



Utkarsh Small Finance Bank

Doorstep Banking Policy

Version 5.0

Table of Contents

Table of Contents	3
1. Introduction	4
1.1. Background	4
1.2. Definitions.....	5
1.3. Applicability	5
1.4. Objective.....	5
2. Doorstep Banking Policy	5
2.1 Services Offered under the Scheme	5
2.2 Delivery Channel	6
2.3 Delivery Process.....	6
2.4 Service Charges	6
2.5 Operational Procedure.....	7
2.6 Minimizing Risks and Precautions to Be Taken	8
2.7 Customer Grievance Redressal.....	8
2.8 Operations Procedure.....	8
3. Review Of The Policy	9

1. Introduction

Utkarsh Small Finance Bank Limited (USFB) is a wholly owned subsidiary promoted by Utkarsh CoreInvest Ltd. (formerly Utkarsh Micro Finance Limited). It aims to provide affordable & accessible banking services which are process centric, technology enabled and people oriented resulting in a reliable, scalable and sustainable institution, facilitating socioeconomic change. The purpose is to provide banking products and services to the unserved and underserved sections of the society, which includes small and marginal farmers, micro and small industries, and other organized sector entities, at an affordable cost.

USFB endeavors to empower customers with self-service channels. While the Bank will have a network of ATMs, a best in class mobile banking application and a secure and robust internet banking, we also realize in certain cases of emergency or otherwise customer might need services at his/her/their Doorstep.

1.1. Background

Till March 2005 banks were not permitted to extend any banking facilities at the premises of their customers without obtaining permission from RBI. Subsequently, the restriction was relaxed to a limited extent by permitting banks to provide doorstep banking services only to Government Departments. Later, RBI decided to permit banks to extend doorstep banking to all types of customers, including individuals. Though banks need not seek the permission of RBI for extending the Scheme, banks are required to follow the general principles and broad parameters laid down by RBI in this regard (vide RBI circular ref. DBOD. BL. BC.59/22.01.010/2006-2007 dated February 21, 2007). Banks are further advised by RBI to:

- I. Prepare a scheme for offering "doorstep" banking services to their customers with the approval of the Boards.
- II. Take into account the various risks that may arise to customers directly or through agents and take effective steps to manage the same.
- III. Review the Scheme on a half-yearly basis, during the first year of its operation and subsequently on an annual basis.

Further, RBI vide its circular ref. DOR. CO. Leg. BC. No.59/09.07.005/2019-20 dated March 31, 2020 has reemphasized the requirement of extending Doorstep Banking facilities to Senior citizens of more than 70 years of age and differently abled persons. Banks are required to develop a Board approved framework for determining the nature of branches where these services will be provided mandatorily and those where it will be provided on best effort basis.

In accordance with the guidelines, the Door Step Banking policy is presented in ensuing paragraphs.

1.2. Definitions

“Doorstep banking” services offered by the Bank refers to ‘pickup and delivery’ of cash, cheques, demand drafts and banking documents, at the premises of the customer, by accepting the instructions from eligible customers.

1.3. Applicability

- This policy provides the framework for Doorstep Banking services to its clients. (The contents of this policy will be applicable to all accounts/customers designated as eligible account by the Bank for the purposes of availing the aforesaid Services.
- Bank will make concerted effort to provide basic banking facilities to senior citizens of more than 70 years of age and differently abled or infirm persons (having medically certified chronic illness or disability) including those who are visually impaired, at his/her doorstep. The basic banking facilities will include pick up of cash and instruments against receipt, delivery of cash against withdrawal from account, delivery of demand drafts, submission of Know Your Customer (KYC) documents and Life certificate at the premises/residence of such customers.
- Banks shall offer the doorstep banking services on pan India basis. The Board approved framework will be followed for determining the nature of branches /centers where these services will be provided mandatorily and those where it will be provided on a best effort basis. The list of branches offering such doorstep banking services shall be displayed/updated on the Bank’s website regularly.
- Bank shall give adequate publicity to the availability of these services in its public awareness campaigns. The charges, in this regard, shall also be published on Bank’s website.

1.4. Objective

The policy envisages following objectives:

- I. Designing a Scheme for offering "doorstep" banking.
- II. Accounting for the various risks and their management in offering this scheme.
- III. Review mechanism of the Scheme.

2. Doorstep Banking Policy

2.1. Services Offered under the Scheme:

- I. Pick up of Cash
- II. Pick up of Cheques and other instruments

- III. Delivery of Cash / Drafts at the doorstep of eligible customers either against Cheques received at the counter or requests received through any secure convenient channels such as phone banking / internet banking.
- IV. Point II and III are subject to adopting technology and security standards and procedures as envisaged by Reserve Bank of India (RBI).
- V. Submission of Know Your Customer (KYC) documents and Life Certificate (Only for senior citizens of more than 70 years of age) and differently abled or infirm persons (having medically certified chronic illness or disability) including those who are visually impaired.

2.2. Delivery Channel

- Delivery of the services shall be done either through our employees (Only for cheque, Demand Drafts & Documents) or by engaging Business Facilitators/Service Providers.
- While engaging the services of Business Facilitators/ Service Providers, it would be ensured that the terms/parameters as set out in the relevant Policy of the Bank as approved by the Board with reference to selection of Business Facilitators/Service Providers and payment of fee/commission, etc., are strictly adhered to.

2.3. Delivery Process

- I. Cash collected from the customer should be acknowledged by issuing a receipt on behalf of the Bank.
- II. Cash collected from the customer should be credited to the customer's account on the same day or next working day, depending on distance and time of collection.
- III. The customer should be informed of the date of credit by issuing a suitable advice.
- IV. Delivery of demand draft should be done by debit to the account on the basis of requisition in writing/ cheque received and not against cash or instruments collected at the doorstep.

Cash delivery services may be offered to the Individuals Corporate Clients, PSUs, Government Departments and Bodies against receipt of cheque only and not against telephonic request.

2.4. Service Charges

All the services rendered under the 'Doorstep Banking' are subject to Commercial and Operational viability for the Bank. The service charges will be decided on the basis of -

- Amount of cash involved (as per slabs)
- Distance from the branch and frequency
- Cost incurred in Doorstep Banking Services; and
- Overall business relationship.

Following charges can be levied on the customer basis the vendor / service provider identified for the particular customer:

- a. Cash Pickup Charges (BeatPickup – Sealed Bag)
- b. Cash Pickup Charges (OnCall)
- c. Cash Delivery Charges (OnCall)
- d. Variable Charges

The various rack rate of charges of Doorstep Banking based on above categories are enclosed with this policy as Annexures I, II, III and IV.

MD & CEO is empowered for full waiver of charges within the rack rate basis the customer relationship.

Further, Head-Liabilities is empowered to waive the charges up to 50% of the rack rate.

Under the Doorstep Banking policy, there is a strong possibility that the charges agreed by the Bank for similar service being provided to customers are different vis-a-vis each of the vendor / service provider. Thus, such agreed rate vis-à-vis the respective vendor will constitute as the reference rate for considering full / partial waiver of charges being levied to the customer basis which the empowerment matrix of MD & CEO and Head – Liabilities towards waiver of such charges will kick in.

2.5. Operational Procedure

1. The customer who intends to avail Doorstep Banking services should make a request in writing to the concerned Bank Branch, which would inter-alia contain the services opted, place of collection / delivery, etc.
2. It is solely the discretion of the Bank either to accept or reject request of the customer for extending doorstep services.
3. The concerned Branch will have to submit a proposal along with the customer's request to the competent authority seeking approval/sanction for Doorstep banking service/s to the applicant.
4. The proposal should, amongst other things, contain:
 - a. The cost benefit analysis of providing the service; and
 - b. Operational and logistical arrangements necessary to provide the service by the branch.
5. The competent authority shall process the proposals considering business as well as operational aspects and communicate his / her decision.
6. The approval apart from covering the commercial aspects will also have the clause of time period by which the doorstep banking arrangement will be reviewed.

7. On receipt of approval from the competent authority, branches have to enter into an agreement with the respective customer in the prescribed format as approved by Legal and Compliance departments of the Bank.

2.6. Minimizing Risks and Precautions to Be Taken

The risks which are likely to emerge may become specifically known once the Scheme is put into operation. Therefore, the guidelines to mitigate such risks will be incorporated in the agreement.

Probable Risks and Proposed Mitigants are as under:

- **Loss of Cash in Transit:** CIT Insurance will be covered in Banker's Indemnity Policy.
- **Security Aspects in Cash Carrying:** The security aspects will be covered in detailed process flow and agreement with CIT Agency.
- **Branch Infrastructure:** Branches should ensure that proper security infrastructure is available with them to carry out the service before accepting a customer's request for cash pick up /delivery.
- **CRL Limit:** In case the branch expects that the cash balance may exceed their Cash Retention Limit by the picked up cash, then they may also have to ensure proper arrangement for remittance.
- The insurance policy of the Bank will have a clause covering collection/delivery of cash at the doorsteps of the customers.

2.7. Customer Grievance Redressal

The Bank's customer grievance redressal mechanism would also involve handling of Doorstep Banking related grievance/service request. The Bank would ensure that any grievance is resolved within pre-defined timelines.

2.8. Operations Procedure

The detailed process is contained in process note approved in PPMC. Necessary Circular will be issued subsequently.

2.9 Doorstep Banking Services for Sr. Citizen and differently abled Persons

The Reserve Bank of India vide its Notification No DOR. CO. Leg. BC.No.59 /09.07.005/2019-20 dated March 31, 2020 has advised all the banks to develop a Board approved framework to offer certain basic banking services to senior citizens of more than 70 years of age and differently abled persons at the doorstep of such customers as advised by their previous circular ref. DBR. No. Leg.BC.96/09.07.005/2017-18 dated November 09, 2017.

Framework

- i) **Selection of branches:** Bank shall offer the doorstep banking services on pan India basis. However, there will be some branches which will be offering doorstep banking services to sr. citizen and differently abled person mandatorily and the remaining branches shall provide the services on best effort basis. These branches will be selected on the basis of –
- Area / Location
 - Having sufficient no. of dedicated CIF ids
 - There must be CIT services available with the branch

List of branches offering such doorstep banking service shall be displayed and updated on Bank's website regularly.

- ii) **Pricing:** The various rack rate of charges of Doorstep Banking are enclosed with this policy as Annexures I, II, III and IV.

MD & CEO is empowered for full waiver of charges within the rack rate basis the customer relationship. Further, Head-Liabilities is empowered to waive the charges up to 50% of the rack rate.

DSB Commercials should be explained to customer clearly before onboarding and the same should be prominently indicated in brochures and published in Bank's website periodically

3. Review of the Policy

Review mechanism of the Scheme on a half-yearly basis, during the first year of its operation and subsequently on an annual basis. However, in the event of a change in regulatory guidelines, necessary changes will be effected as and when required with the approval of the Board.

Annexure 1 – Monthly Cash Pickup Charges (Beat Pickup – Sealed Bag)

S. No.	Cash carrying limit	Charges per month	
		Delhi (in ₹)	Rest of India (in ₹)
1	0- ₹50,000	5880	4200
2	₹0.51 - ₹1 Lakh	6720	4800
3	₹1.01 Lakh - ₹2.00 Lakh	8540	6100
4	₹2.00 Lakh - ₹4.00 Lakh	13020	9300
5	₹4.01 Lakh - ₹6.00 Lakh	18200	13000
6	₹6.01 Lakh - ₹10.00 Lakh	28350	20250
7	₹10.01 Lakh - ₹20.00 Lakh	47600	34000
8	₹20.01 Lakh - ₹50.00 Lakh	61320	43800
9	₹50.01 Lakh - ₹100 Lakh	114800	82000

Annexure 2 – On Call Cash Pickup Charges

S. No.	Cash carrying limit	Charges per pickup	
		Delhi (in ₹)	Rest of India (in ₹)
1	Up to ₹1.00 lakh	980	700
2	₹1.01 Lakh - ₹2.00 Lakh	1120	800
3	₹2.01 Lakh to ₹4.00 Lakhs	1400	1000
4	₹4.01 Lakh to ₹6.00 Lakhs	1820	1300
5	₹6.01 Lakh to ₹8.00 Lakhs	2800	2000
6	₹8.01 Lakh to ₹10.00 Lakhs	2800	2100
7	₹10.01 Lakh to ₹15.00 Lakhs	4515	3225
8	₹15.01 Lakh to ₹20.00 Lakhs	4515	3500
9	₹20.01 Lakh to ₹50.00 Lakhs	6440	4600
10	₹50.01 Lakh to ₹100.00 Lakhs	8820	6300

Annexure 3 – On Call Cash Delivery Charges

S. No.	Cash carrying limit	Charges per delivery	
		Delhi (in ₹)	Rest of India (in ₹)
1	Up to ₹1.00 lakh	1400	1000
2	₹1.01 Lakh - ₹2.00 Lakh	1750	1250
3	₹2.01 Lakh to ₹4.00 Lakh	2345	1675
4	₹4.01 Lakh to ₹6.00 Lakh	3080	2200
5	₹6.01 Lakh to ₹10.00 Lakh	3535	2525
6	₹10.01 Lakh to ₹15.00 Lakh	5670	4050
7	₹15.01 Lakh to ₹20.00 Lakh	5670	4500
8	₹20.01 Lakh to ₹50.00 Lakh	7770	5500
9	₹50.01 Lakh to ₹100.00 Lakh	10710	7650

Annexure 4 – Variable Charges

S. No.	Services	Charges
1	Cash picked above the define daily cash limit	₹70/- per ₹50,000/-
2	Counting and verification of cash at client premises at the time of pickup	₹0.60 per ₹1000
3	Additional charges for outside city limit	50% extra
4	On Call Cheque pick-up	₹340/- per point