

## Information/Document Requirement for ICRA Non Deposit Taking Lending Institutions Credit Ratings

### Trade License / Certificate of Incorporation / Business License

- The original incorporation certificate of the business, which was published at the formation of the business.
- If the trade license is to be renewed on an annual or timely basis, a copy of the latest trade license renewal is required.
- If the business has acquired or gained any regulatory license to carry out any specific business (such as an insurance license or banking license), up-to-date regulatory licenses are required in addition to the trade license or incorporation certificate.
- If the company's legal structure has been changed or amended, any regulatory documented proof. (Ex., the sole proprietorship structure changed to a private limited structure.)

### Memorandum / Articles of Association

- Memorandum or Articles of Association signed at the formation of the business.
- Any amendments to the memorandum or articles done after the formation of the business.
- If ownership has changed, share transfer certificates or ownership transfer documents.

### Copies of passports for all directors and shareholders

- Passport copies of all the owners or shareholders of the business.

### Address confirmation for majority shareholder/director and company

- The address mentioned in the address proof of the company should either match the business registered address or the physical operational address of the business mentioned in the other KYC documents.

### Credit Bureau Report of the company and shareholders

- Credit reference bureau report for the company and all the owners/shareholders of the business.

### Audited financial statements of the company (Minimum 3 years)

- The audited financial statements should cover the following points.
  - Audit Report with Audit Opinion
  - Profit and Loss Statement or Income Statement
  - Balance Sheet or Statement of Financial Position
  - Cash Flow Statement
  - Notes to the financial statements
- If the latest audited financials are older than 6 months from the credit rating application date, interim financials or management accounts are required for the latest 6 months or the latest 9 months accordingly.

### Portfolio Overview

- Complete short term and long-term portfolio details (retail and corporate both)

### Regulatory

- Last inspection report

### Complete business profile

- The business profile should cover the following points about the company:
  - Vision, mission of the business, and brief history with key milestones
  - Management structure and company/group structure.
  - Nature of the business and key competitive advantages of the business
  - Product and service portfolio, with the revenue contribution percentage
  - Geographical presence of the business with revenue contribution percentage
  - Founders, Key management details with individual CV's or profiles and succession planning for key management
  - Market share, value proposition, and target market audience of the business
  - Significant achievements, awards, and recognitions or certifications and accreditations the business received with scanned copies.
  - Key client and supplier information (contribution percentage, geographies, payment or credit terms, etc.) with supporting documents.
  - ESG, corporate governance initiatives of businesses.
- All the above information should be supported by available reference documents for easy cross checks.

#### Future business plans and financial projections for the company

- Future financial projections or forecasts in terms of turnover, cost structure, profitability, capital structure and cash flows with justification or explanations.
- Any expansion or downsizing plans such as mergers, acquisitions divestments or discontinuation of SBU/s.
- Major structural changes of the business such as key strategy or business model changes, further diversification etc.

#### Filled Questionnaire

- The shared questionnaire must be properly filled and in line with the shared KYC documents.

***If there are any additional information required by ICRA, the client or the key contact person will be duly contacted on due course for further clarifications. Incomplete information can be directly impacted the final credit rating of the entity.***