

## **Recovery & Collection Policy**

### **Company's Policy on Collection of Dues and Repossession of Security**

#### **Introduction**

The debt collection policy of the company is built around dignity and respect to customers. Company will not follow policies that are undue coercive in collection of dues. The policy is built on courtesy, fair treatment and persuasion. The company believes in following fair practices with regards to collection of dues and repossession of security and thereby fostering customer confidence and long-term relationship.

The repayment schedule for any loan sanctioned by the company will be fixed taking into account paying capacity and cash flow pattern of the borrower. The company will explain to the customer upfront the method of calculation of interest and how the Equated Monthly Installments (EMI) or payments through any other mode of repayment will be appropriated against interest and principal due from the customers. The company would expect the customers to adhere to the repayment schedule agreed to and approach the company for assistance and guidance in case of genuine difficulty in meeting repayment obligations.

Company's Security Repossession Policy aims at recovery of dues in the events of default and is not aimed at whimsical deprivation of the property. The policy recognizes fairness and transparency in repossession, valuation and realization of security. All the practices adopted by the company for follow-up and recovery of dues and repossession of security will be in consonance with the law.

#### **General Guidelines**

All the members of the staff or any person authorized to represent the company in collection or / and security repossession would follow the guidelines set out below:

- a. The customer would be contacted ordinarily at the place of his /her choice and in the absence of any specified place, at the place of his/her residence and if unavailable at his/her residence, at the place of business /occupation.
- b. Identity and authority of persons authorized to represent company for follow-up and recovery of dues would be made known to the borrowers at the first instance. The company's staff or any person authorized to represent the company in collection of dues or/and security repossession will identify himself /herself and display the authority letter issued by the company upon request.
- c. The company would respect privacy of the borrowers.
- d. The company is committed to ensure that all written and verbal communication with its borrowers will be in simple business language and company will adopt civil manner for interaction with borrowers.
- e. Normally the company's representative will contact the borrower between 0700 hrs and 1900 hrs, unless the special circumstance of his/her business or occupation requires the company to contact at a different time. Such

- contact should be made over phone/mobile/fax/email or in person.
- f. Borrower's request to avoid calls at a particular time or at a particular place would be honored as far as possible.
  - g. All assistance will be given to resolve disputes or differences regarding dues in a mutually acceptable and in an orderly manner.
  - h. Inappropriate occasion such as bereavement in the family or such other calamitous occasions will be avoided for making calls /visits to collect dues.

### **Giving notice to borrowers**

While written communication, telephonic reminders, communication over mobile, fax, e-mail or visits by the company's representatives to the borrowers' place of choice or residence will be used as loan follow-up measures, the company will not initiate any legal or other recovery measures including repossession of the security without giving due notice in writing. Company will follow all such procedures as required under law for recovery /repossession of security.

### **Repossession of Security**

Repossession of security is aimed at recovery of dues and not to deprive the borrower of the property. The recovery process through repossession of security will involve repossession, valuation of security and realization of security through appropriate means. All these would be carried out in a fair and transparent manner. Repossession will be done only after issuing the notice as detailed above. Due process of law will be followed while taking repossession of the property. The company will take all reasonable care for ensuring the safety and security of the property after taking custody, in the ordinary course of the business.

### **Valuation and Sale of Property**

Valuation and sale of property repossessed by the company will be carried out as per law and in a fair and transparent manner. The company will have right to recover from the borrower the balance due if any, including the expenses incurred in repossessing the property and ensuring its safety and security, before sale of property. Excess amount if any, obtained on sale of property will be returned to the borrower after meeting all the related expenses, provided the company is not having any other claims against the customer.

### **Opportunity for the borrower to take back the security**

The company will resort to repossession of security only for the purpose of realization of its dues and not with intention of depriving the borrower of the property. Accordingly, the company will be willing to consider handing over possession of property to the borrower any time after repossession and before concluding sale transaction of the property, provided the company's dues are cleared in full. If satisfied with the genuineness of the borrower's inability to pay the loan installments as per the schedule which resulted in the repossession of security, the company may consider handing over the property after receiving the installments in arrears. However, this would be subject to the company being convinced of the arrangements made by the borrower to ensure timely repayment of remaining installments in future. In case the borrower again defaults in making

repayment the company will not hand over the possession.

The policy guidelines on Collection of Dues and Repossession of Security as enumerated above are part of Company's Recovery Management Policy and is made available on Company's website for the convenience of customers.