

# **Allahabad Bank**

## **Customer Rights Policy**



Planning & Development Department  
Head Office

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## **Revised Customer Rights Policy**

The Customer Rights Policy spells out the rights of the customer and also the responsibilities of the Bank. The Policy applies to all products and services offered by Allahabad Bank or its agents, whether provided across the counter, over phone, by post, through interactive electronic devices, on internet or by any other method. Banking being a service industry, customer is of prime importance. In this era of competition, retaining the existing client is as important as bringing the new clients into our fold. This would be possible only if customer rights are protected.

### **1. Right to Fair Treatment**

In pursuance of the above Right, we will -

- i) Promote good and fair banking practices by setting minimum standards in all dealings with the customers;
- ii) Promote a fair and equitable relationship between the Bank and the customer;
- iii) Train Bank staff attending to the customers, adequately and appropriately;
- iv) Ensure that staff members attend to customers and their business promptly and courteously;
- v) Treat all customers fairly and not discriminate against any customer on grounds, such as gender, age, religion, caste, literacy, economic status, physical ability, etc.
  - We may, however, have special schemes or products which are specifically designed for members of a target market group or may use defensible, commercially acceptable economic rationale for customer differentiation.
  - We may also have schemes or products as part of an affirmative action such as for women or backward classes.
  - Such schemes / products will not tantamount to unfair discrimination. The rationale for such special schemes or terms will be explained by the Bank wherever required;
- vi) Ensure that the above principle is applied while offering all products and services;

- vii) Ensure that the products and services offered are in accordance with relevant laws and regulations;
- viii) Ensure that digital banking and payment systems are offered in a secure, convenient and robust technological environment;

While it shall be the endeavour of the Bank to provide its customers with hassle free and fair treatment, the Bank would expect its customers to behave courteously and honestly in their dealings with the Bank.

It is often observed that there are lapses on the part of the customers in protecting information pertaining to their Account, Passwords, Card, PIN, etc. Hence, it is expected that customers will:

- a) Maintain secrecy of Passwords and PIN ;
- b) Ensure safety of Debit Cards;
- c) Ensure proper usage of cheques and safe custody of unused cheques;
- d) Not disclose information pertaining to their Cards/Accounts;
- e) Register their Mobile Numbers and E-mail IDs for getting alerts for transactions;
- f) Inform the bank immediately in case of loss of Cards.

It shall also be the Bank's endeavour to help / educate its customers to approach the Bank's internal grievance redressal machinery and approach alternate fora after exhausting all the remedies available under the Bank's internal grievance mechanism.

## **2. Right to Transparency, Fair and Honest Dealing**

In pursuance of the above Right, we will -

- i) Ensure complete transparency so that the customer can have a better understanding of what he or she can reasonably / fairly expect from the Bank;
- ii) Ensure that the Bank's dealings with the customer rest on ethical principles of equity, integrity and transparency;
- iii) Provide customers with clear information about its products and services, terms and conditions, and the interest rates / service charges in simple and easily understandable language, and with sufficient information so that the customer could be reasonably expected to make an appropriate and informed choice of product;
- iv) Ensure that all terms and conditions are fair and set out the respective rights, liabilities and obligations clearly and as far as possible in plain and simple language;
- v) Make known the key risks associated with the product as well as any features that may especially disadvantage the customer to him/her. Most Important Terms and Conditions (MITC) associated with the product or service will be clearly brought to the notice of the customer while offering the product. In general, it will be ensured that such terms will not

inhibit a customer's future choice.

- vi) Provide information on interest rates, fees and charges either on the Notice Board in the branches or website or through help-lines or help-desk and where appropriate the customer will be informed directly;
- vii) Display the tariff Schedule on the website [www.allahabadbank.in](http://www.allahabadbank.in) and a copy of it will be made available at every branch for customer's perusal.

Also the Bank will display in its branches a notice about the availability of the Tariff Schedule at the branch;

- viii) Give details, in their Tariff Schedule, of all charges, if any, applicable to the products and services chosen by customer;
- ix) Inform the customer of any change in the terms and conditions through a letter or Statements of account, SMS or E-mail as agreed by the customer at least one month prior to the revised terms and conditions becoming effective;
- x) Ensure that such changes are usually made with prospective effect after giving notice of one month. If the Bank has made any change without giving such notice which is favorable to the customer, it will notify the change within 30 days of such change. If the change is adverse to the customer, prior notice of minimum 30 days will be provided and the customer may be provided options, to close the account or switch to any other eligible account without having to pay the revised charge or interest within 60 days of such notice ;
- xi) Provide information about the penalties leviable in case of non-observance/ breach of any of the terms and conditions governing the product / services chosen by the customer;
- xii) Display on public domain the Bank's Policies on Deposits, Cheque Collection, Grievance Redressal, Compensation and Collection of Dues and Security Repossession, Charter of Customer Rights, Customer Protection Policy(including protection from Cyber fraud), Limited Liability in respect of unauthorized electronic banking transactions and Facilities for Senior Citizens and Differently abled Persons;
- xiii) Make every effort to ensure that staff dealing in a particular product is properly trained to provide relevant information to customers fully, correctly and honestly;
- xiv) Ensure to communicate to the applicant within a reasonable time period as decided by the Bank about the acceptance / non-acceptance of applications submitted for availing a product / service and convey in writing the reasons for not accepting / declining the application. Such period will be notified in the Bank's website and also in the application of the particular product or service;

- xv) Communicate unambiguously to relevant customer segments the information about –
  - a. discontinuation of particular product
  - b. relocation of offices
  - c. changes in working hours
  - d. changes in telephone numbers
  - e. closure of any office or branch with advance notice of at least 30 days.

We affirm that disclosure of information is an on-going process through the life-cycle of the product / relationship and will be diligently followed by us. We will ensure to use all possible channels of communication, including web-site, to ensure that information on all changes are made known to the customer upfront;

- xvi) Advise the customer at the time of selling the product of the rights and obligations embedded in law and/or banking regulation including the need to report any critical incidents that the customer suspects, discovers or encounters;
- xvii) Ensure that the Bank's staff members shall, when approached by the customer for availing a product or service, provide all relevant information related to the product / service and also provide direction to informational resources on similar products available in the market with a view to enable the customer to make an informed decision;
- xviii) Not terminate a customer relationship without giving reasonable or contractual prior notice to the customer;
- xix) Assist the customer in all available ways for managing his/her account, financial relationship by providing regular inputs in the Bank's realms such as account statements/passbooks, alerts, timely information about the product's performance, term deposits maturity etc.;
- xx) Ensure that all marketing and promotional materials are clear and not misleading;
- xxi) Not threaten the customer with physical harm, exert influence or engage in behaviour that would reasonably be construed as unwarranted harassment. Ensure adherence only to the normal appropriate business practices.
- xxii) Ensure that the fees and charges on products/services and its structure are not unreasonable to the customer.

### **3. Right to Suitability**

In pursuance of the above Right, we will -

- i) Sell third party products only if the Bank is authorized to do so. The Bank will have a Board Approved policy for marketing and distribution of third party financial products which will assess suitability of products for customers prior to sale;

- ii) Endeavour to make sure that the product or service sold or offered is appropriate to the customer's needs and not inappropriate to the customer's financial standing and understanding based on the assessment made by it. Such assessment will be appropriately documented in its records;
- iii) Not compel a customer to subscribe to any third party products as a quid- pro-quo for any service availed from the Bank;
- iv) Ensure that the products being sold or service being offered, including third party products, are in accordance with extant rules and regulations;
- v) Inform the customers about their responsibility to promptly and honestly provide all relevant and reasonable information that is sought by the Bank to enable them to determine the suitability of the product to the customer.

#### **4. Right to Privacy**

In pursuance of the above Right, we will -

- i) Treat customer's personal information as private and confidential (even when the customer is no longer banking with us), and, as a general rule, not disclose such information to any other individual/institutions including its subsidiaries / associates, tie-up institutions etc. for any purpose, unless:
  - a. The customer has authorized such disclosure explicitly in writing;
  - b. Disclosure is compelled by law / regulation;
  - c. Bank has a duty to the public to disclose, i.e. in public interest;
  - d. Bank has to protect its interests through disclosure;
  - e. It is for a regulatory mandated business purpose, such as disclosure of default to credit information companies or debt collection agencies;
- ii) Ensure such likely mandated disclosures be communicated immediately to the customer in writing;
- iii) Not use or share customer's personal information for marketing purpose, unless the customer has specifically authorized it;
- iv) Adhere to Telecom Commercial Communications Customer Preference Regulations, 2010 (National Customer Preference Registry) issued by Telecom Regulatory Authority of India, while communicating with customers;
- v) Collect information, other than KYC requirements, separately and not as a part of account opening form, ensuring to take specific consent for collection of additional information explaining the purpose for the same.

## **5. Right to Grievance Redressal and Compensation**

In pursuance of the above Right, we will –

- i) Deal sympathetically and expeditiously with all things that go wrong;
- ii) Correct mistakes promptly;
- iii) Cancel any charge that has been applied wrongly and by mistake;
- iv) Compensate the customer for any direct financial loss that might have been incurred by the customer due to Bank's lapses, as per the Bank's Compensation Policy.

We will also –

- i) Place in public domain our Customer Grievance Redressal Policy, including the grievance redressal procedure available for the customer;
- ii) Place in public domain the Compensation Policy for delays / lapses in conducting/ settling customer transactions within the stipulated time and in accordance with the agreed terms of contract;
- iii) Ensure to have a robust and responsive grievance redressal procedure and clearly indicate the grievance resolution authority who shall be approached by the customer;
- iv) Make grievance redressal mechanism easily accessible to customers;
- v) Advise the customer about how to make a complaint, to whom such a complaint is to be made, when to expect a reply and what to do if the customer is not satisfied with the outcome;
- vi) Display name, address and contact details of the Grievance Redressal Authority / Nodal Officer. The time limit for resolution of complaints will be clearly displayed / accessible at all service delivery locations;
- vii) Inform the complainant of the option to escalate his complaint to the Banking Ombudsman if the complaint is not redressed within the pre-set time;
- viii) Place in public domain information about Banking Ombudsman Scheme;
- ix) Display at customer contact points the name and contact details of the Banking Ombudsman under whose jurisdiction the Bank's branch falls.

Further, we will -

- i) Acknowledge all formal complaints (including complaints lodged through electronic means) within three working days and work to resolve it within a reasonable period, not exceeding 30 days (including the time for escalation and examination of the

complaint by the highest ranking internal official responsible for grievance redressal). The 30 day period will be reckoned after all the necessary information sought from the customer is received;

- ii) Provide aggrieved customers with the details of the Banking Ombudsman Scheme for resolution of a complaint if the customer is not satisfied with the resolution of a dispute, or with the outcome of a dispute handling process;

In addition, we will:

- a) Clearly spell out, at the time of establishing a customer relationship, the liability for losses, as well as the rights and responsibilities of all parties, in the event of products not performing as per specifications or things going wrong. However, the Bank will not be liable for any losses caused by extraneous circumstances which are beyond its reasonable control (such as market changes, performance of the product due to market variables, etc.).
- b) Ensure, the customer is refunded without delay and demur, if bank cannot show beyond reasonable doubt to the customer on any disputed transaction (along with interest/charges) as per the Bank's Compensation Policy.

Validity of the Policy:

It will be valid till next policy comes into place.