

BUSINESS LOAN DOCUMENTS CHECKLIST MALAYSIA (2026)

(Sdn. Bhd. vs Sole Proprietorship / Partnership + QC File Guide)

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Downloadable checklist for Malaysia (2026)

Last Updated: January 2026

PROCESS OVERVIEW


1) Client Inquiry → 2) Assessment → 3) Document Collection → 4) Organising → 5) Submission → 6) Follow-up → 7) Decision


EXECUTIVE SUMMARY

This document provides a comprehensive guide for processing business loan applications in Malaysia. Follow the structured approach outlined in the four phases below to ensure efficient processing and high-quality submissions that reduce the risk of rejection.

Quick navigation:

• [Eligibility \(1.2\)](#) • [Checklists \(1.4\)](#) • [QC \(1.4.1\)](#) • [Folder Structure \(1.4.2\)](#) • [Follow-up \(4.1\)](#)

 **For Business Owners:** Jump straight to **Section 1.4 (Document Collection Checklists)** and the **Quick Reference Checklist** at the end. The rest explains how banks typically process submissions and can help you understand what happens after you submit.

 **DISCLAIMER:** This checklist is general guidance for Malaysia (2026). Requirements vary by bank, product, industry, and individual credit assessment. Banks may request additional documents at any time. NYK Advisory Services does not guarantee approvals, rates, or timelines. For legal/tax matters, consult the relevant professionals.

Key Term: **CDD** = Customer Due Diligence (bank compliance / KYC requirement).

Phase 1: Preparation & Eligibility

Est. Time: 1–2 Days

Objective: Confirm the client is eligible, identify exactly which documents they need based on their business type, and issue the collection request.

1.1 INITIAL ASSESSMENT & ENTITY IDENTIFICATION

Before doing anything else, you must determine who the applicant is. This defines the entire path forward.

1. **Ask the client explicitly:** Is your business registered as a Sdn. Bhd. (Sendirian Berhad / Private Limited) or a Sole Proprietorship / Partnership?
2. **Verify with SSM (Companies Commission of Malaysia):** Ask for their SSM Company Profile (Info/Extract) (for Sdn. Bhd.) or SSM Business Registration printout (for Sole Proprietorship / Partnership) to confirm.
3. **Record Basic Details:**
 - Loan purpose (why do they need money?)
 - Amount requested (how much?)
 - Business age / operating period (varies by bank/product)

1.2 ELIGIBILITY PRE-CHECK

Perform this check *before* asking for the full document list. Avoid collecting the full pack until basic eligibility is reasonably confirmed.

- **Operating History:** Operating period requirement varies by bank/product (often 1–3+ years). Confirm based on target bank/facility. Ask: How long has the business been operating?
- **Revenue Check:** Is monthly revenue sufficient to cover the estimated loan instalment? (Rule of thumb: instalment is often kept within ~40% of net cash flow; exact tolerance varies by bank/product).
- **Red Flags:** Ask if they have any pending legal cases or directors with adverse records, restrictions, or insolvency status.

1.3 FACILITY MAPPING

Based on the interview, decide which facility fits:

- **Working Capital:** For general cash flow, stock, or overheads.
- **Term Loan:** For specific asset purchase or expansion projects.
- **Trade Line:** For importers/exporters needing Letter of Credit (LC) or Trust Receipt (TR).

1.4 DOCUMENT COLLECTION CHECKLISTS

Use the appropriate checklist based on entity type. Send to client immediately after eligibility confirmation.

→ **1.4.1 QC Before Submission** applies to both entity types (see full checklist below).

CHECKLIST A: SDN. BHD. (SENDIRIAN BERHAD / PRIVATE LIMITED)

⚡ MINIMUM PACK (MUST COLLECT BEFORE WE START PACKAGING)

- SSM Company Profile (Info/Extract). If requested: Incorporation Superform (Companies Act 2016, Section 14)
- All directors' & shareholders' NRIC/MyKad (front & back)
- Latest 6 months bank statements (main operating account, all pages)
- Latest financials (audited if available; otherwise management accounts)

→ Organising can start once Minimum Pack is in. Some bankers may do a quick pre-check with the Minimum Pack, but formal submission should only proceed once the full submission pack is complete.

✓ MANDATORY (SUBMISSION PACK – REQUIRED ITEMS)

Entity Documents:	<ul style="list-style-type: none">• SSM Company Profile (Info/Extract). If requested: Incorporation Superform (Companies Act 2016, Section 14) (Older companies may still refer to legacy Forms 9/24/49.)• Beneficial owner / controlling person info + NRIC/MyKad (for CDD) (Linked to shareholding in SSM profile/superform)
Directors / Shareholders:	<ul style="list-style-type: none">• All directors' & shareholders' NRIC/MyKad copies (front & back, clear & readable)
Financials:	<ul style="list-style-type: none">• Latest audited financial statements (if available)• Latest management accounts (if audited not available or for YTD update)
Bank Statements:	<ul style="list-style-type: none">• Latest 6 months (main operating account)• Must include: account holder name, statement period, all pages• No missing months <p>(Note: Some banks may request 12 months depending on facility / risk profile)</p>

⚙ IF APPLICABLE

- **Business licences/permits:** Only if required for business type/location/state (e.g., PBT licence, F&B licences, professional licences)
- **Constitution / M&A:** If any / if adopted (optional under Companies Act 2016 for companies limited by shares)
- **Contracts/invoices/quotations:** Only if loan purpose requires supporting proof (e.g., equipment purchase, project financing)
- **Additional bank accounts:** If business operates multiple accounts for different purposes
- **Industry approvals:** Only for regulated industries (e.g., construction (CIDB), healthcare (MOH), money services)

★ STRONGLY RECOMMENDED (IMPROVES APPROVAL / REDUCES BACK-AND-FORTH)

- **Company tax documents:** Latest company tax proof (tax receipt / Form C filing proof)

- **Directors' CCRIS/CTOS (credit reports):** Recent credit reports for all directors (within 3 months)
- **Existing loan statements:** Latest statements for all existing business loans (if any)
- **Business profile/brochure:** Brief company overview or website link

CHECKLIST B: SOLE PROPRIETORSHIP / PARTNERSHIP

⚡ MINIMUM PACK (MUST COLLECT BEFORE WE START PACKAGING)

- SSM Business Registration (ROB)
- Owner's / all partners' NRIC/MyKad (front & back)
- Latest 6 months bank statements (business account; include personal if mixed)
- Simple financials (sales summary / P&L / management accounts)

→ Organising can start once Minimum Pack is in. Some bankers may do a quick pre-check with the Minimum Pack, but formal submission should only proceed once the full submission pack is complete.

✓ MANDATORY (SUBMISSION PACK – REQUIRED ITEMS)

Entity Documents:	<ul style="list-style-type: none">• SSM Business Registration (ROB) + registration info printout• Beneficial owner / controlling person info + NRIC/MyKad (for CDD) (Owner or controlling partners)
Owner / Partners:	<ul style="list-style-type: none">• Owner's / all partners' NRIC/MyKad copies (front & back, clear & readable)
Financials:	<ul style="list-style-type: none">• Management accounts (P&L + Balance Sheet)• Sales report summary (last 12 months) (Can be simple format; must show revenue trends)
Bank Statements:	<ul style="list-style-type: none">• Latest 6 months (business account)• Personal account statements (if business/personal transactions are mixed)• Must include: account holder name, statement period, all pages (Note: Some banks may request 12 months depending on facility / risk profile)

⚙️ IF APPLICABLE

- **Business licences/permits:** Only if required for business type/location (e.g., PBT licence, F&B licences, hawker licence, professional permits)
- **Partnership agreement:** Only for partnerships (must show profit-sharing arrangement)
- **Contracts/invoices/quotations:** Only if loan purpose requires supporting proof
- **Industry approvals:** Only for regulated industries

★ STRONGLY RECOMMENDED (IMPROVES APPROVAL / REDUCES BACK-AND-FORTH)

- **Personal/business tax documents:** Latest tax return: Form B (individual with business income) + tax payment proof (if available). For partnerships: Form P (partnership return) + CP30 (if available)
- **Owner's CCRIS/CTOS:** Recent credit report (within 3 months)
- **Existing loan statements:** Latest statements for all existing business or personal loans (if any)

- **Business overview:** Simple description of business operations, customer base, products/services

1.4.1 QC BEFORE SUBMISSION (MUST CHECK EVERY TIME)

1. **Bank statements must show:** Account holder name + statement period + all pages
2. **Page numbering:** If statements have page numbering, confirm it's complete (e.g., Page 1 of 6 → Page 6 of 6)
3. **No missing months:** Latest 6 consecutive months required
4. **PDFs merged neatly:** 6 consecutive months in ONE PDF per bank account (e.g., ABC_BankStatement_Jul-Dec2025.pdf contains all 6 months as pages)
5. **Documents are readable:** No blur, no cropped edges, no upside-down pages, no password-protected files
6. **File naming is correct:** Follow standard format (see below)

1.4.2 STANDARDISED FILE NAMING & FOLDER STRUCTURE

Folder Structure:

- 01_Entity-KYC
- 02_Financials
- 03_BankStatements
- 04_Tax
- 05_LoanPurposeProof

File Naming Format:

ClientName_DocType_Period.pdf

Examples:

- ABC_SSM_Profile_2026.pdf
- ABC_SSM_Superform_S14_2026.pdf (if requested)
- ABC_BankStatement_Jul-Dec2025.pdf
- ABC_AuditedAccounts_FY2024.pdf

1.5 DOCUMENT COLLECTION PROTOCOL

This is where most delays happen. You must actively manage the client.

- **Action:** Email/WhatsApp the appropriate checklist (A or B from Section 1.4) to the client immediately.
- **Deadline:** Set a strict 7-day deadline for them to return the Minimum Pack.
- **Two-Stage Approach:**
 - **Stage 1:** Collect Minimum Pack first. Once received, move to Phase 2 (Organising).
 - **Stage 2:** Chase remaining mandatory + recommended items while organising. Do not submit to bank until full submission pack is complete.

CHECKLIST 1: ELIGIBILITY & MINIMUM PACK READINESS

- Confirmed business entity type (Sdn. Bhd. vs Sole Proprietorship / Partnership)
- Confirmed operating period and suitability for target banks/products
- Minimum Pack received (as per Section 1.4)
- No missing pages in bank statements
- All documents are readable and properly formatted

Phase 2: Organising & Packaging

Est. Time: 2–3 Days

Objective: Organise the raw mess of files provided by the client into a professional, "credit-ready" digital package.

2.1 DIGITAL ORGANISATION

You are now responsible for cleaning up the data. Avoid sending loose screenshots or unstructured files to a banker.

- **Digitise:** Convert any physical papers to high-quality PDF.
- **Rename:** Rename every single file. Do not use generic names like Scan001.pdf.
Format: `ClientName_DocType_Period.pdf`
- **Merge:** Merge all 6 consecutive months into ONE PDF per account. Keep monthly statements as pages inside the same PDF.

Common Mistake: Sending separate files for each month (e.g., Jan.pdf, Feb.pdf, Mar.pdf...).

Correction: Merge all 6 consecutive months into ONE PDF per account.

2.2 EXECUTIVE SUMMARY & NARRATIVE

Write a 1-page cover letter (Credit Narrative) to guide the banker. It must explain:

- **Who:** Brief history of the business.
- **Why:** Exact use of funds (e.g., "Buying a new CNC machine").
- **How:** Source of repayment (e.g., "Contract revenues from Project X").

CHECKLIST 2: PACKAGE READINESS

- All filenames are standardised and professional
- Bank statements are merged into ONE PDF per account (6 consecutive months)
- Executive Summary is written and checked for grammar
- Supporting proof (Invoices/Contracts) matches the loan purpose

Phase 3: Submission & Channel Selection

Est. Time: Same Day

Objective: Match the client to the *right* bank and submit the application formally.

3.1 SELECT THE RIGHT CHANNEL

Do not guess. Use these criteria to choose where to submit:

- **Commercial Banks:** Usually suits stronger financials, established companies (Sdn. Bhd.), audited accounts available, seeking lower rates
- **Islamic Banks:** Clients specifically requesting Shariah compliance or Halal industries
- **Development Agencies:** Specific sectors (Tech, Agriculture, Green Energy) or Government contract holders
- **Microfinance / P2P:** May suit smaller or younger businesses, sole proprietorships, or cases with limited financials (depends on provider criteria)

3.2 SUBMISSION PROTOCOL

1. **Upload/Email:** Send the zipped package to the chosen banker/portal.
2. **Confirm Receipt:** Confirm receipt the same day (ideally within 2 hours) — call or text the banker to verify they received the files and can open them.
3. **Log It:** Open a tracking entry in our internal system with the Submission Date.

CHECKLIST 3: SUBMISSION CONFIRMATION

- Correct channel selected based on criteria above
- Files successfully transmitted
- Verbal/Written confirmation received from banker

Phase 4: Follow-up & Decision

Est. Time: 2–4 Weeks

Objective: Chase the banker for a decision and handle the outcome.

4.1 FOLLOW-UP SCHEDULE

Banks are busy. If you don't follow up, the case will sit on a desk.

- **Day 3:** Check if they need any Additional Information (RFI - Request for Information).
- **Day 7:** Request a status update (e.g., "Has this gone to a site visit yet?").
- **Weekly:** Continue weekly check-ins until a decision is made.

4.2 MANAGING THE DECISION

Once the bank responds, take the following actions:

Outcome	Action Required
APPROVAL	<ol style="list-style-type: none">1. Review Letter of Offer (LO) for interest rates and fees.2. Arrange for client to sign the LO.3. Coordinate with lawyers for loan disbursement.
CONDITIONAL	<p>Action: Bank approves BUT needs something extra (e.g., Add a Guarantor or Fix FD Pledge).</p> <p>Next Step: Discuss with client immediately if they can meet the condition.</p>
REJECTION	<p>Action: Ask the banker for the specific decline reason (e.g., adverse CCRIS findings, Industry high risk).</p> <p>Loop Back: Return to Phase 3.1. Use the rejection reason to select a different, more suitable channel (e.g., if Bank rejects, try Microfinance).</p>

Need Help? If you want us to pre-check your documents and match you to a suitable bank/product, [contact NYK Advisory Services](#).

We help businesses navigate the loan application process from document preparation to bank decision.

QUICK REFERENCE CHECKLIST

Sdn. Bhd.

MINIMUM PACK

- SSM Company Profile (Info/Extract)
- Directors' & shareholders' NRIC/MyKad
- 6 months bank statements
- Latest financials

MANDATORY

- SSM Company Profile (Info/Extract)
- Beneficial owner info + NRIC/MyKad (CDD)
- All directors' & shareholders' NRIC/MyKad
- Audited accounts OR management accounts
- 6 months bank statements (operating account)

IF APPLICABLE

- Constitution/M&A (if any/adopted)
- Business licences/permits (if required)
- Contracts/invoices (if loan purpose needs proof)
- Additional bank accounts
- Industry approvals (CIDB/MOH/regulated only)

RECOMMENDED

- Company tax proof (Form C filing/receipt)
- Directors' CCRIS/CTOS (within 3 months)
- Existing loan statements
- Business profile/brochure

Sole Proprietorship / Partnership

MINIMUM PACK

- SSM Business Registration (ROB)
- Owner/partners' NRIC/MyKad
- 6 months bank statements (business + personal if mixed)
- Simple financials (sales/P&L)

MANDATORY

- SSM Business Registration (ROB) + info printout
- Beneficial owner info + NRIC/MyKad (CDD)
- Owner/all partners' NRIC/MyKad
- Management accounts (P&L + Balance Sheet)
- Sales report summary (12 months)
- 6 months bank statements (business + personal if mixed)

IF APPLICABLE

- Business licences/permits (if required)
- Partnership agreement (partnerships only)
- Contracts/invoices (if loan purpose needs proof)
- Industry approvals (CIDB/MOH/regulated only)

RECOMMENDED

- Personal tax: Form B (individual with business income) + tax proof (if available). Partnership: Form P + CP30 (if applicable)
- Owner's CCRIS/CTOS (within 3 months)

- Existing loan statements
- Business overview

⚠️ QC BEFORE SUBMISSION

→ Refer to "📄 1.4.1 QC Before Submission (Must Check Every Time)" section above for complete checklist.

📁 STANDARD FOLDER STRUCTURE

01_Entity-KYC | 02_Financials | 03_BankStatements | 04_Tax | 05_LoanPurposeProof

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