

**Credit Circular No 2023/19 Dated 6th December 2023 is hereby cancelled
with Immediate effect**

**Credit Circular No 2024/09
3rd June 2024**

**GUIDELINES FOR HANDLING CRIB REPORTS
FOR CREDIT EVALUATION (LOANS & Lease Finance)**

1. Towards ensuring a performing Credit Portfolio, an effective and expeditious delivery of the approval process of advances to credit worthy customers, branch Managers are required to ensure to adhere to the undernoted guidelines when handling CRIB Reports to evaluate applications for Credit (loans/ Lease) facilities). (Cash Backed facilities are exempted from the requirements herein)
2. The decisions herein are to prevent movement of new accounts to NPL Segment in the future, control the buildup of the NPL ratio of the company with a view to maintaining our NPL ratio within the industry Rate. Please note that at present we are over the said rate and the monthly debt collection rate has dropped to 57%
3. CRIB reports should be obtained within 10 days prior to the date on Credit Proposal Paper.
4. If the credit Facility exceeds Rs 1.0 Mn full CRIB Report should be obtained.
5. The CRIB Report should be attached to the credit application
6. If the Branch Manager fail to comply with 3.4 & 5 above the Manager Credit at CCD should obtain the required CRIB report and charge the cost to the Borrower
7. If a prospective borrower or the Guarantor appears in the CRIB Report either as a borrower or as a Guarantor the application should be **DECLINED**. This includes reported "Write offs", more than two cheques returned within the last 12 months, legal action pending, and Credit Card is in default
8. If the prospective borrower claims that he has regularized his borrowings or the credit facility he has guaranteed he should produce confirmation from the related lending institution addressed to the Manager of our Branch involved, confirming settlement.
9. In addition to the above please be guided by the following requirements in the Credit Policy & Procedures Manual

Paragraph 16 in Part I of the Credit Policy and procedures Manual titled "CRIB Clearance"	Paragraph 25 in Part I of the Credit Policy and Procedures Manual on "Lending to Existing Borrowers"
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Please ensure compliance with the requirements herein, having noted the cancellation of circular, stated above,


CEO/ Executive Director