

**NATIONAL SAVINGS BANK- CREDIT DIVISION****DOCUMENTS SUBMITTED BY THE APPLICANT****(Soorya Bala Loan)**

No:	Type of Document	Original	No: of Copies
<i>Personal</i>			
1	Duly Completed Personal loan application		
2	Copy of National Identity Card / Passport		
3	If, loan applicant is a pensioner a.Pension ID b.Pension voucher		
<i>Income & Employment</i>			
4	Service Letter including Salary Particulars addressed to NSB		
5	Pay Slips – Last 06 months and proof of other income documents)		
6	E.P.F. Statement		
7	Undertaking letter addressed to NSB from the employer to remit the salary or the instalment to NSB		
8	Bank Statements/ Pass Book – Last 06 months		
9	Salary Remittance A/C – NSB		
	If, loan is applied with joint Applicant(spouse) a) Copy of the Marriage Certificate b) Birth Certificate c) Copy of NIC d) Service Letter e) Pay sheets		
10	Technical evaluation report		
11	Sales and purchasing Agreement with Product Details Panel & Inverter [Manufacture, Made by, Serial No., Model]		
12	Latest electrify bill (with Account Number)		
<i>Income Tax Payers</i>			
13	Tax Certificate for last 3 years (From the Commissioner of Inland Revenue Department)		
14	Last 3 years Audited Accounts (Profit & Loss, Balance sheet, Cash Flow statement)		
15	Last 3 years tax paid receipts & current yrs. Payment receipt		
16	Certificate of Business Registration		
17	Bank Statements – Last 12 months		
<i>Applicants employed overseas</i>			
18	Service letter from the employer addressed to NSB		
19	Service Contract or Appointment Letter (A Copy)		
20	Last 6 months pay slips		
21	Last 6 months bank statements		
22	VISA Copy		
23	Passport Copy		
24	If work in a Ship / Vessel, should submit the CDC		
25	NSB NRFC A/c. Should be opened		
26	Appoint a Power of Attorney (If unable to come in person)		
27	NIC copy of the Power of Attorney Holder		
28	Letter of lien authority		