

Checklist for Micro and Small Projects (Only)

- 1) Application form duly filled in and signed on all the pages (Full Signature);
- 2) Copy of valid Citizenship Identity (CID) of both the applicant and the guarantor as applicable;
- 3) One recent Pass Port size photograph of the applicant;
- 4) Invoices of the machineries/equipments/vehicle as applicable; and
- 5) Architectural drawing of shed as applicable.

Checklist for Medium and Large projects (Only)

- 1) Application form duly filled in and signed on all the pages (Full Signature);
- 2) Copy of valid Citizenship Identity (CID) of the applicant/ joint partners and the guarantor as applicable;
- 3) One recent Pass Port size photograph of the applicant/ joint partners as applicable;
- 4) Business Project Report;
- 5) Invoices of the machineries/equipments/vehicle as applicable;
- 6) Construction approval from Thromde/Dzongkhag as applicable;
- 7) Approved Architectural drawing as applicable.

Additional Documents for business upgrade

- 8) In case of existing / established units – audited balance sheet & audited profit and loss account & audited cash flow statements, capacity utilization of the company for past years;
- 9) Statutory approval/Clearances from various Government Authorities/Agencies wherever necessary; and
- 10) BIT receipt.

Security Details for Medium and Large projects (Only)

- 11) Copy of ownership certificate of the land / lease agreement as applicable;
- 12) Copy of ownership certificate(s) of the collateral security offered to bank;
- 13) Consent letter from the joint owner or co-owner if the collateral provided is in joint and co-ownership;
- 14) For family owned land, family (household) register issued by Department of Civil Registration and Census, MoHCA and NOC from family members (18 years and above); and
- 15) Valid insurance copy of the collateral securities charged in case of buildings.

Conditional Documents which can be submitted after approval

- 16) Copy of Valid Trade License;
- 17) Project Approval letter from DoI, MoEA;
- 18) NEC Clearance Certificate; and
- 19) Letter from BPC for Power Supply.