

 IREDA	KYC Categorization based on customer's identities and sources of funds by Risk Assessment Committee	FORM NO. KYC-Categorization Issue No. : 02 Effective Date : 12.11.2014
--	---	---

IREDA has received the loan application for sanction of Term Loan of Rs. _____ Lakhs to M/s. <Name of the Company> for ___ MW (Nos. of each). The application is acknowledged and registered vide ARN No. _____ dated _____ and is in the process of appraisal.

The company has submitted the following:

1. Loan Application
2. KYC-B of borrower company and promoter company/ies (if any)
3. KYC-A of Promoter Directors / Guarantors of the borrowing company and individual Directors of promoting companies
4. Present and proposed Share Holding of the Company thereby giving the sources of funds for Promoter Contribution.

PTS Department, _____ Sector has referred the captioned borrower for KYC Categorization as per IREDA circular dated 12th December, 2009.

Risk Assessment Committee has examined KYC-B documents of the captioned borrower company / Promoter entities and KYC-A for the Promoter Directors / Guarantors of borrowing company / Individual Directors of promoting company(ies) in the meeting held on

- A. It is observed that :
 - a. The company is Public / Private Limited Co. and has submitted KYC-B.
 - b. KYC-A is filled up for all the Promoter Directors / Guarantors/ Individual Directors of Promoting Company (ies)
 - c. The Categorization is applicable for the borrower for the said project
- B. Borrower's identities and sources of funds can be easily verified and their transactions are clear and do not raise any doubts as such can be categorized in 'B' category.
- C. Based upon above Categorization based on customer's identities and sources of funds is assigned as under :

Name of the Borrower	KYC Categorization of Borrower
KYC Categorization based on customer's identities and sources of funds of M/s. <Name of the Company> for ___ MW Power Project at _____ Taluka , _____ District in the state of _____.	

- D. The above Categorization based on customer's identities and sources of funds will be reviewed after one year as envisaged in Revised KYC Guidelines.

(R.C.SHARMA)
DGM(FS)

(B.M.Chauhan)
GM(TS)

(B.V.Rao)
CGM(TS)

(A.A.Khatana)
ED(TS)

<Name of the Company> - KYC & AML

CUSTOMER PROFILE BASED ON RISK CATEGORISATION TO BE MAINTAINED BY IREDA (vide IREDA's KYC Policy – Anti money laundering Standards Annexure-I Clause 8 (ix))

1. SNAPSHOT OF BORROWER COMPANY (ARN No.____)

Name of the Company	
Email	
Phone No.	
Fax No.	
Name of CEO	
Designation of CEO	
Shareholders	
Directors	
Company Secretary	
Auditors	
Bankers	
Sector :	
No. of Units	
Unit Capacity (KW)	
Capacity (MW)	
Project Name	
Location	
Taluka	
District:	
State:	
Project Cost (Rs. Lakhs)	
Total Loan (Rs. Lakhs)	
IREDA's Loan (Rs. Lakhs)	
Constitution	
Date of Incorporation	
Corporate Office	
Registered Office	
Contact Person	
Designation of Contact Person	
Mobile No.	
Consultants	
Group	

Signature:

Name:

Designation:

(DEALING OFFICER)

Signature:

Name:

Designation:

(SECTORAL HEAD)

1.1 KEY PROJECT PERSONNELS

Name	Designation	Mobile	Email

1.2 CONTACT PERSON/S

Name	Designation	Mobile	Email

Signature:

Name:

Designation:

(DEALING OFFICER)

Signature:

Name:

Designation:

(SECTORAL HEAD)

4. COST BREAK-UP AND MEANS OF FINANCE

4.1 PROJECT COST BREAKUP

(Rs. in Lakhs)

Particulars	Cost as per Borrower	Cost as appraised	Expenditure Incurred as on -----
Land and Site Development			
Infrastructure Facilities			
Building and Civil Works			
Plant and Machinery			
Installation, Erection & Commissioning			
Engineering & Consultancy (incl. Technical Assistance)			
Project Management			
Power Evacuation & Transmission Lines			
Taxes & Duties			
Transportation Charges			
Misc. Fixed Assets			
Infrastructure Clearance & Other Statutory Expenses			
Insurance			
Preliminary & Preoperative Expenses			
Provision for Contingencies			
Interest during construction			
Financial Charges			
Margin Money for Working Capital			
Other Overheads			
TOTAL			
Cost per MW			

4.2 MEANS OF FINANCING

Particulars	Amount (Rs. in Lakh)	Percentage	Amount (Rs. in Lakh)
Promoter's Contribution			
Share Capital			
Share Application Money, pending allotment, if any			
Compulsory Convertible Debentures (CCDs)			
Internal Accruals			
Unsecured/Subordinate Loans			
Others, if any-specify			
Subsidy/Grant, if any			

Term Loans Proposed for the Project			
From IREDA			
From Other FIs/Banks			
From Others			
Total Project Cost			
Overall Debt Equity Ratio			

Signature:

Name:

Designation:

(DEALING OFFICER)

Signature:

Name:

Designation:

(SECTORAL HEAD)

5. EXISTING CAPITAL STRUCTURE AS ON -----

Particulars	No. of shares and value	Amount (Rs.Lakhs)
Authorized Share Capitalequity shares of Rs..... /- each	
Issued, subscribed and paid up share capitalequity shares of Rs..... /- each	

5.1.1 PRESENT SHAREHOLDING PATTERN AS ON -----

1. Equity Shares

Name of the shareholders	No. of shares	Face Value (Rs)	Total equity share capital (Rs)	% of total equity share capital
Total				

2. Share Application Money

Name of the shareholders	No. of shares	Face Value (Rs)	Total equity share capital (Rs)	% of total equity share capital
Total				

Signature:
Name:
Designation:

(DEALING OFFICER)

Signature:
Name:
Designation:

(SECTORAL HEAD)

5.2 PROPOSED CAPITAL STRUCTURE AS ON -----

Particulars	No. of shares and value	Amount (Rs.Lakhs)
Authorized Share Capitalequity shares of Rs..... /- each	
Issued, subscribed and paid up share capitalequity shares of Rs..... /- each	

5.2.1 PROPOSED SHAREHOLDING PATTERN

1. Equity Shares

Name of the shareholders	No. of shares	Face Value (Rs)	Total equity share capital (Rs)	% of total equity share capital
Total				

2. Preference Shares

Name of the shareholders	No. of shares	Face Value (Rs)	Total equity share capital (Rs)	% of total equity share capital
Total				

Signature:
Name:
Designation:

(DEALING OFFICER)

Signature:
Name:
Designation:

(SECTORAL HEAD)

6. Promoter Director/Guarantor -KYC-A for each

Name of the Promoter Director/Guarantor with Designation	Total No. of shares amounting to Rs lakhs (%ge)	No. of shares allotted amounting to Rs lakhs (%ge)	Net worth (Rs. in Lacs)

6.2 Promoter Entities - KYC-B for each

S.No.	Name of the Company(ies)	Total No. of shares amounting to Rs lakhs (%ge)	No. of shares allotted amounting to Rs lakhs (%ge)	Net worth (Rs. in Lacs)
Total				

6.3 Individual Directors of Promoter Company(ies)- KYC-A for each

S.No.	Name of the Individual Director with name of Promoter Company	Total No. of shares amounting to Rs lakhs (%ge)	No. of shares allotted amounting to Rs lakhs (%ge)	Net worth (Rs. in Lacs)
Total				

Signature:

Name:

Designation:

(DEALING OFFICER)

Signature:

Name:

Designation:

(SECTORAL HEAD)

<Name of the Company> - KYC & AML

1. LIST OF KYC DOCUMENTS FOR KYC & AML

Name of Document	Whether enclosed
Loan Application Part A and Part B	Yes/No
KYC B of Applicant Company M/s. _____ with enclosures	
Copy of Memorandum & Articles of Association	
Attested/Self Attested copy of PAN Card	
Board Resolution for authorization of officials	
Latest Balance Sheet / Provisional Balance	
CIN issued by MCA	
KYC A of (each Director/Promoter/Guarantor) Mr.----- -----with enclosures	
Attested/Self Attested copy of PAN Card	
Attested/Self Attested copy of Passport	
Attested/Self Attested copy of Voter's Identity Card	
Attested/Self Attested copy of Driving License	
Attested/Self Attested copy of UID/Adhaar Card	
KYC B of (each Promoter/Sponsor Company) M/s. _____ with enclosures	
Copy of Memorandum & Articles of Association	
Attested/Self Attested copy of PAN Card	
Board Resolution for authorization of officials	
Latest Balance Sheet / Provisional Balance	
CIN issued by MCA	
Biodata of Directors with Name & Designation	

Signature:

Name:

Designation:

(DEALING OFFICER)

Signature:

Name:

Designation:

(SECTORAL HEAD)

Application Year: _____ - _____ (Project No.)

(Note for approval of KYC Categorisation to be done by Risk Assessment Committee)

Sub : Categorization based on customer's identities and sources of funds by Risk Assessment Committee as per IREDA's KYC Policy – Anti Money Laundering Standards – Revised.

As per Revised IREDA's KYC Policy – Anti Money Laundering Standards, Categorization based on customer's identities and sources of funds by Risk Assessment Committee has to be carried out and got approved by CMD for all borrowers irrespective whether IREDA is sole financier, lead institution or there are other co-financing institutions. IREDA has also given written commitment to AFD and other lenders for compliance of the same. Further, as per IREDA's KYC Guidelines data/documents and other relevant information is collected in Technical Division and credit risk profiles of the customer is evaluated applying various Anti Money Laundering measures keeping in view the risk involved in a transaction. It is also stipulated that the borrower may be requested to resubmit their forms annually or in case there is any change in the structure of entity.

Accordingly, a Checklist in respect of M/s. <Name of the Company> (ARN) is prepared for review and Categorization based on customer's identities and sources of funds by Risk Assessment Committee based on the following documents :

1. Loan Application
2. KYC-B of borrower company and promoter company/ies (if any)
3. KYC-A of Promoter Directors / Guarantors of the borrowing company and individual Directors of promoting companies

Further, the names of individual Directors and entities have been checked in the

UN List (<http://www.un.org/sc/committees/1267/cosollist.shtml>), EU List (http://ec.europa.eu/external_relations/csf/sanctions/list/consol-list.htm) and French List (http://www.minefe.gouv.fr/directions_services/dgtpe/sanctions/sanctionsliste_nationale.p) with the observation :

Not found in any of the above lists.

Submitted for Categorization based on customer's identities and sources of funds by Risk Assessment Committee please.

Signature:

Name:

Designation:

(DEALING OFFICER)

Sectoral Head

Departmental Head

Agenda emailed to KYC Risk Assessment Committee Members

(Note for approval of CMD)

Sub : KYC Categorisation based on customer's identities and sources of funds by Risk Assessment Committee as per IREDA's KYC Policy – Anti Money Laundering Standards – Revised.

IREDA has received the loan application for sanction of Term Loan of Rs. _____ Lakhs to M/s. <Name of the Company> for MW (Nos. of each). The application is acknowledged and registered vide ARN No. _____ dated and is in the process of appraisal.

Risk Assessment Committee has examined KYC-B documents of the captioned borrower company / Promoter entities and KYC-A for the Promoter Directors / Guarantors of borrowing company / Individual Directors of promoting company(ies) in the meeting held on

As per Revised IREDA's KYC Policy – Anti Money Laundering Standards, Categorization by Risk Assessment Committee has to be carried out and got approved by CMD as per written commitment given to AFD and other lenders.

Accordingly, Risk Assessment Committee has carried out the Categorization as under:

Name of the Borrower	KYC Categorization of Borrower
KYC Categorization based on customer's identities and sources of funds of M/s. <Name of the Company> for MW Power Project at Taluka --, _____ District in the state of _____.	

Submitted for approval of CMD please.

Signature:
Name:
Designation:
(DEALING OFFICER)

Sectoral Head

Departmental Head

DT

CMD

ANNEXURE-I

<Name of the Company> (____) – Categorization based on customer’s identities and sources of funds **GUIDELINES FOR KYC CATEGORISATION BASED ON CUSTOMER’S IDENTITIES AND SOURCES OF FUNDS TO BE DONE BY RISK ASSESSMENT COMMITTEE**

IREDA’s Know Your Customer (KYC) Policy – Anti Money Laundering Standards – (Revised) was issued to all the concerned vide Circular dated 12th December, 2009.

According to this policy, IREDA’s customers shall be categorized depending on the risk assessment in the following categories:

Category ‘AA’ -	Very High Risk Customers
Category ‘A’ -	High Risk Customers
Category ‘B’ -	Medium Risk Customers
Category ‘C’ -	Low Risk Customers

This categorization shall be approved by CMD. The Checklist for essential screening for categorization by Risk Assessment Committee is as under:

It would be necessary to assess the customers in order to know if they are not engaged in any suspicious activities. Depending on the information/data collected, customers may be categorized as A or AA category for High and Very High Risk Customers respectively and may require adequate mitigation measures.

Under clause 14, a Committee consisting of CGM (TS), GMs (TS) and GM (F&A) shall assess the risk involved in the case of different customers on the basis of data collected by PTS Department. Depending on the requirement, services an independent consultant having knowledge and background on the subject may be taken and may be co-opted in the Risk Assessment Committee. This categorization shall be approved by CMD. Such categorization shall be kept confidential and shall not be divulged.

The collection of data on the borrower side would be the primary responsibility of Project & Technical Services Department and the required data as per formats (Forms KYC A to C) prescribed in this policy shall be collected, irrespective whether IREDA is the lead institution or there are other co-financing institutions. To ensure monitoring of IREDA’s KYC Guidelines, the borrowers may be requested to resubmit their forms annually or in case there is any change in the structure of entity. KYC-B of Group Company/(ies) having equity of 26% or more

Dealing Officers and Staff in the Technical Division shall obtain the required data/documents and other relevant information and credit risk profiles of the existing and new Customers of Lending Side of IREDA and apply various Anti Money Laundering measures keeping in view the risk involved in a transaction.

Screening the Consolidated list of individuals and entities as under

UN List: <http://www.un.org/sc/committees/1267/cosollist.shtml>

EU List: http://ec.europa.eu/external_relations/csfp/sanctions/list/consol-list.htm

French List: http://www.minefe.gouv.fr/directions_services/dgtpe/sanctions/sanctionsliste_nationale.p

Concurrent Internal Auditors shall specifically check and verify application of KYC procedures and comment on the lapses observed. The compliance in this regard shall be put-up before the Audit Committee of the Board on quarterly intervals.

ANNEXURE-II

CATEGORISATION BASED ON THE INFORMATION RELATING TO THE BACKGROUND OF THE CUSTOMER, NATURE OF BUSINESS ACTIVITY, LOCATION OF THE CUSTOMER AND HIS CLIENTS, MODE OF PAYMENTS, VOLUME OF TURNOVER, SOCIAL AND FINANCIAL STATUS ETC.

Check Point	Status	Compliance
<p>Category- AA - Customers: There may be cases where risk perception is very high. Such cases may be categorized as ‘AA’ category and strict monitoring may be required in these cases. Customers requiring very high level of monitoring e.g. – politically exposed persons (PEPs) :</p>		
<p>Category-A – Customers: Customers requiring higher due diligence are as under:</p> <ul style="list-style-type: none">a) Non-Resident Customersb) High Net worth individualsc) Trusts, Charities, NGOs and other organizations receiving donationsd) Dealings with closely held companiese) Companies offering higher returns to their investorsf) Companies having dubious reputationg) Companies having close family shareholdings or beneficial ownershiph) Firms with sleeping partnersi) Politically exposed persons PEPs of foreign originj) Non face to face customers		
<p>Category ‘B’ - Customers : Customers whose identities and sources of funds can be easily verified and their transactions are clear and do not raise any doubts, shall be categorized in ‘B’ category.</p>		
<p>Category ‘C’ Customers :- All scheduled commercial banks and Financial Institutions registered with Reserve Bank of India, shall be covered under ‘C’ category. Similarly, Government owned companies, Government departments, regulators and statutory bodies etc. may be categorized in category ‘C’. Necessary data shall be collected about their identity in the requisite formats.</p>		

Signature:
Name:
Designation:
(DEALING OFFICER)

Signature:
Name:
Designation:
(SECTORAL HEAD)