We help to materialize your dream. We maintain your trust.

**Menu list**

CSR, CREDIT, DEPOSITS, REMITTAMCES, NOTICE, ABOUT US, GALLERY, DISCLOSURES, DOWNLOADS

**CSR ACTIVITIES**

**DEPOSIT TYPE, INTEREST RATES AND MINIMUM BALANCE**

The bank has tailored the following deposit products under saving account, fixed deposit account. The following table presents the saving products, minimum balance for each, interest rate offered and interest payment mode.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Saving account name | Minimum balance | interest per annum | Payment Basis |
| 1. | Normal Savings Accounts | NRS 500/- | 7.0 | Quarterly |
| 2. | Nari Savings Accounts | NRS 500/- | 7.5 | Quarterly |
| 3. | Bal Savings Accounts | NRS 500/- | 7.0 | Quarterly |
| 4. | Pension Savings Accounts | NRS 500/- | 7.0 | Quarterly |
| 5. | Life Savings Accounts | NRS 100000/- | 7.75 | Quarterly |
| 6. | Salapa Special Savings Accounts | NRS 50,000/- | 7.75 | Quarterly |
| 7. | Jestha Savings Accounts | NRS 500/- | 7.0 | Quarterly |
| 8. | Samajik Suraksha Savings Accounts | NRS 500/- | 7.0 | Quarterly |
| 9. | Higher Education Accounts | NRS 1000/- | 7.0 | Quarterly |
| 10. | Khutrukke Savins Accounts | NRS 500/- | 7.5 | Quarterly |
| 11. | Staff Savings Accounts | NRS 500/- | 7.0 | Quarterly |
| 12. | Promoters Savings Accounts | NRS 500/- | 7.0 | Quarterly |
| 13. | Student Savings Accounts | NRS 500/- | 7.0 | Quarterly |
| 14. | Remit Savings Accounts | NRS 500/- | 7.5 | Quarterly |

**Fixed Deposit:** Clients can open fixed deposit account with the minimum balance for NRS.10,000/- for all periods except 5 year scheme. The minimum balance for 5 year fixed deposit is NRS 50,000. The following table presents the fixed deposit products, minimum balance for each, interest rate offered and interest payment mode.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| S.No. | Periods of fixed deposits | Minimum balance | interest per annum | Payment Basis |
| 1. | 3 Month Fixwd deposit | NRS 10,000/- | 9.0 | Quarterly |
| 2. | 6 Month fixed deposit | NRS 10,000/- | 9.5 | Quarterly |
| 3. | 1 Year fixed deposit | NRS 10,000/- | 13.0 | Quarterly |
| 4. | 2 Year fixed deposit | NRS 10,000/- | 11.5 | Quarterly |
| 5. | 3 Year fixed deposit | NRS 10,000/- | 11.75 | Quarterly |
| 6. | 5 Year fixed deposit | NRS 50,000/- | 11.75 | Quarterly |

The bank also provides current account facilities to the concerned parties. The bank does not pay any interest to current accout. Minimum balance for each current at present has been fixed for NRS 2,000. In addition to this, there is the provision of current/call account facilities to the concerned parties with minimum balance of NRS 2,000. The interest is negotiable on a practical basis.

**CREDIT TYPES AND INTEREST RATES**

The bank provides the following collateral based credit facilities. Potential clients can apply as per their requirements.

**1. Overdraft Facilities:-** This type of loan is disbursed for one year in maximum. At the maturity of one year from the loan disbursement, either the credit is settled or renewed for the next period based on the mutual understanding between the bank and the credit parties. Overdraft loan comprises business and personal overdraft.

**A. Business Overdraf**t:- Business organizations can apply and obtain this type of loan. The debt service is based on monthly interest payment by the clients.

Required documents:

The credit clients must furnish the following document to the credit department.

i. Loan application form,

ii. 3 copies of passport size photographs of the credit client /proprietor,

iii. Copies of citizenship certificate of credit client/proprietor,

iv. Certificate of firm registration (renewal is necessary),

v. Certificate of PAN/VAT,

vi. Tax clearance certificate of previous fiscal year,

vii. Audited Balance Sheet of previous fiscal year,

viii. Projected Balance Sheet for succeeding three years,

ix Detail business plan aligned to projected balance sheet.

x. Original land ownership certificate of the collateral,

xi. Original four boundary certificate of the collateral.

xii. Original land revenue tax payment receipt of current fiscal year,

xiii. Trace map of the collateral,

xiv. Blue print of the collateral

xv. File map of the collateral,

xvi. Other necessary documents of personal payment guarantor.

**B. Personal Overdraft Loan:-** Prestigious people are provided such type of loan facilities even if they do not run business undertakings. The clients must service the debt on monthly interest payment.

Required documents:

The credit clients must furnish the following document to the credit department.

i. Loan application form,

ii. 3 copies of passport size photographs of the credit client /proprietor,

iii. Copies of citizenship certificate of credit client,

iv. Certificate of PAN/VAT,

v. Tax clearance certificate of previous fiscal year,

vi. Original land ownership certificate of the collateral,

vii. Original four boundary certificate of the collateral,

viii. Original land revenue tax payment receipt of current fiscal year,

ix. Trace map of the collateral,

x. Blue print of the collateral

xi. File map of the collateral

xii. Other necessary document of personal payment guarantor.

**2. Agriculture Loan**:- This type of of loan is provided to peasants and agro-based business. Such loan can be scheduled and non-scheduled. Scheduled agriculture loan payment is based on equal monthly installments (EMIs) comprising both principal and interest. Whereas non-scheduled agriculture loan like overdraft loan from loan service view.

Required documents:

The credit clients must furnish the following document to the credit department.

i. Loan application form,

ii. 3 copies of passport size photographs of the credit client /proprietor,

iii. Copies of citizenship certificate of credit client/proprietor,

iv. Certificate of firm registration (renewal is necessary),

v. Certificate of PAN,

vi. Tax clearance certificate of previous fiscal year,

vii. Audited Balance Sheet of previous fiscal year,

viii. Projected Balance Sheet of current fiscal year,

ix. Original land ownership certificate of the collateral,

x. Original four boundary certificate of the collateral.

xi. Original land revenue tax payment receipt of current fiscal year,

xii. Trace map of the collateral,

xiii. Blue print of the collateral

xiv. File map of the collateral,

xv. Other necessary documents of personal payment guarantor.

**3. Consumer Loan**:- Under this type of loan consists of loan are offered to the regular income based clients. The clients should pay Equal Monthly Installments (EMIs) comprised of principal and interest determined at the loan disbursement time. The (EMIs) are set with understanding between the bank and the client on the pragmatic way backed up by the income of the client.

**A. Home Loan:-** Home loan is offered to the regular income based clients either to buy or build home. Seventy percent in the maximum amount is financed by the bank. The payment is based on Equal Monthly Installments (EMIs) comprised of principal and interest determined at the loan disbursement time.

Required documents:

The credit clients must furnish the following document to the credit department.

i. Loan application form,

ii. 3 copies of passport size photographs of the credit client /proprietor,

iii. Copies of citizenship certificate of credit client,

iv. Certificate of PAN/VAT,

v. Tax clearance certificate of previous fiscal year,

vi. Original land ownership certificate of the collateral,

vii. Original four boundary certificate of the collateral,

viii. Original land revenue tax payment receipt of current fiscal year,

ix. Trace map of the collateral,

x. Blue print of the collateral

xi. File map of the collateral

xii. Other necessary document of personal payment guarantor.

**B. Hire Purchase Loan:-** The bank has designed hire purchase credit facilities to purchase and run vehicles for transport business and vehicles for construction works. The potential clients should deposit.at least 30 percent of the total invoice price compulsory as down payment. The vehile is purchased under the ownership of the bank and purchased vehicle is operated by the client for generating income. After the full payment of loan the ownership is transferred to the client.

Required documents:

The credit clients must furnish the following document to the credit department.

i. Loan application form,

ii. 3 copies of passport size photographs of the credit client /proprietor,

iii. Copies of citizenship certificate of credit client,

iv. Certificate of PAN/VAT,

v. Tax clearance certificate of previous fiscal year,

vi. Original land ownership certificate of the collateral,

vii. Original four boundary certificate of the collateral,

viii. Original land revenue tax payment receipt of current fiscal year,

ix. Trace map of the collateral,

x. Blue print of the collateral

xi. File map of the collateral

xii. Other necessary document of personal payment guarantor.

**C. Personal Term Loan:-** Personal term loan is designed to cater the credit facilities to regular income based clients to meet their social expenses like children education, medical treatments and the like. The payment of loan is based Equal Monthly Installments (EMIs) comprised of principal and interest.

Required documents:

The credit clients must furnish the following document to the credit department.

i. Loan application form,

ii. 3 copies of passport size photographs of the credit client /proprietor,

iii. Copies of citizenship certificate of credit client,

iv. Certificate of PAN/VAT,

v. Tax clearance certificate of previous fiscal year,

vi. Original land ownership certificate of the collateral,

vii. Original four boundary certificate of the collateral,

viii. Original land revenue tax payment receipt of current fiscal year,

ix. Trace map of the collateral,

x. Blue print of the collateral

xi. File map of the collateral

xii. Other necessary document of personal payment guarantor.

**4. Deprived Sector Loan:-** Deprived sector credit facilities are targeted to labor intensive jobs like tailoring services, hair cut service, cobblers and so. The bank attempts to set the minimum interest rates far as possible to such loan. This type of loan can be of both scheduled and non-scheduled.

Required documents:

The credit clients must furnish the following document to the credit department.

i. Loan application form,

ii. 3 copies of passport size photographs of the credit client /proprietor,

iii. Copies of citizenship certificate of credit client,

iv. Certificate of PAN/VAT,

v. Tax clearance certificate of previous fiscal year,

vi. Original land ownership certificate of the collateral,

vii. Original four boundary certificate of the collateral,

viii. Original land revenue tax payment receipt of current fiscal year,

ix. Trace map of the collateral,

x. Blue print of the collateral

xi. File map of the collateral

xii. Other necessary document of personal payment guarantor.

**Micro Finance Program**

1. **Introduction**

The bank has initiated Micro Finance service in the licensed area in order to cater the door to door service to the deprived, socially backward public. The program mobilizes different deposit schemes and provides credit facilities to the targeted people by enhancing their knowledge on financial literacy. For the implementation of the program, the bank staffs explore and select the potential areas and conduct a week-long **Pre-Group Training** (PGT) to the potential people. The participants of the PGT are educated on the objectives and procedures in the training. Benefits of savings and credits are shared among the participants.

Through the PGT, potential participants are gathered and they are shared the meaning and characteristics of the factors of production and their availabilities to them. Besides this they are also educated about the competitive advantages based on the geographical location. They are also taught the importance of cost calculation and its analysis for running small business in the simplest ways. Those who are interested to be engaged in agro-products are provided technical support by the bank staff. This includes sharing about making land ready, blending of different fertilizers, knowledge about the improved seeds, using pesticides and other necessary skills.

This program is designed to gain the equitable distribution of wealth as far as possible. The selected members who are eager to change their life economically, socially and culturally after receiving the knowledge and skills in the pre-group training are encouraged to develop their saving habits and utilize credit facilities based on their capacity.

**2. Objectives of the Program**

The main objective of the program is to uplift the standard of living of the targeted people.The participants of the PGT are taught minutely about the meaning and the characteristics of the factors of production like land, labor, capital and organization. Based on the practical way, they are also enabled to assess the competitive advantages, cost analysis in the simplest way. Basically the participants are encouraged to involve in the labor intensive activities, the area of their competitive advantage compared to other factors of production. Meaning and importance of organization is specially highlighted to the participants so that they shall be able to utilize the synergetic approach in benefit reaping. For this they are encouraged to put on uniform, to enchante program slogans, take oath of the program. The objective of all these are to translate theiy daily routine in managing clean drinking water, children education, cohesive relation in society, feeding the children nutritious food, sanitation management and so.

Organization

In addition to this to the economic upliftment of the targeted people, they are encouraged to develop social and cultural aspects of life.

to the

program also aims to make the targeted people able in socio-cultural aspects of life.

The bank has initiated Micro Finance service in the licensed area in order to cater the door to door service to the deprived, socially backward public. With a view to make local people aware, literate and active on banking activities; the Department of Micro Finance has formulated policies and programs to develop entrepreneurship and self employment to the targeted people.

The bank staff visits the potential areas and conduct pre-group training (PGT) to share policy and activities of the program. The training is called so because it is organized to educate the program and different schemes of the program to the public in general before the admittance of their membership. A week long PGT has been designated to make the potential members able to understand the ways of transforming life style.

Through the PGT th potential participants gathered are shared the meaning and characteristics of the factors of production and their availabilities to them. Besides this the participants are also educated about the competitive advantages based on the geographical location. The participants are made literate in cost calculation and its analysis. They are also taught the importance of cost calculation and its analysis for running small business in the simplest ways. Those who are interested to be engaged in agro-products are provided technical support by the bank staff sharing about making land ready, blending of the different fertilizers, knowledge about the improved seeds, using pesticides and other necessary skills.

The program does not only highlight economic aspect of life but instead the program instills cultural, social variables to the potential members through sharing the knowledge about sanitation, children education, nutritious feeding habits and managing clean dirking water. The program focuses on the nurture of the members´ we-feeling, collective efforts, self-respect, dignified life through learning and earning simultaneously. All these attempts are aimed to the well-being of the society at large.

This program is designed to attempt gaining the equitable distribution of wealth as far as possible. The selected members who are eager to change their life economically, socially and culturally after receiving the knowledge and skills shared in the pre-group training; are encouraged to develop their saving habits and utilizing credit facilities based on their capacity. The importance of micro finance is credit facilities based on group guarantee rather than collateral; members are made more sensitive and responsive to utilize the fund effectively and efficiently.

**3.Activities of the program:-** After making the members psychologically strong and committed to the program, the following activities conducted step by step.

**1.Pre-group training:-** A week-long pre-group training is organized with view to select the members who are really motivated, capable and committed. Participants not interested, not committed in the PGT are filtered at this atage.

**2.Group formation:-**Of the selected member, different groups are formed based on the need and wants of members in which group they like to be joined. Each group comprises of 5 persons with a chair person, a vice-chair person and 3 members.

**3. Roles and responsibilities of the chair person, vice-chair person and members:-** The roles and responsibilities of the authorities and members are as per the program directives which is shared in the PGT.

**4.Centre formantion:-** The groups as discussed earlier are organized in different certres. A centre can be of 6 groups in maximum. Each centre is formed with a chief, a vice-chief and all others are as members.

**5.Roles and responsibilities of the centre chief, vice-chief and members:-** The roles and responsibilities of the authorities and members are as per the program directives which is shared in the PGT.

**6.Centre meeting:-** Centre meeting is held under the chairing of the chief and the presence of the bank staff once a month. The date, venue and time of the meeting is set by the decision of the previous centre meeting. This is the matter of consensus on a pragmatic way so that it can be arranged on festive occasions.

**7. Loan demand and loan sanction:-** Needy members can demand loan in the c once a month centre meeting with a short briefing about the plan of the project, total amount to invested, the portion of equity injection. The remaining members assess the feasibility and the required amout. The members can also share the idea about project based on the risk factors. After the discussion, loan is sanctioned on group guarantee of the members

**8. Site visit for the assessment of loan utilization:-** At the end of the month loan sanctioned, the bank staff, centre chief, vi-chief and guarantors pay visit the site for the verification of loan utilization. After conducting the site visit; loan utilization form if filled up for the official record.

**9. Actions to be taken in case of loan mis-utilization:-** If the fund is found diverted without utilizing by the members; one month long grace period is provided to the member to invest in the said project. Repayment measures are taken if no correction it is not utilized nn the subsequent site visit.

**Deposit Schemes:-**

Micro finance program nurtures the saving habits among the members instilling the philosophy of continuous practice with patience. The following are the saving products under the micro-finance program.

**Personal Saving:-** Members can save and withdraw any amount on their personal saving account individually. The bank provides the stipulated rate of interest to this savings regularly. This scheme is optional in nature.

**Group Saving:-** This saving is maintained on the name of group compulsorily. In this account amount determined by the centre meeting is collected on every group meeting once a month. The saving amount from group to group may be different as the amount is the matter of group meeting based on the affordability of the group member.

**Double Saving:-** Members are allowed to save certain amount under this scheme and the bank pays back its double amount saved cumulatively at the end of 10 or 15 year.

**Centre Fund Saving:-** Every member in the group must save Rs. 10 per month for this saving. Main purpose of this saving is to provide fund on regular maintenance stationery and logistic support for conducting centre meetings. In addition to this, the fund promotes collective feelings amount the members availing subsidy in the cases like maternity/ post natal caring expenses, mourning period and natural calamities like floods and fire accidents.

**Preventive scheme:-**

The bank has taken wide range of insurance schemes in order to safeguard the members likely to be affected by the loss caused by floods, droughts, deaths of the clients and such.

Deposit and Credit insurance scheme:- The bank has engaged in a contract with the Deposit and Credit Security Trust. The contract covers facilities of insurance of the depositors at minimum balance set by Nepal Rastra Bank. The members using credit facilities are made affiliated to different credit insurance facilities like losses caused by death of lives stock ,the aroused by drought and flood in vegetable farming..

**Credit Facilities:-**

**General Loan:-** Members who run small shops can obtain general loan for maximum of 18 month long installments. In general loan there is no provision of grace time.

**Agriculture Loan:-** Members of Micro Finance groups can obtain such credit facility who can engaged in agriculture and produce vegetable and cash crops. Members can credit facilities from minimum NRS. 5,000 to NRS. 1,00,000 in maximum in the first phase. The amount of credit can be increased from the next phses based on their capacity of the utilization of the fund.

Members have to repay the amount in 18 installments in maximum. As per necessity; certain time can be allocated grace period for the repayment of principal amount.

**Social security policy:-** The program has adopted the policy social security policy for the sake safeguarding the members from loss as well as developing collectiveness in facing such loss causing factors.

**Maternity expenses:-**

Members of the program are provided NRS 1,500/- for maternity expenses for first two children. Members have to make a claim within the 90 days from the date of delivery with necessary documents.

**Rites and Ritual expenses:-** Members are provided mourning expenses NRS 5000 at the demise of the member's spouse as social support with a view to nurture the cohesiveness among the members. Such facility is also provides to the member's family in a case member's death too. This facility has to be obtained within 35 days from the date of accident.

**Natural Disaster Assistance:-** In a case of loss caused by fire, flood and earthquaketo members' property up to NRS 5,000 in maximum natural disaster assistance is provided to the members. To claim such assistance the concerned member should submit the necessary documents within 35 days of the loss occurred.

**Other activities:-**

**Centre chiefs' workshop:-** Every year a workshop is organized at every branch involved in launching the program. The main aim of the workshop is to make attempt to address the problems of the different groups as far as possible and use inductive approach to integrate their values, beliefs, and experiences on a pragmatic manner.

**Centre chiefs' Exposure Visits:-** The bank organizes centre chiefs' exposure visits to make them able to assess new avenues of income generation.

**REMITTANCES**

Salapa Bikas Bank has been providing agency function for remittance resvice from the inception. The bank has obtained agency of the following remit companies and the clients can receive money domestic as well as international remittance and send domestic remittance to the relatives and friends .

IME, PRABHU, Himal remit, Best remit, SAMSARA remit, Western Union / I Pay, Muktinath remit, Sewa remit, CG Finco, Hulas Kumari

Branch Networks

**Central Office**

Diktel Rupakot Majhuwagadhi Municipality-1, Old Base Camp

Phone No. 036-420457

**Main Branch**

Diktel Rupakot Majhuwagadhi Municipality-1, Old Bank Chowk

Phone No. 036-420638/420639

Estd. 2069/04/01

**Halesi Branch**

Halesi Tuwachung Municipality-4, Halesi Bazar

Phone No. 036-410039

Estd. 2070/03/03

**Aiselukharka branch**

Aiselukharka Rural Municipality-3, Bhimsentole, Aiselukharka Bazar

Phone No. 036-420457

Estd. 2073/03/29

**Simpani Branch**

Khotehang Rural Municipality-8, Simpani Bazar

Phone No. 9852846696

Estd. 2074/05/21

**Chisapani Branch**

Jantedhunga Rural Municipality-5, Chisapani Bazar

Phone No. 9852849498

Estd. 2075/06/21

Bakshila Branch

Kepilasgadhi Rural Municipality-4, Bakshila Bazar

Phone No. 9852877111

Estd. 2076/02/19

**NOTICE**

ABOUT US

Board of Directors

Mr. Tanka Rai

Chairperson, Sbbl

Since 2069/04/01

Mr. Lava Kumar Rai

Director, sbbl

Since 2069/04/01

Mr. Harindra Prasad Rai

Director, sbbl

Since 2069/04/01

Mr. Sharan Kumar Rai

Director, sbbl

Since 2069/04/01

Mr.ChandraBahaddurKhadka

Director, sbbl

Since 2070/03/01

Top Mamagement Team

Ishwor Man Rai

Chief Executive Officer

**Introduction**

SalapaBikas Bank was incorporatedin 2069/04/01 under the Bank and Financial Institutions Act, 2063 (Amended 2073).The bank was licensed as a regional bank covering geographical area of Khotang district.The name of the bank has been derived from SalapaPokhari, the famous lake for its sacred and spiritual value among the local communities. The promoters of the bank are from different walks of life.

VISION

To contribute in building prosperous nation via prosperous local communities by providing financial intermediary.

MISSION

To provide effective financial intermediary to the clients through modern banking and micro finance schemes; to instill entrepreneurship skills among the target people by integrating local and indigenous resources, culture and technologies.

GOALS:

To enhance financial literacy, develop saving culture and invest the savings and funds in productive sectors.

Playing keyrole preserve and promote local indigenous technologies and resources by addressing the specialties in the geographical areas.

To explore new and possible sectors and prospects for employment and income generation and assist to invest to the areas explored.

To attempt encourage people in generating self-employment in order to uplifting the standard of living.

To attempt making human resource more resourceful and responsible for the organization sustainability.

OBJECTIVES

To attract the potential clients through effective returns and prompt service delivery.

To assess the credit profiles professionally for the maximumfinancial security.

To organize regular trainings and development programs for enhancing the capacity and performance the employees.

To fulfill corporate social responsibility by conducting different programs in coordination with local authorizes.

To maintain equilibrium among the stakeholders of the bank.

To abide by the NRB guidelines, directives and circulars.

**Central Office**

Diktel Municipality Ward No 1 Old Base Camp

Phone No: 036-420638/036420639

Branches

Diktel Main Branch

Diktel Municipality Ward No 1 Old Bank Chowk

Estd. 2069/04/01

Phone No: 036-420638/036420639

Halesi Branch

HalesiTuwachung Municipality Ward No 7 Halesi Bazar

Estd. 2070/03/03

Phone No: 036-410039

Aiselukharka Branch

Aiselukharka Rural Municipality Ward No 3 BhimsenTole

Estd. 2073/03/28

Phone No: 036-411102

Simpani Branch

Khotehang Rural Municipality Ward No 8 Simpani Bazar

Estd. 2075/05/21

Phone No: 9852849696

Chisapani Branch

Jantedhunga Rural Municipality Ward No 5 Chisapani Bazar

Estd. 2075/06/21

Phone No: 9852849498

Checklist of the Documents Required before disbursement of Loan