Name of the Company	

Inspection Period	

List of Documents to be obtained

Sr. No.		**Year / Period**			
A					
1	Audited Accounts				
2	Audit Report				
3	Tax Audit Report				
4	Directors Report				
5	Cost Audit Report				
6	IT Return				
7	Service Tax return				
8	Stock Statement given to bank as on				
9					
10					
11					
12					
13					
14					

B	**Statements to be obtained:**
1	Production & Capacity Utilization (%)
2	Bill of Material
3	List of main suppliers & their addresses, terms etc.
4	List of main customers & their addresses, terms etc.
5	Price list of FG
6	Prices of RM over last 12 / 24 / months
7	Prices of FG over last 12 / 24 / months
8	Stock as per books & as submitted to Bank
9	List of Bank Accounts & Limits enjoyed.
10	Sales & UPR
11	FG Qty. Reconciliation.
12	RM Qty. Reconciliation.
13	RM Consumption—standard & actual variation
14	Comparative Profit & Loss A/C
15	Comparative Balance sheet
16	Manufacturing Process Chart