



KEY FACT DOCUMENT

PMF FINANCE PLC

This document consists with the features of products which are to be offered to the customers of PMF Finance PLC. The company reserves the right to amend, delete or add any of the stated terms, conditions and related fees and charges at any time. This Key-Facts Document is given for customer information as required under the Financial Consumer Protection Regulation issued by Central Bank of Sri Lanka.



KEY FACT DOCUMENT

FIXED DEPOSITS

1. Nature of the product

- PMF Fixed deposit is the best option, assuring you optimum security and guaranteed returns for the intelligent investment of your hard-earned money.
- Prospective investors can open a fixed deposit for a period of 1 month up to 60 months.
- FD Customers can obtain a short-term loan facility up to 90% on deposits where the interest is paid on maturity and up to 80% on deposits where the interest is paid monthly and charged Rs. 1,500 per facility as documentation charge.

2. Financial strength and Other Benefits

- Main Shareholder: Sterling Capital Investment (Pvt) Ltd.
- Finance company licensed by the Monetary Board of the Central Bank of Sri Lanka under the Finance Business Act No.42 of 2011.
- Listed in the Colombo Stock Exchange.
- 40 years of experience in the Financial Services
- Attractive interest rates.
- Personalized service through trained staff.
- Optimum security.

3. Minimum balance requirement, Account Opening fee, Account maintenance fee, Account closure fee

Initial Account opening deposit is LKR 5,000/- . Please note that this amount may be changed from time to time at the sole discretion of the company.

4. Availability of Deposit Insurance Scheme

Eligible deposit liabilities are insured with the Sri Lanka Deposits Insurance Scheme implemented by the monetary board of CBSL, for compensation up to a maximum value of Rs 1,100,000/= per depositor.

5. Procedures to be followed

- Duly completed and signed FD application
- Duly completed and signed KYC (Know Your Customer) form
- Certified true copy of the National Identity Card (NIC)/ Valid Passport/ Valid Driving License
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the customer is not residing at the address in the NIC/ Passport.

6. Terms and conditions

- FD cannot be withdrawn before the expiration period stated in the certificate except at the discretion of the management.
- In the case of a premature withdrawal, the interest rate shall be adjusted and the adjusted interest will be calculated and paid only for a period the deposit remained with the company.
- Unless we receive instructions for withdrawal before the maturity date, the deposit will be automatically renewed for a similar period at prevailing rates. The renewal notice confirming the new interest rate and amount renewed will be notified within a period of two weeks.
- The depositor/s shall be required to surrender the original deposit certificate duly endorsed by the depositor/s on the reverse to obtain payment of the principal sum plus accrued interest and shall be required to inform the company prior to seven days of maturity.
- In the case of joint deposits, unless specific instructions is made to the contrary, repayment of the capital and or the interest to either party, shall constitute a full, final and complete discharge of the responsibilities of the company and the receipt for the payment made by the company shall be valid, good and sufficient proof as against either of the joint depositors.
- The company reserves the right to repay deposits without notice, but interest at the rate set out in the certificate will be paid to the depositor for the period the deposit remains with the company.
- Where a nomination has been made on a joint deposit such nominations shall be null and void if either of the depositors survives at maturity.
- On the death of a joint holder the company liability will be discharged by payment to the surviving holder/s.
- On the death of a sole holder the company's liability will be discharged by payment to the nominee/s.
- Any loss or destruction of the deposit certificate should be immediately notified to the company, supported by and affidavit and indemnity.
- Interest rates applicable for deposit products are displayed at all our branches and available in our web site

7. Inactive and Dormant policy of the Company

In line with the aforesaid regulatory requirement/guideline on dormant account classification, the Company will adopt a dormant classification in two stages based on the duration for which the account was maintained without customer-initiated transactions.

Stage1 - Classification of accounts as "Inactive" (Applicable to both fixed deposits and savings accounts) All saving account, on which there have been no withdrawals for a period of one year, shall be classified as inactive accounts.

Stage 2 - Classification of accounts as “Dormant” (Dormant accounts will follow the standard procedure as per CBSL regulations. Accounts with no transactions or correspondence for over 10 years will be classified as Dormant and subsequently reported to CBSL, as per Finance Business Act No 42 of 2011.)

8. Unauthorized or mistaken transactions

To lodge a complaint - Refer Customer Complaint Handling Procedure



A golden opportunity for an intelligent Savings



KEY FACT DOCUMENT

SAVINGS DEPOSITS

NORMAL SAVINGS DEPOSIT

1. Nature of the product

PMF Savings offer you the highest interest rates for your savings drive.

Types: Normal Savings, Minor Savings & Senior Citizen Savings

2. Financial strength and other Benefits

- Competitive interest rates.
- Interest calculation on daily basis.
- Optimum security.
- Personalized service through trained staff.

3. Minimum balance requirement, Account Opening fee, Account maintenance fee, Account closure fee

Initial Account opening deposit is LKR 1000/- . LKR.1,000/- should be maintained as the minimum balance requirement. Please note that these amounts may be changed from time to time at the sole discretion of the company.

4. Availability of Deposit Insurance Scheme

Eligible deposits liabilities are insured with the Sri Lanka Deposits Insurance Scheme implemented by the monetary board of CBSL, for compensation up to a maximum value of Rs. 1,100,000/= per depositor.

5. Procedures to be followed

- Duly completed and signed savings application
- Duly completed signature cards
- Duly completed and signed KYC (Know Your Customer) form
- Certified true copy of the National Identity Card (NIC)/ Valid Passport/ Valid Driving License
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the customer is not residing at the address in the NIC/ Passport .

6. Terms and conditions

- To open a savings account there is a minimum deposit amount, the rate of interest and the method of computation and crediting of interest will be in accordance with the internal policy of PMF Finance PLC.
- Company reserves the right to amend or do any alterations of the rules or the rate of interest which will be notified by public advertisement.
- Cash deposits will be accepted at any branch, and will be transferred free of charge to the branch where the account is maintained.
- Cheques will be accepted for deposit only if drawn as “Pay PMF Finance PLC savings A/C no..... of Mr. /Mrs ” savings accounts are not intended for collection and clearance of cheques.
- Accounts may be opened in the joint names of two or more persons and operated by any or all of them.
- Withdrawal must be made by the depositor/s personally by presenting the passbook along with the NIC. Withdrawals by third parties will not be permitted.
- Customers should check the entries made in the passbook are correct before leaving the PMF Finance PLC premises. Company will not accept responsibility for any sums which are not system authenticated.
- Payments by the PMF Finance PLC to the party producing the passbook, NIC and relative withdrawal form purporting to have been signed by the depositor, will absolve the PMF Finance PLC from all liability to the depositor in respect of the payment made, notwithstanding forgery or dishonesty on the part of any person whomsoever.
- In the event of passbook being lost or spoiled, PMF Finance PLC may on receiving satisfactory explanation and suitable indemnity; transfer the available balance to the fresh passbook is issued and shall be accepted by the depositor as correct. A charge will be levied on such instances.
- PMF Finance PLC does not recognize trusts.
- Interest rates applicable for deposit products are displayed at all our branches and available in our web site.

7. Inactive and Dormant policy of the Company

- If the owner of a savings account has not transacted with the Company for a period of one year, the account will be classified as an inactive account.
- If the owner of a savings account has not transacted with the Company in relation to that particular account for a period of Ten years, the account shall be classified as a dormant account. Reactivation shall be done on customer’s request.

MINOR SAVINGS DEPOSITS

1. Nature of the product

This account can be opened by a parent or a legal guardian on behalf of a child below 18 years.

2. Financial strength and Other Benefits

- Competitive Interest Rates
- Interest calculation on daily basis.
- Optimum security.
- Personalized service through trained staff.

3. Minimum balance requirement, Account Opening fee, Account maintenance fee, Account closure fee

Initial Account opening deposit is LKR 1000/-. LKR.1,000/- should be maintained as the minimum balance requirement. Please note that all amounts may be changed from time to time at the sole discretion of the company.

4. Availability of Deposit Insurance Scheme

Eligible deposits liabilities are insured with the Sri Lanka Deposits Insurance scheme implemented by the monetary board of CBSL, for compensation up to a maximum value of Rs 1,100,000/= per depositor.

5. Procedures to be followed

- Duly completed Minor Savings Application signed by Parent or Guardian
- Duly completed and signed KYC (Know Your Customer) form by Parent/ Guardian
- Duly certified copy of Birth Certificate of the Child
- Certified true copy of the National Identity Card (NIC)/ Valid Passport/ Valid Driving License of Parent or Guardian
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the customer is not residing at the address in the NIC

6. Terms and conditions

- The initial Deposit to open a savings account, the minimum deposit thereafter, the rate of interest and the method of computation and crediting of interest will be in accordance with the internal policies of the PMF Finance PLC.
- Company reserves the right to amend the rate of interest which will be notified by public advertisement.
- Cash deposits will be accepted at any branch, and will be transferred free of charge to the branch where the account is maintained.
- Upon reaching 18 years of age, the Minor Saving Account will be converted to a normal savings account as appropriate.
- Withdrawals will be permitted only for critical requirement i.e education and medical, based on valid documentation at the discretion of the company by the minor and the signature of the Parent/Guardian.
- Customers should check the entries made in the passbook are correct before leaving the PMF Finance PLC premises. Company will not accept responsibility for any sums which are not system authenticated.
- In the event of passbook being lost or spoiled, PMF Finance PLC may on receiving satisfactory explanation and suitable indemnity and affidavit given by the Parent/Guardian, issue a fresh passbook which shall be accepted by the depositors as correct.

SENIOR CITIZEN SAVINGS DEPOSITS

1. Nature of the product

Applicable to any Sri Lankan or Residential Visa holder over 60 years of age, holding a valid national Identity card / Valid passport.

2. Financial strength and Other Benefits

- Competitive Interest Rates
- Interest calculation on daily basis.
- Optimum security.
- Personalized service through a trained staff.

3. Minimum balance requirement, Account Opening fee, Account maintenance fee, Account closure fee

Initial Account opening deposit is LKR 1000/-. LKR.1,000/- should be maintained as the minimum balance requirement. Please note that all amounts may be changed from time to time at the sole discretion of the company.

4. Availability of Deposit Insurance Scheme

Eligible deposits liabilities are insured with the Sri Lanka Deposits Insurance scheme implemented by the monetary board of CBSL, for compensation up to a maximum value of Rs 1,100,000/= per depositor.

5. Procedure to be followed

- Duly completed and signed Savings application
- Duly completed and signed signature card
- Duly completed and signed KYC (Know Your Customer) form
- Certified true copy of the National Identity Card (NIC)/ Valid Passport/ Valid Driving License
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the customer is not residing at the address in the NIC/ Passport
- Verification of Nominees
- Submit duly signed Withholding Tax Declaration (If Applicable)

6. Terms and conditions

- To open a savings account there is a minimum deposit amount, the rate of interest and the method of computation and crediting of interest will be in accordance with the rules and regulations of the PMF Finance PLC.
- Company reserves the right to amend or do any alterations of the rules or the rate of interest which will be notified by public advertisement.
- Cash deposits will be accepted at any branch, and will be transferred free of charge to the branch where the account is maintained.
- Cheques will be accepted for deposit only if drawn as “Pay PMF Finance PLC savings A/C no..... of Mr. /Mrs ” savings accounts are not intended for collection and clearance of cheques.
- Accounts may be opened in the joint names of two or more persons and operated by any or all of them.
- Withdrawal must be made by the depositor/s personally by presenting the passbook and the NIC. Withdrawals by third parties will not be permitted.
- Customers should check the entries made in the passbook are correct before leaving the PMF Finance PLC premises. Company will not accept responsibility for any sums which are not system authenticated.
- Payments by the PMF Finance PLC to the party producing the passbook, NIC and relative withdrawal form purporting to have been signed by the depositor, will absolve the PMF Finance PLC from all liability to the depositor in respect of the payment made, notwithstanding forgery or dishonesty on the part of any person whomsoever.
- In the event of passbook being lost or spoiled, PMF Finance PLC may on receiving satisfactory explanation and suitable indemnity and affidavit , issue a fresh passbook which shall be accepted by the depositor as correct.
- In the event of demise of the depositor the balance will be paid to the nominee on production of passbook and the relevant documents

7. Inactive and Dormant policy of the Company

- If the owner of a savings account has not transacted with the Company for a period of one year the account will be classified as an inactive account.
- If the owner of a savings account has not transacted with the Company in relation to that particular account for a period of TEN years, the account shall be classified as a dormant account. Reactivation shall be done on customer’s request.



The lease that fulfills your family's dreams...



KEY FACT DOCUMENT

VEHICLE LEASING

Four-wheeler leasing/loan

1. Key features of the product/Nature of the product

- Lease facilities for brand new /reconditioned / registered vehicles
- No hassle on documentation
- Requires no previous account relationship with the company.
- Personalized service through well-trained staff.
- Competitive interest rates
- Processed within a day
- Easy repayment scheme to suit your budget

2. Interest Rates/Penalties/ other charges and fees and commissions

- Interest rate based on the customer risk profile and market trends and ranging from per annum 15%-17%
- Interest rate will be advised by ALCO from time to time and is subject to change based on Company strategies and market trends
- Leasing facilities are subject to a 2% of stamp duty from the total receivable
- CRIB Charges LKR.1,500 per facility
- Documentation charges will be applicable as follows.

Facility Amount	Documentation Charges (LKR)
200,000 to 999,999	6,000
1,000,000 to 2,499,999	8,000
2,500,000 to 4,999,999	10,000
5,000,000 and Above	12,000

- Other charges, such as Insurance, RMV charges will be applicable
- Default Interest - In the event of non-payment of monthly lease rental on the due date, the company reserves the right to charge an overdue interest of 4.00% per month on the monthly instalment in arrears until regularize the payment pattern. The default interest shall be calculated as follows:

$$\begin{aligned} \text{Default Interest} &= \text{Overdue Amount} \times (\text{Default Interest Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365) \\ &= \text{Overdue Amount} \times (4\% \times 12) \times (\text{Number of Days Overdue} / 365) \end{aligned}$$

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain Vehicle Leasing/Vehicle Loan product from PMF should either visit or contact the closest branch location. The list of branches, their

locations and contacts numbers are displayed on our website (<https://pmf.lk/en/contact-us/>)

Following documents should be furnished depending on the customer type.

Individuals

- National identity card / Valid driving license / Valid passport of applicant and guarantors
- Duly completed Application form & KYC Form
- Guarantors Statement
- Pro-forma invoice
- Valuation report should be within 30 days (not applicable for brand new vehicles)
- Certificate of registration (CR) (for registered vehicles)
- Income proof documents / Bank statements / Salary confirmation letter/Pay sheets etc
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the customer is not residing at the address in the NIC/ Passport

Sole Proprietorship /Partnership

- National identity card / Valid driving license / Valid passport of the Proprietor / Partners and guarantors
- Duly completed Application form & KYC Form
- Guarantors Statement
- Certificate of business registration.
- Income proof documents -Financial statements/Bank statements etc...
- Asset declarations by the proprietor / partners / guarantors
- Pro-forma invoice
- Valuation Report (not applicable to brand new vehicles)
- Copy of certificate of registration (CR) (for registered vehicles)
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the customer is not residing at the address in the NIC

Private Limited Companies

- National identity card / Valid driving license / Valid passport of the directors and guarantors
- Duly completed Application form & KYC Form
- Guarantors Statement
- Certificate of incorporation (Form 2A - certified copy)
- Articles of Association. (certified copy)
- Board resolutions passed for obtain the lease/vehicle loan facility

- Form 1 or Form 40 (Director's name – certified copy)
- Form 20 (if there's a change of directors/secretary – certified copy)
- Form 15 (Annual returns - certified latest copy)
- Form 13 (if there's a change of business address)
- Income proof documents – Audited accounts/latest draft accounts/Bank statements etc
- Pro-forma invoice
- Valuation Report (Other than brand new vehicles)
- Copy of Certificate of Registration (CR) (for registered vehicles)
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the directors is not residing at the address in the NI
- UBO Form

4. Main Terms and Conditions

- Facility available for Individual, SME and Corporate Clientele.
- Individual applicants should be Sri Lankan Citizens
- Minimum of 18 years of age at the time of obtaining the facility
- For registered vehicles, Leasing & vehicle loan facilities can be obtained for the vehicles that are manufactured from year 2000 onwards
- Vehicle loan facilities can be obtained only for Cars, Vans, SUVs and double cabs and mini trucks
- Leasing facilities can be granted for Cars, Vans, SUVs, double cabs, Motor Lorries/Trucks/Single cabs and small/mini trucks

5. Applicable legal provisions related to product

- Vehicle Leasing - Finance Leasing Act No. 56 of 2000
- Vehicle Loan - Mortgage Act No. 6 of 1949

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.

Three-wheeler leasing

1. Key features of the product/Nature of the product

Eligible Customers

- Individuals
- Government and Private Sector employees
- Business Entities (Sole Proprietorship, Partnership & Limited Liability companies)

Types of Vehicles

Three-Wheeler facilities can be accommodated for Brand New and registered (from YOM 2000 “G” number onwards) Bajaj three-wheelers, TVS (from YOM 2025 “ABU” number onwards), Piaggio (from YOM 2010 “Y” onwards)

Tenure

Minimum tenure – 12 months

Maximum tenure – 60 months

2. Interest Rates/Penalties/ other charges and fees and commissions

- Interest rate based on the customer risk profile and market trends and ranging from per annum 25% - 28%
- Interest rate will be advised by ALCO from time to time and is subject to change based on Company strategies and market trends.
- Total Service Charge – Rs. 7,500/- (Documentation charge is Rs. 4,000/- per facility + Admin and Valuation Charge – Rs. 2,000 + CRIB – Rs. 1,500)
- Other charges, such as Insurance, RMV Charges will be applicable
- Default Interest - In the event of non-payment of monthly lease rental on the due date, the company reserves the right to charge an overdue interest of 4.00% per month on the monthly instalment in arrears until regularize the payment pattern. The default interest shall be calculated as follows:

$$\begin{aligned}\text{Default Interest} &= \text{Overdue Amount} \times (\text{Default Interest Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365) \\ &= \text{Overdue Amount} \times (4\% \times 12) \times (\text{Number of Days Overdue} / 365)\end{aligned}$$

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain Three-wheeler Leasing product from PMF should either visit or contact the closest branch location. The list of branches, their

locations and contacts numbers are displayed on our website (<https://pmf.lk/en/contact-us/>)

Following documents should be furnished to obtain a Three-wheeler leasing facility from PMF depending on the customer type.

- Duly completed application and guarantors' statements
- A copy of NIC/valid passport or valid driving license of the applicant & guarantors
- Performa/Original Invoice from the vehicle supplier.
- Valuation Report (should be within 30 days) should be obtained from Company's approved panel of Valuer for registered three-wheeler facility. Other than the approved panel of valuers, online valuation report can be accepted only from nominated valuer by the company
- Copy of Certificate of Registration (CR)
- KYC document
- CRIB report
- Valid proof documents to justify the existing income/repayment capacity / permanent residence/ if available.

4. Main Terms and Conditions

- Facility available for Individual and Corporate Clientele.
- Individual applicants should be resident Sri Lankan Citizens
- Minimum of 18 years of age at the time of obtaining the facility.

5. Applicable legal provisions related to product

- Finance Leasing Act No. 56 of 2000

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.

Two-wheeler leasing

1. Key features of the product/Nature of the product

Eligible Customers

- Individuals (Farmers & Self-Employees in Entrepreneur category)
- Government and Private Sector employees (Salaried)
- Business Entities (Sole Proprietorship, Partnership & Limited Liability companies)

Types of Vehicles

Electric Bike brand new - Minimum tenure 12 months - Maximum tenure 36 months

Two-Wheeler facilities can be accommodated for Brand New and registered (from YOM 2013 onwards) Bajaj, Honda, Yamaha, Hero, Suzuki and TVS bikes.

Tenure

Minimum tenure – 12 months

Maximum tenure – 48 months

Category	Tenor
Brand New	48 months
Registered	From 2013 to 2016 – 36 Months
	From 2017 and above – 48 Months

2. Interest Rates/Penalties/ other charges and fees and commissions

- Interest rate based on the customer risk profile and market trends and ranging from per annum 24% - 35%
- Interest rate will be advised by ALCO from time to time and is subject to change based on Company strategies and market trends
- Total Service Charge (Registered)– Rs. 6,500/- (Documentation charge is Rs. 3,000/- per facility + Admin and Valuation Charge- Rs. 2,000 + CRIB Rs.1,500/-)
- Total Service Charge (Brand New) – Rs. 5,500/- (Documentation charge is Rs. 3,000/- per facility + CRIB Rs.1500/- + Admin Rs.1000/-)
- Other charges, such as Insurance, RMV will be applicable

- Default Interest - In the event of non-payment of monthly lease rental on the due date, the company reserves the right to charge an overdue interest of 4.00% per month on the monthly instalment in arrears until regularize the payment pattern. The default interest shall be calculated as follows:

$$\begin{aligned}\text{Default Interest} &= \text{Overdue Amount} \times (\text{Default Interest Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365) \\ &= \text{Overdue Amount} \times (4\% \times 12) \times (\text{Number of Days Overdue} / 365)\end{aligned}$$

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain a Two-Wheeler Leasing facility from PMF should either visit or contact the closest branch location. The list of branches, their locations and contacts numbers are displayed on our website (<https://pmf.lk/en/contact-us/>)

Following documents should be furnished to obtain a Two-wheeler leasing facility from PMF depending on the customer type.

- Duly completed application and guarantors' statements.
- A copy of NIC/valid passport or valid driving license of the applicant & guarantors.
- Performa/Original Invoice from the vehicle supplier.
- Valuation Report (should be within 30 days) should be obtained from Company's approved panel of Valuer for registered two-wheeler facility. Other than the approved panel of valuers, online valuation report can be accepted only from nominated valuer by the company.
- Copy of Certificate of Registration (CR).
- KYC document.
- CRIB report (with regular records).
- Valid proof documents to justify the existing income/repayment capacity / permanent residence / if available.

4. Main Terms and Conditions

- Facility available for Individual and Corporate Clientele.
- Individual applicants should be resident Sri Lankan Citizens
- Minimum of 18 years of age at the time of obtaining the facility.

5. Applicable legal provisions related to product

- Finance Leasing Act No. 56 of 2000

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.

KEY FACT DOCUMENT

IKMAN DRAFT

1. Key features of the product/Nature of the product

- Multiple disbursements/settlements can be made up to the original principal amount approved or granted subject to the approved tenor of the facility
- Monthly interest of the remaining capital outstanding should be paid as the minimum payment
- Interest will be calculated on daily basis
- Remaining capital outstanding is collected at the end of the facility period
- Borrower can pay the capital amount from time to time

2. Interest Rates/Penalties/ other charges and fees and commissions

- Interest rate based on the customer risk profile and market trends and ranging from per annum 14% - 17%
- Interest rate will be advised by ALCO from time to time and is subject to change based on Company strategies and market trends
- Documentation charges will be applicable as follows.

Facility Amount	Documentation Charges (LKR)
100,000 to 999,999	6,000
1,000,000 to 2,499,999	8,000
2,500,000 to 4,999,999	10,000
5,000,000 and Above	12,000

- Other charges, such as Insurance, RMV charges will be applicable.
- Default Interest - 4% per month will be charged upon the remaining principal sum in case of default. The default interest shall be calculated as follows:

$$\begin{aligned} \text{Default Interest} &= \text{Overdue Amount} \times (\text{Default Interest Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365) \\ &= \text{Overdue Amount} \times (4\% \times 12) \times (\text{Number of Days Overdue} / 365) \end{aligned}$$

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain the Ikman Draft product from PMF should either visit or contact the closest branch location. The list of branches, their locations and contacts numbers are displayed on our (<https://pmf.lk/en/contact-us/>)

Following documents should be furnished depending on the customer type.

Individuals

- National identity card / Valid driving license / Valid passport of applicant and guarantors
- Duly completed Application form & Guarantors Statement
- Pro-forma invoice)
- Valuation report should be within 30 days (not applicable for brand new vehicles)
- Certificate of registration (CR) (for registered vehicles)
- Income proof documents / Bank statements / Salary confirmation letter/Pay sheets etc.
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the customer is not residing at the address in the NIC/ Passport.

Sole Proprietorship /Partnership

- National identity card / Valid driving license / Valid passport of the Proprietor / Partners and guarantors
- Duly completed Application form & Guarantors Statement
- Certificate of business registration.
- Income proof documents -Financial statements/Bank statements etc.
- Asset declarations by the proprietor / partners / guarantors
- Pro-forma invoice
- Supplier's ID copy (for individual suppliers)
- Valuation Report should be within 30 days (not applicable to brand new vehicles)
- Copy of certificate of registration (CR) (for registered vehicles)
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if the customer is not residing at the address in the NIC

Private Limited Companies

- National identity card / Valid driving license / Valid passport of the directors and guarantors
- Duly completed Application form & Guarantors Statement
- Certificate of incorporation (Form 2A - certified copy)
- Articles of Association. (certified copy)
- Board resolutions passed for obtain the lease/vehicle loan facility
- Form 1 or Form 40 (Directors name – certified copy)
- Form 20 (if there's a change of directors/secretary – certified copy)
- Form 15 (Annual returns - certified latest copy)
- Form 13 (if there's a change of business address)
- Income proof documents – Audited accounts/latest draft accounts/Bank statements etc.

- Asset declarations by the directors/guarantors
- Pro-forma invoice
- Valuation Report (Other than brand new vehicles)
- Copy of Certificate of Registration (CR) (for registered vehicles)
- Utility bills/ Current or savings account statements/ tenancy agreement/ letter from a public authority if directors are not residing at the address in the NIC
- UBO Form

4. Main Terms and Conditions

- Facility available for Individual, SME and Corporate Clientele
- Individual applicants should be Sri Lankan Citizens
- Minimum of 18 years of age at the time of obtaining the facility
- IK facilities may be granted for a period ranging from 12 months to a maximum of 36 months, subject to a review at the end of each 12-month period
- Collateral for Ikman Draft facility should be a Motor Vehicle

5. Applicable legal provisions related to product

Mortgage Act No. 6 of 1949

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.



Fully integrated financial solutions to increase your profitability



KEY FACT DOCUMENT

DEALER FINANCE

1. Key features of the product/Nature of the product

- To meet the short-term working capital requirements for clients engaged in business of Vehicle imports
- Letter of credit facilities and post import loans for importers including loan facilities
- Import loans for customs duty payment
- Flexible facility repayment matching the cash flows (Less than 3 months)
- Entire value chain is monitored and handled from port to Car sale

2. Interest Rates/Penalties/ other charges and fees and commissions

- Applicable Interest rate is subject to change from time to time based on Company strategies and market trends.
- Documentary Charges

Value	Amount
Below 10mn	Rs. 20,000
Above 10mn	Rs. 50,000

- CRIB Charges – Rs. 1,500
- Default Interest - In the event of non-payment of monthly Loan instalment on the due date, the company reserves the right to charge an overdue interest of 4.00% per month on the monthly instalment in arrears until regularize the payment pattern. The default interest shall be calculated as follows:

$$\begin{aligned} \text{Default Interest} &= \text{Overdue Amount} \times (\text{Default Interest Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365) \\ &= \text{Overdue Amount} \times (4\% \times 12) \times (\text{Number of Days Overdue} / 365) \end{aligned}$$

3. Procedure to be followed to obtain the product

- Duly completed application form to be handed over together with requested documents including financial details and supporting documents for fund requirement
- Facility offer letter will be forwarded for acceptance after approval by the relevant authorities
- Facility disbursement to be done upon execution of security/legal documentation and completion of terms and conditions of the offer letter

4. Main Terms and Conditions

- The facilities will be available on sole discretion of PMF Finance PLC subject to completion of all required documents.
- Company will have the right to cancel the short-term facility limit upon review at its sole discretion.

5. Applicable legal provisions related to product

Mortgage Act No. 6 of 1949

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company



Golden solution for your urgent money requirements



KEY FACT DOCUMENT

GOLD LOANS

1. Key features of the product/Nature of the product

- Lending /advance money by accepting gold as a collateral / pledge
- The Company will accept gold articles as pledges for Gold loans.
- Joint loans will not be entertained and no Gold loan facility will be granted to a person;
 - ✓ Who is under the influence of alcohol
 - ✓ Who is with unsound mind
 - ✓ Who is below the age of 18 years

2. Interest Rates/Penalties/ other charges and fees and commissions

- Interest rate based on the customer risk profile and market trends and ranging from per month 1.25% - 2.33% on a daily basis
- Interest rate will be advised by ALCO from time to time and is subject to change based on Company strategies and market trends
- 0.5% per month penalty charge for selected transactions. The penalty charge shall be calculated as follows:

$$\begin{aligned}\text{Penalty Charge} &= \text{Capital Outstanding Amount} \times (\text{Penal Interest Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365) \\ &= \text{Capital Outstanding Amount} \times (0.5\% \times 12) \times (\text{Number of Days Overdue} / 365)\end{aligned}$$

- No documentation charges

3. Procedure to be followed to obtain the product

- Customers gold articles will be assessed.
- Depending on the carratages and weight of the gold, customer agrees for the loan amount.
- Customer hands over the articles to the company as a pledge/collateral
- By signing the gold loan agreement, the loan will be executed.

4. Main Terms and Conditions

- Customer should acknowledge clauses 85/86/87 of the mortgage act

5. Applicable legal provisions related to product

- Mortgage Act No. 6 of 1949.

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.

KEY FACT DOCUMENT

CASH BACK LOANS

1. Key features of the product/Nature of the product

- Low Interest rates
- Flexi monthly payments.
- Minimum documentation.
- Personalized service through trained staff.

2. Interest Rates/Penalties/ other charges and fees and commissions

- Current FD rate + 5%
- Please note that all charges will be changed from time to time at the sole discretion of the company.

3. Procedure to be followed to obtain the product

- Original fixed deposit certificate as a pledge
- Duly completed customer request letter
- Duly signed agreement
- Duly signed setoff letter
- Offer and acceptance letter
- Valid NIC , Driving license or Passport

4. Main Terms and Conditions

- Ability to receive 90% of the fixed deposit, where interest is paid at maturity & 80% of the FDs, where interest is paid monthly.
- For FDs where interest is paid at maturity cash backed loan amount can be deducted at maturity and the balance will be refunded to the customer, for FDs where interest is paid monthly the loan interest will be deducted from the monthly FD interest amount and the balance will be remitted the customer. If preferred, customer can pay back the loan on monthly instalments also.

5. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.



KEY FACT DOCUMENT

NAVODHAYA ENTREPRENEUR LOAN

1. Key features of the product/Nature of the product

Navodhaya Entrepreneur loan product has introduced to provide immediate financial support for entrepreneurs operating Micro, Small and Medium level enterprises (MSME).

Minimum and maximum facility amounts are LKR 250,000 and LKR 20Mn respectively.

Eligibility Criteria

- Any Sri Lankan citizen between 20 – 60 years of age is eligible for the Entrepreneur loan scheme.
- The applicant should engage in an eligible Business sector with stability of 1 year.
- The applicant should maintain a regular re-payment track record according to the CRIB.

2. Interest Rates/Penalties/ other charges and fees and commissions

- Interest rate based on the customer risk profile and market trends and ranging from per annum 24% - 26%
- Interest rate will be advised by ALCO from time to time and is subject to change based on Company strategies and market trends
- Documentation charges - 1% of the loan amount
- CRIB charges - LKR. 1,500 per facility
- Insurance & Stamp duty - 0.1% from Mortgage Bond value (If any)
- Default Interest - In the event of non-payment of monthly Loan instalment on the due date, the company reserves the right to charge an overdue interest of 4.00% per month on the monthly instalment in arrears until regularize the payment pattern. The default interest shall be calculated as follows:

$$\begin{aligned}\text{Default Interest} &= \text{Overdue Amount} \times (\text{Default Interest Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365) \\ &= \text{Overdue Amount} \times (4\% \times 12) \times (\text{Number of Days Overdue} / 365)\end{aligned}$$

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain an entrepreneur Loan facility from PMF should either visit or contact the closest branch location. The list of branches, their locations and contacts numbers are displayed on our website (<https://pmf.lk/en/contact-us/>)

Following documents should be furnished by the applicant to apply for a loan under this scheme.

- Duly completed Application and KYC Form
- Guarantor statements

- A copy of either NIC, valid passport or valid driving license of the applicant and guarantors
- Copy of Business Registration/ tax receipts that are issued by Municipal Council or Pradesheeya Saba / distribution agreements / license for last 3 years in order to prove the business stability
- Billing proofs (KYC documents) of applicant and Guarantors
- Savings/Current Account statements for the past six months and any other income documents
- Guarantors business proof and income documents

4. Main Terms and Conditions

- Loan amount - LKR 250,000 to LKR 20Mn
- Tenor- Minimum – 6 months, Maximum – 60 months
- Repayment - monthly

5. Applicable legal provisions related to product

- Mortgage Act No. 6 of 1949.

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.



Boost your Portfolio to the next level



KEY FACT DOCUMENT

MARGIN TRADING

1. Key features of the product/Nature of the product

A product which allows investors of equity market to obtain a facility against their investment, to build their portfolio further and to trade in additional securities

2. Interest Rates/Penalties/ other charges and fees and commissions

- Interest rate will be advised by ALCO from time to time and is subject to change based on Company strategies and market trends
- Private Transfer Fee – A flat fee of Rs. 1,000 or 0.01o/o of value of the portfolio, whichever is higher subject to a maximum limit of Rs. 10,000/= (including SSCL @ 2.5% and VAT @ 18%)

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain a Margin Trading facility from PMF should either visit (<https://pmf.lk>) and contact the Margin Trading Department.

There are two ways to open margin trading accounts.

1. Cash margin

Under the cash margin option, the investor provides the specific cash deposits with serves as collateral to fund leverage trades. The trading limit is determined based on the deposit amount.

2. Portfolio margin

In the portfolio margin option, the investors existing share portfolio is pledged and transfers to his margin trading account as collateral instead of cash. The value of the portfolio is calculated on the closing prices of the each securities and the total value determined the eligible margin of the client portfolio.

Required documents

Individual/Joint

For Cash Margins,

- Application form
- KYC document
- Agreements
- Offer document
- Bank statements (3 months)
- Pay slip

- NIC/Valid passport

For Portfolio Margins,

- Application form
- KYC document
- Agreements
- Offer document
- Bank statements (3 months)
- Pay slip
- NIC/Valid passport
- Portfolio Report
- Account Statement
- Private Transfer
- Intra Transfer
- No Objection Letter

Corporate

- Application form
- Agreements
- Offer document
- Bank statements (3 months)
- KYC document (for the institution and the directors)
- Certified copy of certificate of incorporation
- Certified copy of Articles of Association
- Certified copy of form 20
- Board resolution to open a margin trading account
- Certified copies of NIC of directors

4. Main Terms and Conditions

- The single share exposure should be maintained at 33% per share
- PMF Maintenance Margin Requirement is 50%

5. Applicable legal provisions related to product

- As a Margin Provider - Under Section 19A of the Securities & Exchange Commission of Sri Lanka Act No.36 of 1987.
- With the client - As per the Margin Trading Agreement

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.

KEY FACT DOCUMENT

MORTGAGE LOAN

1. Key features of the product/Nature of the product

A mortgage loan is a secured loan that allows customers to avail funds by providing an immovable asset.

2. Interest Rates/Penalties/ other charges and fees and commissions

- Interest rate based on the customer risk profile and market trends and ranging from per annum 24% - 26%
- Interest rate will be advised by ALCO from time to time and is subject to change based on Company strategies and market trends
- Documentation charges will be applicable as follows.

Facility Amount	Documentation Charges (LKR)
Rs 200,000 to 1,500,000	7,500
Rs 1,500,001 to 2,500,000	15,000
Rs 2,500,001 above	0.5% of the loan

- Default Interest - In the event of non-payment of monthly Loan instalment on the due date, the company reserves the right to charge an overdue interest of 4.00% per month on the monthly instalment in arrears until regularize the payment pattern. The default interest shall be calculated as follows:

$$\begin{aligned} \text{Default Interest} &= \text{Overdue Amount} \times (\text{Default Interest Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365) \\ &= \text{Overdue Amount} \times (4\% \times 12) \times (\text{Number of Days Overdue} / 365) \end{aligned}$$

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain a Mortgage loan from PMF should either visit or contact the closest branch location. The list of branches, their locations and contacts numbers are displayed on our website (<https://pmf.lk/en/contact-us/>)

Required documents

- Duly completed Application, Guarantor statements.
- A copy of either NIC, valid passport or valid driving license of the applicant and guarantors.
- Copy of Business Registration
- Billing proofs (KYC documents) of applicant and Guarantors.
- Savings/Current Account statements for the past six months and any other income documents.

- Guarantors business proof and income documents.
- Valuation report from the panel of valuers appointed by PMF.
- Title Report or confirmation from the panel of lawyers appointed by PMF.
- Following documents for tittle search
 - Title Deed
 - Approved survey plan (The survey plan should have been drawn within last 10 years).
 - Survey plan given by the survey dept (if available)
 - The certificate of non-vesting
 - Street line and building line certificate
 - Certificate of ownership
 - Certificate of Clearance from UDA, RDA if applicable
 - Notice of Assessment and payment receipts up to the last quarter
 - Certified title extracts (30 years)
 - Tittle Insurance (if any)
 - Approved building plan, COC, and Fire Insurance Cover, if the property is considered a building as per the valuation report
 - Any other documents deemed necessary

4. Main Terms and Conditions

- Stipulated LTV should be maximum 60% of the Forced Sale Value (FSV).
- Maximum tenor is 6 years and Minimum tenor is 1 year.
- Minimum extent of the property should be 6.0 perches

5. Applicable legal provisions related to product

- Mortgage Act No. 6 of 1949.

6. Customer Compliant handling procedure

Please refer end of this document for complaint handling procedure of the company.

Customer Compliant Handling Procedure

We are committed to delivering our services to your satisfaction at all times. Your feedback will help us learn how well we meet your expectations and improve where necessary.

How to share your feedback/Complaints:

Customer Complaint Handling Procedure

The following methods are for customers to lodge their complaints through:

- In person: Designated officer at the Branch (Compliant box is placed at the Branch premises)
- Phone: Customers can reach us on our Hotline 0117 666 333 or 0743830953 to speak directly with our complaint handling representatives.
- Email: Customers can email their complaints to info@pmf.lk for prompt attention and resolution.
- Website: Customers can submit complaints through the “**Online Inquiry Form**” section available on our website. (<https://pmf.lk/en/contact-us/>)
- By post:
Head of Compliance
PMF Finance PLC
No.361, 361/1, R A De Mel Mawatha, Colombo 03

In the event a satisfactory solution is not provided by the company, customer can escalate his/her complain to the office of the Financial Ombudsman of Sri Lanka or Financial Consumer Relations Department of Central Bank of Sri Lanka.

Contact Details of the Financial Ombudsman

Ms. Sandhyani Wijesinghe
The Financial Ombudsman
No. 1, Bethesda Place
Milagiriya, Colombo 05
Telephone: +94112595624
Telefax: +94112595625
E-mail: fosril@sltnet.lk

Contact Details of the Financial Consumer Relations Department

Financial Consumer Relations Department,
Central Bank of Sri Lanka
No. 30, Janadhipathi Mawatha,
Colombo 01
Hotline for inquiries : 1935
Telephone: +94 112477966
Fax: +94 112477444
Email: fcrd@cbsl.lk