



Model Policy on Collection of Dues and Repossession of Security

1. Introduction:

The debt collection policy of YES BANK is built around dignity and respect to customers. YES BANK will not follow policies that are unduly coercive in collection of dues. The policy is built on courtesy, fair treatment and persuasion. YES BANK believes in following fair practices with regard to collection of dues and repossession of security and thereby fostering customer confidence and long-term relationship.

The repayment schedule for any loan sanctioned by YES BANK will be fixed taking into account paying capacity and cash flow pattern of the borrower. YES BANK will inform the interest rate and the repayment schedule, to the customer through sanction letter. YES BANK would expect the customers to adhere to the repayment schedule agreed to and approach the bank for assistance and guidance in case of genuine difficulty in meeting repayment obligations.

YES BANK's Security Repossession Policy aims at recovery of dues in the event of default and is not aimed at whimsical deprivation of the property. The policy recognizes fairness and transparency in repossession, valuation and realization of security. All the practices adopted by YES BANK for follow up and recovery of dues and repossession of security will be in consonance with the law. As an exception, it is to be noted that YES BANK has the right to possess the financed asset as a preventive measure, even in instances where there has been no default but on account of violations of terms and conditions of the agreement.

2. General Guidelines:

All the members of the staff or any person authorized to represent YES BANK in collection or/and security repossession would follow the guidelines set out below:

- a) The customer would be contacted ordinarily at the place of his/her business/occupation and if unavailable at the place of his/her business/occupation, at the place of his/her residence. As a prudent practice, YES BANK will contact the customer on the registered contact numbers/ email ids to give gentle reminders to repay any dues.



- b) Identity and authority of persons authorized to represent YES BANK for follow up and recovery of dues would be made known to the borrowers at the first instance. YES BANK staff or any person authorized to represent the bank in collection of dues or/and security repossession will identify himself / herself and display the authority letter issued by the bank upon request.
- c) YES BANK would respect privacy of its borrowers.
- d) YES BANK is committed to ensure that all written and verbal communication with its borrowers will be in simple business language and the bank will adopt civil manners for interaction with borrowers.
- e) Normally YES BANK's representatives will contact the borrower between 0700 hrs and 1900 hrs, unless the special circumstance of his/her business or occupation requires the bank to contact at a different time.
- f) Borrower's requests to avoid calls at a particular time or at a particular place would be honored as far as possible.
- g) YES BANK will document the efforts made for the recovery of dues and the copies of communication sent to customers, if any, will be kept on record.
- h) Inappropriate occasions such as bereavement in the family or such other calamitous occasions will be avoided for making calls/visits to collect dues.
- i) YES BANK will provide necessary assistance to resolve disputes or differences regarding dues in a mutually acceptable and in an orderly manner.

3. Giving notice to borrowers

While written communications, telephonic reminders or visits by YES BANK's representatives to the borrowers place or residence will be used as loan follow up measures, the bank will not initiate any legal or other recovery measures including repossession of the security without giving due notice in writing. Any genuine difficulties expressed/disputes raised by the customer will be considered by YES BANK before initiating recovery measures. YES BANK will follow all such procedures as required under law for recovery/repossession of security.

4. Repossession of Security

Repossession of security is aimed at recovery of dues and not to deprive the borrower of the property. The recovery process through repossession of security will involve repossession, valuation of security and realization of security through appropriate means. All these would be carried out in a fair and transparent manner. Repossession will be done only after issuing the notice as detailed above. Due process of law will be followed while taking repossession of the property. YES BANK will take all reasonable care for ensuring the safety and security of the property after taking custody, in the ordinary course of the business and necessary cost will be charged to borrower.

5. Valuation and Sale of Property

Valuation and sale of property repossessed by YES BANK will be carried out as per law and in a fair and transparent manner. YES BANK will have right to recover from the borrower the balance due if any, after sale of property. YES Bank shall have the right of set-off and lien, irrespective of any other lien or charge, present as well as future all account/ deposits of the deposit holder with YES Bank, whether in single name or joint name(s), to the extent of all outstanding dues to YES Bank. For such purposes, YES Bank may at its sole discretion close the deposits prematurely and apply a penal rate of interest in respect of the same. The lien shall be valid and binding on the borrower and operative until repayment in full of all moneys due to YES Bank from the borrower. Excess amount if any, obtained on sale of property will be returned to the borrower after meeting all the related expenses provided YES BANK is not having any other claims against the customer.

In the case of hypothecated assets after taking possession if no payment is forthcoming, a sale notice will be given as per the provisions of the SARFAESI Act / any other applicable law. Thereafter YES BANK will arrange for sale of the hypothecated assets in such manner as deemed fit by the bank inclusive of E-auction. When sale is envisaged by public auction or by tender, the same will be published in two leading newspapers out of which one is in local vernacular paper.

6. Opportunity for the borrower to take back the security

As indicated earlier in the policy document, YES BANK will resort to repossession of security only for the purpose of realization of its dues as the last resort and not with intention of depriving the

borrower of the property. Accordingly YES BANK will be willing to consider handing over possession of property to the borrower any time after repossession and before sale transaction of the property takes place, provided the bank dues are cleared in full. If satisfied with the genuineness of borrower's inability to pay the loan installments as per the schedule which resulted in the repossession of security, YES BANK may consider handing over the property after receiving the installments in arrears. However, this would be subject to YES BANK being convinced of the arrangements made by the borrower to ensure timely repayment of remaining installments in future.

If the amounts are repaid, either as stipulated by YES BANK or dues settled as agreed to by the bank, possession of seized assets will be handed back to the borrower within seven days after getting permission from the competent/sanctioning authority .of the bank or court/DRT concerned if recovery proceedings are filed and pending before such forums.

7. Engagement of recovery agents

YES BANK may utilize the services of recovery agents for collection of dues and repossession of securities. Recovery agents will be appointed as per regulatory guidelines issued in this regard. In this respect:

- a) Only recovery agents from the approved panels will be engaged by YES BANK.
- b) In case YES BANK engages service of such recovery/enforcement/seizure agent for any recovery case, the identity of the agent will be disclosed to the borrower
- c) The recovery agents engaged by YES BANK will be required to follow a code of conduct covering their dealings with customers.