

**Key Fact Document (KFD) Short Term Loans**  
**Merchant Bank of Sri Lanka & Finance PLC**

**1. Product - Short Term loan**

This product is mainly focused for business segment to assist their Short-term financial requirements. During the tenor of the period, client is required to pay the Interest due for the month and the capital may be paid during the period. However total borrowed should be paid within a period of 02 years (24 Months).

**2. Key Features & Benefits**

- a) Attractive interest rates.
- b) Minimum loan disbursement period.
- c) Repayment terms up to 02 years (24 months).
- d) Speedy customer service.

**3. Eligibility: the applicant should**

- a) Sri Lankan citizens over 18 & below 65 years of age
- b) Should be a small or medium scale businessman or a professional
- c) Should have an acceptable / proven repayment capacity
- d) have a clear past track record (Satisfactory CRIB records)
- e) The applicable purpose of the facility should be legal / moral

**4. Interest Rates & Other charges**

**4.1 Interest Rates**

Interest rates are based on the decision taken by the ALCO committee depending on the asset quality, customer risk profile and market conditions. Interest rate range between 14.00% to 22.00% p.a.

**4.2 Other Charges**

**4.2.1. Documentation Charges**

|                                     |  |
|-------------------------------------|--|
| Up to LKR 1Mn                       | LKR 10,000.00                          |
| > LKR 1Mn - LKR 5Mn                 | LKR 20,000.00                          |
| > LKR 5 Mn & ≤ LKR 12.5 Mn          | LKR 30,000.00                          |
| >LKR 12.5 Mn & ≤ LKR 15 Mn          | <b>Min. LKR40,000 / Max. LKR50,000</b> |
| >LKR 15 Mn                          | <b>Min. LKR50,000/-</b>                |
| <b>Premature Settlement charges</b> | <b>Min. 2,500/-</b>                    |

**4.2.2. Legal Fees - Facilities granted against Immovable Properties**

The fees payable for Panel Lawyers for evaluation of title of immovable properties offered as security and for preparation of Title reports and the fees charged by the MBSL and Panel Lawyers for preparation and execution of Mortgage Bonds are set out below:

1. For Title verification & Preparation of Title Report – LKR7,500/-
2. Legal fees for preparation & execution of Mortgage Bonds - 1% of the facility amount (Minimum LKR10,000.00 Maximum LKR 1,000,000.00)

#### **4.2.3. Fees - Facilities granted against Movable Properties**

Government approved RMV/DMT Vehicles registration charges will be applicable.

#### **4.2.4. Penalty Interest on non-payment/ delayed payment of the monthly Installments on time (if any)**

An overdue interest at **Three percent (3%)** per month will be charged on the delayed period in the event of installments are unpaid on the due dates.

#### **4.2.5. Early Settlement of facility:**

In the event of early settlement of the facility by the borrower, granting concession for the future interest of the facility is at the sole discretion of MBSL

#### **4.2.6. Other Charges Applicable**

| <b>No.</b> | <b>Description of Charge / Fee</b>                                      | <b>Charges / Fees (LKR)</b> |
|------------|---|-----------------------------|
| 1          | Balance Confirmation  | 1,000.00                    |
| 2          | Certify copy of Deed & Plan   | 750.00                      |
| 3          | No arrears letters  | 250.00                      |
| 4          | Customer repayment History  | 250.00                      |
| 5          | Duplicate Deletion letters - all vehicle categories                     | 2,000.00                    |
| 6          | No objection letters  | 1,000.00                    |
| 7          | Settlement letters  | 750.00                      |
| 8          | Invoice to lenders / Buyers   | 1,500.00                    |
| 9          | Cheque Return Charges   | 2,500.00                    |
| 10         | Cheque Returns - Payments stop by the drawer                            | 5,000.00                    |
| 11         | Legal fees for preparation and execution of Deed of release (misplaced) | 7,500.00                    |

## **5. Securities to be obtained & exposures to be granted**

- Cash and/or demand/time deposits  
Up to 100% of the deposit if it is a deposit which pays interests at maturity.
- Immovable properties  
Up to 75% of Forced sale value of the property given by a panel valuer of the bank.
- Movables  
Up to 70% of the Forced sale value given by a panel valuer.
- Quoted shares  
Up to 200% of the market value.
- Non-perishable stocks  
Up to 200% of the market value.

## **6. Procedure to be followed**

- All potential customers are invited to the nearest Branch and discuss about their requirements.
- After the discussion, Branch will evaluate and start the process depending upon the customer's requirement.
- Approval will be obtained according to the approved DOA.

## **7. Documents Needed**

### **7.1 Individual Customers**

- i. Duly completed application form / Assets declaration form
- ii. NIC copy
- iii. Valid billing proof (within 06 months period)
- iv. Last 6-month bank statements (Personal & business)
- v. MTA transfer forms
- vi. Cash flow statements/ Income expenses statements
- vii. CRIB report (Personal & business)
- viii. BR Copy (if available)
- ix. Other income proof documents

### **7.2 Corporate Customers**

#### **Limited Liability Companies / Quoted Companies**

- i. Certificate of Incorporation
- ii. Articles of Association
- iii. Copies of form 1, latest form 13, form 15, form 20 and tax payment receipts/  
Income tax (Latest).
- iv. Board Resolutions

- v. Last three years Audited accounts.
- vi. Current year Management's accounts/Cash flow statements
- vii. Last 6-month bank statements.
- viii. CRIB Report (business / Directors)

## **8. Documents related to Security**

### **8.1 Property Mortgage**

- Original of the Title Deed of the present owner
- Original survey plan which is drawn within 10 years (Access over 10ft wide Road)
- Local Authority documents and Tax receipt
- Certified land registry Extracts for 30 years
- Report on the title
- Valuation report from a panel valuer
- Consent letters if required (Land Development Ordinance/ Fragmentation Board/ Land Reclamation and Development Corporation, Coastal Conservation Authority, etc.)
- Any other documents as requested by the approval authorities/ management.

#### **If construction**

- Approved building plan
- BOQ / Cost estimate (If applicable)

### **8.2 Movable Security**

- Original Certificate of Registration
- Absolute ownership of the Vehicle,
- Valuation report

## **9. General**

- Photos of the business place (With the name board) and Security
- Inspection report
- Proof for the loan requirement
- Any other required documents.

## **10. Main terms & conditions**

- a) Loan is repayable on demand without previous notice to the applicants or at any time as required by the Merchant Bank of Sri Lanka & Finance PLC (MBSL).
- b) The applicants are not permitted to lease out, rent out or transfer any right of whatsoever enjoyed by the applicants for the time being over the property and without prior written approval from the MBSL.
- c) The applicants shall undertake that they will not create or caused to be created any mortgage, lien or other encumbrances on the property.
- d) The MBSL shall have the right to inspect the books of the applicant's business.

- e) The applicants shall not obtain any credit facilities from other institutions without prior approval of MBSL.
- f) The officers of MBSL are authorized to visit the applicant' place of business or residence for the purpose of recover of dues such visiting charges shall be borne by the applicants.
- g) MBSL shall have the right to access the business premises or residence of the applicant's and/or guarantors as may be determined by the MBSL from time to time for the purpose of inspection of business. Such inspection of business could be carried out with or without any prior notice to the applicant's and/or guarantors concerned.
- h) A Short-Term Loan Agreement shall be executed which shall contain all other terms and conditions pertaining to this facility by the parties shall form a part and parcel of this offer letter.
- i) In the event, MBSL terminates the facility in terms of the previous contained herein MBSL shall be entitled to initiate legal action against the applicant/s and /or guarantor/s and foreclose on the securities provided in order to recover the monies outstanding to MBSL together with all costs incurred in the legal proceedings including stamp duty, legal fees etc.
- j) Mortgage Reducing policy to the facility value shall be obtained by the applicants and assigned in favour of MBSL.
- k) Fire Insurance policy should be obtained for the facility value by the applicants from an acceptable Insurer and same should be assigned in favor of MBSL. Further such policy obtained should be renewed annually and handed over to MBSL. Failure to adhere to above MBSL reserves the right to renew same and charges will be debited to applicant's loan account.
- l) The MBSL shall be registered as the absolute owner of the vehicle mentioned above and the registered ownership shall be transferred to the MBSL as and when required by the MBSL. The applicant shall be entitled to the possession of the vehicle but shall hand over the possession to the MBSL when requested. The MBSL shall also be entitled to take possession of the said vehicle at any time or place when the MBSL deem it necessary and dispose of the vehicle in any manner at the discretion of the MBSL, whenever necessary.
- m) Comprehensive Insurance should be obtained from an acceptable insurer preferably from MBSL Insurance and the policy should be assigned to MBSL. Further such policy obtained should be renewed annually and handed over to MBSL. Failure to adhere to above MBSL reserves the right to renew same and charges will be debited to applicant's loan account.

## **11. Termination & Recovery - Legal Procedure**

In the event, MBSL terminates the facility in terms of the previous contained herein MBSL shall be entitled to initiate legal action against the applicant/s and /or guarantor/s and foreclose on the securities provided in order to recover the monies outstanding to MBSL together with all costs incurred in the legal proceedings including stamp duty, legal fees etc.

### **11.1 Legal Provisions applicable**

- a) Mortgage Act No. 06 of 1946 as amended
- b) Consumer Credit Act No. 29 of 1982
- c) Contract Law
- d) Civil & Criminal Law of Sri Lanka
- e) Secured Transactions Act No.49 of 2009

- f) Registration of Title No. 21 of 1998
- g) Arbitration Act No.11 of 1995
- h) Mediation Board Act No. 72 of 1988
- i) Recovery of Debt (Special Provisions) Act No. 2 of 1990
- j) Inland Trust Receipts Act No. 14 of 1990
- k) Finance Business Act No.42 of 2011
- l) Inland Revenue Act No.24 of 2017

## **12. Complaint handling procedure**

Customers can lodge complaints with regard to our products or services by either;

- a) Visit to the nearest branch and make the complaint to the Branch Manager.
- b) Call & lodge a complaint through our customer care hotline 011 - 4 711 711 **OR** via E- mail to [info@mbslbank.com](mailto:info@mbslbank.com) / [customercare@mbslbank.com](mailto:customercare@mbslbank.com)
- c) By post - make a **complaint in writing** to the;  
**AGM Marketing & Product Development**  
**Merchant Bank of Sri Lanka & Finance PLC**  
**No.28, BOC Merchant Tower**  
**St. Michael's Road**  
**Colombo 03.**