

## VALUVANADU CAPITAL LIMITED

### AUCTION POLICY

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**Policy Owner** : HOD, Operations

**Prepared by** : Auction Department

**Approved by** : MD, WTD & CFO

## **AUCTION POLICY**

### **I) INTRODUCTION**

The Reserve Bank of India had issued "Master Circular - Fair Practices Code" vide their Circular No. DNBR (PD) CC.No.054/03.10.119/2015-16 dated July 01, 2015 wherein NBFCs were advised inter alia to put in place an "Auction Policy", duly approved by the Board of Directors. This Auction Policy will replace, in full, the existing auction policy and all instructions arising there from.

### **II) AUCTION PROCEDURES**

#### **A) Public Auction**

The term "Auction" used in the policy shall mean realization of the security through Public Auction only.

#### **B) Organisation Structure for Auction Proceedings**

The Company shall have a dedicated Auction Department at the Head Office (Auction Dept) to initiate, supervise and monitor the auction procedure including adherence to the approved policy. The Department will function under the overall control of WTD, CFO & Head-Operations.

#### **C) Auction Process:**

Auction process must be initiated in all accounts under the following conditions:

- I. Tenure of the loan is completed but not settled
- II. Accounts in which 180 days completed with interest pending for 89 days or more.
- III. Accounts not regularized even after receipt of notice for LTV Regularisation

An auction can be deferred at the request made by the customers on reasonable grounds, such proposals for deferment of auction submitted by BH/BM/AM/DM shall be recommended by Head (Operations) and approved by the CFO/WTD/MD.

#### **D) Selection and Approval of Auction Centres, Safe Custody, Security**

##### **Arrangements**

Auction will be conducted in compliance with RBI/statutory norms.

Auction will be primarily conducted within the town where the branch is located. If successful auction could not be conducted at town, items shall be pooled and transferred to district level for further auction. Both auction date and place shall be mentioned in the auction notice.

Physical transfer of gold from various branches to the District auction centres/offices shall be carried out in line with the regulatory/internal norms/directions which shall be subject to modification from time to time.

#### **E) Authorisation for Auction of Gold**

Once the accounts have been identified and listed for auction by the Auction Department the proposal, in a structured format, shall be put up to the CFO/WTD/MD for approval. The Auction Department shall ensure that the list is accurate, complete and in compliance with the approved Auction Policy.

#### **F) Mode and Periodicity for Sending Notices, Intimation to the Borrower**

Letter Type	Normal Gold
Intimation cum Auction	A notice in the vernacular language in an approved format, shall be sent to all "Actionable" pledges furnishing the date and venue of auction at least <b>7</b> days before the proposed date of auction by registered post AD requesting the borrower to immediately pay the full dues failing which the

Letter	security would be liable to be put on auction, without further notice, for recovery of the dues.
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- i. If the AD card is not received within a reasonable period, the Auction Dept. shall apply to the post office and obtain a certificate of delivery to the addressee from the post office. Alternatively, the auction notice may also be served on the borrower personally by an employee of the Company and signature of the borrower obtained in the duplicate copy of the notice.
- ii. WTD/MD & CFO shall be empowered to approve modifications to the above guidelines for Auction from time to time on the recommendations of the Head-Operations keeping in view, inter alia, the regulatory directives, legal position and the Fair Practice Code adopted by the Company.

#### **G)Public Notification/Advertisement**

Public notification of auction/advertisement/display of information and other related procedures shall be in line with the applicable rules, regulations and RBI guidelines issued from time to time.

#### **H)Convenient Auction Lots, Fixation of Reserve Price, Security.**

Pledges taken up for Auction in District Head Quatre must be segregated into appropriate / convenient lots to facilitate disposal based on various parameters such as assessed purity, quantity of gold, expected participation of bidders, prevailing market prices etc. **Auction at Branch level may be conducted either by lot as stipulated above or by individual accounts.**

The proposal with recommendations for fixation of the reserve / floor price for each auction shall be done by the Head of the Auction Dept taking into consideration the regulatory directions in place, recommended by the Head-Operations and approved by the CFO/WTD/MD. **In order that the auction attracts bidders and is successfully completed the reserve price may be fixed at the reserve price for the pledged ornaments, which shall not be less than 90 per cent of its current value in compliance**

with the clause 17 and 18 of RBI/2025-26/47 DOR.CRE.REC.26/21.01.023/2025-26, Reserve Bank of India (Lending Against Gold and Silver Collateral) Directions, 2025, dated June 6, 2025.

**Provided that** in case auctions fail twice, a reserve price not less than 85 per cent of its current value shall be adopted.

#### **I) Due diligence on Participants, Earnest Money Deposit (EMD)**

Proper and acceptable documents for identification of the participants in an auction should be obtained before permitting them into the auction hall. The usual documents taken for customer account KYC compliance is to be accepted.

A reasonable amount of EMD may be insisted upon, if necessary, from every participant on such a date as may be decided by the management from time to time.

#### **J) Mode of Payment by Successful Bidders & Delivery of Gold to Successful Bidders**

The bid amount shall be collected through banking Channels only.

Successful bidder shall pay minimum 5% of the bid amount on the date of auction. Auction shall be confirmed on receipt of this amount and he shall pay the balance amount within 5 working days. If the full amount is not received within the stipulated time, the bid shall be treated as cancelled at the discretion of the Company.

Delivery of gold to successful bidders should be made only after confirmation of full receipt of payment or realization of cheque / draft along with taxes due. Proper acknowledgement by the bidder or his authorised representative for receipt of gold shall be obtained.

Loans to bidders against such auctioned gold shall not be permitted.

#### **K) Auction under Exceptional Circumstances**

##### **1) Auction Due to Depletion in Security Value:**

Auction department shall regularly monitor the realizable value of gold and in any instance where the realizable value of gold is less than the actual value, such accounts shall be taken up for auction even before the completion of the period

mentioned in Clause C and in accordance with the directions laid down by the management from time to time.

shall be empowered to approve modifications to the points mentioned in points C - Auction in normal course and point K 1- Auction due to depletion in value of security, from time to time on the recommendations of the Head-Operations keeping in view, interalia, the regulatory directives, legal position and the Fair Practice Code adopted by the Company. Such modifications shall be reported to the Board in the next meeting for information.

2) Auction of Gold Ornaments Identified as Spurious / Low Quality

- a) Accounts in which pledge of spurious / low quality gold ornaments have been detected subsequent to disbursement may be taken up for auction even before the period mentioned in Clause C.
- b) Before conducting the auction, the purity of the gold ornaments shall be re-verified internally through a competent officer / auditor. When the amount of initial estimated loss is Rs 1,00,000/- (Rupees one lakh Only) or above the services of an external expert appraiser shall be obtained before serving the above notice. Melt test (assaying) of a small portion of the pledged gold may be resorted to for re-confirming the purity or in the "difficult- to- assess" cases.
- c) The CFO/WTG shall be empowered to grant extended time for repayment to the borrower on a case to case basis on the recommendations of the Head of the Operations Dept, Head Office.
- d) The reserve price for such spurious / low quality ornaments must be fixed keeping in view the reconfirmed assessed purity and the RBI directions issued from time to time. Expert internal / external opinion should be obtained to arrive at a realistic reserve price.
- e) Auction of normal/spurious or low quality gold ornaments shall not be taken up when police or criminal case has been filed against the borrower or when there is any other legal impediment. Suitable internal guidelines regarding filing of police cases should be formulated and approved by the CFO/WTG/MD on the recommendations of the Head-Operations.

3) Proper notice shall be served to borrowers before auction in all cases.

4) Re-auction of Gold Ornaments

If the gold ornaments find no bidders at the reserve price the course of action as under should be adopted:

- i) The Auctioneer shall submit in writing that no bid was made at the reserve price fixed due to the poor quality of gold or difficulty in assessing the correct purity. This shall be certified by the Company's official in charge of overseeing the Auction.
- ii) Such gold ornaments shall be taken up for melting, either in-house or through a reliable outside agency, in the same lots as taken up for auction. Auctioneer/ his representative shall remain present during the melting activity along with a competent Internal Auditor of the Company who will certify accordingly in a register to be maintained for the purpose.
- iii) The melted bars shall then be assayed for purity and put up for auction in such form with a fresh reserve price fixed.
- iv) Compliance with the above steps shall be periodically subject to internal audit at intervals not exceeding 1 calendar quarter.

#### **L) Refund of Surplus, Recovery of Shortfall**

Appropriate accounting entries should be put through in the customer loan accounts within 15 working days after the full receipt of auction proceeds.

Once auction of the pledged gold is completed in line with the norms of the Policy, and after receiving the bid amount, the relevant lot is settled with the successful bidder. Thereafter, **the surplus from the said auction shall be utilized for settling his other liabilities.**

**The remaining surplus, after utilizing as above, is to be refunded to the Customer in the following manner.**

- 1) If the Customer has already updated his/her bank details, the surplus to be refunded through NEFT.

- 2) If the said amount is not released through the NEFT/RTGS, Company shall issue account payee cheque favouring the concerned Customer.
- 3) If the Customer does not have updated a bank account, the matter to be intimated to operations head at HO and customer shall be informed to submit bank account details. In the event of a customer failing to furnish his bank account, the surplus amount shall be released to the customer through any appropriate method as directed by CFO/WTD/MD.
- 4) If any surplus amount unpaid shall be kept in a separate bank account with the Company and shall be released to the customer as and when he approaches the Company with necessary documents.

However, a rightful lien on such surplus may be retained, subject to proper notice, in case the borrower has other unsettled liabilities to the Company. Legal action for recovery of shortfall in individual accounts may be considered where required and justified after a cost-benefit analysis is done and put up to the Head-Operations and CFO/WTD/MD for approval.

Customers whose pledges have been put to auction and where the company had suffered a loss the respective customer ids may be blocked based on the directions provided by the management from time to time.

**M) Panel of Auctioneers, Commission Rates, Role & Responsibility**

In line with the FPC guidelines, Public Auction of the pledged security shall be carried out only through Auctioneers empanelled by the Company with the approval of the Board of Directors.

**N) Bidding for Gold by Company / Related Entities, Maintaining Arm's Length Relationship**

The Company or any of its related entities shall not participate in the Auctions. Further, there shall be an arm's length relationship in all transactions during the auction including with group companies and related entities.

**O) Maintenance of registers / records**

All registers and records mandatorily required under law and as per instructions issued by the Company shall be properly maintained and updated under the safe custody of Company Secretary and subject to periodical internal audit. Suitable instructions should be issued in this regard. Compliance shall be ensured by the Head of the Auction Dept.

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