



NCC Bank

नेपाल क्रेडिट एण्ड कमर्स बैंक लि.
Nepal Credit & Commerce Bank Ltd.

Your Business Bank

महिला उद्यमशिलता कर्जा
MHILA UDDYAMSHILATA KARJA

Nepal Credit & Commerce Bank Ltd.
Bagbazar, Kathmandu



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MAHILA UDDYAMSHILATA KARJA

BOD :727 : 2 (NA) : 2075:10:07

The Board Meeting No. 727th
held on 2075.10.07 (21st January, 2019)
has decided to approve, the
"MAHILA UDDYAMSHILATA KARJA"

Kapil Gnawali
Company secretary
2075-10-08

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MAHILA UDDYAMSHILATA KARJA

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Approval Sheet:

| | Name | Designation | Signature |
|---------------------------|--------------------|--------------------------------|-----------|
| Prepared and Submitted by | Jivan Kumar Katwal | Head, SME & Retail Credit | |
| Reviewed and Supported by | Mukunda Subedi | Chief Risk Officer | |
| Reviewed and Supported by | Binod Kumar Sharma | Chief, SME & Retail Credit | |
| Reviewed and Supported by | Rewant Kumar Dahal | Deputy Chief Executive Officer | |
| Reviewed and Supported by | Ramesh Raj Aryal | Chief Executive Officer | |

**NCC Bank**नेपाल क्रेडिट एण्ड कमर्स बैंक लि.
Nepal Credit & Commerce Bank Ltd.*Your Business Bank***MAHILA UDDYAMSHILATA KARJA****BOD :727 : 2 (NA) : 2075:10:07****Background:**

The Government of Nepal (GoN) has issued a Unified Manual for availing Interest Subsidy for the Concessional Loans to the different Sectors including the loan to the Entrepreneur Woman and the same has been made applicable vide the Circular issued by the Bank Regulation Department, Nepal Rastra Bank (NRB) dated 11th of Aswin 2075 under Ref. No. 6/075/76.

In this regard, in order to avail loan to the Entrepreneur women singly or in a group to help develop woman entrepreneurship capabilities and help them being independent and self employed, Nepal Credit and Commerce Bank (NCC Bank) has developed this process note for effective implementation of the same. The borrowers availing Loans under this product shall be entitled to receiving partial Interest Subsidy from the Government of Nepal. This process note aims to provide the basic guidelines on subject lending, administration, follow-up, recovery as well as process of interest subsidy from NRB.

This process note is forwarded for approval of the Board of Directors of NCC Bank and shall be made effective through internal circular upon approval. Any amendment/revision to the existing GoN's working procedure/ NRB Circular shall supersede the provisions mentioned in this process note to the extent of such amendments /revisions.

| Parameter/Features | Descriptions |
|-------------------------|--|
| Product name | MAHILA UDDYAMSHILATA KARJA (MUK) |
| Loan Amount | Maximum of NPR 15 lac per borrower/ per borrower group |
| Eligible Customers | <u>Individual woman or group of Individual women</u> <ul style="list-style-type: none"> Nepali Citizen Minimum Age 18 Years for individual or each member of the borrower group Each group should be form with minimum of 5 individuals from different families. Must be holding Permanent Account Number (PAN) Must not be Blacklisted in Credit Information Center Ltd (CICL) Must not be under Action against Loan Default Not availing any other type of Interest Subsidy Loan |
| Purpose of Loan | This product is for financing/facilitating various enterprises as specified in Annexure 1 (Gha) of the Unified manual for Interest Subsidy in Concessional Loan, 2075 |
| Working Area for Branch | This loan shall be available to the borrowers having their residence or project/business site located within the Rural municipality/municipality of the Branch location. |
| Required Documents | <ul style="list-style-type: none"> PAN of the applicant Clean CIC (Self Declaration shall also be acceptable) |

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| | <ul style="list-style-type: none"> Citizenship and Photographs of the applicant/ group members / guarantors etc. Acceptable Business/ Project Proposal (in Brief) related to the eligible sectors as mentioned in Annexure 1 (Gha) of the Unified Manual of Interest subsidy to the Concessional Credit (<i>attached herewith as integral part of this process note</i>) |
| Application registration & recording | <ul style="list-style-type: none"> Credit Application from the intending borrower shall be accepted only after receiving all the above -mentioned 'Required Documents' along with. The accepted credit application should be registered in the separate register maintained in the Branch mentioning the date of received of complete set of documents. |
| Loan Decision | <ul style="list-style-type: none"> Customer must apply for loan in the prescribed format (<i>as per Annexure 2</i>) along with other required documents for processing of the loan Maximum within 21 days from the loan application along with documents received date. In case of rejection, written intimation to be given to the intending borrower with proper reasoning. |
| Service Delivery (Timeframe) | <p>Maximum 15 - 18 days (working days)</p> <ol style="list-style-type: none"> Branch: Maximum one week time for analyzing, screening and forwarding the proposals to HO SME/Retail Credit Department: 3-4 working days for screening and forwarding the proposal Credit Approval Discretion (CAD) holder: 1-2 working days |
| Rejection | <p>The decision of rejection shall be normally done by Head Office while assessing the branch's credit proposals. However, Credit application can be rejected by the Branch itself under the following grounds:</p> <ol style="list-style-type: none"> Not submission of complete sets Required Documents. Site of project/residence of the borrower being other than the working area of the branch. Business/Project found to be unfeasible or not satisfactory during initial field visit. |
| Account Type/Product Code | Separate Account Type or Product Code shall be assigned for the account opened for this loan in CBS. |
| Interest Rate & Fees | <ul style="list-style-type: none"> Base Rate + Premium up to 2%. Bank shall claim subsidy of 6% p.a. from NRB on quarterly basis to transfer to the borrower. Bank is not allowed to levy any additional fee except for recovering the charges incurred by third parties (CIC/Insurance/Valuation/Credit Guarantee etc., if any) The Premium rate must remain unchanged throughout the entire loan tenure |

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| | <p>or as directed by NRB/GoN from time to time</p> <ul style="list-style-type: none"> In case the borrower fails to be entitled for receiving subsidy for any reason whatsoever; Bank shall charge interest rate on Standard Tariff published from time to time. |
| Disbursement Modality | Partial or in a lump sum as per business requirement |
| Repayment Modality | <ul style="list-style-type: none"> For Revolving Loan : Interest Payment on Quarterly, Half Yearly or Business Cycle Basis For Terminating Loan: Equal Monthly Installment (EMI)/Equal Quarterly Installment (EQI)/and or Lump-sum depending upon nature and production cycle of business |
| Tenure | <ul style="list-style-type: none"> For Revolving Loan : 1 year from the date of disbursement but renewable up to total 5 years (including the initial maturity) For Terminating Loan: Maximum 5 years from the date of initial disbursement (In cases where there is monthly cash inflow from the business repayment schedule can be set on EMI basis however subsidy claim from NRB has to be done on quarterly basis.) |
| Security Coverage | <ul style="list-style-type: none"> Hypothecation of charge over the proposed business/project and/or preferably additional Collateral of acceptable Fixed Assets. Credit Guarantee arrangements from Deposit and Credit Guarantee Fund (DCGF) Insurance of business/project |
| Charge Documents | <ul style="list-style-type: none"> Hypothecation of charge over the proposed business/project and registered lien/mortgage of additional Collateral Loan Deed Promissory Note Personal Guarantee of the borrower/individual members of the group Group Guarantee of the borrowers (wherever applicable) |
| Insurance /Credit Guarantee | <p><u>Insurance</u>: At least 100% insurance coverage against the project / business from any of the registered insurance companies subject to payment of 25% of the premium by the customer and remaining 75% to get reimbursed from NRB through the Insurance Board by the concerned Insurance Company itself.</p> <p><u>Credit Guarantee</u>: 100% credit Guarantee coverage from DCGF subject to payment of 25% of the Credit Guarantee Fee to be paid by the Bank and remaining 75% to get reimbursed through NRB by DCGF itself.</p> |
| Claim of Interest Subsidy | <ul style="list-style-type: none"> Branch shall furnish the report of interest subsidy loans as per the prescribed format of NRB to SME/Retail Credit Department within 7 days of each quarter end. SME/Retail Credit Department shall quarterly report to NRB detailing loan |

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| | <p>outstanding under the portfolio including the repayment of interest & installment at the time of interest claim within 15 days of interest & installment received from the client as per the prescribed format of NRB (as per Annexure 3).</p> <ul style="list-style-type: none"> Claim of interest subsidy with NRB shall be made only after interest & installment has been recovered from the borrower. |
| Monitoring | Branch shall keep periodical (at least quarterly) monitoring of each borrower so as to ascertain the proper utilization of the loan fund all time. Any deviation of loan fund by the borrower leads to cancellation of Interest subsidy and also refund of earlier subsidies, if allowed. |
| Recovery | <ul style="list-style-type: none"> In case of default of loan, recovery measures shall be applied as per Banks' CPG/ Recovery Policies and additionally as prescribed by the unified manual for availing Interest Subsidy for the Concessional Loans, 2075 <p><u>Specific Action:</u> Recommend to i) Blacklist at CICL, ii) Withheld the Passport, iii) Putting prohibition for selling of the assets of the borrower, iv) Putting lien on the borrowers bank account maintained with BFIs, v) Putting restrain on any of the social benefits entitled to the borrower such as social security allowance.</p> <ul style="list-style-type: none"> Claim lodgment from DCGF; <ul style="list-style-type: none"> ✓ If loan is not repaid within 6 months of the credit expiry ✓ Upon completion of recovery action as per clause no 22 of Unified Manual (NRB circular Ref. No. 6/075/76, Dated: 2075/6/11BS) |
| Credit Approval Discretion (CAD) | With Chief Executive Officer (CEO) or officials delegated by the CEO |
| Reporting | <p>Reporting to NRB- Regulation Dept. by SME/Retail Credit Department, Head Office</p> <ul style="list-style-type: none"> Quarterly Report for claim of Interest subsidy Product wise quarterly report of Interest subsidy loan <p>Reporting to SME/Retail Credit Department, HO by Branch</p> <ul style="list-style-type: none"> Monthly Overdue loan reports Other reports as and when required |
| Responsibilities of Branch & SME/Retail Credit Department | <ul style="list-style-type: none"> SME/Retail Credit Department shall review the lending portfolio on quarterly basis to examine portfolio performance SME/Retail Credit Department shall i) train/educate branches about the functioning of this loan ii) co-ordinate with DCGF for obtaining Credit Guarantees, iii) manage and control the lending portfolio Concerned Branch shall provide the final list of borrower with loan outstanding and interest details to SME/Retail Credit Department and SME/Retail shall claim for interest subsidy from NRB in prescribed format on |

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| | quarterly basis |
| Regulatory Privilege for the Bank | <ul style="list-style-type: none"> Interest subsidy amount receivables from the GoN can be recognized as the interest earned during the period of interest accrued, subject to recovery of the rest of the dues from the borrowers Such subsidy receivables shall be treated as Claim on Government and can be bear risk weighted ZERO for capital adequacy calculations The loan portfolio shall be waived for including in total loans while calculating Bank's CCD ratio Loan under this portfolio is recognized as Deprived Sector Credit Portfolio No additional Loan Loss Provision required in case of loan extended against the security of group guarantee |

Board of Directors:

| S.N. | Name | Position | Signature |
|------|-----------------------------|----------|-----------|
| 1. | Mr. Upendra Keshari Neupane | Chairman | |
| 2. | Mr. Iman Singh Lama | Director | |
| 3. | Mr. Chandra Prasad Bastola | Director | |
| 4. | Mr. Madhav Prasad Bhatta | Director | |
| 5. | Mr. Krishna Shrestha | Director | |
| 6. | Dr. Kailash Patendra Amatya | Director | |