

DSA EVALUATION SHEET

Branch Name		Code
SI NO.	Particulars	Details
1	Name of the DSA	
2.	DOB/Age	
3.	Qualification	
4.	Whether Empanelled with Another HFC / Bank? If yes, details thereof.	
5	Whether KYC documents photocopies collected and verified with the original?	
6.	Whether the original verified seal is affixed on the photocopy of the document collected and the signature of the concern officer is affixed there on?	
7.	a) Whether any relative(s) is/are empanelled in this branch/any other branch?	
	b) Whether any relative (s) has been depanelled in any branch/institution earlier?	
8.	Whether New or Renewal?	
8.1.	If Renewal	
	a) When he/she was empanelled first?	
	b) Whether the DSA is linked to any other branch? If yes, mention names of branch/(es)	
	c) Business generated in last one year	
	d) Any account in the said loans are SMA / NPA?	
	e) If yes, whether it is a quick mortality SMA/NPA account (SMA/NPA within 12 months of disbursement)	
	f) If yes, whether he/she is supporting in recovering the same.	
	g) Whether the dealings are satisfactory?	
	h) Expected Business this year. Number and Amount in Rs. Cr.	
8.2.	If Fresh	
	a) What is the past experience	
	b) Which are the organisations he is associated with, as DSA?	
	c) Total business generated for these organisations in the last one year	
	d) Committed business support for Current Financial year. Number and Amount (Rs. In Cr)	
9.	CIBIL Report (required both for fresh and renewal)	
	a) What is the CIBIL Score	
	b) Whether any loan / amount is overdue in the said statement for which the applicant is borrower / Guarantor	
	c) Reason for such overdue and action initiated in this regard.	
	d) Branch views/comments in this regard.	

10.	Income / IT Return a) What is the regular monthly income of the applicant?	
	b) Whether documentary proof has been obtained for the income? Type of proof obtained.	
	c) Whether the income declared is in reconciliation with the business done by the applicant as detailed during the course of personal discussion?	
11.	Bank Account a) Whether the pass sheet submitted is the primary account or other account?	
	b) Whether commission received from other HFC/Bank / Business are credited to this account, if so Number and Amount of such credits	
	c) Whether the banking transactions are satisfactory.	
12.	Whether any independent market enquiry from 2 respectable persons in the locality is done? a) If Yes: Provide names and contact numbers b) If No: Conduct and provide details	1. 2.
13.	Any other information branch wishes to furnish	
<p>We confirm that:</p> <ol style="list-style-type: none"> 1. We have met and interacted with the above referred person on 2. We have done the due diligence and found the above person is fit and proper to Act as a DSA for our organisation. 3. We have verified the original KYC documents and thereafter we have affixed our signature on the copy of the documents collected and attached herewith. 4. In case of renewal, wherever the SMA/NPA accounts are appearing, the DSA is associating with us for collection of the same. We confirm that, there will not be any fresh NPA from the pool of these SMA accounts canvassed by him. 5. We recommend for the empanelment of the said person as DSA for our branch for a period of next one year. 6. We recommend for a yearly target of Rs_____lakhs for this DSA for one year from the date of renewal. 		
Date:		Branch Manager

For the use of Registered Office

<p>Date:</p> <p>As recommended by the _____ Branch, kindly accord approval for empanelment / renewal of Mr/Ms._____as DSA for their branch for a period of one year. All the documents as per the stipulated guidelines are collected and kept on record.</p> <p>Prepared by: _____ Manager _____ Senior Manager P & S</p> <p style="text-align: center;">View/Orders of Deputy General Manager</p>
