

Achievements  
**THE SUCCESS**



**Make You Easy  
Make You Happy**

**PRODUCTS AND SERVICES GUIDELINES**

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**LAKHIMI**  
Sanchay & Rindan S.S. Ltd.

MAKE YOU EASY, MAKE YOU HAPPY

## OUR SERVICES

UPI  
PAYMENT

MICRO  
ATM

MOBILE  
BANKING

DEPOSIT

LOANS



**D2D**  
Financial  
Services



**BBPS**  
Bill Pay  
Anywhere



**M-ATM**  
Withdrawal  
Service



**AEPS**  
Payment  
Service



**UPI**  
Payment  
Service



**DMT**  
Fund  
Transfer



**MOBILE**  
Wallet  
Payment



**MOBILE**  
Banking  
Application



**LOANS**  
Easy  
Repayment



**ATM**  
Service



**MSS**  
Health &  
Accident



**DS**  
Daily  
Savings



**QR**  
Payment  
Service



**FD**  
Term  
Deposit

**RD**  
Monthly  
Saving






## LENDING GUIDELINES

### 1. TYPES OF LENDING

- (a) Commercial Lending
- (b) Domestic Lending

### 2. COMMERCIAL LENDING : INCOME GENERATION LOAN

Entrepreneurship Development and Support programme.

- Loans for small scale entrepreneur(member)
  - (a) Small Credit : 3 Lacs to 10 Lacs
  - (b) Micro Credit : 1Lace to 3 Lacs
  - (c) Mini Credit : 10 Thousand to 1 Lakh.
  - (d) SHG Credit : 10 Thousand to 50 Thousand per head.

### 3. SPECIAL CREDIT SCHEME : NO COST EMI

- The Special Credit Scheme Offers time to time with notification.
  - (a) Loan Against Deposits : 0% Interest.
  - (b) Member Durable Loan : 0% interest.
  - (c) Deposit Against Loan : 25% Margin money.(DL)
  - (d) Interest payment Loan : Interest payment for every month and principal pay at once in last month.

### 4. TOP-UP LOAN (CASH LOAN)

A top up loan given over and above the existing loan while running low on balance. Similarly banks give Top-up loans over the current balance.

### 5. DOMESTIC LENDING : PURPOSE OF NON COMMERCIAL ACTIVITIES

- (a) Personal Loan : 3 Lacs to 10 Lacs.
- (b) Personal Loan (MINI) : 50 Thousand to 5 Lacs.
- (c) Member Durable Loan : 10 Thousand to 3 Lacs
- (d) Domestic Micro Loan : 10 Thousand to 1 Lacs.
- (e) Auto Loan : 50 Thousand to 7 Lacs.





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### PRIORITY LENDING

1. Health & Educational improvement.
2. Economic & Cultural development.
3. Basic needs of the livelihood.
4. Scale up Small business.
5. Agricultural production & marketing
6. Encourage SHG /Cooperative activities.

### LOAN NOT GRANTED TO

1. Non member of the organisation.
2. Purpose of loan is not appropriate.
3. Irregular member deposits(EMD).
4. Not proper documentation.
5. Poor credit history & ratings.
6. Already have an existing loan.
7. Already declared as loan defaulter.
8. Various loan in others banks.
9. Out of branch operation area.
10. Dishonest and not reliable person.
11. Livelihoods indiscipline personality.
12. Involvement in private lending activities.
13. Not loan for lending purpose.
14. High risk category to return loans.
15. Non resident of Indian (NRI).
16. Branch Manager is not satisfied.
17. Not proper communication in the area.
18. Applicant is mentally disturbed or unsound mind .
19. Applicant highly addicted in drugs & alcohol.
20. Properly not following rules of the organisation.



### PURPOSE OF LOANS SHALL BE GRANT

#### Personal Needs :

1. Health and Education of the child.
2. Land and building development.
3. House repairing and upgradation.
4. Cultural and religious functions.
5. Home renovation.
6. Marriage of family members.
7. Girls education and sports development.
8. Purchase of domestic house hold goods.
9. To buy personal vehicle like two/three & four wheelers.
10. Educational & religious tours and travels.

#### Productive Needs :

1. Home made food processing business.
2. Cooperative business encouragement.
3. Women empowering business activities.
4. Local foods production and packaging business.
5. Domestic production and service activities.
6. Agricultural production and marketing.

#### Entrepreneurship Needs :

1. Special training/course fee requirements.
2. Small scale industries development.
3. Small and medium business upgradation.
4. To run and uplift family businesses.
5. Agro based productive business ideas and execution.





## LOAN REMOVAL NOTICE

1.If not use in the same purpose that mentioned in the application;

2.If, found fraud in documentation.

3.If, declared financial emergency by the organisation.

4.If, the borrower involve in conspiracy against the organisation.

5.If, found misuse or involvement in anti-national/anti-social/ anti environmental activities.

6.If, not follow up the rules of the loan agreement.

7.If, the borrower resigned his job.



## LOAN SCHEMES

1. Personal Loan
2. Personal Loan-MINI
3. Income Generation Loan
4. Domestic Micro Loan
5. Member Durable Loan
6. Loan Against Deposit
7. Lakhimi Auto Loan
8. Kishan Kalyan Reen.
9. SHG Loans.

## LOAN SCHEME LINKS WITH THE DEPOSIT AC

- (a) Daily Loan links with : DS A/c
- (b) Recurring Loan links with : RD A/c
- (c) Deposit Loan links with : FD A/c
- (d) Coop : Saving Ac links with : Loan A/c

## ELIGIBILITY FOR LOAN

1. The applicant's should have an account with Lakhimi;
2. At least 90 days regular account status required;
3. The age of the applicant's required 18-55 years.
4. The applicant's regular source of income required.
5. The applicant's monthly income not less than 15,000/-
6. The applicant's CIBIL score not less than 700.
7. Stability of income is an important parameter.
8. Good credit history required with Lakhimi,
9. No involvement in criminal activities and records.
10. No involvement required in guarantor OR co-borrower.
11. Educated/professional & established personal required.
12. permanent resident required of the branch local area.
13. 3 years job consistency records must required,
14. 5 years job consistency required for private sector employee.



## RESTRICTIONS

1. Invest in credit business OR loan for loans.
2. Invest in anti-social/anti environment and unlawful activities.
3. Non-productive activities.
4. Invest in unauthorised business activities.



## BASIC REQUIREMENTS TO PROCESS LOANS

1. At least 90 days transaction status with Lakhimi;
2. Check & verify account transactions (regular/irregular/inactive/lapsed);
3. Proper field verification report;
4. Tele-verification report;
5. Proper documentation with self-attested;
6. Local area member certificate;
7. Check & verify authenticity of the documents;
8. Check & verify financial status of the applicant, co-applicant and guarantor;
9. Verify the financial stability of the applicant;
10. Passing of Branch Manager.

## RESTRUCTURE

1. Restructure required if becoming NPA.
2. Restructure applied by the borrower.
3. Restructure required if transfer a/c to another branch.
4. Restructure offering typical situation.

## LOAN PROCESSING PERIOD

1. Processing completed within 7 days from the date of final submission
2. Temporarily rejection shall be declared within 5 days;
3. Final rejection shall be declared within 15 days;
4. Stating to settlement period 7 working days.

## DISTANCE OF REPAYMENT

Repayment mode is depending on the income patterns of the borrowers as under-

1. Equated Daily Instalment(EDI).
2. Equated Weekly Instalment(EWI).
3. Equated Fortnight Instalment(EFI).
4. Equated Monthly instalment(EMI).





## SECURITY AGAINST LOAN

### Bonds

1. LIC policy.
2. Fixed deposit certificate.
3. Mutual fund/investment bonds

### Lands and properties

1. Jamabandi Copy.
2. Latest tax paid receipts.
3. Land valuation certificate.
4. Land registration certificate.
5. NOC and tax clear certificate.
6. Land patta and Test map original.
7. Gold ornaments.
8. Moveable and immovable properties.

## NOTICE PERIOD

1. Overdue notice serve within 31-40 days
2. Ac deduction notice serve within 41-50 days.
3. NPA Notice Period Distance
  - (a) A1 : 91-100 Days = 20 Days.
  - (b) A2 : 101- 30 Days = 15 Days..
  - (c) A3 : 131-150 Days = 10 Days.

## CHARGES

1. Foreclosure charge - 2%
2. Overdue penal charge - 2%
3. Processing fee -1.5% (on loan amount)
4. Notice serving charge - ₹. 500/-
5. Check bounce charge - ₹. 500/-
6. NACH bounce charge - ₹. 500/-
7. Field verification fee - ₹. 300/-
8. Administrative fee - ₹.
9. Door Step Service fee - ₹.
10. Loan form fee - ₹.
11. Stamp Duty fee - ₹.
12. Other charges - ₹.
13. GST - ₹.

## DOCUMENTS REQUIRED

### A. BASIC DOCUMENTS

1. Voter Card,
2. AADHAAR Card,
3. PAN Card,
4. Bank Passbook.
5. Passport

### B. FINANCIAL DOCUMENTS

1. CIBIL Score report.
2. Last three years ITR records required
3. Cheque leaves and signature verification.
4. Last six months bank A/c statement required.
5. NOC required from nearest banks and NBFCs.
6. Lakhimi deposits Ac Statements required from applicant, guarantor, spouse.

### C. OCCUPATIONAL DOCUMENTS

#### (a) EMPLOYEE PROOF

1. Payslips
2. Salary Account
3. Employee ID Card;
4. Appointment letter/ contract agreement.

#### (b) PROFESSIONAL PROOF

1. Office Details;
2. GST Certificate;
3. Trade licence.
4. Registration certificate;
5. Local authority license.

#### (c) BUSINESS PROOF

1. GST Certificate;
2. Valid Trade License;
3. Firm registration certificate;
4. Shop building rental agreement.
5. Current a/c of the business establishment.

### D. GUARANTOR DOCUMENTATION

1. Lakhimi passbook up-to date photo copy.
2. Address proof and ID proof.
3. Passport size photo 3 copies

### E. CO-APPLICANT DOCUMENTATION

1. Lakhimi passbook up-to date photo copy.
2. Address proof and ID proof.
3. Passport size photo 2 copies.
4. Relationship proof if spouse and mother/father
5. A certificate from Head of the village.





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## SHELF HELP GROUP LOAN

A programme on women empowerment.

1. Women self help group only.
2. All members shall be adopted from Lakhimi share / ac holders only.
3. Group members adopted from BPL class and APL class member not more than 30%.
4. All member belongs to same community and same village/ward only.
5. All members need to practice and perform saving habits and convince before the loan issued.
6. Saving habits and loan utilisation need to be maintain properly and consistently.
7. Financial support to women entrepreneurship development.
8. The loan will be grant for productive purpose only.
9. Loan waiting period 3-6 months.
10. Loan amount 10 - 50 thousand per member.
11. Group size : 5 -20 members in a group.
12. Repayment period 12 -36 months.
13. Same amount and same tenure for all members and single instalment along the group.
14. Group president and secretary lead the group with responsibilities.
15. SHG meetings, books and records need to be maintain properly.
16. Guardians(like- husband/father/mother) consent letter required for loan.
17. Interest rates will be changed time to time.
18. Age between 18 - 50 years.
19. Foreclosure charge -0%
20. Discount available-
21. Motto of the scheme -

Make self dependent, build confidence and learn from new experiences.







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## TOP-UP LOAN

### A. Fixed Top-up

1. Applicant should be an Existing Loan holder.
2. 50 % Existing Loan EMIs completion required.
3. Top-up amount not more than Existing Loan Amount.
4. Top-up loan interest rate is same as on existing loan in fixed top up.
5. Same EMI / EDI as on existing loan.
6. Fixed Top-up : EMI, Rate of Interest and tenure will be same.
7. Fixed Top-up : Guarantor and Co-applicant not allowed to change.
8. Fresh documents not required for Fixed Top-up applicant.
9. A fresh Top-up loan application required with signature of Applicant, Co-applicant and Guarantor.

### B. Flexible Top-up

1. Flexible Top-up is a mini fresh loan which adjusted with the existing loan.
2. EMI, Rate of interest and Tenure is newly setup.
3. Overdue loans not eligible for top up Loan.
4. Better Credit History required.
5. Business status will be same or growth position, when apply.
6. Good Character certificate required.
7. Income stability status required.
8. A Fresh application required.



## JLG LOAN

1. This is a scheme for women empowerment and entrepreneurship development.
2. A joint liability group of women entrepreneurs.
3. Group members adopted from same community and same village.
4. Self employment creation is the basic purpose of the loan,
5. Loan amount per person 10 - 50 thousand only.
6. Group size : 5 -11 members in a group.
7. Repayment period 12 -24 months,
8. Same amount for all members.
9. Generally Interest rate 18 - 23% annually,
10. Interest rates will be change time to time.
11. Age between 18 - 50 years,
12. Foreclosure charge -2%
13. Organising fee -
14. Filing fee -
15. Main objective to raise loans from banks and using in business for personal benefits interest,
16. Official processing : Village survey(field executive)> projection meeting > Group formation > Group Training > Field Officer visit > Group Passed > Group registration(approval) > Loan disbursement > repayment date schedule > centre creation.





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#### LOAN DISBURSEMENT POLICY

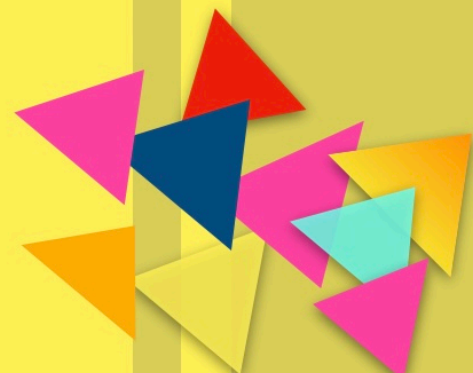
1. Loan amount will be credit to the borrower's bank account.
2. Loan amount will be disbursed at once if amount is less than 3 Lacs.
3. Loan amount will be disbursed partly if amount is more than 3 Lacs.
4. Partly payment and one time payment depending on estimates of the loan.
5. Member Durable Loan and Auto Loan payments credit to sellers bank account.

#### FORECLOSURE POLICY

1. Foreclosure charge 2% applicable.
2. Estimated fixed interest shall be applicable.
3. No discount available in foreclosure.
4. Foreclosure locked in period 4 months from the date of disbursed.

#### SPECIAL DISCOUNT

1. Special discount offering time to time on interest rates.
2. Special discount offering time to time on processing Fee.
3. Special discount offering time to time on NPA closing.
4. Special discount offering time to time on different loan schemes.





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### KISHAN KALYAN REEN

1. Loans for agricultural farming.
2. Loans to the Kishan parivar towards increase agricultural productivity.
3. Including cultivation needs, like equipments, seeds, pesticides, fertiliser etc.
4. Loan also provide to lease farming.
5. Minimum 3 bighas owned land required.
6. Minimum 3 times experience required on particular crops.
7. Agricultural farming trained persons are favourable.
8. Kishan group and individuals both are eligible.
9. Kishan group size 5-20 members in a group.
10. Only interest payment facility will be provide till crop rotation.
11. When finished & sale crops, than principal amount should be return at once.
12. Kishan groups registration required under the scheme,
13. Loan tenures depending on the estimated crops.
14. Loan amount will be approved according to the costing estimate of the crops.
15. The purchase materials & machines payment directly credit to sealers bank account.
16. The manpower/ labour costing shall be paid in cash.
17. The land lease contract agreement and correct estimate approval required.



**SUCCESS  
OF  
14th. YEARS**

**14**

**FOUNDATION DAY  
ON 6th. JUN-2022**



### RECOVERY POLICY

#### A. Step-1

1. Telephonic inform
2. Call to guarantee
3. Call to referral witnesses.

#### B. Step -2

1. Notice -1<sup>st</sup>. Serve to borrow & guarantor within 15 days from the date of overdue,
2. Notice -2<sup>nd</sup>. Serve to borrower and guarantor within 30 days from the date of overdue,
3. Notice -3<sup>rd</sup>. Serve to borrow & guarantor within 45 days from the date of overdue,
4. Legal Notice - 1<sup>st</sup>. Serve within 60 days from the date of overdue,
5. Legal Notice - 2<sup>nd</sup>. Served within 75 days from the date of overdue,
6. Legal Notice - 3<sup>rd</sup>. Served within 90 days from the date of overdue,
7. Freeze guarantee and co-borrower's deposit ac.
8. It's becoming NPA,

#### C. Step-3

1. NPA Registration.
2. Take legal action towards one time recovery.
3. Loan Restructure.
4. Only interest recovery.
5. Only principal recovery.
6. Partly recovery in short period.
7. Provide discount on closing.
8. Take necessary steps to liquidate all securities.

#### D. Step-4

##### Recovery officials duties and responsibilities

1. Telephonic motivation and pressure buildup.
2. Security deposit attachment processing,
3. Mortgage & Security attachment processing,
4. Guarantor and co-borrower deposit attachment processing,
5. Visit official person time to time within short period;
6. Following the legal procedures.



