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**FAIR PRACTICE CODE**  
**OF**  
**SATIN CREDITCARE NETWORK LIMITED**  
**(VERSION 4- 10.02.2017)**

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**Ownership: Operations Department**

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CIN: L65991DL1990PLC041796



## **Fair Practice Code (FPC) of Satin Creditcare Network Limited**

The Reserve Bank of India had issued a Circular, no. RBI/2011-12/470 DNBS.CC.PD.No.266 /03.10.01/2011-12 dated March 26, 2012 regarding Fair Practices Code (FPC) to be adopted by all NBFCs while doing lending business. We at Satin Creditcare Network Ltd (Company) are committed to comply with the said fair practices as per the directive issued by the regulator. In this respect the Company also passed a resolution in the meeting of the Board of Directors of the Company held on 22.05.2012. The document was further updated as per the RBI/DNBR/2016-17/45 Master Direction DNBR. PD. 008/03.10.119/2016-17 dated September 01, 2016.

Following are the fair practice code adopted by the Company:

### **A (i) Applications for loans and their processing**

(a) All communications to the borrower shall be in the vernacular language or a language as understood by the borrower.

(b) Loan application form should include necessary information which affects the interest of the borrower, so that a meaningful comparison with the terms and conditions offered by other NBFCs can be made and informed decision can be taken by the borrower. The loan application form should indicate the documents required to be submitted with the application form.

(c) The Company should devise a system of giving acknowledgement for receipt of all loan applications. Preferably, the time frame within which loan applications will be disposed of should also be indicated in the acknowledgement.

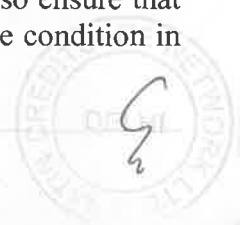
### **(ii) Loan appraisal and terms/conditions**

The company should convey in writing to the borrower in the vernacular language as understood by the borrower by means of sanction letter or otherwise, the amount of loan sanctioned along with the terms and conditions including annualised rate of interest and method of application thereof and keep the acceptance of these terms and conditions by the borrower on its record. The company does not charge any penal interest on delayed payments from its borrowers. In case the same is charged, it will be communicated to the borrowers by way of bold letters in the loan agreement.

The company should furnish a copy of the loan agreement preferably in the vernacular language as understood by the borrower along with a copy of all the enclosures quoted in the loan agreement to all the borrowers at the time of sanction / disbursement of loans.

### **(iii) Disbursement of loans including changes in terms and conditions**

(a) The company shall give notice to the borrower in the vernacular language as understood by the borrower of any change in the terms and conditions including disbursement schedule, interest rates, service charges, prepayment charges etc. The company should also ensure that changes in interest rates and charges are affected only prospectively. A suitable condition in this regard shall be incorporated in the loan agreement.



(b) Decision to recall / accelerate payment or performance under the agreement should be in consonance with the loan agreement.

(c) In case the company accepts any security against the loans made, the same shall be released on repayment of all dues or on realisation of the outstanding amount of loan, subject to any legitimate right or lien for any other claim the company may have against borrower. If such right of set off is to be exercised, the borrower shall be given notice about the same with full particulars about the remaining claims and the conditions under which the company is entitled to retain the securities till the relevant claim is settled/paid.

(iv) General

(a) The company should refrain from interference in the affairs of the borrower except for the purposes provided in the terms and conditions of the loan agreement (unless new information, not earlier disclosed by the borrower, comes to our notice).

(b) In case of receipt of request from the borrower for transfer of borrower's account, the consent or otherwise i.e. objection of the company, if any, should be conveyed within 21 days from the date of receipt of request. Such transfer shall be as per transparent contractual terms in consonance with law.

(c) In the matter of recovery of loans, the company will not resort to undue harassment viz. persistently bothering the borrowers at odd hours, use of muscle power for recovery of loans etc. The company shall ensure that the staffs are adequately trained to deal with the customers in an appropriate manner.

As a measure of customer protection and also in order to bring in uniformity with regard to prepayment of various loans by borrowers of banks and NBFCs, it is advised that NBFCs shall not charge foreclosure charges/ pre-payment penalties on all floating rate term loans sanctioned to *individual borrowers*, with immediate effect.

(v) The Board of Directors of the company should lay down the appropriate grievance redressal mechanism within the organization to resolve disputes arising in this regard. Such a mechanism should ensure that all disputes arising out of the decisions of company' functionaries are heard and disposed of, at least at the next higher level. The Board of Directors should also provide for periodical review of the compliance of the Fair Practices Code and the functioning of the grievances redressal mechanism at various levels of management. A consolidated report of such reviews may be submitted to the Board at regular intervals, as may be prescribed by it.

(vi) This updated Fair Practices Code has been approved in the meeting of the board of directors held on February 10, 2017. The same should be put up on company's web-site for the information of various stakeholders.

(vii) Complaints about excessive interest charged by NBFCs (issued vide CC No. 95 dated May 24, 2007)

The company shall not charge excessive rates and the rates charged by the company from its borrowers shall be as per prevailing market conditions, cost of fund, operating costs and subject to regulations and conditions from the regulator.



(viii) Regulation of excessive interest charged by NBFCs (Notification No. DNBS. 204 / CGM (ASR)-2009 dated January 2, 2009)

- (a) The company shall not charge excessive rates and the rate charged by the company from its borrowers shall be as per prevailing market conditions, cost of funds, operating costs, risk premium, margin and subject to regulation and condition from the regulator. The broad revenue model of the company shall be approved by its board of directors. The rate of interest and other charges shall be disclosed to the borrowers in the application form and communicated explicitly in the sanction letter.
- (b) The rate of interest and the approach for gradations of risk and rationale for charging different rate of interest and other charges, shall also be made available on the website of the company or published in the relevant newspaper. The information so published shall be updated whenever there is a change in the rates of interest.
- (c) The rate of interest and approach for gradations of risk should be annualised rates so that the borrower is aware of the exact rates that would be charged to the account.

**(ix) Complaints about excessive interest charged by NBFCs**

- (d) The Reserve Bank has been receiving several complaints regarding levying of excessive interest and charges on certain loans and advances by NBFCs. Though interest rates are not regulated by the Bank, rates of interest beyond a certain level may be seen to be excessive and can neither be sustainable nor be conforming to normal financial practice. Boards of NBFCs are, therefore, advised to lay out appropriate internal principles and procedures in determining interest rates and processing and other charges. In this regard the guidelines indicated in the Fair Practices Code about transparency in respect of terms and conditions of the loans are to be kept in view.

(ix) Clarification regarding repossession of vehicles financed by NBFCs (issued vide CC No. 139 dated April 24, 2009)

Presently the company is not engaged into financing of vehicles.

**B. The company is engaged in the business of micro finance activities. The other fair practices as applicable to NBFC-MFIs are as under:**

**i. General:**

- a. The FPC in vernacular language shall be displayed by the company in its office and branch premises,
- b. A statement shall be made in vernacular language and displayed by the company in its premises and in loan cards articulating its commitment to transparency and fair lending practices,
- c. Field staff shall be trained to make necessary enquiries with regard to existing debt of the borrowers,
- d. Training if any, offered to the borrowers shall be free of cost. Field staff shall be trained to offer such training and also make the borrowers fully aware of the procedure and systems related to loan / other products,
- e. The effective rate of interest charged and the grievance redressal system set up by the company should be prominently displayed in all its offices and in the literature issued by it (in vernacular language) and on its website,



- f. A declaration that the company will be accountable for preventing inappropriate staff behavior and timely grievance redressal shall be made in the loan agreement and also in the FPC displayed in its office/branch premises.
- g. The KYC Guidelines of RBI shall be complied with. Due diligence shall be carried out to ensure the repayment capacity of the borrowers,
- h. As specified in the NBFC-MFIs (Reserve Bank) Directions, 2011, all sanctioning and disbursement of loans should be done only at a central location and more than one individual should be involved in this function. In addition, there should be close supervision of the disbursement function,
- i. Adequate steps should be taken to ensure that the procedure for application of loan is not cumbersome and loan disbursements are done as per pre-determined time structure.

**ii. Disclosures in loan agreement / loan card**

a. The company shall have a Board approved, standard form of loan agreement. The loan agreement shall preferably be in vernacular language.

b. In the loan agreement the following shall be disclosed.

- i. All the terms and conditions of the loan,
- ii. that the pricing of the loan involves only three components viz; the interest charge, the processing charge and the insurance premium (which includes the administrative charges in respect thereof),
- iii. that there will be no penalty charged on delayed payment,
- iv. that no Security Deposit / Margin is being collected from the borrower,
- v. that the borrower cannot be a member of more than one SHG / JLG,
- vi. the moratorium between the grant of the loan and the due date of the repayment of the first installment(as guided by the NBFC-MFIs(Reserve Bank) Directions, 2011),
- vii. an assurance that the privacy of borrower data will be respected.

c. The loan card should reflect the following details as specified in the Non-Banking Financial Company - Micro Finance Institutions (Reserve Bank) Directions, 2011.

(i) the effective rate of interest charged

(ii) all other terms and conditions attached to the loan

(iii) information which adequately identifies the borrower and

(iv) acknowledgements by the company of all repayments including installments received and the final discharge.

(v) The loan card should prominently mention the grievance redressal system set up by the company and also the contact number of the nodal officer

(vi) Non-credit products issued shall be with full consent of the borrowers and fee structure shall be communicated in the loan card itself.

(vii) All entries in the Loan Card should be in the vernacular language.



### **iii. Non-Coercive Methods of Recovery**

As specified in the NBFC-MFIs (Reserve Bank) Directions, 2011, recovery should normally be made only at a central designated place. Field staff shall be allowed to make recovery at the place of residence or work of the borrower only if borrower fails to appear at central designated place on 2 or more successive occasions.

The company shall ensure that a policy is in place with regard to Code of Conduct by field staff and systems for their recruitment, training and supervision. The company should lay down minimum qualifications necessary for the field staff and shall have necessary training tools identified for them to deal with the customers. Training to field staff shall include programs to inculcate appropriate behavior towards borrowers without adopting any abusive or coercive debt collection / recovery practices. Compensation methods for staff should have more emphasis on areas of service and borrower satisfaction than merely the number of loans mobilized and the rate of recovery. Penalties should also be imposed on cases of non-compliance of field staff with the Code of conduct. Generally only employees and not out sourced recovery agents be used for recovery in sensitive areas.

### **iv. Internal control system:**

The company shall make necessary organizational arrangements to assign responsibility for compliance to designated individuals within the company and establish systems of internal control including audit and periodic inspection to ensure the same.

### **C. Lending against collateral of gold jewellery:**

The company is presently not into lending against collateral of gold jewellery.

