

## Additional Documents

<p><b>Additional Documents</b></p>	<p><b>Salaried Person:</b></p> <ul style="list-style-type: none"> <li>• Original/Photocopy Letter of Introduction/ Salary Certificate/ Pay-slip containing all required information &amp; duly signed by authorized person of the company with Full Name, Designation &amp; Department. Letter of Introduction/ Salary Certificate/ Pay-slip should not be more than 1 months old.</li> <li>• Computer generated pay slip duly signed by applicant attested by concern source containing all required info (date of joining, job status and salary composition details)</li> <li>• Latest 3 months bank statement. Bank statement should not be more than 1 months old.</li> </ul> <p><b>Note:</b> Provided computer generated pay slip does not contain required info as stated above, any doc duly issued from competent authority containing that info would be necessary.</p> <p><b>Sole Proprietorship Business:</b></p> <ul style="list-style-type: none"> <li>• Latest 12 months bank statement of business / personal account.</li> <li>• Copy of Trade License (Proving 2 year’s business existence accompanied by renewal copy).</li> </ul> <p><b>Partnership Business:</b></p> <ul style="list-style-type: none"> <li>• Latest 12 months bank statement of business and personal account.</li> <li>• Copy of Partnership Deed (duly registered/ notarized).</li> <li>• Copy of Trade License (Proving 2 years business existence accompanied by renewal copy)</li> </ul> <p><b>Director of Private Limited Company:</b></p> <ul style="list-style-type: none"> <li>• Latest 12 months bank statement of business and personal account.</li> <li>• Copy of Memorandum &amp; Articles of Association.</li> <li>• Copy of Certificate of Incorporation.</li> <li>• Copy of Latest Schedule-X (not more than 2 years old).</li> </ul> <p><b>Self-Employed Professionals:</b></p> <ul style="list-style-type: none"> <li>• Latest 12 months bank statement of personal account.</li> <li>• Valid copy of BMDC registration certificate for Doctors.</li> <li>• Valid copy for Permission of Practice for Engineers and Consultants from Competent Authority.</li> </ul> <p><b>Landlord/Landlady:</b></p> <ul style="list-style-type: none"> <li>• Latest 12 months bank statement of personal account.</li> <li>• Copy of valid Land Ownership document (Holding Tax Receipt or any Govt. utility bill- Electricity/ Gas/ WASA).</li> <li>• Copy of valid Rent Agreement / Rent Deed.</li> </ul> <p><b>Lien Card/Secure Card:</b></p> <ul style="list-style-type: none"> <li>• Security copy with under lien mark on security.</li> <li>• Forwarding letter from concern Branch confirming security is already under lien is the system</li> <li>• System screen shot related to lien marking.</li> <li>• NOC from security holder stating credit card applicant’s relation, applicant’s NID number and security details (3rd Party security only).</li> <li>• Security copy having under lien mark &amp; signature of applicants discharge duly signed by branch official.</li> </ul> <p><b>RFCD/ERQ Account:</b></p> <ul style="list-style-type: none"> <li>• Forwarding letter from concern Branch confirming security is already under lien is the system.</li> <li>• System screen shot related to lien marking.</li> </ul>
<p><b>Limit Enhancement (LE) Documentation</b></p>	<p>Common Required Documents (Except LE based-on Usage-Utilization):</p> <ul style="list-style-type: none"> <li>• Limit Enhancement request in the SBL prescribed format.</li> <li>• Latest available TIN copy.</li> <li>• All provided documents must be Original Seen marked by source and signed by applicant.</li> <li>• Clean CIB.</li> </ul>
<p><b>Additional Documents for Salaried Person</b></p>	<ul style="list-style-type: none"> <li>• Latest (Original)/Photocopy Letter of Introduction or pay slip.</li> <li>• Latest 3 months Bank statement.</li> </ul>
<p><b>Additional Documents for Proprietorship Business</b></p>	<ul style="list-style-type: none"> <li>• Renewal Trade License and</li> <li>• Latest 12 months Bank statement of personal/company.</li> </ul>

### **Additional Documents**

<b>Additional Documents for Partnership Business:</b>	<ul style="list-style-type: none"><li>• Renewal Trade License.</li><li>• Latest (notarized/registered) partnership deed where each of the partner's latest share portion</li><li>• Latest 12 months bank statement of personal and company.</li></ul>
<b>Additional Documents for Limited Company</b>	<ul style="list-style-type: none"><li>• Latest schedule X (not more than 2 years old) showing latest share portion.</li><li>• Latest 12 months bank statement personal and company.</li><li>• Certificate of Incorporation.</li></ul>
<b>Additional Documents for Self Employed</b>	<ul style="list-style-type: none"><li>• Renewal Trade License (As applicable).</li><li>• Renewal copies of Practice/Professional certificate.</li><li>• Latest 6 months Bank statements.</li></ul>
<b>Required documentation for LE based-on usage-utilization</b>	<ul style="list-style-type: none"><li>• Limit Enhancement request in the SBL prescribed format or mail request from authorized mail address.</li><li>• One supplementary card request (with duly filled in supple application form) with supple NID (preferable).</li></ul>