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.

pmf finance Leasing

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

KEY FACT DOCUMENT

IJARAH LEASING

Four-wheeler Ijarah leasing

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

- Leasing 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 profit rates
- Processed within a day
- Easy repayment scheme to suit your budget

2. Mark-up Rates/Penalties/ other charges and fees and commissions

- Mark-up rate based on the customer risk profile and market trends and ranging from per annum 15%-17%
- Mark-up 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 /Penalty Charge - In the event of non-payment of monthly Ijarah lease rental on the due date, the company reserves the right to charge an overdue Penalty charge of 4.00% per month on the monthly instalment in arrears until regularize the payment pattern. The penal charge shall be calculated as follows:

Penalty Charge = Overdue Amount × (Penalty Charge Rate Per Month ×12) × (Number of Days Overdue / 365)
= Overdue Amount × (4% × 12) × (Number of Days Overdue / 365)

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain Ijarah 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 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 (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

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
- UBO Form

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
- 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 the directors is 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
- 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 Ijarah 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. **Mark-up Rates/Penalties/ other charges and fees and commissions**

- Mark-up rate based on the customer risk profile and market trends and ranging from per annum 25% - 28%
- Mark-up 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. 4,000/- (Documentation charge is Rs. 4,000/- per facility + Valuation Charge Rs. 850/-).
- Other charges, such as Insurance, RMV Charges will be applicable
- Default /Penalty Charge - In the event of non-payment of monthly Ijarah lease rental on the due date, the company reserves the right to charge an Penalty charge of 4.00% per month on the monthly instalment in arrears until regularizing the payment pattern. The penal charge shall be calculated as follows:

$$\text{Penalty Charge} = \text{Overdue Amount} \times (\text{Penalty Charge Rate Per Month} \times 12) \times (\text{Number of Days Overdue} / 365)$$
$$= \text{Overdue Amount} \times (4\% \times 12) \times (\text{Number of Days Overdue} / 365)$$

3. **Procedure to be followed to obtain the product**

All potential customers seeking to obtain Three-wheeler Ijarah 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 I j a r a h leasing facility from PMF depending on the customer type.

- Duly completed application
- 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 form 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, 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 products**

- Finance Leasing Act No. 56 of 2000

6. **Customer Compliant handling procedure**
   Please refer to the end of this document for complaint handling procedure of the company.

Two-wheeler Ijarah 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 and TVS bikes.

Tenure

Minimum tenure – 12 months
Maximum tenure – 48 months

Category	Tenure
Brand New	48 months
Registered	From 2013 to 2016 – 36 Month
	From 2017 and above – 48 Month

2. Mark-up Rates/Penalties/ other charges and fees and commissions

- Mark-up rate based on the customer risk profile and market trends and ranging from per annum 24% - 35%
- Mark-up 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. 6,300/- (Documentation charge is Rs. 3,000/- per facility + Valuation Charge Rs. 850/- + CRIB Rs.1500/- + Admin Rs.950/-).
- 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

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

Penalty Charge = Overdue Amount × (Penalty Charge Rate Per Month ×12) × (Number of Days Overdue / 365)
= Overdue Amount × (4% × 12) × (Number of Days Overdue / 365)

3. Procedure to be followed to obtain the product

All potential customers seeking to obtain a Two-Wheeler Ijarah 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 Ijarah leasing facility from PMF depending on the customer type.

- Duly completed application
- 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 form 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, 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.

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