

JANSEVA COOPERATIVE CREDIT SOCIETY LIMITED

MULTISTATE

(REGISTERD NO MSCS ACT 2002/CR/335/2010)

INTEREST FREE

ROADMAP FOR ESTABLISHMENT OF A NEW BRANCH

(Approved in 6th AGM held on June 14, 2015)

In pursuance of the objectives of the society (vide clause 5 of the bye laws) and in exercise of the assigned duties and powers (vide clauses 37-2-24 and 37-2-39, of the Bye laws), Board of Directors have decided to open branches/extension counters/contact offices of the society, for wider financial inclusion / benefits of the people in operational area of the society based on the interest free financial mechanism. Society shall decide the places where branches should be opened on the priority basis. However, on local initiatives also, branch may be established subject to the following condition;

1-Opening of a branch has become necessary to serve the financial and service needs of the members and people of that area;

2-A credible group of 3-5 persons from among the enrolled members agree to look after the affairs of the branch on the honorary basis in accordance with the policy / guidelines of the society in currency or as decided by the BOD from time to time;

3-In the absence of spare funds at HO, it is possible that sufficient amount of fund is collected/ may be collected in a short period locally so that Branch of the society conducts itself on sustainable system without any loss and outside support. In view of ongoing normal expenditure of a branch, the following capital base is estimated as---

a-For a place (village, smaller town/city) with a population of less than or equal to 5,00,000 a minimum share capital of Rs 15,00,000 in the first phase and JAF (saving deposits) of Rs 15 lakhs in the second phase to be mobilised within a period of 3-- 4 months

b-For a place (larger cities) with a population of less than or equal to 20 lakhs, a minimum share capital of Rs 20 lakhs in the first phase and minimum JAF (savings deposits) of Rs 20 lakhs in the second phase to be mobilised within a period of 3-- 5 months

c-For a place/city classified as bigger/Metropolitan city, with a population of over 20 lakhs, minimum share capital of Rs 25 lakhs in the first phase and minimum JAF (savings deposits) of Rs 25 lakhs in the second phase to be mobilised within a period of 3--6 months

4-Members agreeing to this base estimate sent a written request for opening of a branch to Chairman/ CEO of the society

5-Chairman/CEO will send a representative and or visit himself to assess the situation. Once positive response is gathered then following step wise process will be started-----

STEP-1 Appointment of a GP (group of promoters for 1-3 months)

Chairman / CEO will appoint a GP from among the local members for the promotional activity of the society in the specified area. Such authorized group shall initially make efforts to enroll minimum 15 and maximum 50 share holders/members of the society in a manner that minimum share capital as estimated above is mobilised within a period of 1-2months

For grant of membership, all application forms duly filled in alongwith subscribed share capital (SSC) amount + 10% of share money as non refundable contribution for Corpus fund (CCF) + Rs 10/-as Admission Fee collected during this period shall be only by A/C payee cheque/drafts in favor of **Janseva Cooperative Credit Society Ltd** to be directly sent to Head Office or as directed, on weekly/monthly basis.

STEP-2 Appointment of an AMB (area managing board and Establish Branch for 1-2 months)

As soon as the first step work is completed, preferably within a period of one month, a representative from Head office will visit the place and conduct a meeting of enrolled members to get their feedbacks regarding the appointment of a local board for active financial marketing and prudential financial management for the upcoming branch of the society. On recommendation of the members and HO representative, Chairman/CEO will appoint an AMB (Executive area managing board) comprising of minimum three and maximum five members and issue permission letter in their name to open a local branch of the society.. Two more members may further be nominated at any stage by the chairman, if required and necessary. These AMB members shall undergo at least one day training session by the HO at their local place

STEP—3 ESTABLISHMENT OF THE LOCAL BRANCH (1-3 months)

AMB with authorised documents will preferably approach any nationalized/scheduled bank and open a bank account in the name of local branch to be operated jointly by any two of the four authorised signatories. As soon as the account is opened, five lakhs or ten percent of the share capital mobilised, whichever is less, and thirty percent of the CCF collected, if required, shall be transferred from the Head office to the local branch account to complete the following task within a month

- Appoint initially 1 full time staff and 2—5 Field Executives for fund mobilization or as necessary and affordable, install software and get the total staff trained in operational details by the head office.
- Establish an exclusive office of Janseva admeasuring approx 300--500sqft with necessary provision, and if possible, a small guest room/bachelor's accommodation.
- Undertake interior and procure necessary furniture and fixtures including a bank locker, safe, a steel cupboard, two / three computers, pass book printer, document scanning machine, internet with static IP address and pigmy / deposit collection machines. Further purchase note counting/fake note detection machine, CC TV camera and attendance /thumb impression machine as soon as possible.

STEP-----4 PARTIAL OPERATIONAL BRANCH

The appointed staff with the help of local board will launch a membership drive for period of one month to enroll members as per the policy and directive issued by the Head office. Effort shall be made to open such accounts where members make daily minimum deposits of Rs 20---100 and above. Once the targets of 500 such members and double the amount of pre established share amount is achieved, the branch shall be declared as fully operational branch. Effort should be made that within a period of six months, the total deposits mobilised under different head should become equal to two to three times of SSC

Further the very first year of its operation but not later than the current fiscal, non refundable deposit account with approx 10% of the share capital subscribed, in the name and style of RFD shall be created from the members/well wishers;

STEP---5 FULL FLEDGED OPERATIONAL BRANCH

An operational branch will conduct its full fledged business as per SOP (standard operating practice/procedure). A copy of the same will be provided to the AMB and branch manager. Moreover training sessions of the staff initially at the Head office/nearby branch office and then at the local branch for number of days required (1—5 days) will be organized to familiarize the concerned persons **with Janseva ongoing programs, policies, practices and procedures**

NOTE—

1-For increasing the participation of staff and other members in the process of member's mobilization drive, an incentive known as "member's incentive" equivalent to 30%% of the CCF collected from the newly enrolled members may be paid to the volunteers / paid staff **after the branch is opened.**

2-To meet and mitigate the liquidity crises at the branch level, 25% of the subscribed share capital and 5% of all deposits mobilized by the branches shall have to be transferred preferably on monthly but necessarily on quarterly basis to HO maintained by it in an account entitled ALFA (apex liquidity fund account). For further details SOP will be supplied to the branches as ready reference for branch business operation. Moreover Regional managers, HO concerned staff and Director Operation will be available on phone and e mail for solution of the day to day problems related to management of the branch.

<p><i>O YOU WHO BELIEVE! EAT NOT RIBA (USURY/INTEREST) DOUBLED AND MULTIPLIED BUT FEAR ALLAH THAT YOU MAY BE SUCCESSFUL</i></p>
<p>Allah does not change the people's condition unless they change what is in their hearts. Further -----</p>
<p>Cooperate in Righteousness and Piety but Cooperate not in Sin and Aggression</p>

SO WHAT !!

THINK IT OVER AND DECIDE-----TIME IS RUNNING OUT

STRATEGY OF WORK

Area managers/contact persons or groups, equipped with knowledge and literature of the society are advised to use their own innovative ways to achieve the targets assigned to them within stipulated period of time. The following steps which are indicative but not exhaustive may be taken for promotion of the society and attainment of its objectives.

1-Persuade every newly admitted member to introduce and enroll minimum two members so as to earn back CCP paid. Such members are also required to stand guarantee for their credit transactions in future. Similarly every member of AMB and BOD should try to enroll minimum one member per month or mobilize a share capital of Rs.10, 000, whichever is more.

2-Identify similar institutions operating in the area of operation, meet their office bearers, staff and few other members to get first hand information about their modalities of work and try to assess their strength and weaknesses. Do not forget to seek their advice and cooperation in your work.

3-Identify and prepare a priorities list of credit worthy, potential and people having large network/influence in the area of operation, seek their appointment to meet and explain the need of establishing Janseva in that area for financial inclusion of the people who are being crushed with interest based transactions.

4-Similarly identify and prepare a list of NGO's, CV's and institutions operating in the area of operation and meet the office bearers to explain your purpose. Get clarification of all unanswered queries and questions from the head office/office bearers. Hold corner meetings at large number of places.

5-Meet Imam's of mosque to deliver lectures on the illegality of interest ridden transactions and need to find way out as a duty of a believer.

6-Start small group meetings of particular section or in generals and discuss the vision, mission and strategy of Janseva in promoting the cause of financial inclusion of the people based on the system of interest free financial/banking system. Also introduce promoters, members of the local board and Board of Directors with their personal qualifications, experiences, commitments, economic well being, evolved operational and risk management systems etc. etc.

7-Think individually/collectively to design and adopt your own ways to promote vision, Mission and strategy to develop Janseva as a professionally managed interest free financial institution

For any more information/ clarification,

Call on ----- 022 2281 8178 or write to ADMN at janseva@janseva.in

Also log on-----www.janseva.in

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