

 **STATE BANK OF INDIA**  
**Auto Loan Application Form - Annexure**  
**DOCUMENT CHECK-LIST**

**Particulars of the documents required to be submitted along with the fully completed application form.**

**GENERAL DOCUMENTS (APPLICABLE TO ALL)**

1. Application form duly filled by the borrower, Co-borrowers (if applicable) and submitted along with 2 photographs each.
2. Proof of identity (Photocopies of PAN/Passport/Driver's License, Voter ID card)
3. Proof of Residence (photo copies of recent Telephone Bills/ Electricity Bill/Property tax receipt/ Passport/ Voters ID card)
4. Statement of Bank account for last 12 months held by the applicant/s.
5. Personal asset liability statement in the Bank's standard format.

**ADDITIONAL DOCUMENTS:**

**FOR SALARIED EMPLOYEES**

1. Latest Salary slip.
2. Copy of identity card issued by the employer.
3. Form16 or IT Returns for the last 2 years.
4. Irrevocable Letter of Authority addressed to disbursing authority
5. Irrevocable Letter of Authority from the person authorized to disbursed salary and allowances

**FOR SELF EMPLOYED/PROFESSIONALS/BUSINESSMEN**

1. Photocopies of IT Returns/Assessment orders for the last 3 years.
2. Balance sheet and Profit and Loss A/c for the last three years (Certified true copy)
3. Proof of business address.
4. Business proof (Registration Certificate of establishment, Gumasta /Trade license, Sales Tax Registration,etc.)
5. A photocopy of Certificate of Practice (if applicable).
6. TDS Certificate (Form 16A, if applicable)

**FOR AGRICULTURISTS AND PERSONS ENGAGED IN ALLIED ACTIVITIES**

1. Documents showing Land Holding
2. Documents showing Cropping Pattern
3. Interview Form

**FOR NRI's AND PIO's**

**For Borrower:**

1. 2 passport size photographs of borrower.
2. Signature identification from bankers of borrower.
3. A copy of passport /voters ID card/PAN card.

**For Gurantor:**

1. Copy of passport including page containing visa stamping.
2. Copy of valid work permit/ work contract and Appointment letter.
3. Copy of identity card issued by the employer.
4. Statement of overseas bank account for the last six months which reflects credit of salary, savings etc
5. Salary slips for the last three month or Tax Returns(if applicable)
6. Copy of Continuous Discharge Certificate in respect of applicants employed in Merchant Navy.
7. Power of Attorney, if applicable, in Bank's standard format duly stamped and notarized/attested by Indian Embassy/Consulate.

**VEHICLE DOCUMENTS**

1. Original copy of proforma invoice (quotation).
2. Booking receipt.

**TAKE OVER LOAN FROM OTHER BANK**

1. Original Sanction letter of financier.
2. A/c statement of the financier.
3. RC Book, Insurance Copy.
4. Foreclosure letter.
5. List of documents held by the financing institute.
6. Letter undertaking to issue NOC, from the current lender bank/Fl.

**To ensure quick processing and disbursement of your Auto Loan, furnish all documents (applicable to your case) along with the completed SBI Auto Loan Application Form.**

**Branch/Sourcing Entity Contact Details:**

**This is a SAMPLE checklist and should be customized as per state requirements in consultation with the law department.**