

PLANS

PRODUCTS AND SERVICES GUIDELINES

WAY OF LIFE

GOVT. OF ASSAM
REGD. NO.-DJ270B
ACT-1949 (1 OF 1950)

শুভেচ্ছাবাণী

সন্মানীয়, লখিমীৰ অংশীদাৰ তথা একাউন্ট হল্ডাৰ সকল আপোনালোকে নিশ্চয় জানে আপোনালোকৰ মৰমৰ লখিমী সঞ্চয় আৰু ঋণদান এচ. এচ. লিমিটেডৰ ১৪ সংখ্যক প্রতিষ্ঠা দিৱস সমাগত। অহা ইং ০৬-০৬-২০২২ তাৰিখে ইয়াৰ সফলতাৰ ১৪ টা বৰ্ষ সম্পূৰ্ণ কৰিব। সেয়ে এই শুভ মূল্যবৰ্ত্ত পুনৰ প্রতিষ্ঠিতবদ্ধ হওঁ যে আপোনালোকৰ আস্থা আৰু বিশ্বাস অটুট ৰাখি আপোনাৰ জীৱন পথৰ সহযাত্ৰী হিচাপে থাকি সেৱা সমূহ প্ৰদান কৰিবলৈ সক্ষম হম। ১৪ তম বৰ্ষ-পূৰ্তি উপলক্ষে সকলোকে লখিমীৰ পৰিয়াল বৰ্গৰ হৈ আন্তৰিক শুভেচ্ছা আৰু কৃতজ্ঞতা জনালো।

দি. চুতীয়া
প্ৰতিষ্ঠাপক সঞ্চালক



LAKHIMI
Sanchay & Rindan S.S. Ltd.

DEPOSITS

All types of Deposit Accounts are available only for the members of the society. No person shall allowed to open a/c OR operate OR enjoy it's services and benefits without proper membership of the organisation. The small saving scheme subscription is helpful to build-up savings habits. The Savings Habits help to achieve futuristic goals. The loan facility also available against the deposits.

The financial services highly required in rural unbanked area of the state. All the share holders/ members welcome to join and subscribe deposit schemes and enjoy it's benefits.

PURPOSES OF DEPOSIT

- Affordable financial services.
- Easily accessible financial services.
- Savings for cultural and religious purpose.
- Create funds for business upgradation
- Create funds to child education.
- To meet home requirements.
- For Health Care requirements.
- For loan facility and financial support,
- Industrial production and marketing.
- To build-up savings habits.
- To purchase home appliances.
- Savings for house development,
- Savings for child marriage.
- To upgrade family business.
- Agricultural farming,
- For mutual benefits,

Achievements

The Success of Team works





MEMBER SURAKSHA SCHEME

A personal accident benefit scheme

VALUE YOUR LIFE, VALUE YOUR FAMILY

Motto

Make You Easy Make You Happy

DEPOSIT SCHEMES

(a) Savings Bank Account

1. Coop: Savings Deposit (CSD)

(b) Daily Deposit Account

1. Home Savings Deposit Ac (HSD)
2. Daily Savings Deposit Ac (DSD)

(c) Recurring Deposit Account

1. Monthly Savings Deposit (MSD)
2. Super Savings Deposit (SSD)

(d) Term Deposit/ FD Account

1. Dhanlaxmi Time Deposit (DTD)
2. Pragati Fixed Deposit (PFD)



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DUTIES AND RESPONSIBILITIES OF THE DEPOSITORS

- Be careful when make digital payments.
- If getting fraud inform immediately at nearest branch in writing.
- m-Passbook mobile App download and check and monitor transactions.
- Don't share OTP/ ID / Password and account related credentials.
- Submit Ac certificate or passbook original for maturity closure..
- For any update information contact to nearest branch office.
- Keep your ATM Card/ PIN/M-Banking PIN/ UPI PIN carefully.
- Maintain rules of deposit schemes to avoid penalties.
- Check SMS /Email confirmation of the transactions.
- For more information visit nearest branch office.
- Don't maintain deposit hand book with agents.
- Update Passbook at least once in a month.
- Be careful when using digital Payments.
- Passbook in own custody carefully.

COOP: SAVINGS ACCOUNT (Co-operative Savings Account)

This is an cooperative savings account.

There is no expiry date of the saving account.

Minimum balance ₹.500/- need to be maintain.

Free cash withdrawal limit 4 times in a month.

Single and Joint account operation facility available.

Maximum deposit & withdrawal limit (at once) will be fixed time to time.

Online funds transfer facility available (member to member)

Digital Payment and BBPS Services available in mobile App.

SMS banking service available in the coop: saving Ac.

If not maintain minimum balance is chargeable.

Over-limit transactions chargeable.

Passbook & mPassbook available.

Passbook physical update available.



DAILY DEPOSIT ACCOUNT

Daily Deposit is a saving scheme in favour of daily basis income receiving members like small businesses

1. Savings periods in month - 14/ 26/ 38/ 50/ 62.
2. Daily Saving Deposit limit ₹.10 to 1000/- in a day.
3. Pre-Mature not available before 12 month.
4. Pre-Mature closure charge applicable.
5. Irregular deposits interest not applicable as estimated.
6. Interest rates will be fixed time to time.
7. Nominee person required while open an account.
8. Refund amount will be credit to savings bank account.
9. More than estimated deposits incentive is not applicable.
10. Door step and real time collection service available.
11. All types of collections /payments are online.
12. Offline payment/collections prohibited.
13. Passbook and m-Passbooks update facilities available.
14. Transaction SMS and email confirmation alerts available.
15. Passbook update required at least once in a month.

MONTHLY SAVINGS DEPOSIT ACCOUNT(MS)

(In favour of salaried individuals /members)

1. Deposit limit 300 - 10,000 per month for an individuals.
2. A favourable deposit scheme for salaried members.
3. Recurring deposit periods - 14/ 26/ 38/ 50/ 62 /74 / 86 months.
4. Monthly Saving Deposit is a periodic recurring deposit scheme.
5. Inactive Account interest shall be calculate as on savings account.
6. Standing instruction facility available from saving Account.
7. Nominee appointment is mandatory.
8. Pre-Mature closure charge is applicable.
9. Interest rates will be change time to time.
10. Pre-Mature not available before 12 month.
11. Matured amount with interest shall be credit to savings bank account.
12. Monthly Savings Deposit Certificate is valid for Loan and guarantee.
13. Different rates of interest as on different slabs of tenure.



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Lock-in Period of the Accounts

1. FD lock-in period 3 months from the date of opening.
2. DS lock-in period 6 months from the date of opening.
3. RD lock-in period 12 months from the date of opening

SUPER SAVINGS DEPOSIT ACCOUNT

(RD + FD= SSD)

1. Super Saving Deposit Account fixed tenure 38 month.
2. Recurring deposit 38 months and 24 months FD, Total 62 months.
3. Pre-Mature not available before 12 month deposit.
4. Pre-Mature closure charge applicable.
5. Estimated Interest not effective in irregular deposits.
6. Super deposit limit 1000 - 10,000 in a month.
7. Standing instruction facility available from saving Account.
8. Interest rates will be change time to time.
9. Nominee appointment is mandatory.
10. Recurring interest + FD interest + deposits = Matured value.
11. Matured amount with interest shall be credit to savings account.
12. Super Savings Deposit Certificate is valid for Loans and guarantee.

PRAGATI FIXED DEPOSIT SCHEME

(General FD scheme)

1. Fixed Deposit periods- 1/2/ 3/ 4/ 5/ 6/ 7/ 8/ 10 years.
2. Fixed Deposit Certificate is valid for Loan and guarantee.
3. FD limit 1000 to 5,00,000 only for an individuals.
4. Matured value credit to saving bank account.
5. Original FD certificate submission required.
6. Pre-Mature not available before 12 month.
7. Different interest rates in different slabs.
8. Pre-Mature closure charge applicable.
9. Interest rate will be fixed time to time.
10. Auto renewal activation available.
11. Nominee person is mandatory.

DHAN LAXMI TIME DEPOSIT

(Long term FD Scheme)

1. Deposit tenure 10 years shall be fixed.
2. Fixed Deposit limit 5000-to -5,00,000/-.
3. Fixed Deposit Certificate is valid for Loan and guarantee.
4. Matured value credit to savings bank account.
5. Pre-Mature not available before 12 month.
6. Pre-Maturity closure charge applicable.
7. Different interest rates in different slabs
8. Interest rate will be fixed time to time.
9. Auto renewal activation available.
10. Nominee person is mandatory.
11. Interest rate up to 8.5% flat.

INTEREST ON DEPOSITS

1. Interest rates will be fixed time to time.
2. Yearly interest posting method effective.
3. Scheme wise rate of interest are different.
4. After maturity, no interest shall be counted in system.
5. No interest shall be paid on pre-maturity up to 38 months.
6. Management notified rates of interest and publish time to time.
7. TDS applicable on interest income, on ten thousand and above.





Flag hosting

11th. Foundation Day

Held on 6th. June 2019, At Pramod Bhawan. Dhemaji,

Visit: www.lakhimistr.in

Email : lakhimistr@gmail.com

JOINT ACCOUNT OPENING (provisioning)

1. President and secretary Jointly operation mandatory.
2. Joint signatories personal information required.
3. Registration certificate and memorandum required.
4. Resolution regarding Ac opening.
5. Promoters list required.
6. Purpose of Ac opening.
7. Both person attendance mandatory for cash withdrawal.
8. Estimated balance need to be maintain.
9. Memorandum of Association (MOA).
10. Articles of Association (AOA).
11. Latest & clear Group photograph of members.
12. Passport size single photograph of president & secretary.



FOUNDER & CEO

Mr. D.Chutia

Established: 6th. June 2008

PRE-MATURITY CLAIM

1. Pre-maturity is not available before 12 months.
2. Pre-Maturity charge slabs :
 - (a) less than 14 month :
 - (b) less than 20 month :
 - (c) less than 38 month :
 - (d) Over 38 month :
3. Emergency Maturity/ Pre-maturity will be given with in 3 working days against proper certification-But Loan branch NOC required.
 - (a) In case of medical emergency of the depositor OR his/ her family member.
 - (b) In case of death urgency of family member.
 - (c) In case of Child education OR Sports joining.
 - (d) In case of loan overdue with Lakhimi
4. Account freezing and holding-IF -
 - (a) Depositor has loans OR Guarantee of any borrowing person.
 - (b) Depositor violate rules of Account operation.
 - (c) Depositor involves in fraud transactional activities.
 - (d) Depositor involve in conspiracy against the organisation.
 - (e) Depositor try to mislead officials.



REVIVAL POLICIES

Service Restoration

1. Revival charge 0.5 % on pending EMD.
2. If, default to pay 3 months instalment or 90 days.
3. it's becoming inactive Ac or discontinued Ac.
4. Late fine@ 1% on pending instalment amount.
5. Inactive period 3 months + 2 months Revive period.
6. Total 5 months revive period from the date of default

DEPOSIT REFUND CLAIM

1. Maturity claiming person and bank account details should be same,
2. Emergency Claim settlement period 3 working days.
3. Urgent Claim will be settled within 7 working days,
4. General Claim will be settled within 30 working days,
5. Matured value credit to the beneficiary's bank account,
6. Cash payment limit not exceed than 20 thousand only.
7. Avoid cash payment as possible.



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GUARDIAN

In case of account holder's death, but nominee not appointed-

1. In case of Unmarried person nominee rights goes to natural guardians father /mother.
2. In case of death father/mother, nominee rights goes to the grand father or grand mother.
3. If nominated person is minor (below 18yrs) the rights goes to guardian of nominee.
4. In cash of married women nominee rights goes to husband/father in-law/ mother in law.
5. The correct nominee need to submit affidavit copy with the proof of relationship documents.
6. The nominee rights goes to legal person, if appointed by the account holder and declared by court.

SETTLEMENT CHARGES

1. Claim filing fee -
2. SMS fee -
3. NEFT/RTGS fee -
4. Surrender fee
5. Late payment charge -
6. Declined charge - 50/- (per decline)

TYPES OF KYC

1. Proof of Identity,
2. Proof of Address,
3. Proof of Age.
4. Clean Passport size photographs(latest),

KYC DOCUMENTS

1. PAN Card -
2. Voter Card
3. Aadhaar Card
4. Head of the village certificate
5. Driving licence
6. Ration Card
7. Electricity bill,
8. Passport
9. Bank Passbook etc.

ACCOUNT CATEGORY

1. High-risk category account
2. Medium risk category account
3. Low risk category account

NOMINEE

1. Minor person can't be nominate singly,
2. If nominated person is minor (below 18yrs) guardian nomination applicable,
3. Nominee may be change or replace at any time with a fresh application,
4. In case of thumb signature put by the nominee, than two witness required,
5. Nominee is not considered as owner, he / she is caretaker of the account, until death of a/c holder.
6. In case of death, funds will transfer to the nominee with proper verification and in legal proceedings.

Bank Account Verification

1. Tele-verification of the bank Ac.
2. Check limitation if any activated in the Ac ?
3. Ask about last transaction, when it's done ?
4. The KYC is updated of the particular Ac ?
5. The linked mobile number is correct ?
6. The bank ac no. and claim person is same ?
7. The bank IFSC numbers are correct ?
8. Passbook photo copy is clear ?



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BASIC TERMS AND CONDITIONS OF DEPOSITS

1. Compulsory deposit not less than 300.00(individuals).
2. Fixed Deposit not less than 1000.00(individuals)
3. Fixed Deposit tenure not less than 14 months.
4. Daily deposit not less than Rs.10.00 in daily.
5. Monthly Deposit not less than Rs.300.00 in monthly.
6. Coop: Savings Ac minimum balance 500.00 fixed.
7. Mode of payment Self and MSP/ DSCA.
8. Direct & indirect payment both methods available.
9. Deposit collection handbook for MSP/DSCA restricted.
10. All types of collection/ payments are online.
11. At least once time passbook update required in a month.
12. The account holder need appoint a person as nominee.
13. Nominated person aged not less than 12 years.
14. In case of death of Ac holder, funds will paid to nominee.
15. In case of death claims required legal documents(both).
16. Maturity refund period 30 days from the date of closing.
17. In case of death of the Ac holder need to be inform soon.
18. Penalty on late and lapsed payment of estimated deposit.
19. Estimated interest will be paid on regular deposits only.
20. Deposit interest will be change time to time.
21. Depositor can take their funds to his another bank Ac.
22. No person shall take his funds to other person's bank Ac.
23. KYC updation required time to time.
24. Late penalty 1% on lapsed amount.
25. Account opening fee ₹. 50.00
26. SMS service on every transaction.
27. Mobile number replace service available.
28. Duplicate passbook issue fee @50.00
29. Yearly deposit not more than 5 Lacs in DSD Ac.
30. Yearly deposit not more than 10 Laces in Coop:Savings
31. Daily Deposit Ac extension will be facilitated with prior application.





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MEMBER SURAKSHA SCHEME

A personal accident benefit scheme for the members

The MEMBER SURAKSHA scheme is provisioning under Section 24, Schedule-07 and there under of the bye laws. The basic purpose of this scheme is to provide a little compensation on accidental loss and damages (health) of the members, including physical disability and death.

Manner of the scheme is to provide financial support to revive financial status of the affected person/family as before in normal. The sum assured is like a financial safety to the person. This is not a mandatory scheme to the share holders. The health care and treatment cost is not include OR coverage under this scheme.

The society will trying to facilitate compensation OR financial support to the affected person or his/her family under the rules mentioned below.



TERMS AND CONDITIONS

GENERAL

1. This scheme is available only for the share holding person.
2. Nobody can enjoy the service benefits without holding shares.
3. No member shall get benefit, if his/her share is canceled.
4. No member shall get benefit if he/she is a loan defaulter of the society.
5. The share holding certificate or money receipt required regarding confirmation.
6. Accidental benefits coverage one year (12month) from the date of issue /registered.
7. Premium amount not refundable.
8. Single person coverage scheme only.
9. One time claim opportunity available in a year.
10. If once settled the claim, policy will be expired automatically.
11. No claim bonus ₹. 3% applicable.

TYPES OF SCHEMES

- A. One time premium @999/- only.
 1. Maximum coverage ₹. 1,00,000.00 (one lakh only).
 2. Renewal fee @999/- only.
 3. Aged between 18 to 50 years acceptable
- B. One time premium ₹. 499/- only.
 1. Maximum coverage ₹. 50,000.00 (fifty thousand only).
 2. Renewal fee ₹. 499/- only.
 3. Aged between 18 to 60 years acceptable.

CLAIM PROCEDURE

1. Primary reporting period 7days from the date of incident.
2. Final reporting period 30 days from the date of incident.
3. Final Approval /rejection/results period 60 days from the date of claim submitted.
4. Total claim processing and settlement period 90 days, if proper documents submitted.
5. One time or partly settlement period 30 days after approval.
6. Payment mode- one time and partly.
7. Partly settlement period within 12 month.
8. Settlement shall be done to the nominated person's bank Account only.
9. Nobody can change, alter, rename and transfer this policy.



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COVERED :

1. Accidental death.
2. Accidental permanent total disability.
3. Accidental permanent partial disability.
4. Burns and broken in part injuries.

UNCOVERED :

1. Pre-Existing disability/ injury
2. Careless activities.
3. Natural death.
4. Pregnancy/ child birth.
5. Self-injuries/ suicide.
6. Non-allopathic treatments.
7. Influence of drugs/ intoxicants.
8. Mental disorders/ committing a criminal act.
9. Participation in adventure activities.
10. Involvement in war activities.
11. Pre-medical and post medical care cost.
12. HIV- AIDS or Sexually Transit Disease.
13. Temporary physical disability.
14. Natural calamities.
15. The health care and treatment cost is not coverage under this scheme

Percentage of compensation on permanent disability :-

1. Full disability = 100%
2. Half disability = 50%
3. Partly disability = 25%
4. Single finger = 10%

Claim Fee : Need to be deposit with the claim form by the application.

1. For (A) the scheme ₹. 9999/- claim fee ₹.1499.00
2. For (B) the scheme ₹. 499/- claim fee ₹.749.00

IMPORTANT CONDITIONS NOTED :

1. Duplicate certificate copy shall not issued by the society.
2. Doctors report or any other concerned confirmation reports submission required.
3. Field verification authentication is mandatory by an official authorised person.
4. It is not guaranteed by your society to approve 100% numbers of claims.
5. It is not promised by your society to pass claiming amount (100%) as applied.
6. The claim of this scheme is not valid for demand or justify in legal ways of the judiciary.
7. The scheme is on the basis understanding and aggregate resolutions of the general body of the society.
8. The society shall not take any responsibility in case of missing/ damage or loss of original certificate.
9. Nobody can demand claims. in case of feeling injustice, claimed person may approach nodal officer(independent director) of the society.
10. An independent sub-committee named "Member Adhikar Suraksha Committee (MASC)"lead final decisions on approvals of the applied claims.

8. DOCUMENTS :

1. Medical Fitness Certificate.
2. Membership proof(Share money receipt).
3. Age proof.
4. Nominee ID proof



EMPLOYEE WELFARE FUND

A Scheme for Employees Welfare

The staff welfare fund scheme is provisioning under section 23, and their sub sections. The society (employer) shall contribute 51% funds in the scheme and 49% contribution from the employees. The Staff Welfare Fund shall provide financial support to the affected employee or his/her family immediately.

Funds shall be Utilisation on :

1. **Medical :** In terms of medical requirements the society will provide up to 10,000 thousand one time financial assistance, which not refundable by the affective employee or his/her family. The funds shall be realised within the 7th. working days of reporting. The funds can be utilise on Ambulance and Accidental treatment related costs of the affected employee. No family person shall covered in this scheme. In case of accidental death of employee, his /her family members will get this compensation. In case of partial injury or damage, at least two days hospitalisation records mandatory. The funds shall be grant regarding major injuries, burning and broken, physical disability also.
2. **Cultural & Religious Occasion :** In case of participation and arrangement of cultural and religious programs, the employee can take an advance up to 25 times of his/her contribution. There have no interest and other charges on advanced amounts. The advance refund period not more than 12 months. Nobody shall apply or grant more than 3 times in a year. No person shall allowed to utilise this funds on commercial purpose. The advance can not be taken for full-fill the requirements of friends and relatives. A parent employee request and involvement must required as a guarantor of advance. In case of default, the amount shall be deduct from security deposit or savings deposit or salary of the employee as well as guarantor also.
3. **Child Education :** The society also provide advances up to 25 times of his/ her contribution in the funds, in case of financial requirements regarding child education of the employees, like admission fee/ Hostel fee/ Coaching fee etc. other terms and conditions applicable same as point no-2.
4. **Staff insurance Funds :** The staff group insurance/ ESI payment shall be done from this fund in every years.
5. **TERMS AND CONDITIONS :**
 1. **Compensation Grant :**
 - (a) The compensation(up to 10,000/-) shall be grant only on medical ground and accidental death.
 - (b) The compensation shall be realised within 7th. working days after confirmation.
 - (c) The funds shall be transfer to the affected employee or nominee's Bank Account immediately.
 2. **Advances Grant :**
 - (a) There have no interest and any other charges in the advance.
 - (b) The advance should be repay within 12 months.
 - (c) The advance shall be deducted from the salary as on monthly wise.
 - (d) The advance may be refund before the estimate time.
 - (e) Not more than 3 times will be granted to the same person in a financial year.
 - (f) The limit of advance is up to 25 times of contribution.
 - (g) The advances shall be grant for the purpose of Child education, Cultural and Religious activities and Medical emergency only.
 3. **Staff Contribution :**
 - (a) The employee contribution shall be deduct from their salary in every month.
 - (b) The employee contribution is compulsory.
 - (c) The employee contribution is not refundable.
 - D. The contribution of the employees shall be fixed by the Board of Director for a financial year in every year.
 4. **Covered :** All types of employee shall covered in this scheme. It may be contractual or regular.
 5. **Uncovered :** The Employee Welfare Fund(EWF) benefits shall not effective on, if -
 - (a) The applicant is Terminated.
 - (b) The applicant is Resigned.
 - (c) The applicant is Suspended.
 - (d) The applicant is a Loan defaulter of the organisation .
 - (e) The accident took place on off time duty of the organisation.
 - (f) No family member shall covered in the scheme

