applicant / Guarantor	
9. Appointment Letter/ Letter of Last Promotion of all.	
10. Pension Payment Order ( <b>P. P. O.</b> ) Book.	
11. Loan Sanction Letter and Loan Statements of all Loans, taken from Banks /NBFC/ Relatives and others if any, by any of the above referred persons.	
12. 6 months Statements of all Credit cards.	
13. Any other document, if requested by BSA during verification of the Application for Loan.	
<b>IMPORTANT: ALL THE PHOTOCOPIES MUST BE SIGNED BY APPLICANT &amp; CO-APPLICANT AS APPLICABLE.</b>	

Submission of these Documents is a Must, failing which Application will be returned.  
For any further clarification, please contact **Ph. 2287 0022/23/24, 8697678277.**