

ASSETLINE LEASING COMPANY LIMITED

Key Facts Document

This document (hereinafter referred to as KFD) details the features of the products which are offered to customers of Assetline Leasing Company Limited (hereinafter referred to as ALCL/the Company). The Company reserves the right to amend, delete and add any terms, conditions, related fees/ charges herein, in accordance with any directions or regulations issued/revised from time to time.

This KFD is developed for customer information as required by the Finance Leasing (Financial Customer Protection Framework) Directions No. 01 of 2018 issued to all Specialized Leasing Companies.

Procedure for resolving Customer Complaints

ALCL is committed to provide preferred financial solutions with competitive interest rates, prompt service and convenience to its customers using methodical and efficient processes through its competent team of professionals.

In the event you are dissatisfied with the service you can lodge a complaint in writing (letter/email/fax/ via website or Facebook)

Address: No. 120, 120 A, Pannipitiya Road, Battaramulla

Fax: 0114 700 101

Website: www.assetline.lk

Email: info@assetline.lk

Facebook: <https://www.facebook.com/assetline.lk>

or verbally (hotline/mobile/walk- in)

Mr. Kumara Prasanna – Manager, Customer Service

Hotline: 0114 700 100 **Mobile:** 0777 445 461

Ms. Anchana Raviendrarajah – Executive, Customer Service

Hotline: 0114 700 100 **Mobile:** 0773 643 670

Complaints received by the Customer Service Division of ALCL will be entered into the system within one (01) working day and an acknowledgment will be sent to customers via SMS. We will endeavour to resolve the issue(s) within a reasonable period of time.

Customers reserve the right to obtain advice from the Financial Ombudsman if complaints/issues are not satisfactorily resolved by the Company.

Financial Ombudsman

Address : 143/A, Vajira Road, Colombo-05.

Telephone : 0112 595 624

Fax : 0112 295 625

Email : fosril@sltnet.lk

Website : www.financialombudsman.lk

Applicable Legal Provisions

The company complies with applicable legal provisions related to products and services offered within the framework of below mentioned legislation;

- Consumer Credit Act No. 29 of 1982 as amended
- Finance Leasing Act No. 56 of 2000 as amended
- Civil Procedure Code as amended
- Mortgage Act No. 6 of 1949 as amended
- Financial Transactions Reporting Act No. 06 of 2006

Procedure for obtaining ALCL Products and Services

All potential customers are invited to visit the Head Office or the nearest ALCL Branch and discuss with ALCL representatives about their requirements.

Following the discussion, the Company will issue an application for them to apply for products or services. Once the duly completed application is received it will be processed and evaluated to consider the request to offer the relevant financial products suitably.

Products and Services

Product	Key features and nature of products/ services	Main terms and conditions	Interest rates / Penalty Rate	Charges/ Fees/ Commission(s)	Benefits to customers
Leasing	<p>A wide range of leasing facilities are offered by ALCL to customers who are professionals, businessmen, self-employed/employed individuals or corporates.</p> <p>A range of features are offered through the leasing products for customers who intend to finance automotive such as motor cars, mini trucks, three - wheelers, motorcycles etc.</p>	<p>Personal customers can apply for a lease provided they produce the following documentation;</p> <ul style="list-style-type: none"> • Proof of Identification (NIC/DL/PP) • Proof of place of residence (NIC/Utility bill/GS certificate) • Proof of Income (Salary Slips/Bank Documents /other proof documents) • Vehicle details (Supplier / Vehicle details/ Valuation) • Guarantor details (NIC/Billing/ Income proof) 	<p>Interest rates applicable for lending products will be decided based on the type of facility, tenure, client's creditworthiness and the security offered; based on market conditions, interest rates are revised from time to time.</p> <p>Penalty interest will be applicable only after seven (07) days' grace period. The prevailing rate is 4% p. m.</p>	<ul style="list-style-type: none"> • CRIB charges • Postage • Stamp duty • RMV charges • Insurance Premiums • Administrative/ Documentation charges 	<ul style="list-style-type: none"> • Utmost Convenience ✓ Network of 53 branches situated island wide ✓ Easy Pay Machines, Payment Collection Centres, eZ Cash, branches of People's Bank, Sampath Bank PLC, Hatton National Bank PLC and Bank of Ceylon for lease rental payments and Sampath Vishwa, HNB and People's Wave online payment platforms.

	<p>We offer flexible as well as convenient payment structures which can be customized as per the customer requirement.</p>	<p>Corporate customers can apply for a lease provided they produce the following documentation;</p> <ul style="list-style-type: none"> • Proof of Identification (BR/Form 41 or 01) • Proof of Registered Address (Form 13) • Proof of Financials that require to be disclosed (Financial Statements /Bank Documents/other proof documents) • Guarantor details (NIC/Billing/Income proof) • Vehicle details (Supplier/Vehicle details) • Approved Board Resolution(s) 			<ul style="list-style-type: none"> • Speedy turnaround time (TAT) ✓ Facility is processed fast ✓ Dedicated and skilled marketing staff who provide exceptional service. • Reasonable Pricing & Charges ✓ Competitive pricing/interest rates ✓ Fixed service charge which does not depend on the value of the contract • Special benefits when applying for Second facility
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<p>Auto Loan</p>	<p>This product is for customers who intend to finance non-commercial motor vehicles.</p> <p>All professionals, businessmen and corporate entities are eligible.</p> <p>ALCL offers flexible as well as convenient payment structures which can be customized as per the requirement.</p>	<p>Personal customers can apply for a loan provided they produce the following documentation;</p> <ul style="list-style-type: none"> • Proof of Identification (NIC/DL/PP) • Proof of place of residence (NIC/Utility bill/GS certificate) • Proof of Income (Salary Slips/Bank Documents/other proof documents) • Vehicle details (Supplier/Vehicle details/Valuation) • Guarantor details (NIC/Billing/Income proof) 	<p>Interest rates applicable for lending products will be decided based on the type of facility, tenure, client's creditworthiness and the security offered; based on market conditions, interest rates are revised from time to time.</p> <p>Penalty will be applicable only after seven (07) days' grace period. The prevailing rate is 4% p.m.</p>	<ul style="list-style-type: none"> • CRIB charges • Postage • RMV charges • Insurance Premiums • Administrative/documentation charges • Mortgage fee 	<ul style="list-style-type: none"> • Utmost Convenience ✓ Network of 53 branches situated island wide ✓ Easy Pay Machines, Payment Collection Centres, eZ Cash, branches of People's Bank, Sampath Bank PLC, Hatton National Bank PLC and Bank of Ceylon for lease rental payments and Sampath Vishwa, HNB and People's Wave online payment platforms. • Speedy turnaround time (TAT) ✓ Facility is processed fast ✓ Dedicated and skilled marketing staff who provide exceptional service.
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<p>Business Loans</p>	<p>Business loans are offered to SMEs & medium scale corporates for working capital, infrastructure development in order to facilitate business growth.</p> <p>Vehicle importers, dealers and related business enterprises are considered as a priority sector.</p> <p>ALCL offers, off-the-shelf as well as tailor-made facilities considering clients' cash flows and business opportunities, with flexible repayment options.</p>	<p>Personal customers can apply for a loan provided they produce the following documentation;</p> <ul style="list-style-type: none"> • Proof of Identification (NIC/DL/PP) • Proof of place of residence (NIC/Utility bill/GS certificate) • Proof of Income (Salary Slips/Bank Documents/other proof documents) • Vehicle details (Supplier/Vehicle details/valuation) • Proof of Collateral/Security (Property/Vehicle) • Guarantor details (NIC/Billing/Income proof) 	<p>Very competitive interest rates are applicable for all lending products and same will be based on the rating of each client (a robust internal rating process is applied for all unrated clients).</p> <p>The interest rates are also based on the external market conditions and shall be revised from time to time as applicable.</p>	<p>The following charges would be applicable when obtaining a Loan facility;</p> <ul style="list-style-type: none"> • CRIB charges • Mortgage Bond charges/ Legal fees, if applicable • Postage & Stamp duty fees • Insurance/ Loan Protection Cover,if applicable • Facility processing fees 	<ul style="list-style-type: none"> • Utmost Convenience ✓ Network of 53 branches situated island wide ✓ Easy Pay Machines, Payment Collection Centres, eZ Cash, branches of People's Bank, Sampath Bank PLC, Hatton National Bank PLC and Bank of Ceylon for lease rental payments and Sampath Vishwa, HNB and People's Wave online payment platforms. • Speedy turnaround time (TAT) ✓ Facility is processed fast ✓ Dedicated and skilled marketing staff who provide exceptional service.
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	<p>Trade finance facilities and Factoring facilities are also considered on selective basis and thereby the Company offers the full spectrum of facilities that a business would require to expand and grow.</p>	<p>Corporate customers can apply for a loan provided they produce the following documentation;</p> <ul style="list-style-type: none"> • Proof of Identification (BR/Form 41 or 01) • Proof of Registered Address (Form 13) • Proof of Financials that require to be disclosed (Financial Statements/Bank Documents/other proof documents) • Proof of Collateral/Security (Property/Vehicle) • Guarantor details (NIC/Billing/Income proof) 			<ul style="list-style-type: none"> • Reasonable Pricing & Charges ✓ Competitive pricing/interest rates
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<p>Margin Trading</p>	<p>Margin Trading facility is a loan advanced specifically to purchase quoted securities (listed on the Colombo Stock Exchange) against an agreed collateral.</p> <p>ALCL is licensed by the Securities and Exchange Commission (SEC) of Sri Lanka as a margin trading provider.</p>	<p>Eligibility:</p> <ul style="list-style-type: none"> • Citizens of Sri Lanka (should be at least 18 years of age) • Companies or corporations incorporated in Sri Lanka • Any funds approved by the Ministry of Finance • A person/ company who has never been declared bankrupt or blacklisted by the SEC. <p>The Margin limit will be determined through a study of the client's background, net worth, assets owned, standing, knowledge of the stock market etc.</p>	<p>An agreed amount of interest would be charged on the borrower each month, based on the outstanding balance which will be capitalized on, each month.</p>	<p>N/A</p>	<p>This facility enables a borrower to trade-in a higher volume of shares than his/ her own resources would normally permit.</p> <p>There is opportunity to invest in new securities without selling existing shares or making any additional capital investment from customer's own funds.</p> <p>Facilities are provided through any registered broker.</p>
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Commercial Papers	Commercial Papers are issued, on private placement basis, to fulfill short term and immediate funding requirements of the Company	N/A	N/A	N/A	N/A