

Key Fact Document

Key information required for Factoring and Easy Draft Products

Product	Easy Draft	Cheque Discounting	Factoring	Special Loans	Rent Factoring
Applicable Charges	<p>Interest Service Fee Documentation fee Returned cheque fee VAT</p> <p>(All above charges are subject to change without prior notice)</p>	<p>Discount Charge Service Fee Documentation fee Returned cheque fee VAT</p> <p>(All above charges are subject to change without prior notice)</p>	<p>Discount Charge Service Fee Documentation fee Returned cheque fee VAT</p> <p>(All above charges are subject to change without prior notice)</p>	<p>Interest Service Fee Documentation fee Returned cheque fee Legal Fees Stamp duty VAT</p> <p>(All above charges are subject to change without prior notice)</p>	<p>Interest Service Fee Documentation fee Returned cheque fee VAT</p> <p>(All above charges are subject to change without prior notice)</p>
Financial and other Benefit	<p>-Ability to obtain loan facility up to 70% from the vehicle valuation and 60% from the land valuations (*)</p> <p>-Only Interest to be serviced on a monthly basis during the Credit period</p> <p>-Customer has the option to settle the facility in full or partially at any given time frame, without any future interest charged.</p> <p>-Revolving Credit facility like a bank Overdraft.</p> <p>* Conditions may apply</p>	<p>-Can draw up to 75% of the Post Dated cheques in hand (*)</p> <p>-Handling of Cheque Banking Process</p> <p>* Conditions may apply</p>	<p>-Can draw up to 80% of Invoice Value (*)</p> <p>-Management of Sales Ledger</p> <p>-Collection of dues by UBF</p> <p>-Handling of Cheque Banking Process</p> <p>* Conditions may apply</p>	<p>-Ability obtain loan facility up to 70% from the vehicle valuation and 60% from the land valuations. (*)</p> <p>-Customer has the option to settle the facility in full or partially at any given time frame, without any future interest charged.</p> <p>* Conditions may apply</p>	<p>-Ability to obtain a facility by assigning the monthly rent income to UBF.</p> <p>-Collection to be done by UBF</p> <p>* Conditions may apply</p>
Required documentation from Customers	<p>-Application Form</p> <p>-Duly filled KYC / Guarantor statement of the applicant and the guarantors , along with the copies of National Identity card and supporting documents where necessary.</p> <p>- Vehicle CR book</p> <p>-Duplicate key</p> <p>-Current Valuation report of the asset from an approved valuer of UBF</p> <p>- Deed & Plan</p> <p>-Street line & Non Vesting certificate</p> <p>-Certificate of Ownership</p> <p><u>Individuals</u></p> <p>-National Identity/Passport</p> <p>-Bank Statements for last 6 months</p> <p>-Confirmation of Employment and Salary</p> <p><u>Corporate</u></p> <p>-Certificate of business registration / registration of a firm / incorporation.</p> <p>-Form 1 or company registration certificate.</p> <p>-Form 40 or Form 20</p> <p>-Articles of Association</p> <p>-Audited financial statements for the past 3 years</p> <p>-Interim statements</p> <p>-The profile of the company / Annual report</p>	<p>-Application Form</p> <p>-Duly filled KYC / Guarantor statement of the applicant and the guarantors , along with the copies of National Identity card and supporting documents where necessary.</p> <p>-Outstanding PDC list/Aging of Sales Ledger</p> <p>-Copies of Invoices</p> <p>-Debtor list and details</p> <p>-Company Letter Heads</p> <p>-Certificate of business registration / registration of a firm / incorporation.</p> <p>-Form 1 or company registration certificate.</p> <p>-Form 40 or Form 20</p> <p>-Articles of Association</p> <p>-Audited financial statements for the past 3 years</p> <p>-Interim statements</p> <p>-The profile of the company / Annual report</p>	<p>-Application Form</p> <p>-Duly filled KYC / Guarantor statement of the applicant and the guarantors , along with the copies of National Identity card and supporting documents where necessary.</p> <p>-Aging of Sales Ledger</p> <p>-Copies of Invoices</p> <p>-Debtor details</p> <p>-Company Letter Heads</p> <p>-Certificate of business registration / registration of a firm / incorporation.</p> <p>-Form 1 or company registration certificate.</p> <p>-Form 40 or Form 20</p> <p>-Articles of Association</p> <p>-Audited financial statements for the past 3 years</p> <p>-Interim statements</p> <p>-The profile of the company / Annual report</p>	<p>-Application Form</p> <p>-Duly filled KYC / Guarantor statement of the applicant and the guarantors , along with the copies of National Identity card and supporting documents where necessary.</p> <p>- Vehicle CR book</p> <p>-Duplicate key</p> <p>-Current Valuation report of the asset from an approved valuer of UBF</p> <p>- Deed & Plan</p> <p>-Street line & Non Vesting certificate</p> <p>-Certificate of Ownership</p> <p><u>Individuals</u></p> <p>-National Identity/Passport</p> <p>-Bank Statements for last 6 months</p> <p>-Confirmation of Employment and Salary</p> <p><u>Corporate</u></p> <p>-Certificate of business registration / registration of a firm / incorporation.</p> <p>-Form 1 or company registration certificate.</p> <p>-Form 40 or Form 20</p> <p>-Articles of Association</p> <p>-Audited financial statements for the past 3 years</p> <p>-Interim statements</p> <p>-The profile of the company / Annual report</p>	<p>-Application Form</p> <p>-Duly filled KYC / Guarantor statement of the applicant and the guarantors , along with the copies of National Identity card and supporting documents where necessary.</p> <p>- Certified copy of the rent agreement</p> <p>-Copies of Deed and Plan</p> <p><u>Individuals</u></p> <p>-National Identity/Passport</p> <p>-Bank Statements for last 6 months</p> <p>-Confirmation of Employment and Salary</p> <p><u>Corporate</u></p> <p>-Certificate of business registration / registration of a firm / incorporation.</p> <p>-Form 1 or company registration certificate.</p> <p>-Form 40 or Form 20</p> <p>-Articles of Association</p> <p>-Audited financial statements for the past 3 years</p> <p>-Interim statements</p> <p>-The profile of the company / Annual report</p>
Complaint Handling procedure	All complaints will be lodged in the Complaint Handling Register and passed on to Complaint Handling Officer of the Working Capital Unit, and will be resolved within 3 working days.				
Complaint Handling Designated	<p>Mr. Kasun Perera Assistant Manager - Factoring 0712628182, 0114501343 EXT:100 kasunp@ubf.lk</p>				

Customer Complaint Handling Mechanism

- An officer is assigned in Factoring Office with the responsibility of handling and facilitating the resolution of complaints lodged by customers.
- At the business place customer would be directed to the officer assigned to resolve such complaints.
- Any complaint received verbally or in writing by the customer would expect to be resolved within 3 business days.
- When a complaint is received, the complaint is lodged in the customer complaint register and a unique reference number will be allocated to the customer for at any point of the complaint handling process, customer would not be treated unjustly.
- Customers are encouraged to seek resources through the internal complaints handling process of the company before opting for external support.

UBF reserves the right to amend these terms conditions and procedures at any time and in any manner which deems necessary without any notice to the constituents or the public.