

LEASE FINANCE EVALUATION AND APPROVAL PROCESS

Please follow the process stated below for Leasing approval & Disbursement;
 This Process is introduced in order to streamline the existing process and to avoid delays that occur at branches and at Head Office ends.

Main Activity (Manual or System)	Responsible officer/officers	Remarks	Service Level Agreement (SLA)
Pre-Approval Process			
Documents of Customer & Guarantors are collected and complete the credit evaluation form.	Marketing Officer		Depend on the customer's requirement
Trial Calculation	Credit Officer / Marketing Officer		4 Hours
Enter the system application and generate AP number	Credit Officer		
System Verification	Credit Officer	Documents required for granting the approval should be completed.	
Approval Level 1 & 2	BM/ABM	Authenticity of income proof / residence proof and identification should be verified by BM before granting the approval.	
The file should be submitted to head office credit department for Approval Via Online or Manual			
Approval Level 3	SE - Credit evaluation or any other assigned officer	Authenticity of income proof / residence proof, identification and accuracy of vehicle valuation & condition and any other pre-approval condition should be made available & verified before granting the approval.	2 Hours
Submit the file for approval of Head of Leasing	SE- Credit Evaluation / Head of Leasing		30 Min

Submit the file for approval for DGM – Credit & CEO	SE- Credit Evaluation / Head of Leasing		2 Hour
After the approval, Level 4 approval in the system is granted by Head of Leasing or DGM - Credit	Head of Leasing or DGM - Credit	Depend on the availability	15 Min
Submit the file for approval of Board Credit Committee with the approval of internal Credit Committee if the facility amount exceeds 20Mn	Internal Credit Committee		1 Day
Post Approval Process			
After granting of system approval, the file is initiated	ABM	The insurance approval should be completed as per the procedure of the company.	15 Min
System Follow-up	ABM	All security documents and documents of the vehicle should be available in the branch.	1 Hour
D/O release	Credit Admin Unit at head office	The authenticity verification of security documents and approval conditions should be full filled to release the delivery order in the system and the Manager of CAU can allow minor short comings who should take fully responsibility to fulfill the same with relevant Branch Manager before make the supplier or introducer payment.	30Min
Activate the Facility	ABM		15Min

Completed file with security documents should be sent to Head office CAU unit alone with the set of RMV documents.

Final Checking of the file and forward the file for payment division if the Absolute ownership is transferred to LCB Finance.

Credit Admin Unit at head office

**Payment Request by - Credit Officer at Branch
Payment Approval & Confirm - Manager at CAU
(All functions are in the system)**

1 Day

Security Documents are kept at the head officer and correspondence file is sent to Branches

For any clarification please contact the Head of Leasing

Please bring the contents in this circular to the notice of your staff members and ensure compliance.



Head of Leasing



**Deputy General Manager
(Credit)it**



CEO/ Executive Director