



**APPLICATION FOR ENGAGEMENT
AS A MEMBER SERVICE POINT EXECUTIVE (MSP)**

(Deposit/Loan collector on behalf of Lakhimi Sanchay and Rindan S.S. Ltd.)

To
The Executive Officer
Lakhimi Sanchay and Rindan S.S. Ltd, Dhemaji Tiniali, Dhemaji, Assam.

Dear Sir,

I hereby apply for appointment as a deposit agent to mobilize Lakhimi Sanchay and Rindan S.S. Ltd deposits, called Member Service Provider (MSP). I am furnishing below my personal information and other relevant particulars. I am also submitting the documents required to comply with to know your customer guidelines. I request that appointment to act as a Member Service Provider of your society may be granted to me. I hereby declare that particulars given below are true and that the appointment for which I apply will be used only by myself for soliciting.

1. Name : _____
2. Title : 1 if Mr., 2 Mrs., 3 Miss : _____
3. Father's /Husband's Name : _____
4. **Full address :**
House No. _____ Street _____
Town _____ District _____
State _____ Pin Code _____
Tel. No. _____ Email ID _____
5. Date of Birth: Day -Month-Year _____ (Attach age proof)
6. **Educational Qualification:** (Tick the right Box) (Attach self-attested certificate)
(a) Class- x (b) Class- xii (c) Graduate (d) Post Graduate (e) Others
7. PAN Card Number _____ (attach self-attested copy of the PAN)
8. Name of Nominee _____ DoB _____
9. Relationship _____
10. Introducer's Name _____ Code _____
11. Gram Panchayat Details : (where you apply)
Block name _____ GP name _____
PO _____ Dist _____ Pin _____

The above informations are true to best of my knowledge and believe.

Date & Signature of applicant _____



TERMS AND CONDITIONS

Definition of MSP: The Member Service Point is a financial service centre operating under the Lakhimi Sanchay and Rindan S.S. Ltd. it's like an extension counter to members of the society. Minimum distance 10 KM required from the Head Office. The Executive means -A person engaged by the society towards availing door step financial services. This is only member basis service, it's not for non-members.(engaged under resolution No.4.(c) AGM/2013).

ELIGIBILITY :

1. Minimum education qualification 10+2 passed.
2. Aged 18 years and above with integrity.
3. Applicants should be local & permanent resident of the particular area.
4. An amount of security need to be deposit before registration, which refundable.
5. Applicant needs to submit character certificate.
6. Computer & smart phone operation knowledge required.

DUTIES :

1. Member subscription deposits door step collection (online and real time settlement
2. Provide financial services availing by the LakhimiPay.com, (like AEPS, DMT, BILL PAY, RECHARGE Micro ATM etc).
3. Initiate loans and Repayment collection as directed by authority.
4. A voluntary job, not any fixed salary against the service.
5. Timely reporting is mandatory at home branch and coordination required.
6. The authorised Auditor shall visit & audit time to time.
7. Arrange member awareness programme.
8. Account opening and books & records maintenance.

RESTRICTIONS:

1. The Member Service Provider has no right to declare, voucher, and proclaim anything for and on behalf of the society in writing.
2. No person shall be eligible due to antisocial or criminal records in past.
3. While working as a Member Service Provider of the society no persons shall be allowed to carry out of same character or similar type of activities in any other organisation.
4. You are not allowed to collect money offline.
5. You are not allowed to issue money receipt on behalf of Lakhimi Sanchay & Rindan S.S. Ltd.
6. You are not allowed to maintain or issue hand collection book.
7. You are not allowed to keeping customer's passbook & letters/notice.
8. You are not allowed to misguide or misinformation customers.
9. You are not allowed to collect money more than security limitation.
10. You are not allowed to hold cash in your custody more than approval limits.
11. In case of violation of rules, the service will be suspend with licence.
12. A Member Service Provider should be work on incentive and reward basis only.
13. MSP & Retailer Registration fee, ID activation fee and Training Fees are not refundable.

Date & Signature of applicant _____



RISKS :

1. The society will not be responsible for any cash transaction other than proper receipts or acknowledge by way an official receipt or if any unauthorised cash collection.
2. The MSP Executive shall be responsible for any loss /missing damage of Cash in his custody and need to be paid immediately.
3. The MSP Executive always obeys all terms and conditions impose by the society time to time.
4. If any allegation arise against the MSP Executive and found guilty, the competent authority of the society will take necessary action due to illegal activities. It may be blocked security amounts and deduct penalty / canceled licence / legal action etc.

DISPUTES :

All disputes arising in regard to any term of this declaration/agreement should be settled amicably by parties. The disputes settlement committee will take any grievances & try to resolve through hearings. The society cases are not treated as civil matter for the court till not refereed by the Registrar. All disputes are subjected to the jurisdiction Dhemaji (ASSAM).

DECLARATION :

1. I hereby declare that the particulars /information furnished herein are true and correct to the best of my knowledge and belief. If required more information will provide immediately.
2. I agree to maintain guides & rules governing by the Lakhimi Sanchay and Rindan S.S.Ltd.
3. I hereby consent to receive Email & SMS on my Email ID /mobile number mentioned above.
4. Further I assure that, I shall conduct the business with high ethical standards and integrity.
5. I have not been found to be of unsound mind by a court of competent jurisdiction.
6. I have not been found guilty of criminal misappropriation or criminal breach of trust or cheating or an abetment of or attempt to commit any such offence by a court of competent jurisdiction.
7. I have not been found guilty of or to have knowingly participated in or connived at any fraud, dishonestly, or mis-representation against the depositor/share holder.
8. I read and understand the all terms and conditions mentioned herein regarding MSP executive and I promised to obey the following T&C applicable on me.
9. I declare that the nominate person will get legal rights on my security deposits, in case of death.

Date :

Place :

Signature of Applicant



GUARANTOR CONSENT LETTER

I hereby agree-with the applicant that all the Terms & Conditions binding upon MSP Executives which lay down by the Lakhimi Sanchay and Rindan S.S. Ltd. I hereby declared that, I am an account/ share holder of this society and agreeable to stand as guarantor to the said person SHRI/SMT. _____, In my point of view he/she is very sincere, devoted and honest person. I knew him very well since _____

I also declare that, if the aforesaid person commits any guilty or wrongful activities or disobey to the higher authority or loss/damage organisational value (physical or intellectual or social), I authorised to the competent authority shall have full power to deduct adjustment value from my account at any time without consent.

Guarantor (1) : _____

Member ID : _____ A/c No. : _____

Short Sign : _____ Full Sign. _____

Date : _____ Place _____