

CHECK POINTS OF DUE DILIGENCE

	Details	Yes/No	Remarks
A	ROC		
1	Minutes Book Since incorporation () till date ()		
2	Register of Members duly updated till date (proper entry of tr. Allotment, change of director.,charge etc.)		
3	Share Certificates including Transfer effect with T/D		
4	Share allotment details alongwith Form-2 and roc receipt		
5	Common Seal / Rubber Stamp.		
6	Original Certificate of Incorporation.		
7	Form -5/SH7 alongwith details of increase in A/c		
8	All Form Submitted since incorporation with ROC receipt. E.g; Balance sheet, Annual return, Comp. cert., Form-2/PAS 3, Form-5/SH7, Form-32/DIR 12,Form-18/INC 22, Form-23/AOC4,Form 20B/MGT 7		
9	Director's Track with Form-32/DIR 12 (refer Statutory register)		
10	If Shifting, Current Address -		
11	TAN of Company		
12	Demat account of the company, if any		
B	Accounts		
1	Books of A/c Since Incorporation		
2	All B/S , DR, Auditors Report, Annexure duly signed.		
3	Share Application File (duly certified) alongwith BS, BR, PAN & Source of funds		
4	All A/cs file.		
5	Sale Bill for Share Transfer, if any		
6	Loan and advances- loan agreement and details of own interest		
C	Income Tax & GST		
1	All ITR since Incorporation.		
2	Assessment order of all the year.		
3	Demand Notice (if any) till date.		
4	All correspondence with I.T.		
5	TDS defaulter notice issued by department		
6	TDS File and related challan		
7	PAN of the Company		
8	Pending Issue		
9	Change of PAN, if any, Data & Jurisdiction u/s 127 if any		
10	GST Certificate		
11	Login ID and Password of GST		
D	RBI		
1	Original NBFC Certificate.		
2	All correspondence with RBI		
3	All periodical documents as submitted to RBI (such as COSMOS/XBRL/CIMS etc)		
4	Vital Information Report		
5	KYC and Anti Money Laundering statement.		
6	Compliance officer		
7	Status of CIC, FIU, CKYC		
8	FIU registration dispatched proof for FIU department, form and login details		
9	CICs registration and certificate with login details		
10	CERSAI registration with login details (C-KYC)		
11	Investment details in body corporate		
12	RBI reclassification approval letter for AFC		
E	Miscellaneous		
1	Original Enrolment Cert of P.Tax with Money receipt till date		
2	Original Copy of Trade Licence		
3	Change of Name, include object of infrastructure and new director at bihar,		
4	R.O and its new certificate, if any		
5	Directors as on today		
6	Property details and its valuation report		
7	All relevant certificate/license of factory		
8	Trade License		
9	Bank statement for last 6 months		