



# **GTE CHECKLIST**

## **1. Annual Income Documents: ( Above 23 Lakhs for Single/ above 30 Lakhs for Couple)** **(80% should be covered by Core Family)**

### **If Salary:**

- Appointment Letter (Niyukti Patra) (If Available)
- Salary certificate
- Bank Statement (Last 1 Year)
- Tax Clearance (Last 3 years if possible) (From Inland Revenue Office)
- Personal PAN Card

### **If Business:**

- PAN Card
- Business Registration
- Bank Statement (Business Statement If Available) (Last 1 Year)
- Tax Clearance (Last 3 years if possible)

### **If Vehicle:**

- Blue Book Photocopy
- Certificate from organization (Agreement)
- Insurance of Vehicle
- Tax Clearance (Last 3 Years)
- Bank Statement (Last 1 Year)

### **If Pension:**

- Pension Patta
- Pension Statement (Last 1 Year)

### **If Agriculture:**

- Tax Free certificate from Ward Office
- Certificate from organization/Firm
- Bill Receipt from Organization (If available)
- Land Ownership Certificate
- Land Tax Receipt (Last 3 years if possible)
- Bank Statement (Last 1 Year)

### **If Foreign Income:**

- Passport
- Employment Contract Paper
- Visa Copy
- Salary Certificate
- PaySlips
- Bank Statement (Last 1 Year)



- Remit Receipt (If Available)
- Affidavit

**If Houserent/LandLease:**

- Agreement Papers
- Citizenship of Tenant
- Houserent/ Landlease Tax from Ward
- Land Ownership Certificate
- Land Tax Receipt (Last 3 Years)
- House Completion Certificate (Incase of House rent)
- Bank Statement (Last 1 Year)

**OTHER GTE DOCUMENTS**

- 2. Birth Certificate (From Ward Office)**
- 3. Relationship Certificate: (From Ward Office)**
  - Citizenship of all people shown in the Relationship Certificate
- 4. Tax Clearance Certificate (From Ward Office)**
- 5. Name Verification (If Needed) (From Ward Office)**
- 6. Address Verification (If Needed) (From Ward Office)**
- 7. Property Valuation: (From Engineering Consultancy)**
  - Land Ownership Certificate
  - Land Tax Receipt
- 8. Loan Documents:**
  - Loan Sanction Letter
  - Rokka Papers
  - Property Valuation from Bank
  - Land Ownership Certificate of Loan Security
  - Land Tax Receipt of Loan Security (Last three years)
- 9. Gap Evidence**
  - If Work Experience is Shown (Experience Letter, Personal Pan Card, TDS (Tax Clearance), Bank Statement required)
  - Incase of Training or Internship (Certificate only Required)
- 10. Full Passport of Applicant**
- 11. Academics of Applicant**
- 12. Affidavit (All Sponsors)**
- 13. Incase of Dependent:**
  - **Marriage Certificate**
  - **Marriage Photograph**
  - **Spouse Full Passport**
  - **Spouse Academics**
  - **Spouse Work Experience**

