



**Indian Overseas Bank  
Financial Inclusion Cell  
Regional Office Chennai I**

**Engagement of Business correspondents**

Regional Office Chennai – I Seeks applications from eligible candidates, to work as a Business Correspondents on commission basis in the branches situated at Chennai District.

Interested individuals may send their filled in application to Indian Overseas Bank, Chennai – I Regional Office, Annexe Building, III Floor, No 763, Anna Salai, Chennai 600002 as per the format enclosed along with a recent passport size photograph with duly attested KYC Documents such as PAN Card, Aadhaar Card etc., Educational Qualification certificate, IIBF certificate and a valid address proof with present address. The Top of envelop should be mentioned with "Engagement of Business Correspondents".

**Eligibility of a Business Correspondent**

1. Individuals with minimum age of 18 and above
2. Retired bank employees/retired teachers/retired government employees and Ex-servicemen, members of Self Help Groups (SHGs) which are linked to banks etc., are also eligible.
3. The Applicant should have the minimum qualification of 10<sup>th</sup> standard and should be able to read and write in Tamil & English and should have basic computer knowledge.
4. The Applicants should be a resident of Chennai City.
5. The Applicant should produce two references given by respectable persons preferably known to the bank.
6. The Applicant should have good CIBIL score.
7. The Applicant should have IIBF certificate in Business Correspondents.

**Scope of Activities:**

1. Identification of prospective customer / borrowers
2. Creating awareness about savings and other products offered by the bank.
3. Receipt and delivery of small value remittances / payments.
4. Recovery of principal/collection of interest.
5. Collection of small value deposit.
6. Sale of Micro Insurance/Mutual Fund products/pension products/ other third party products as per the norms of SEBI,IRDA, Associations of Mutual Fund of India & RBI.
7. Disbursal of small value credit.
8. Door Step Banking.

The activities to be undertaken by the BCs would be within the normal course of the bank's banking business, but conducted through the Business Correspondents at places other than the bank premises / ATMs. Our Bank can include any activities/functions in respect of Business Correspondents as may be advised by RBI from time to time.

**The Engagement of BCs depends upon satisfying the norms of due diligence as laid down by the bank and it is only on temporary basis and their services will be renewed based on their performance and this arrangement should not be construed to mean as one of employment in the service of the Bank. Certification in Business Correspondents through IIBF may be necessary**

Decision of bank in all matters regarding eligibility, selections would be final and binding on all candidates. No Representation or correspondents will be entertained by the bank in this regard.

**REQUISITION FOR ENGAGEMENT OF BUSINESS CORRESPONDENT(BC)**

From:

Place:  
Date :

PHOTO

To

The Regional Office  
Chennai I & Chennai II Region  
Indian Overseas Bank

Dear Sir,

**Sub:** Request for engagement of Business Correspondents (BC)

I understand that your bank is going to engage '**Business Correspondent (BC)**' for rendering banking services in selected centres / villages. I am residing in the village for the past        years.

I am willing to render my services as BC for your branch and carry out the functions as desired by your bank. I enclose my bio data in the format specified for your kind perusal.

I am fully aware and agreeable that in case the bank engages me as **BC**, I will execute a Letter of Agreement and perform the duties as per the directions / instructions of the bank.

I assure that I will discharge my duties satisfactorily and maintain confidentiality of customer information.

Thanking you,

Yours faithfully,

BIO-DATA

1	Name of the applicant	
2	Name of the father/Husband	
3	Age and Date of Birth	
4	Sex	
5	Nationality	
6	Religion	
7	Community: OC/OBC/SC/ST	
8	Educational Qualification	
9	Technical qualification if any	
10	Languages Known	
11	<b>Residential Address:</b>	
	Door No:	
	Name of the Street	
	Name of the Village	
	Taluk	
	District	
	Pincode No:	
12	Mobile No.	Mobile Operator
13	Occupation: (Student/Unemployed / Retired / Exservicemen / NGO / Petty-shop / STD/PCO Booth/ Housewife etc)	
14	SB Account No:	
15	Date of opening:	
16	Whether Permanent resident of the village <b>(Say yes or No)</b>	
17	If no the distance from the residence to the applied village	
18	Distance from the residence to the branch	
19	Details of the deposit held if any	
20	<b>Declaration</b>	
	I declare that the above information is correct and true to the best of my knowledge	
<b>Place:</b>		<b>Signature</b>
<b>Date :</b>		