**Supporting Documents for SHG**

**(Please submit the documents whichever is applicable)**

1. Aadhar Card of all the members
2. One photo of all the members
3. Inter-se Agreement (either registered or unregistered) executed by all members of the SHG communicating their decision to open a Savings Account with the bank and identifying two or three members to jointly operate the account
4. Copy of passbook of existing account with a bank
5. In case of SHGs, who do not have an existing bank account, a letter of introduction from the Village Sarpanch / Village Administrative Office (VAO) in rural locations would be accepted
6. Identify Proof & Address Proofs of Authorised Signatories
   1. Voter ID card of members
   2. Bank pass book (bearing photograph of client) issued by Banks where account has been opened at least 3 months prior, along with an account opening cheque drawn on the same account.
7. Documents required other than KYC
   1. SHPI Recommendation Letter
   2. Repayment track record if the SHG has credit linkage with any other bank or financial institution
8. Sanction letter and repayment statement (Statement of Account) of active loans

**Voluntary Supporting Documents**(Can be attached for strengthening the application)

1. SHG Meeting attendance register
2. Bank Grading Certificate (A, B and C)
3. Meeting Register (Min of meeting)
4. Documents maintained by group / Interview. The group norms refer to the rules and regulation related to each and every activity of the group. For ex. Interest rate for internal lending, fines, norms for disbursal of loans, how the member is supposed to repay the loan etc.
5. Loan Ledger Book to know how many members have taken loan in last 6 months.

**Supporting Documents to be enclosed as part of DPR for Proposed Business Project**

1. Source of funds for commencement of new project
2. Existing list of all machinery & equipment
3. Estimates and Quotations of all capital machinery & equipment;
4. SHG’s contribution for the proposed project cost