

## Oriental Bank of Commerce

( A government of India Undertaking)  
Regional Office: Meerut  
495/1, RPG Tower, Mangal Pandey Nagar  
Meerut,  
Phone-0121-4011905, 4011906  
E-mail: loan\_mrt@obc.co.in



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RO/MRT/LOANS/ /2015-16  
M/s Techmech International Pvt Ltd  
S.M. Kuteer, Mandir Marg  
92, Civil Lines,  
Meerut UP

24.02.2016

Dear Sir,

### Empanelment as Customer Point Verification /Due Diligence Agency.

With reference to your application for empanelment as customer point verification/due diligence agency, we are pleased to inform you that your name has been considered favorably for conducting Customer Point Verification /Due Diligence on the following terms and conditions –

1. This empanelment shall be initially valid for a period of 12 Months from the date of this letter.
2. You will be required to conduct Customer Point Verification /Due Diligence work in detail as and when the work is assigned by the branches under Meerut region (covering Meerut, Muzaffarnagar, Saharanpur, Shamli, Baghpat, Hapur districts) within due time.
3. You shall carry out the Customer Point Verification /Due Diligence work for loan proposals entrusted by any branch in Meerut Region. Broadly, the duties and responsibilities of the agency shall be as under-
  - Field Investigation (Residence) –Physical visit
  - Field Investigation (Office)- Physical visit
  - Telephonic Investigation-Tele Calling
  - Income Document verification) - Through IT Deptt
  - Income Document verification (pay Slip/pay Certificate/Form 16)- Through respective Deptts)
4. Please note that your opinions/reports/clarifications are being used by the bank as an input for decision making from time to time. Therefore we would like to state that in the event of your opinion/report/certification turns out to be untrue and factually incorrect causing loss to the bank, we may seek clarifications as may be required to investigate the matter and fix the responsibility. In the event it is established that there was gross negligence on your part or you has collided with our customer in causing pecuniary damages/loss to the bank. We may recommend your name for including in the caution list being maintained by the IBA for circulating amongst member banks as per advice received from the Reserve Bank of India.
5. Your report has to be in sealed cover addressed to the branch manager from whom the request for Customer Point Verification /Due Diligence is received. No minimum work is assured and you will be deputed for carrying out the work at the sole discretion of the bank. Bank in its sole discretion can delete your name from the panel at any time.

H.O.: Plot No.5, Institutional Area, Sector 32, Gurgaon-122001



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6. You will maintain full secrecy of our clients' affairs and information.
7. You shall not engage in negative canvassing nor engage in any sort of financial transactions with the borrower in connection with loan proposal/processing/sanction or any other such activity which is detrimental to the interest/reputation of the bank.
8. You will not use the Bank's name or logo in any form or style on your letter head, visiting card, rubber stamps or any other publicity material.
9. The fee permissible shall be as under:

S. No.	Category	Charges
1.	Conducting Residence Address verification by actually visiting the applicant's residence followed by back check over phone	Rs 200/-+Tax + Conveyance Expenses (if Outside City)
2.	Conducting Business Address Verification by Actually visiting the applicant's place of business/Office followed by back check over Phone	Rs 200/-+Tax + Conveyance Expenses (if Outside City)
3.	Conducting Business Phone verification by making phone call to the applicant's Place of business/Office	Rs 100/-
4.	Conducting Residence Phone Verification by making phone call to the applicant's residence	Rs 50/- Per verification
5.	Conducting verification of Income by ITR verification	RS 150/- +Tax (Per ITR Verification)
6.	Conducting Verification of Income by salary Slip Verification	Rs 150/- + Tax (Per Annual Salary Slip Verification)
7.	Conducting Verification of Income by Form 16 verification	Rs 150/- +Tax ( Per Annual Form 16 verification)
8.	Conducting Verification of Income by Other Means (Viz. Other Bank's A/c Statement)	Rs 300+ Tax (per Case verification)

Subject to a maximum of Rs 1,000/- + Tax per account if all the above services are availed.

Please acknowledge receipt and confirm that the above terms and conditions are acceptable to you by signing the letter and returning one copy of this letter within one week.

  
Deputy General Manager

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