

## **Personal Loan Account Opening Process:**

You have to do the following process:

1. Create Customer ID (If Needed)
2. Create SB Account (If Needed)
3. Limit Creation:

Here you have to follow similar procedure like CC (Cash Credit)/ SOD. But Category and Limit Product are different from CC/ SOD. So you need to follow the table below where applicable.

Sl No	GL Code	Loan Description	Category Code	Limit Product	Limit ID Details
1	205010722	Personal loan	1801	2311	Parents: <b>CustomerID.0002300.01</b> Sub: <b>CustomerID.0002310.01</b> Sub Sub: <b>CustomerID.0002311.01</b>

### **4. Loan Account Opening Procedure:**

Two accounts need to be opened.

- a) Interest Liquidation Account
- b) Personal Loan Account( Principal A/C)

#### **a). Open Interest Liquidation Account for Personal Loan:**

**Navigation for Interest Liquidation Account:** Credit Operation > Agrani Bank Loan > Create Loan > Term Loan > Personal Loan Disbursement > Liquidation Account for Personal Loan

Here,

- you must have to input Loan Type=2311 ,And GL code=205010722
- You have to commit and authorize all the above things.

#### **b). Open Personal Loan Account (Principal A/C)**

**Navigation for Personal Loan (Principal) Account:** Credit Operation > Agrani Bank Loan > Create Loan > Term Loan > Personal Loan Disbursement > Open Personal loan account

Here,

- you must have to input ,Product Code=1801, Loan Type=2311 ,And GL code 205010722

Other fields in account opening screen need to be filled up according to the Circular and sanction advice.

You have to commit and authorize all the above things.

## **5. Interest Rate set up:**

Go to Retail Operation > Account > Account Maintenance > Account Maintenance

There you have to input account number of Personal Loan Account (Principal A/C) . press enter, select debit interest, again input **account number**.

Then input the followings **only in "Debit Interest 1" Tab:**

- Day basis=B,
- Charge Key=99,
- Balance Type=Daily,
- Fixed Rate = Rate of Interest as per circular

Then Commit and authorize it.

## **6. Loan Disbursement.**

DR= Personal Loan account (Principal A/C)

CR= Customer SB A/C

N.B : As per circular loan processing fee collect from customer SB A/C .

## **7. Repayment Procedure:**

You must have to input Installment amount manually by fund transfer in both Principal and interest account according to CPCRMD's circular and schedule .(Ref: Instruction Circular no-111,Date-29/09/2016 and CPCRMD/Policy/133/16,Date-16/11/2016).

## **8. Personal Loan Classification Process:**

To classify these types of loan, user need to calculate all interest manually. To do so you have To maintain following rules:

**1) User need not to do any PD Capture for these types of accounts.**

2) When these types of loans' Interest need to go to suspense account from a specific date, user must make interest rate zero from that specific date.

3) Now user have to manually calculate the interest of these loans and post it to Interest Suspense Account (BDT140710001) just before quarter end. i.e DR= Loan A/C and Credit=Suspense Account (BDT140710001).

4) You need to maintain a Kancha Register for this purpose.

5) If a customer deposits any amount to this type of loan A/C, he will deposit it to this account directly. User will calculate all interest manually. But user strictly has to follow the Circulars of Bank.

## Personal Loan A/C Closer:

### Step1: Loan A/C Closer:

Credit Operations>ABL Loan>Create Loan> Loan A/C Closure>A/C Closure  
Put Principal Loan A/C Number, then press Enter.

Now provide the following data:

1. Credit Account = Intt. Liq account
2. Cap Interest = Yes (This must be selected
3. . “Yes” is selected to charge interest for the fractional months.
4. Charge Type = Here if user do not want to apply any charge then he need to delete the “ACCTCLOSE”

Now validate the deal. This will show the on demand capitalized interest in the screen. If it correct then comm it and authorize it.

### Step2: Intt. Liq. A/C Closer:

Two ways you can do:

**way1:** Fund Transfer (Dr- Customer’s SB A/C, Cr-Intt. Liq. A/C)

**way2:** Customer have to provide cash deposit to this Intt.Liq. A/C using Teller operation).

Commit and authorize the transaction.

Then close the intt. Liq. A/C To do it, follow the same procedure as “Principal A/C closure” but you have to

Provide the following data

1. Credit Account = Default Internal Account [BDT149020001xxxx]. Here xxxx=Branch Code.
2. Cap Interest = Waive (default value already).
3. Charge Type = Here if user do not want to apply any charge then he need to delete the “ACCTCLOSE” text in the given text box. Other wise not.

Now commit and authorize it.

## Loan A/C Transfer from one branch to another branch:

First User has to close the principal loan A/C, then intt. Liq. A/C. These process are described below.

### step1:

User have to close the principal loan A/C as follows.

Credit Operations>ABL Loan>Create Loan> Loan A/C Closure>A/C Closure

Put Loan A/C no (principal a/c) here (do not put Liq. a/c no) then press Enter.

Now provide the following data:

1. Credit Account = Intt. Liq account
2. Cap Interest = Yes (This must be selected). For exemption of Cap Interest user have to select “Waive” option. “Yes” is selected to charge interest for the fractional months.
3. Charge Type = Here if user do not want to apply any charge then he need to delete the “ACCTCLOSE” text in the given text box. Other wise not.

Now validate the deal. This will show the on demand capitalized interest in the screen. If it correct then commit it and authorize it.

This will transfer all loan amount (principal + Previous capitalized interest + Up to today's interest) to the intt. liq. account.

**Step2:**

Fund Transfer Dr- MO/NG A/C,  
Cr- Intt. Liq. A/C).

Commit and authorize the transaction.

Now issue a IBDA/MODA against responding branch. Please specify the principal and interest amount distinctly in the IBDA/MODA. But you need not to post the issued IBDA/MODA in T24. Just send it to the respective branch with the loan documents.

**Step3:**

Then close the intt. Liq. A/C

## **Opening a transferred Personal loan A/C in online branch:**

If any **Personal** loan is transferred from one branch to another branch, Responding Branch will get a document file along with a IBDA/MODA. The IBDA/MODA will contain both principal and interest amount of the loan distinctly. Now user has to create a new Intt. liquidation A//C and a new principal loan account.

1. **Intt. Liq. a/c opening:** Described previously.
2. **Loan a/c opening:** Described previously.
3. **Responding IBDA/MODA:** Use fund transfer option like retail operation. You have to make fund transfer using “Single Cr. Multiple Dr” option. Here for Multiple Dr., Principal amount will go to Principal loan A/C and Interest amount will go to Intt.Liq.A/C and for Single Cr. IBDA/MODA will be credited.

Now commit and authorize it.

There need to be a manual interest calculation for the responding branch between the interest charge date (by IBDA/MODA issuing branch) to the loan opening date (by the responding branch). Then the interval interest need to inputted in T24 in the following ways using **Fund Transfer > PL Transfer** option in the menu:

Dr= Interest Liquidation A/C

Cr= Interest on Personal Loan A/C (Related PL Account)

Now commit it and authorize it.

## **Personal Loan Migration**

Branches those have already disbursed Personal Loan using BDT code(BDT136100001) of Personal loan along with a manual register in T-24, have to follow steps below to migrate in T-24

1. If needed create Customer ID and then open Saving/Current Account of that customer.
2. Then open Limit (Parent, Sub and Sub-Sub)
3. Now Open an Interest Liquidation Account of Personal Loan of a customer (As per manual).
4. Then open a Principal Account of Personal Loan of a customer (As per manual).
5. Interest Capitalize all the Personal Loan account that you need to migrate. To do so do the following transaction
  - a. Dr= BDT code(BDT136100001) of Personal Loan  
Cr= PL Code (PL51547) of Personal Loan
6. Now do the following fund transfer to transfer principal and interest amount to Principal & Interest A/C respectively
  - a. Dr= Principal Account of Personal Loan of a customer  
Cr= BDT code of Personal Loan
  - b. Dr= Interest Liquidation Account of Personal Loan of a customer  
Cr= BDT code of Personal Loan

NB: If an Interest Liquidation Account of Personal Loan of a customer has credit balance then you have to do the followings

- a. Dr= BDT code of Personal Loan(BDT136100001)  
Cr= Interest Liquidation Account of Personal Loan of a customer
7. Now go the account maintenance option, set the interest rate of the personal loan in the principal account using current date (migration date)
8. All these need authorization .
9. After migration of all Personal Loan from BDT Code to individual Personal Loan account, then please be confirmed that balance of BDT code of Personal Loan(BDT136100001) is zero.
10. If this is done then all thing are done perfectly.