

**BERAR FINANCE LIMITED**  
**GRIEVANCE REDRESSAL MECHANISM POLICY**

**RECORD OF REVIEW:**

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**BERAR FINANCE LIMITED**  
**GRIEVANCE REDRESSAL MECHANISM POLICY**

**I. Background**

Berar Finance Limited (“**BFL**” or “**Company**”) is a public limited company incorporated under the Indian Companies Act, 1956 and is registered with the Reserve Bank of India (“**RBI**”) as a deposit taking non-banking finance company (“**NBFC**”).

This Grievance Redressal Mechanism Policy (“**Policy**”) has been drafted as per the RBI/DNBR/2016- 17/45 Master Direction DNBR.PD.008/03.10.119/2016-17 dated September 1, 2016 as applicable to deposit taking NBFCs.

This Policy aims to describe the internal guidelines in place for addressing and resolving customer complaints. It describes the various channels for lodging a complaint, obtaining solutions from the concerned department and responding to customers with a solution within the stipulated time period.

**II. Objectives of the Policy**

The Policy stipulates an effective and suitable mechanism for receiving and addressing complaints from customers with specific emphasis on resolving such complaints fairly and expeditiously regardless of the source of the complaint.

The objectives of the Policy are as follows:

- To treat all customers in a fair and unbiased manner;
- To guide customers who wish to lodge a formal complaint and also provide alternate avenues of grievance escalation in case the customer is discontent/ unhappy with the response or resolution;
- To enlist various modes through which customers can register complaints;
- To create effective processes to respond to customer grievances/complaints;
- To define escalation levels in case customer’s complaint is not addressed at all or is not addressed satisfactorily; and
- To define timelines for closure of complaints.

**III. Scope of the Policy**

The processes contained in this Policy are applicable to all employees (permanent as well as contractual), branches, offices and locations of the Company across the country and to all activities where there is an interaction with prospective or existing customers.

A customer is a person or entity that has availed a loan, made a deposit or obtained any other form of financing from the Company. This will also apply to customers who have opted for any third party products offered / distributed by the Company.

A complaint is an expression of dissatisfaction or resentment either in the form of a representation or an allegation made in writing or through an approved electronic channel containing a grievance alleging deficiency in the following areas:

- Services, products, policies and procedures of the Company;
- Services provided to customers by any outsourced agent or agency<sup>1</sup> of the Company;
- Employee behavior towards the customers of the Company; and

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<sup>1</sup> In terms of RBI Directions on Managing Risks and Code of Conduct in Outsourcing of Financial Services by NBFCs [DNBR.PD.CC.No.090/03.10.001/2017-18]

- Confidentiality and protection of the personal (including sensitive personal information) and financial information<sup>2</sup> of the Company's customers.

Requests that deal with data modification (e.g. request for address change, change of bank details/mandate etc.) or enquiries about loan products / schemes, interest rates or other such similar requests do not fall under the purview of this Policy.

Any complaint that discloses or demonstrates information that may evidence an unethical, illegal or improper activity or any other misconduct as defined under section "Scope" of the Company's "WHISTLEBLOWER POLICY" will be addressed by following the process/ procedures outlined in that policy.

#### **IV. Key Commitments**

The Company is committed to ensuring the highest levels of customer satisfaction and has set out the following guidelines to be followed when dealing with existing and prospective customers.

1. Act fairly and reasonably in all dealings with its customers by ensuring that:
  - All products and services meet relevant laws and regulations, as applicable from time to time;
  - Customer dealings are honest and transparent; and
  - The process and procedures of the Company are in the best interest of its customers.
2. Assist customers in selecting financial products and services by:
  - Providing relevant information in English and/or a local language of choice;
  - Explaining the financial implications of any product and service; and
  - Allowing the customer to choose the one that meets his/her needs.
3. Make every attempt to ensure that the customers have a trouble-free experience in dealing with the Company and its employees. In case of errors of commissions and/or omissions, the Company will deal with the same on priority by:
  - Correcting mistakes;
  - Addressing customer complaints;
  - Guiding the customer on the escalation process in case of any dissatisfaction; and
  - Reversing any charges including interest applied to a customer's account due to an error or oversight by the Company.

#### **V. Procedure for Raising a Complaint**

Customers can raise their complaints through the following means:

- By physically dropping a letter in a designated box on the premises of the Company's branches or head office between 10:00 a.m. and 6:30 p.m., from Monday to Friday (except on public holidays);
- By sending a letter by way of post to the address of respective branch offices or the head office;
- By writing an email addressed to [customercare@berarfinance.com](mailto:customercare@berarfinance.com);
- By placing a call on the helpline number 0712 666 3999 between 10:00 a.m. and 6:30 p.m., from Monday to Friday (except on public holidays); or
- By utilizing the 'Online form' on the Company's website ([www.berarfinance.com](http://www.berarfinance.com)).

Each customer should provide the following information while raising a complaint through any of the appropriate

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<sup>2</sup> In terms of Information Technology (Reasonable security practices and procedures and sensitive personal data or information) Rules, 2011

channels:

- Customer's full name as per the records submitted to the Company;
- Customer's complete correspondence address;
- Loan number in case of a borrower and account number in case of a depositor (wherever applicable);
- Registered mobile number / phone number; and
- Email ID (if available).

## **VI. Procedure for Addressing a Complaint**

The customer service team will follow the procedure outlined below to address and resolve complaints received from all the accepted channels under this Policy.

- First call resolution: For all complaints which can be resolved immediately when raised, the response should be provided as soon as possible, preferably in the same form and on the same channel through which the complaint was received.
- Resolution post-verification: For the complaints which must be verified and may need further investigation and / or support from other departments and hence cannot be resolved immediately, the customer should be informed about the expected timelines of closure. For these complaints, tickets should be raised and assigned to the concerned departments on priority.
- During the time it takes to reach a resolution, the relevant department of the Company will be in contact with the complainant at defined intervals / milestones to communicate the progress on resolving the complaint. In case of any delay envisaged in arriving at a resolution, the customer will be duly informed outlining reasons for the delay.
- Once a resolution has been reached, the customer will be provided with all the information pertaining to the resolution of his complaint including all the supporting documents, preferably in the same form and on the same channel through which the complaint was received.

## **VII. Timeframe for Addressing and Resolving Complaints**

The turn-around time for addressing and resolving a complaint will depend upon the type and complexity of the grievance. The timelines for different complaints under this Policy is provided as follows:

- Normal cases (other than the one mentioned below): 7 days of receipt of complaint. Customer complaints relating to interest, EMIs, repossession, penalty and other charges, non-receipt of deposit certificate etc. are some of the types of complaints which will be categorized under this.
- Fraud cases, legal cases and cases which require retrieval of old records and documents: 15 days of receipt of complaint.
- CIBIL-related cases: 15 days of receipt of complaint.

If any complaint needs additional time to reach a resolution, the Company will inform the complainant of the requirement of additional time and the expected timeline for the resolution of the issue.

## **VIII. Escalation Process**

If the Customer is not satisfied with the resolution or has not received any resolution within a period of 30 days from lodging the complaint, he or she can appeal to the NBFC Ombudsman, RBI as per the 'THE OMBUDSMAN SCHEME FOR NBFC' uploaded on the Company's website ([www.berarfinance.com](http://www.berarfinance.com)).

The Board of Directors shall nominate a Grievance Redressal Officer and Principal Nodal Officer under the Ombudsman Scheme who shall be responsible for ensuring due compliance of this Policy. All possible forms for lodging the complaints by the customers shall be mentioned on the website of the Company ([www.berarfinance.com](http://www.berarfinance.com)). The information about Grievance Redressal Officer shall be displayed prominently, for the benefit of the customers, at the offices and branches of the Company.

If the customer wants to resolve the matter through internal channels, he or she can raise his or her concerns by following the escalation procedure outlined below. In order to escalate a complaint to the next level, the customer should share the ticket/ complaint number. It is important to note that the turnaround time mentioned against each escalation level is applicable only when the aforementioned escalation matrix is followed.

### **Level 1: Head of Customer Care**

If a customer is not satisfied with the resolution provided by the customer service team or if the complaint/ dispute is not redressed within the communicated time period, the customer may escalate the matter by writing an email or sending a hard copy of the complaint to the Head of Customer Care of the Company.

**Designation:** Head of Customer Care

**Address:** Avinisha Tower, Mehadia Chowk, Dhantoli, Nagpur – 440012

**E-mail ID:** [head\\_customer care@berarfinance.com](mailto:head_customer care@berarfinance.com)

The Head of Customer Care will respond to the escalation within 3 days of receiving the complaint and provide a resolution within 7 days.

### **Level 2: Grievance Redressal Officer**

If a customer is not satisfied with the resolution provided by the Head of Customer Care, the customer may escalate the matter by writing an email or sending a hard copy of the complaint to the Grievance Redressal Officer.

**Designation:** Grievance Redressal Officer

**Address:** Avinisha Tower, Mehadia Chowk, Dhantoli, Nagpur – 440012

**E-mail ID:** [grievanceredressal\\_officer@berarfinance.com](mailto:grievanceredressal_officer@berarfinance.com)

The contact details of the Grievance Redressal Officer will be displayed on the Company's website ([www.berarfinance.com](http://www.berarfinance.com)) and at all branch offices.

The Grievance Redressal Officer will respond to the escalation within 3 days of receiving the complaint and provide a resolution within 7 days.

### **Level 3: Appeal to the NBFC Ombudsman, RBI**

If the complaint of the Customer is not redressed within 30 days from the lodging of complaint with the Company or if the customer is not satisfied with the response of/ resolution provided by the Company, the customer may appeal to the Office of Ombudsman, RBI as per the details given below.

<b>Centre</b>	<b>Address of the Office of NBFC Ombudsman</b>	<b>Area of operation</b>
Chennai	C/o Reserve Bank of India Fort Glacis, Chennai 600 001 STD Code: 044 Tel No. 25395964 Fax No. 25395488 E-mail: <a href="mailto:nbfcochennai@rbi.org.in">nbfcochennai@rbi.org.in</a>	Tamil Nadu, Andaman and Nicobar Islands, Karnataka, Andhra Pradesh, Telangana, Kerala, Union Territory of Lakshadweep and Union Territory of Puducherry
Mumbai	C/o Reserve Bank of India, RBI Byculla Office Building, Opp. Mumbai Central Railway Station, Byculla, Mumbai-400 008 Email: <a href="mailto:nbfcomumbai@rbi.org.in">nbfcomumbai@rbi.org.in</a>	Maharashtra, Goa, Gujarat, Madhya Pradesh, Chhattisgarh, Union Territories of Dadra and Nagar Haveli, Daman and Diu
New Delhi	C/o Reserve Bank of India Sansad Marg, New Delhi -110001 STD Code: 011 Tel. No. 23724856 Fax No. 23725218-19 E-mail: <a href="mailto:nbfconewdelhi@rbi.org.in">nbfconewdelhi@rbi.org.in</a>	Delhi, Uttar Pradesh, Uttarakhand, Haryana, Punjab, Union Territory of Chandigarh, Himachal Pradesh, Rajasthan and Jammu and Kashmir

Kolkata	C/o Reserve Bank of India 15, Netaji Subhash Road, Kolkata-700001 STD Code: 033 Tel. No. 22304982 Fax No. 22305899 E-mail: <a href="mailto:nbfckolkata@rbi.org.in">nbfckolkata@rbi.org.in</a>	West Bengal, Sikkim, Odisha, Assam, Arunachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Tripura, Bihar and Jharkhand
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The Principal Nodal Officer of the Company will be responsible for representation before and furnishing information to RBI Ombudsman with respect to complaints filed against the Company. For any further information in this regard, the customer can refer to the 'THE OMBUDSMAN SCHEME FOR NBFC' as uploaded on the Company's website ([www.berarfinance.com](http://www.berarfinance.com)).

#### **IX. Reporting**

- All complaints received by the Company will be tracked, consolidated and recorded for end-to-end resolution.
- The complaint MIS will be presented to the Executive Chairman or Managing Director on a monthly basis.
- All complaints will be reported to the concerned authorities in the prescribed format as per the applicable laws/ guidelines/ directives, including modification(s) thereof, from time to time.
- The complaint MIS shall be presented to the Board of Directors of the Company for review on a quarterly basis.

#### **X. Review of the Policy**

Representatives from all key departments, including customer care, will review the complaints received on a quarterly basis. They shall review the process and suggest changes, if any, required for making the process more effective.

Further the Policy will also be reviewed by the Board at the first meeting of the Board of Directors of each financial year.

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