

CHECK LIST FOR DSA EMPANELMENT

1. Dully filled Application form.
2. Should be in operation for atleast 2 years
3. Registration certificate/licence
4. Udyam Registration Certificate
5. KYC of the partners/Director/ Proprietor
6. Last three year ITR of the firm
7. Last 6 months Bank statement.
8. Net Worth of the partners/Director/Proprietor
9. MOA, AOA, Certificate of incorporation, Certificate of Commencement of Business in case of company
10. Relevant Board resolution in case of company
11. Partnership Deed in case of Partnership firm
11. Balance sheet
12. CIN No. TAN registration
13. A declaration confirming that firm/ entity is not owned or controlled by any director or officer/employee of the Bank or their relatives, as defined under the Bank's Policy on Direct Selling agent (DSAs)
14. A declaration confirming that the Director/Partner/ Shareholder or key Person of the company are not empaneled in our Bank for the purpose of legal/ valuation/ audit/ inspection/ due-diligence.
15. Letter of Empanelment as DSA with other Bank

Eligibility Criteria:

a. Individuals

- i. Age of applicant should be minimum 21 years and maximum upto 70 years. DSA should be physically fit and capable to canvass business.
- ii. Should be local resident and able to communicate effectively in local language.
- iii. Education qualification-at least matriculate.
- iv. Individual associated with financial activities/ Govt. approved valuer/ Chartered Accountants/ Tax Consultants, Real Estate Agents, brokers, sales personnel of the Builder/ Vehicle dealers.
- v. Individuals who have prior experience of loan/ financial products for Bank/ FI are eligible under the scheme.

b. Non individuals

- i. All Constitutions other than Individual such as Partnership firm / NBFCs, LLP /Company registered in India.
- ii. In case of company, it should be entitled to carry out such type of services.
- iii. Builders, Flat Promoters, Vehicle dealers, moters, Vehicle dealers, Institutional Agency / Consultancy group, Firms preferably Firms of Chartered Accountants, who are Sof Chartered Accountants, Management Consultants, etc. Consultancy Services.

MSME Module:

Eligibility for DSA

1. Individual DSA Non-Individual

No Minimum qualification is required for MSME DSA, however entity should be in operations for at least 2 years.

Minimum CIBIL Score for the Individual DSA to be considered for empanelment is 690/ CIC Report for Non Individual without any major delinquency for all Retail and MSME DSAs.

2. Documents required for empanelment of DSA:

Self-attested copies of the following documents along with application form:

a) Individuals:

Pan Card, Voter Card/ Aadhar Card, Bank Statement for last six months, Education Qualification, Latest Income Tax returns for the last three years (if available), URC (if available), Net worth statement.

Proprietorship firm

Sole Proprietorship letter Head Request, Registration Certificate/ Licenses/ documents relating to constitution of the firm, URC (if available), PAN Card, Aadhar financials/Income Tax returns of the Firm, Bank Statement.

b) Non Individuals:

Partnership firm

Partnership deed, Authorisation letter in favour of one of the partner of the firm by all other partners, authorizing him/her to act on of all such partners, Registration Certificate firm, PAN Card, Latest financials/Partnership deed, Authorisation letter in favour of one of the partner of firm by all other partners, authorizing him/her to act on behalf of all /License/Documents relating to constitution of the Income Tax returns s of the Firm ID Proof of Key Persons with their PAN, Aadhar card copies

Companies/Private Limited Company

Memorandum of Association Article of Association, Certificate of Incorporation, Certificate of Commencement of Business, Relevant Board Resolution, Income Tax returns of the Firm, Balance sheet, CIN No, TAN Registration, DIN as per applicability.

Common Documents to be obtained:

- Brief Profile of the Applicant.
- Details of empanelment as DSA in other bank(s) to be submitted. (Proof).

- Confirmation that the Director/Partner/ Shareholder or Key person of company is not empanelled in our bank for the purpose of Legal / Valuation/Audit/inspection/Due diligence.

3. Period of empanelment

The period of empanelment shall be initially for 3 years. However, at the sole discretion of the Bank, based on the performance of DSAs, it may be further extended for 3 years by the Bank, subject to annual review of performance.

The extension of engagement / empanelment, if any, with the Bank may depend on the performance of the DSA / Services allotted and the requirement of services to the Bank. In this regard, the decision of the Bank shall be final and the DSA shall not have any objection whatsoever.

4. Agreement with DSA

- DSAs shall execute a stamped Agreement (to be stamped in accordance with the Stamp Act in force in the State). Copy of agreement approved by HO Legal Cell vide letter dated 21.02.2022 enclosed as Annexure F
- In the event of non-performance/violation of any terms of empanelment contract by these DSAs, the Bank reserves the right to terminate the empanelment by giving notice of 30 days to the empanelled DSA
- Notwithstanding anything contained in the agreement, it is further clarified that the empanelment of DSA is purely on contract basis/Incentive/charge/fees basis and the Bank may at any time terminate the service of the DSA even without giving notice to the DSA, at its discretion and without assigning
- The empanelment of DSA with the Bank shall be a service provider only and does not create any employer-employee relationship and the successors or assigns of the DSA shall not have any right whatsoever, to claim employment or any other benefit from the bank other than what is stated in the agreement.
- The DSA shall not represent himself/herself/themselves as official(s) of the Bank and not enter into any communication on behalf of the bank.
- Controls to ensure customer data confidentiality and service provider' liability in case of breach of security and leakage of confidential customer related information.
- The contract shall provide for the prior approval/ consent by the bank for the use of subcontractors by the service provider for all or part of an outsourced activity.
- Confidentiality of customer's information shall be maintained even after the contact expires or gets terminated.

5. Payout payable to DSA as per Bank's Norm.