

**KERALA FINANCIAL CORPORATION
HEAD OFFICE, THIRUVANANTHAPURAM**

Notification No. KFC/BD/01/2024-25 dated 25.11.2024

**Application Form for Empanelment of Retired Bank Officers as DSA for
Sourcing MSME Loan Applications**

Zone Selected :

Preferred Branch :

Personal Information:	
1. Name of the Applicant	:
2. Date of Birth (DD/MM/YYYY)	:
3. Age as on 01.11.2024	:
4. Contact Details:	
• Mobile Number	:
• Email Address	:
5. Permanent Address	:
6. Correspondence Address (if different):	:
7. PAN No.	:
8. Aadhaar No.	:
9. GST Registration details	:
10. Branch to which enrolment sought	:
Professional Details:	
11. Name of the Bank Retired From	:
12. Position/Scale at the Time of Retirement (Minimum Scale II)	:
13. Total Years of Service	:
14. Date of Retirement	:
15. Relevant Experience in Loan Sourcing/Processing (Please provide a brief description of your experience and any relevant achievements – Attach separate sheet if necessary):	
Eligibility Confirmation:	
16. Have you ever been employed by KFC, retired from KFC, or are you related (as defined under the Companies Act, 2013) to any current or former KFC employee? (Yes/No):	:
17. Have you ever been subjected to any disciplinary proceedings or penalties during your tenure with the bank?	:
Additional Information (if any):	

Self-Declaration

I, _____ son/daughter of _____, residing at _____, hereby declare and affirm the following as part of my application for empanelment as a Direct Selling Agent (DSA) with Kerala Financial Corporation (KFC):

1. I understand and accept that the empanelment as a DSA is purely on a temporary basis and may be terminated by KFC at any time without assigning any reason.
2. I confirm that I will comply with all KYC requirements mandated by KFC.
3. I affirm that my name does not appear on the latest list of CIBIL/ RBI Caution Advice list.
4. I have not been blacklisted or penalized by any bank, financial institution, or regulatory authority.
5. I will adhere to the code of conduct prescribed by the RBI and any other guidelines or codes issued by KFC during my tenure as a DSA.
6. I acknowledge that KFC will issue me a Photo ID card, which I will display during visits to prospective clients.
7. I confirm that I have not been convicted of any offence or sentenced to imprisonment by any court of law.
8. I will not solicit customers who have directly approached KFC.
9. I permit KFC or its authorized representatives to access my documents, records, and transactions related to my role as a DSA within a reasonable timeframe.
10. I understand that my empanelment may be terminated for any performance contrary to KFC's instructions or if my actions are found detrimental to KFC's interests.
11. In the event of termination or expiry of my empanelment, I will immediately surrender my ID card and any materials provided by KFC.
12. I accept that the extension of my empanelment will depend on my performance and KFC's requirement for my services.
13. I agree that any attempt to commit fraud or misuse my position as a DSA is grounds for immediate termination of empanelment.
14. I indemnify and will keep KFC indemnified against any claims, losses, damages, actions, costs, charges, and expenses arising out of my empanelment.
15. I assure the preservation and protection of the security and confidentiality of customer information and data, and I will provide accurate and timely information and documents to KFC.
16. I declare that I am not disqualified by any applicable law, I am not insolvent, and no insolvency or criminal proceedings are pending against me.
17. I declare that I have never been subjected to any disciplinary proceedings or penalties during my tenure with the bank.
18. In case of disputes, I agree to first request a meeting in writing and pursue other options only if the matter remains unresolved after 30 days, provided the dispute is raised within 15 days of occurrence.
19. I agree that all disputes or claims related to this empanelment will fall under the exclusive jurisdiction of the courts at Thiruvananthapuram.
20. I confirm that I am not an employee or retired employee of KFC, nor have I worked for KFC previously. I also affirm that none of my relatives (as defined under the Companies Act, 2013) are/were employees of KFC.

I declare that the information provided above is true and accurate to the best of my knowledge and belief. I understand that any misrepresentation or omission may result in the rejection of my application or termination of empanelment.

Signature of the Applicant

Date:

Documents to be Attached:

- ID Proof (Aadhaar/Passport /PAN Card/ Voter ID Card /Driving License)
- Proof of Date of Birth (Passport / PAN Card/ Driving License)
- Proof of Retirement (Pension Payment Order)
- Address Proof (Utility Bill/Voter ID)
- GST Registration Details

Please note: Original document should be produced for verification.

Instructions for Submission:

- Ensure that all fields are filled accurately.
- Attach the required documents along with this application form.
- Application form shall be submitted, duly completed in all respect, along with all required documents, by post to the following address, as per the preference of the applicants.

Address	Preference
Zonal Manager, South Zone, Kerala Financial Corporation, Head Office, Vellayambalam Thiruvananthapuram – 695033. Ph: 0471-2737531	1. Large Credit Branch (LCB), Thiruvananthapuram 2. MSME Credit Branch (MCB), Thiruvananthapuram 3. MSME Credit Branch (MCB), Kollam 4. MSME Credit Branch (MCB), Alappuzha 5. MSME Credit Branch (MCB), Pathanamthitta
Zonal Manager, Central Zone, Kerala Financial Corporation, Finance Towers, 1 st Floor, Kaloor road, Ernakulam - 682 017 Ph: 0484-2401645	1. Large Credit Branch (LCB), Ernakulam 2. MSME Credit Branch (MCB), Ernakulam 3. MSME Credit Branch (MCB), Kottayam 4. MSME Credit Branch (MCB), Thodupuzha 5. MSME Credit Branch (MCB), Kattappana 6. MSME Credit Branch (MCB), Perumbavoor 7. MSME Credit Branch (MCB), Thrissur
Zonal Manager, North Zone, Kerala Financial Corporation, II nd Floor, Manuelsons Building, (Near to Hotel Malabar Palace), G.H. Road, Muthalakkulam, Kozhikode - 673 001. Ph: 0495-2722779	1. Large Credit Branch (LCB), Kozhikode 2. MSME Credit Branch (MCB), Kozhikode 3. MSME Credit Branch (MCB), Palakkad 4. MSME Credit Branch (MCB), Malappuram 5. MSME Credit Branch (MCB), Wayanad 6. MSME Credit Branch (MCB), Kannur 7. MSME Credit Branch (MCB), Kasaragod

For further queries, contact: Kerala Financial Corporation, Business Development Department, Head office, Thiruvananthapuram (Email: bd@kfc.org, Phone: 0471-2737576) or visit the official website www.kfc.org .