



Memo No: 331/CE

Date: 02/04/2020

To
The Branch Manager (All)
Raiganj CCB Ltd



Sub: Moratorium on Term Loan , Relief Package on COVID 19-reg

Dear Sir,

I am directed to inform you that as per advice of RBI, Govt. of India, Raiganj CCB Ltd is providing option to the customers for availing Moratorium on all term loans which is outstanding as on 1st March 2020.

You are requested to inform all your customers availing term loan about this opportunity to avail the moratorium. If any email, whatsapp , sms , letters received from the customer via his/her registered email id or Mobile number the SI should be deferred manually from the system. It is also informed to all concern through your branch that if no such application is received from the customer normal EMI will be deducted by default as per standing instruction already given by the customer.

All paper works must be done by the customer after LOCKDOWN within 7 days otherwise EMI will be deducted by default from next due date of EMI and interest accrued will be capitalized in normal process.

However the customers have three options to repay the loan:-

1. Increase of EMI to repay the loan in extended time as proposed by RBI, Govt. of India.
2. Increase of EMI to repay the loan to repay the loan within the pre-assigned tenor.
3. Full repayment of accrued interest and overdue principal immediately after Moratorium period.

It is further informed to you that in case of Moratorium provided to the customer, the normal interest of the said loan will continue to be accrued and will be capitalized in normal course. Restructuring of EMI may be done in consultation and with consent of the customer. In case no communication is received from the customer regarding restructuring option after LOCKDOWN within 7 days, (by default) the branch manager should only extend the repayment tenure by three months "across the board" and fix the EMI on the capitalized outstanding i.e option 1 will be invoked.

Further , you are also hereby informed that in case EMI is already deducted by default and the customer send application for moratorium, the moratorium of three month may be proposed to the customer from the next due date of EMI. The process of implementation will be same as stated.

It is worth mentioning of the fact that ECCS are to be informed regarding this facility of Moratorium. They can avail the facility after signing a MOU with the Bank. A separate excel sheet should be properly maintained in ECCS and in Bank branch for better accounting transparency.

Insurance on the three month of extended period of loan COVID-19 is waived as a relief package.

Moratorium on loan will not be treated as waiver by any means.

A wide publicity of this opportunity should be done.

20/04/2020
CEO, RCCB Ltd

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Copy forwarded for information to:

1. Chairman, Raiganj CCB Ltd
2. All Staff, Rccb Ltd.

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CEO, RCCB Ltd