

# Check list

## General Unsecured - Loans

	Date Received
<input type="checkbox"/> * Salary Advice (3 months Salary Slips)	...../...../.....
<input type="checkbox"/> * Personal Budget (Income & Expenses)	...../...../.....
<input type="checkbox"/> * Proforma / Invoice / Quotation / Letter from Vendor	...../...../.....
<input type="checkbox"/> *Copy of Vendor's ID (if letter is from vendor)	...../...../.....
<input type="checkbox"/> *Share requirement (if any)	...../...../.....
<input type="checkbox"/> * Proof of Current Address	...../...../.....
<input type="checkbox"/> *Processing Fees 2% (plus GCT) of sum being	...../...../.....
<input type="checkbox"/> *Unsecured Attachment from HR Dept.	...../...../.....

COMMENTS:

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