

**CAPITAL INDIA FINANCE LIMITED (CIFL)
MOST IMPORTANT TERMS AND CONDITIONS**

LOAN PRODUCT (Loan Against Property / Self Construction / Education Loan / Personal Loan / Balance Transfer / Others (Please specify).....)

The Most Important Terms and Conditions agreed to between (the borrower/s) and CAPITAL INDIA FINANCE LIMITED (CIFL) having its registered office at 2nd floor, DLF Centre, Sansad Marg, New Delhi 110001, are as under:

1. Loan Amount: Rs.....
2. Customer Contribution / Margin: Rs.....
3. Interest Type (Fixed / Semi Fixed / Floating):
4. Installment Types: Monthly / Quarterly / Half Yearly / Bullet
5. Loan Tenure: In months / Days
6. Purpose of Loan (mention the purpose for which the loan is sanctioned)
7. Fee and Other Charges

A – Fees & Charges: - All amounts are excluding GST / Applicable Taxes except whereas specifically mentioned herein.

| Sr. No. | Subject | Name of Fee / Charge Levied | When Payable | Frequency | Applicable Charges |
|---------|---|---|-----------------------------|-------------------------------------|--|
| 1 | Loan Against Property Product | Processing Fee | At application | Once | Up to 3.00% of Loan amount (Rs. 5900 upfront and balance at the time of Disbursement). |
| | | | | | Up to 3.00% of Loan amount (To be deducted from the Disbursement – Micro LAP). |
| 2 | Statutory Charges | CERSAI (For original filing and modification) | At the time of disbursement | Once | For Loans up to Rs.5 Lacs - Rs.50/- (per filing / modification). |
| | | | | | For Loans above Rs.5 Lacs - Rs. 100/- (per filing / modification). |
| 3 | Late Payment Charges | Late Payment Charges | On accrual | Monthly | 24.00% per annum on overdue amount. |
| 4 | Rate Switch Charges (For Salaried & SENP) | Conversion Fees | Event | On conversion | Rs. 5000/- |
| 5 | Cheque dishonor charges / rejection of NACH / ECS mandate | Miscellaneous Receipts | On Cheque /Mandate Dishonor | Depends on no. of Dishonor. | Rs 500/- for every Cheque dishonor / rejection of ECS / Auto debit / NACH Mandate |
| 6 | List of Documents (LOD) | Miscellaneous Receipts | Event | For Customer Initiated Request only | Up to Rs 500/- per contract |
| 7 | Statement of Account (SOA) | Miscellaneous Receipts | Event | For Customer Initiated Request only | Up to Rs 500/- per contract |
| 8 | Document Retrieval Charges | Miscellaneous Receipts | Event | For Customer Initiated Request only | Rs 2000/- per request. |

Corporate office :
Level - 20, Birla Aurora,
Dr. Annie Besant Road,
Worli, Mumbai,
Maharashtra- 400030

Registered Office :
2nd Floor, DLF Centre,
Sansad Marg,
New Delhi - 110001

P : +91 22 45036000
E : info@capitalindia.com
CIN No: L74899DL1994PLC128577
(Capital India Finance Limited)

P : +91 11 4954 6000
W : www.capitalindia.com

| | | | | | |
|----|--|------------------------|----------------------------------|------------------|--|
| 9 | PDC Charges (Repayment mode other than ECS / NACH) | Miscellaneous Receipts | Event | One-time charge | Rs 1000/-. |
| 10 | Swapping Charges (ECS / NACH to PDC) | Miscellaneous Receipts | Event | On every request | Rs 500/- |
| 11 | Loan Cancellation Charges | Cancellation Charges | Event | One-time charge | Rs 10000/- per contract |
| | | | | | Rs 5000/- per contract (Micro LAP) |
| 12 | Collection / Recovery Charges | Charges | Event | - | As per Actuals |
| 13 | Legal Charges | Charges | Event | - | As per Actuals |
| 14 | Charges for copy of loan agreement (duplicate) | Miscellaneous Receipts | Event | On Request | Rs. 250/- |
| 15 | Additional Processing Fees for Credit Life & General Insurance | Admin Fees | At the time of disbursement | If Applicable | Up to Rs. 2000/- |
| 16 | Documentation charges for Credit Life & General Insurance | Admin Fees | To be deducted from disbursement | Once | Rs. 2000/- (Inclusive of GST) (Only for Micro LAP) |
| 17 | RCU Charges | Charges | To be deducted from disbursement | Once | Rs. 600/- (Inclusive of GST) (Only for Micro LAP) |
| 18 | Legal & Technical Charges | Charges | To be deducted from disbursement | Once | Rs. 6000/- (Inclusive of GST) (Only Micro LAP) |
| 19 | Legal & Technical Charges for additional property | Charges | At application | Once | Rs. 3000/- (Inclusive of GST) (Only for Micro LAP) |
| 20 | Initial Login Fees | Login Fees | At application | Once | Rs. 2000/- (Inclusive of GST) (Only for Micro LAP) |

B – Pre – Payment & Foreclosure Charges.

| Rate Description | Party To The Agreement | Foreclosure Charges* | | Partial Prepayment Charges |
|--|------------------------------|----------------------|-----------------------------|--|
| | | Closure By Own Funds | Closure By Balance Transfer | Closure By Own Funds |
| Floating Rate Scheme (for purposes other than business) | All individuals | No charges | No charges | No charges |
| | Even 1 Non Individual | 4% | 4% | 4% on prepaid amount over 25% of principal o/s |
| Floating Rate Scheme (for business purposes) | Individuals/ Non Individuals | 4% | 4% | 4% on prepaid amount over 25% of principal o/s |
| Fixed Rate Schemes | Individuals/ Non Individuals | 4% | 4% | 4% on prepaid amount over 25% of principal o/s |

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*In case of Semi-Fixed Loans (fixed for initial period and then floating), the Foreclosure/ Part payment norms will be applicable as per the status (fixed/floating) of the loans as on day.

*In (Even one Non Individual & Fixed Rate Schemes) case of foreclosure of the Loan, any Principal Amounts that have been prepaid in preceding 12 (Twelve) months from the date of the proposed foreclosure will have Prepayment charges, as specified in the Sanction Letter, on all Principal Amounts prepaid during the preceding 12 (Twelve) months and the foreclosure amount.

C – Conditions for Disbursement of Loan.

Please refer Loan Agreement & Sanction Letter for the same. The above charges supersede the charges mentioned in the Loan agreement.

D – Brief procedure to be followed for Recovery of over dues.

1. If one or more of the Events of Defaults shall have occurred, then, the Lender, by a written notice to the Borrower, may declare the principal and all accrued interest and charges on the Loan which may be payable by the Borrower under or in terms of the Agreement and/or any other agreements, documents subsisting between the Borrower and the Lender, as well as all other charges and dues to be due and upon such declaration the same shall become due and payable forthwith and the security in relation to the Loan and any other loans shall become enforceable, notwithstanding anything to the contrary in the Agreement or any other agreement/s or documents. On occurrence of any of event of default, the Lender shall have right to recall the entire outstanding loan amount with all other charges and interest and the Borrower, Co-borrower, Guarantor will be liable to forthwith repay such loan amount without any demur or protest.
2. If any Event of Default or any event, which, after the notice or lapse of time or both, would constitute an Event of Default shall have happened, the Borrower shall forthwith give to the Lender notice thereof in writing specifying such Event of Default, or such event.
3. In the Event of Default, the Lender shall be entitled to communicate, in manner it may deem fit, to or with any person or persons with a view to receiving assistance of such person or persons in recovering the defaulted amounts including but not limited to visiting the Property and/or place of work of the Borrower.
4. The lender will be entitled to exercise all its rights as specified in the loan agreement and other related documents executed between the Borrower and the Lender.

The recovery process of enforcement of mortgage/securities, including but not limited to, taking possession and sale of the mortgaged property in accordance with the procedure prescribed under the Securitization and Reconstruction of Financial Assets and Enforcement of Security Interest Act, 2002 (SARFAESI Act) or under any other law, is followed purely under the directions laid down under the respective law. Intimations / Reminders / Notices(s) are given to customer/s prior to initiating appropriate legal steps for recovery of overdues, by the various legal tools like Negotiable Instruments Act, Civil Suit, SARFAESI Act etc.

E – Customer Service

| | |
|-------------------------------|--|
| Branch Visiting Hours | 10:00 am to 6:30 pm Monday to Friday (Closed Saturday, Sunday & on Public Holidays) |
| Customer Care Contact details | wecare@capitalindia.com Help Line No. 022- 45036000 |

F – Process of filing the Complaint by the Customers:

The Customers who intend to file the Complaint, shall file the same in the following manner:

Level – 1:

The Customers who intend to file a Complaint, may file their Complaints with the Company by using any of the following channels between 10:00 am to 6:30 pm on any working day of the Company and furnishing complete details in relation to such Complaint:

- a. Register the Complaint in a complaint register / complaint box, which is available at all regional / branch offices of the Company;

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- b. Email at wecare@capitalindia.com
- c. Call on 022- 45036000, the dedicated customer service helpline number of the Company; or
- d. Write to the Company at the below mentioned address:
 CAPITAL INDIA FINANCE LIMITED
 Level -20 Birla Aurora,
 Dr AnnieBesant Road,
 Worli, Mumbai,
 Maharashtra -400030

Level - 2:

In case, the Complaint is not resolved within 7 (Seven) working days from the date of filing of the Complaint or the Customer is not satisfied with the response or the resolution provided to the Customer at Level – 1, the Customer may escalate the Complaint to the Grievance Redressal Officer of the Company by writing at grievance@capitalindia.com. Contact details of the Grievance Redressal Officer is available at all the regional and branch offices of the Company.

Escalation Matrix:

Level 1:

In case, the Customer is not satisfied with the response or the resolution provided to it by the Grievance Redressal Officer of the Company at Secondary Level, or the Complaint is still not resolved within the period of 14 (Fourteen) working days from the date of receipt of the Complaint by the Grievance Redressal Officer of the Company, the Customer may appeal to the Principal Nodal Officer.

The Company has appointed Principal Nodal officers at various locations in terms of Clause 15 (3), chapter IV, of the Ombudsman scheme 2018 and a list of State-wise Nodal officers of the Company shall be made available on the Company’s website and through displays at the Branches.

Level 2:

In case, for the NBFC related complaints the Customer is not satisfied with the response or the resolution provided to it or the Complaint is still not resolved within the period of 21 (Twenty-One) working days from the date of the Complaint, the Customer may appeal to NBFC Ombudsman at:

| Address of NBFC Ombudsman | |
|--|---|
| C/o Reserve Bank of India, RBI Byculla Office Building, Opp. Mumbai Central Railway Station, Byculla, Mumbai - 400 008 Email: nbfcomumbai@rbi.org.in | C/o Reserve Bank of India, Sansad Marg, New Delhi – 110001 STD Code: 011, Tel. No.23724856 FaxNo. 23725218 - 19 Email: nbfconewdelhi@rbi.org.in |

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