

Dear Respected TOB/RO/RM/CI/BM friends,

Ref : Approval for Overdue Matters

As per our Administration Circular No: 31/2014, Sub.: Procedure for Systematic Operation of CTFU, the concerned Branch has to process memo also for below-mentioned overdue status/issue cases for approval from competent authority for granting any requested facilities to the customers. Hence the approval from competent approving authority is required.

Overdue Status / Issue Cases

1. if limit is expired or not sufficiently vacant.
2. **if there is any overdue of quarterly interest, installment and loan as per Customer Liability Report (CLR).**
3. also for any other overdue/pending status such as
 - a) bank guarantee claim received by the bank is not accepted/paid by the customer
 - b) **import documents received by the bank is not accepted/released by the customer**
 - c) the customer has availed pre-shipment loan against export LC but has not presented export documents for collection/negotiation within validity of the export LC
 - d) customer's operative account is overdrawn for payment of insurance premium of hypothecated/mortgaged securities or for any other reasons and or
 - e) if anything is not in order.

However, in some cases our few branch offices request us to issued DCs/Gtees without obtaining approval from the competent authority.

Hence we kindly request our concern TOBs/ROs/RMs/CIs/BMs to obtain the approval from the competent authority thru email communication.

If applicable, we suggest concern persons

1. to follow up to the client for settlement of overdue matters,
2. obtain the client's commitment towards settlement of the overdue matters,
3. process brief memo with branch recommendation for granting requested facilities to the client pending the overdue matters to be settled as per their commitment via official email thru branch's reporting/approving channel thru Provincial Manager – SME/Corporate Credit – Risk – ECO, whichever is the system and or applicable. Plz also email cc to ctfu@nccbank.com.np so that CTFU can process the requested facility regularly and implement it immediately after arrival of email approval from competent authority.

Hence, we kindly inform you that fulfillment of above-mentioned requirements are mandatory.

CC : to Provincial Managers and our reporting channel COO and DCEO for information.

Rds, CTFU Team. ctfu@nccbank.com.np
