

KFH Malaysia Delegation of Authority Matrix

Revision approved by Special BOD dated 28 July 2020

I	Delegation of Authority Matrix for Retail Recovery & Collection		Reference to Policy	Limit Per Account (RM)	L3	L2	L1	Head Credit Review	Executive Committee	Board Committee	Board	
	This Delegation of Authority Matrix covers Retail Recovery & Collection related matters and is to be referenced with the bank's policies and procedures (where applicable). This document is spread over two pages. Staff delegated to cover absences to have full authority.			L1 : Refers to the Head of Division/Department that reports directly to the CEO L2 : Refers to staff who reports to L1 group L3 : Refers to staff who reports to L2 group PRC : Provision Review Committee								
I.1	WAIVER, WRITE-OFF, WRITE-DOWN, HAIRCUT TRANSACTIONS AND FEE WAIVER	I.1.1.1	Accounts Not Written Off or Written Down (Impairment Not Made)	Write-off, Write-Down & Haircut Transaction Policy (POLICY REF. NBR RMD/SAM/POL/2019/002/WO&HT REVISION NBR 02) (Item 4, Pages 11 & 12)	Haircut amount of up to RM1,000,000	-	-	Recommends to PRC	-	PRC Approves	Inform Board Credit Committee	-
		I.1.1.2			Haircut amount above RM1,000,000 but not exceeding RM5,000,000, or 20% of outstanding amount per account, whichever is lower	-	-	Recommends to PRC	-	PRC endorses for Board Credit Committee Approval	Board Credit Committee Approves	Inform
		I.1.1.3			Any haircut amount above RM5,000,000	-	-	Recommends to PRC	-	PRC endorses for Board Credit Committee concurrence	Board Credit Committee endorses for Board approval	Board Approves
		I.1.2.1	Accounts Not Written Off or Written Down (Impairment Already Made)		Haircut amount of up to RM2,000,000	-	-	Recommends to PRC	-	PRC Approves	Inform Board Credit Committee	-
		I.1.2.2			Haircut amount above RM2,000,000 but not exceeding RM5,000,000, or 20% of outstanding amount per account, whichever is lower	-	-	Recommends to PRC	-	PRC endorses for Board Credit Committee Approval	Board Credit Committee Approves	Inform
		I.1.2.3			Any haircut amount above RM5,000,000	-	-	Recommends to PRC	-	PRC endorses for Board Credit Committee concurrence	Board Credit Committee endorses for Board approval	Board Approves
		I.1.3.1	Accounts Already Written Off or Written Down		Haircut amount of up to RM5,000,000	-	-	Recommends to PRC	-	PRC Approves	Inform Board Credit Committee	-
		I.1.3.2			Haircut amount above RM5,000,000 but not exceeding RM10,000,000, or 20% of outstanding amount per account, whichever is lower	-	-	Recommends to PRC	-	PRC endorses for Board Credit Committee Approval	Board Credit Committee Approves	Inform
		I.1.3.3			Any haircut amount above RM10,000,000	-	-	Recommends to PRC	-	PRC endorses for Board Credit Committee concurrence	Board Credit Committee endorses for Board approval	Board Approves
		I.1.4.1	Full and Partial Write Off And Write Down to RM1 of Outstanding Balances		Corporate Accounts	-	-	Recommends to PRC	-	PRC endorses for Board Credit Committee Approval	Board Credit Committee Approves	Inform
		I.1.4.2			Retail Accounts	-	-	Recommends to PRC	-	PRC Approves	Inform Board Credit Committee	Inform
		I.1.5.1	Waiver of fees and chargers (any A+B) Legal, Valuation, Auctioneer, Late Penalty (Ta'widh), Reminders, Commitment, Administration, Insurance, Service, Review and other related charges		Amount of up to 100,000	B	A	A	-	Inform PRC	-	-
		I.1.5.2			Amount of up to RM1,000,000	-	-	Recommends to PRC	-	PRC Approves	Inform Board Credit Committee	Inform
		I.1.5.3			Amount above RM1,000,000	-	-	Recommends to PRC	-	PRC endorses for Board Credit Committee Approval	Board Credit Committee Approves	Inform
I.2	LEGAL	I.2.1.1	Resolution and/or settlement based on Financing Limit (excluding haircut) including restructuring and rescheduling (R&R) (A + B)	N/A (Operational), save for R&R in Rescheduled & Restructured Financing Policy. (POLICY REF. NBR BCOS/SAM/POL/229/13/RRF REVISION NBR 02) (Item 3.1, Page 43)	Amount of up to 1,000,000 (A+ B to approve)	B	B	A	No Objection	Inform PRC	-	-
		I.2.1.2			Amount from 1,000,000 and above (A+ B to endorse)	B	B	A	No Objection	PRC Approves	Inform Board Credit Committee	-
	PROPERTY FINANCING FACILITY & OTIER FINANCING WITI TANGIBLE SECURITY	I.2.2.1	Auction of properties and/or other assets pledged as security to the bank (Any A+B)		Reserve Price	B	A	A	-	-	-	-
		I.2.2.2			Determine reserve price with up to 10% discount for every subsequent auction, in accordance with any prevailing regulations or legal authority	B	A	A	-	-	-	-
		I.2.2.3			Call off auction including but not limited to, partial settlement of arrears	B	B	A	-	-	-	-

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I.3	RECOVERY OPERATION	I.3.1	Initiation of legal action as provided in the security documents and in law and appeal against judgement (Any A+B)	N/A (Operational)	any amount	B	A	A	-	-	-	-
		I.3.2	Signing of affidavits, proxy forms, bankruptcy notices, creditors petition and any other legal papers in the course of litigation and Signing of Proof Of Debt (B or Account Officer)		N/A	B	-	-	-	-	-	-
		I.3.3	Signing of Statutory Notices under Hire Purchase-Act		Any 2 Account Officers	-	-	-	-	-	-	-
		I.3.4	Signing of discharge of charge		Any 2 PA holders to execute	-	-	-	-	-	-	-
		I.3.5	Approval for appointment/ Discharge of Professional Firms and Recovery-related service providers including motor vehicle reposessor, service provider for storage facilities, takaful/ insurance company & auctioneers. (Any A+B)		N/A	B	A	A	-	-	-	-
		I.3.6	Issuance of letter to effect appointment / discharge of Professional firms and Recovery-related service providers as approved above. (Any one A or B)		N/A	B	A	A	-	-	-	-
		I.3.7.1	Payment of outgoing bills in relation to Recovery & Collection (Any A+B)		up to RM10K per bill	B	A	A	-	-	-	-
		I.3.7.2			above RM10K per bill	-	-	-	-	PRC Approves	-	-
		I.3.8	Signing Facility Letter of Offer, redemption letter, release of security, security documentation relating to restructuring/ rescheduling and extension of repossession order (Any A + B)		N/A	B	A	A	-	-	-	-
		I.3.9	Upliftment of fixed deposit instruments secured against payment of financing (Any A+B)		any amount	B	A	A	-	-	-	-
		I.3.10	Any form of stopping, deferment, discontinuing legal action, foreclosure proceedings or any other litigation proceedings against the customer or guarantors (including aborting auction) or granting indulgence of time for valid reasons (A+any B)		N/A	B	B	A	No Objection	-	-	-
		I.3.11	Reclassification of impaired financing to performing for Retail accounts (Any A+B)		N/A	B	A	A	-	-	-	-
		I.3.12	Implementation of R&R under AKPK Matrix 1 (Any A+B) (NEW)		N/A	B	A	A	-	-	-	-