Updated: 2026/01/01

GreenCircle Credit

Document Check List

Efficient Response | Professional Operation | Quality Service | Long-term Value

Applicant

Applicant:		**CNIC#:**	
Mobile#:		**WhatsApp:**	

1. **Eligibility Criteria for Applicant**
   - ✓ **Age:** 18-60 years
   - ✓ **Employed:** at least 01 year of experience in the same organization with sufficient Income or total work experience of minimum 2 years
   - ✓ **Self-employed:** providing services or running a business for at least 1 year with sufficient Cashflows. Annual Income (Net of Business Expenses) Upto Rs 1,500,000/-

2. **DOST Application**
   - Loan Applicant shall be the user of DOST Application.
   - Install the Application → Registration of **Account → Bio-Fingerprint Authentication**

3. **Documents Check List**

	Documents Required	Provided by	Format	Descriptions of Requirement	Completion
1.	**Green Booking Form**	◎Kado	.pdf	• KADO's Green Booking Form with filled details.	①Day
2.	**Loan Application Form**	●Moblink	.pdf	• Moblink provide the standard Loan Application Form	①Day
3.	**CNIC**	⊙Applicant	.pdf	• Copy of valid Computerized National identity Card (CNIC) or Smart CNIC (Front +Back). • At the time of applying Financing, applicant's age should be **at-least 19 years**	①Day
4.	**Photograph**	⊙Applicant	.pdf	• 1 recent passport size photograph of the Customer.	①Day
5.	**2 References**	⊙Applicant	.pdf	• One from Organization/Local Market; • second from outside (relatives /friends/etc.)	①Day
6.	**Driving License(Learner)**	⊙Applicant	.pdf	• Copy of valid Driving License E/Learner's Permit of Customer.	②Day
7.	**Employer Certificate/Service Card**	☐Employer	.pdf	• Proof of Employment/ Employer Certificate/Joining Letter; **Service Card** /Payslip in-case of Government Employee)	②Day
8.	**Salary Slips**	☐Employer	.pdf	• Last **3-month Salary Slips** (duly attested) in case of salaried customer.	②Day
9.	**Salary Account Statement**	△Salary Bank	.pdf	• **6 months** Account Statement (duly attested) also required showing salary disbursement.	②/③Day
10.	**Account Maintenance Letter**	△Salary Bank	.pdf	• Account Maintenance Letter is required if salary is maintained in another bank.	②/③Day
11.	**Proof of Business** * If applicant is Self-employed	⊙Applicant	.pdf	• Proof of Business/undertaking for running business for self-employed persons (Physical verification/ Business Certificate / NTN)	②Day

4. **Procedure and Timeline**

	Procedure	Timeline (Within * Working Days)		Applicant	Bank	Kado
1.	**DOST Registration**	Become the User of DOST Application	**N/A**	■		
2.	**Submission Of Loan Documents**	☐ **Monday;** ☐ **Wednesday;** ☐ **Friday;**	**N/A**	■		
3.	**Submission Response**	After Submission	**1 day**		■	
4.	***Loan Approval**	After submission and Document Approval	**2 days**		■	
5.	***Loan Releasing**	After Loan Approval	**5 days**		■	
6.	*** Delivery**	After Loan Releasing	**5 days**			■
7.	**Documentation Completion**	After Delivery	**2 days**			■

5. **Procedure**

① Booking Forms / Loan Form→②Documents →③DOST Account + Biometric →
④Advance Payment→⑤Loan Approval→⑥EBike Delivery