

CHECK LIST FOR DOCUMENTS

- Application form (Photograph dully pasted on Application Form)
- Photo ID and Address Proof (In case of Company, ID proof of all directors and in case of Partnership, ID proof of all Partners)
- Resolution of company/ Copy of Partnership deed
- PAN Card in the name of firm (in case of partnership & Company) / Proprietor.
- List of all persons engaged by the firm as recovery/ collection agents
- Police Verification of Proprietor, Partners and Directors (as the case may be) and all recovery/ collection agents engaged by firm having no adverse report against them.
- Certificate for completion of 100 hours training program for “Direct Recovery Agents” conducted by Indian Institute of Banking and Finance (IIBF) for all key persons and recovery/ collection agents engaged by the firm/ Company.
- Certified True Copy of Partnership Deed of Memorandum & Article of Association (as the case may be)
- Original Board Resolution on the Letter of Authority signed by all partners with Rubber Stamp.
- Other Bank/ Financial Institute empanelment letter (certified copy)
- Details of infrastructure, skilled manpower, CCTV in office premises.
- Proof of office address in Uttar Pradesh
- Last3 (Three) year’s performance detail.
- If you are existing Resolution Agent of SBI, audit deficiencies pointed out by Auditor, if any.

