# Standard Operating Procedure:

**CRILC SOP**

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| **Process Owner** | Business Operations |
| **Stakeholders** | Business Operations |
| **Effective from** | August 2022 |
| **Version No.** | 1.0 |
| **Product** | CRILC Reporting |

**Change History**

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| --- | --- | --- |
| **Version** | **Date** | **Remarks** |
| 1.0 | August 2022 | SOP |
|  |  |  |

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# Executive Summary

[*Framework for Revitalizing Distressed Assets in the Economy (Framework)*](http://rbidocs.rbi.org.in/rdocs/content/pdfs/NPA300114RFF.pdf) issued by the Reserve Bank on January 30, 2014. The framework covered in the guidelines, which would be fully effective from April 1, 2014, has outlined a corrective action plan that will incentivize early identification of problem account, timely restructuring of accounts which are considered to be viable, and taking prompt steps by lenders for recovery or sale of unviable accounts. In the background of the above, to the extent it is applicable to NBFCs, the following guidelines are issued to NBFCs(RBI, 2020)

2.1 Early Recognition of Stress and Reporting to Central Repository of Information on Large Credits (CRILC)

2.1.1 Before a loan account turns into an NPA, NBFCs will be required to identify incipient stress in the account by creating a sub-asset category viz. ‘Special Mention Accounts’ (SMA) with the three sub-categories as given in the table below:

|  |  |
| --- | --- |
| **SMA Sub-categories** | **Basis for classification** |
| SMA-0 | Principal or interest payment between 1-30 |
| SMA-1 | Principal or interest payment overdue between 31-60 days |
| SMA-2 | Principal or interest payment overdue between 61-90 days |

Operation team will prepare a file in CRILC excel format provided by RBI by acquiring relevant information. Post receiving Approval from the relevant stakeholders, Operations team shall submit the Quarterly Return to CRILC - RBI in XBRL Portal of RBI. The below SOP covers the CRILC reporting on the amount, payments and SMA categorisation.

1. Business Operations team to create report for weekly in the weekly format and monthly in the monthly format provided by the operations

2. Business Operations Team to share borrower names which are between 61-90 Days on weekly basis with credit risk team for security details.

3. Business Operations team to do CRILC Reporting on quarterly basis in XBRL Portal of RBI

4. CRILC Reporting and SMA 2 Reporting should be done post approvals of relevant stakeholders.

**Process Description**

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| --- | --- |
| **SR. No** | **Process Description** |
| 1. | CRILC RBI Reporting Process weekly |
| 2. | CRILC RBI Reporting Process monthly |

**System Used**

|  |  |
| --- | --- |
| **SR. No** | **System Details** |
| 1. | XBRL Portal (link to be updated) |
| 2. |  |

**Process steps:**

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Steps in the Process** | **TAT** | **Responsibility** |
| 1 | CRILC monthly reporting |  |  |
| B | EDW team to share the monthly report for CRILC every month on 5th to the Business Operations team (Annexure I) | T | EDW |
| C | Post receiving the data from EDW team the monthly report will shared with credit, RCU, Legal, Financial & Account for getting the data which are to be updated by the corresponding team (Annexure III) | T+1 | Ops |
| D | Corresponding teams to sent the filled data within a day to operations team | T+4 | Credit, RCU, Finance & Account, Legal |
| E | Operations to cross check the data accuracy with the LMS data and provide the discrepancy, if any | T+5 | Ops |
| **F** | Post Verification of the data Operation team sends the data to Credit Head for approval. | T+5 | Ops |
| **G** | On receipt of Credit head approval, Operation team obtains the approval of Operations Head. Submission of CRILC file Post Approval from Credit and Operation head | T+5 | Ops |
| **H** | Post Approval the operations team send the data to whole sale team through mail to upload the monthly Return to CRILC - RBI in XBRL Portal of RBI on or before 21st of the subsequent month. | T+5 | Ops |
| I | Wholesales team to upload the collated data including HL & wholesales loans | T+7 | Wholesales |
| J | Revision of CRILC file Post Board meeting, Operation team will re- upload the data in XBRL portal if there are any changes in NPA provision on intimation of F&A team. | As and when | Wholesales |
| K | Conformation to be sent to compliance team regarding status of report submission for monthly reporting. | T+8 | Wholesales Ops |
| 2 | EDW team to share the report in the format required every week on first Monday for SMA-2 reporting (weekly Reporting) (Annexure II) | T | EDW |
| A | EDW team to share the weekly data as per the report format mentioned in the report on weekly basis to operations, compliance and credit team. | T | Ops |
| B | Operations team to share the file to the whole sale team for RBI reporting | T | Ops |
| C | Conformation to be sent to compliance team regarding status of report submission for weekly reporting. | T+1 | wholesales |

**Annexures:**

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| --- | --- | --- | --- |
| **Sr No** | **Particulars** | **Annexure** | |
| **1** | **Monthly Reporting Format** | **I** |  |
| **2** | **Weekly Reporting Format** | **II** |  |
| **3** | **Data-SPOC Mapping** | **III** |  |