



# TENCO HIRE PURCHASE & LEASING CO.PVT.LTD

Regd.Office: Gold Complex, Yesudas Road, Kunnankulam, Thrissur District, Kerala - 680 503.

Admn Office: 2/388, 1st Floor, Vattipillaiyar kovil Street, Ullur, Kumbakonam, Thanjavur District, Tamilnadu - 612 001.

## Business Loan Credit Policy

S.No.	Parameter	Policy Parameters
1	Product	<ul style="list-style-type: none"><li>● MSME Business Loan</li></ul>
2	Eligible Borrowers	<ul style="list-style-type: none"><li>● Proprietorship</li><li>● Partnership</li><li>● Private Ltd entities</li><li>● Limited companies</li><li>● LLP</li><li>● Self-employed professionals</li></ul>
3	Borrower/Co-Borrower/Guarantor	<ul style="list-style-type: none"><li>● All owners to be the borrowers (Applicants or Co-applicants)</li><li>● All directors/partners to be the borrowers (Applicants or Co-applicants)</li><li>● No minor can be borrower</li><li>● Co-borrower should be blood relative/3<sup>rd</sup> person</li></ul>
4	Borrower/Co-Borrower/Guarantor – Age	21-60 years
5	KYC documents of borrower/co-borrower/guarantor/prop/partners/directors	<ul style="list-style-type: none"><li>● KYC of Entity<ul style="list-style-type: none"><li>○ For Private Limited Company<ul style="list-style-type: none"><li>▪ Incorporation Certificate</li><li>▪ Articles of Association</li><li>▪ Memorandum of Association</li></ul></li><li>○ For LLPs<ul style="list-style-type: none"><li>▪ LLP agreement</li><li>▪ Registration Certificate</li></ul></li><li>○ GST certificate</li></ul></li><li>● KYC of Director/Partners/Sole-proprietorship<ul style="list-style-type: none"><li>○ PAN, Aadhaar</li></ul></li></ul>
6	Loan Amount	25,000 – 5,00,000
7	Tenor	3-36 months
8	Interest rate	As mutually agreed
9	Interest Type	Reducing rate
10	Disbursement	<ul style="list-style-type: none"><li>● Disbursement will be done directly to the borrower's bank account</li></ul>
11	Repayment Type	EMI
12	Repayment Mode	eNACH, Physical Mandate, online payment – credited directly to the lender's collection account/UPI/NEFT/IMPS
13	Surrogate* ( <i>pls refer below</i> )	<ul style="list-style-type: none"><li>● Banking</li><li>● Income document based</li><li>● Annual recurring revenue</li><li>● Transaction based</li></ul>



# TENCO HIRE PURCHASE & LEASING CO.PVT.LTD

Regd.Office: Gold Complex, Yesudas Road, Kunnankulam, Thrissur District, Kerala - 680 503.

Admn Office: 2/388, 1st Floor, Vattipillaiyar kovil Street, Ullur, Kumbakonam, Thanjavur District, Tamilnadu - 612 001.

14	Minimum Income Criteria (As applicable basis surrogate)	<ul style="list-style-type: none"><li>• Average banking turnover for last 6 months <math>\geq</math> 25000</li><li>• Income considered from Business &amp; Profession as per latest ITR/ Rental income from house property</li><li>• Annual recurring revenue <math>&gt;</math> 10 Lacs</li><li>• Annual recurring revenue growth rate should be positive</li><li>• Cash runway <math>&gt;</math> 3 months</li><li>• Recurring revenue <math>\geq</math> 75% of total revenue, in case revenue <math>&lt;</math> 75%, funding cap/conditions to be considered only recurring revenue only</li></ul>
15	Residence vintage	Depending on loan amount (if applicable then $\geq$ 3 year)
16	Business vintage	$\geq$ 3 year in same business
17	Personal Discussion & FI visit	Basis loan amount
18	Pre-disbursement documents (as applicable basis surrogate)	<ul style="list-style-type: none"><li>• COI/MOA/AOA/Business registration proof, as applicable basis entity type</li><li>• Shareholding pattern/partnership deed</li><li>• Bank Statement of last 6 months</li><li>• GST returns of last 6 months</li><li>• ITR/Audited Financial Statements/TDS certificate</li><li>• Udyam Registration Certificate</li><li>• Last 12 months sales ledger</li><li>• Last 6 months settlement reports on the revenue from each source of revenue. This will be used to calculate Collectible Revenue Threshold for calculating loan quantum</li><li>• EPFO/ESIC deposit receipt/contribution history, as applicable basis entity</li><li>• Bureau pull consent</li><li>• Accepted sanction letter &amp; Loan agreement</li><li>• Drawdown letter</li></ul>
19	Banking	<ul style="list-style-type: none"><li>• 6 months bank statements collected</li><li>• Required for all applicants whose income is being considered</li><li>• Total outflow value of 6 months should be less than inflow value</li></ul>
20	Inward returns	Should not be more than 5% of total cheques (numbers) issued in last 6 months
21	Geographic locations	PAN India except negative areas
22	Bureau criteria	<ul style="list-style-type: none"><li>• Mandatory for all applicants, co-applicants &amp; guarantor (only if considered for income computation)</li><li>• Cibil score <math>\geq</math> 675 for bureau based history</li><li>• NTC is allowed</li></ul>

CIN No: U5921KL1995PTC008846 / RBI REGISTRATION No.B-16.00021

[www.tencofin.in](http://www.tencofin.in)



# TENCO HIRE PURCHASE & LEASING CO.PVT.LTD

Regd.Office: Gold Complex, Yesudas Road, Kunnankulam, Thrissur District, Kerala - 680 503.

Admn Office: 2/388, 1st Floor, Vattipillaiyar kovil Street, Ullur, Kumbakonam, Thanjavur District, Tamilnadu - 612 001.

		<ul style="list-style-type: none"><li>• CMR for the entity will be considered upto 6</li></ul>
23	Financials/Program	<ul style="list-style-type: none"><li>• ITR for last 3 years will be required for the income calculation</li><li>• Income considered from Business &amp; Profession as per latest ITR/ Rental income from house property</li></ul>
		<ul style="list-style-type: none"><li>• GSTR-3B data can be considered</li><li>• Average banking turnover for last 6 months <math>\geq 30,000</math></li></ul>
24	FOIR	$\leq 75\%$ as per loan amount (in case of NTC $\leq 50\%$ )
25	Average bank balance (ABB)	<ul style="list-style-type: none"><li>• Monthly ABB <math>&gt; 10,000</math>, avg calculated basis all days of the month</li><li>• ABB should be consistent in last 3 months i.e. 15% variation allowed.</li></ul>
26	Maximum Loan amount calculation (As applicable basis surrogate)	<ul style="list-style-type: none"><li>• Self-employed basis ABB <math>\geq 1.6x</math> of proposed EMI</li><li>• NTC, maximum FOIR <math>\leq 50\%</math></li><li>• Cash runway &amp; projection of revenue generation are considered to calculate loan amount</li></ul> <p>Subject to meeting other policy norms</p>
27	Negative Area	Applicable – list shared separately. This is being reviewed every quarter. The list is same for all products across the organization
28	Charges	Platform fee, processing fee, late payment, bounce charges