



DISCLOSURE PROCEDURE MANUAL

Version 7.0

2024-25

INTEGRATED RISK MANAGEMENT DEPARTMENT

RISK MANAGEMENT WING

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CHAPTER 1 - DISCLOSURE IN FINANCIAL STATEMENTS – NOTES TO ACCOUNTS

1. A summary of Significant Accounting Policies under Schedule 17

Bank shall disclose the accounting policies regarding key areas of operations at one place (under Schedule 17) along with 'Notes to Accounts' in the financial statements. A suggestive list includes - Basis of Accounting, Transactions involving Foreign Exchange, Investments – Classification, Valuation, etc., Advances and Provisions thereon, Fixed Assets and Depreciation, Revenue Recognition, Employee Benefits, Provision for Taxation, Net Profit, etc. Further Bank should comply with such other disclosure requirements under relevant legislation or accounting and financial reporting standards.

2. Notes to Accounts under Schedule 18

In addition to the 16 prescribed schedules to the balance sheet, bank shall at a minimum disclose the following information in 'Notes to Accounts':

2.1 Capital

<i>(Amount in Rs. Crore)</i>			
Sl. No	Particulars	Current Year	Previous Year
i)	Common Equity Tier 1 capital		
ii)	Additional Tier 1 capital		
iii)	Tier 1 capital		
iv)	Tier 2 capital (i+ii)		
v)	Total Capital (Tier 1 + Tier 2)		
vi)	Total Risk Weighted Assets (RWAs)		
vii)	CET 1 Ratio (CET 1 as a percentage of RWAs)		
viii)	Tier 1 Ratio (Tier 1 capital as a percentage of RWAs)		
ix)	Tier 2 Ratio (Tier 2 capital as a percentage of RWAs)		
x)	Capital to Risk Weighted Assets Ratio (CRAR) (Total Capital as a percentage of RWAs)		
xi)	Leverage Ratio		
xii)	Percentage of the shareholding of Government of India		
xiii)	Amount of paid-up equity capital raised during the year		
xiv)	Amount of non-equity Tier 1 capital raised during the year, of which: Give list as per instrument type (perpetual non-cumulative preference shares, perpetual debt instruments, etc.). Commercial banks (excluding RRBs) shall also specify if the instruments are Basel II or Basel III compliant.		

xv)	Amount of Tier 2 capital raised during the year, of which Give list as per instrument type (perpetual non-cumulative preference shares, perpetual debt instruments, etc.). Commercial banks (excluding RRBs) shall also specify if the instruments are Basel II or Basel III compliant.		
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* Applicable for Commercial Banks. Leverage Ratio disclosure is only required by commercial banks where it is applicable.

@ Applicable for UCBS.

§ Percentage of shareholding of State Government and Sponsor Bank is applicable only for RRBs.

7 Example: A commercial bank may disclose as under

	Current year	Previous year
Amount of non-equity Tier 1 capital raised during the year of which:	###	###
a) Basel III compliant Perpetual Non-Cumulative Preference Shares	### ###	### ###
b) Basel III compliant Perpetual Debt Instruments		

8 Example: A UCB may disclose as under:

	Current year	Previous year
Amount of Tier 2 capital raised during the year of which:	###	###
a) Perpetual Cumulative Preference Shares	### ###	### ###
b) Redeemable Non-Cumulative Preference Shares	###	###
c)		

b) Draw down from Reserves

Suitable disclosures mentioning the amount and the rationale for withdrawal shall be made regarding any draw down from reserves.



2.2 Investments

2.2.1 a) Composition of Investment Portfolio

As at ...(current year balance sheet date)

(Amount in ₹ crore)

	Investments in India							Investments outside India				Total Investments
	Government Securities	Other Approved Securities	Shares	Debentures and Bonds	Subsidiaries and/or joint ventures	Others	Total investments in India	Government securities (including local authorities)	Subsidiaries and/or joint ventures	Others	Total Investments outside India	
Held to Maturity												
Gross												
Less: Provision for non-performing investments (NPI)												
Net												
Available for Sale												
Gross												
Less: Provision for depreciation and NPI												
Net												
Held for Trading												
Gross												
Less: Provision for depreciation and NPI												
Net												
Total Investments												
Less: Provision for non-performing investments												
Less: Provision for depreciation and NPI												
Net												



As at(previous year balance sheet date)

(Amount in ₹ crore)

	Investments in India						Investments outside India				Total Investments	
	Government Securities	Other Approved Securities	Shares	Debentures and Bonds	Subsidiaries and/or joint ventures	Others	Total investments in India	Government securities (including local authorities)	Subsidiaries and/or joint ventures	Others		Total Investments outside India
Held to Maturity												
Gross												
Less: Provision for non-performing investments (NPI)												
Net												
Available for Sale												
Gross												
Less: Provision for depreciation and NPI												
Net												
Held for Trading												
Gross												
Less: Provision for depreciation and NPI												
Net												
Total Investments												
Less: Provision for non-performing investments												
Less: Provision for depreciation and NPI												
Net												



As per the Master Direction – Reserve Bank of India (Classification, Valuation and Operation of Investment Portfolio) Directions, 2023 RBI/DOR/2023-24/104 DOR.MRG.36/21.04.141/2023-24 dated September 12, 2023, Banks shall make suitable disclosures of the transitional adjustment made in it's notes to the financial statements for the financial year ending March 31, 2025 and Bank has additional disclosure requirement from the audited financial statements for the financial year ending March 31, 2026, onwards attached below:

Disclosure of carrying value of investments and fair value

	Current Year							Previous year						
	HTM		AFS	FVTPL		Subsidiaries, Associates & JVs		HTM		AFS	FVTPL		Subsidiaries, Associates & JVs	
	At cost	Fair Value		HFT	Non-HFT	At cost	Fair Value	At cost	Fair Value		HFT	Non-HFT	At cost	Fair Value
I. Investments in India														
(i) Government securities														
(ii) Other approved securities														
(iii) Shares														
(iv) Debentures and Bonds														
(v) Subsidiaries, associates and joint ventures														
(vi) Others														
Total														
Less: Provisions for impairment/NPI														
Net														
II. Investments outside India														
(i) Government securities														



(including local authorities)																			
(ii) Subsidiaries, associates and joint venture																			
(iii) Others investments																			
Total																			
Less : provisions for impairment /NPI																			
Net																			
Total investments (I+II)																			

Fair Value Hierarchy of investment portfolio measured at fair value on balance sheet

	Current Year								Previous year										
	AFS				FVTPL				AFS				FVTPL						
	Level 1	Level 2	Level 3	Total	Level 1	Level 2	Level 3	Total	Level 1	Level 2	Level 3	Total	Level 1	Level 2	Level 3	Total			
I. Investments in India																			
(i) Government securities																			
(ii) Other approved securities																			
(iii) Shares																			
(iv) Debentures and Bonds																			
(v) Subsidiaries, associates and joint ventures																			



(vi) Others																		
Total																		
II. Investments outside India																		
(i) Government securities (including local authorities)																		
(ii) Subsidiaries, associates and joint ventures																		
(iii) Other investment																		
Total																		
Total investments (I+II)																		

Net gains/ (losses) on Level 3 financial instruments recognized in AFS-Reserve and Profit and Loss Account

	Current Year	Previous Year
Recognized in AFS-Reserve		
Recognized in Profit and Loss Account		

Details of sales made out of HTM

		Current Year	Previous Year
A	Opening carrying value of securities in HTM		
B	Carrying value of all HTM securities sold during the year		
C	Less : Carrying values of securities sold under situations exempted from regulatory limit		



D	Carrying value of securities Sold (D=B-C)		
E	Securities sold as a percentage of opening carrying value of securities in HTM (E=D/A)		
	Amount transferred to Capital Reserve in respect of HTM securities which were sold at again		

Details of derivative portfolio

	Current Year			Previous Year		
	Level 1	Level 2	Level 3	Level 1	Level 2	Level 3
Interest Rate Derivatives						
MTM – Assets						
MTM – Liabilities						
Net Gain/ Loss recognized in Profit & Loss Account						
Exchange Rate Derivatives						
MTM – Assets						
MTM – Liabilities						
Net Gain/ Loss recognized in Profit & Loss Account						
Credit Risk Derivatives						
MTM – Assets						
MTM – Liabilities						
Net Gain/ Loss recognized in Profit & Loss Account						
Other Derivatives (specify)						



MTM – Assets						
MTM – Liabilities						
Net Gain/ Loss recognized in Profit & Loss Account						



b) Movement of Provisions for Depreciation and Investment Fluctuation Reserve

Particulars	Current Year	Previous Year
i) Movement of provisions held towards depreciation on investments a) Opening balance b) Add: Provisions made during the year c) Less: Write off / write back of excess provisions during the year d) Closing balance ii) Movement of Investment Fluctuation Reserve a) Opening balance b) Add: Amount transferred during the year c) Less: Drawdown d) Closing balance iii) Closing balance in IFR as a percentage of closing balance of investments ¹³ in AFS and HFT/Current category		

c) Sale and transfers to/from HTM category

Where the value of sales and transfers of securities to/from HTM category exceeds 5 per cent of the book value of investments held in HTM category at the beginning of the year, banks shall disclose the market value of the investments held in the HTM category. The excess of book value over market value for which provision is not made shall also be disclosed. The 5 per cent threshold referred to above shall exclude:

- i. The one-time transfer of securities to/from HTM category with the approval of Board of Directors undertaken by banks at the beginning of the accounting year.
- ii. Direct sales from HTM for bringing down SLR holdings in HTM category consequent to a downward revision in SLR requirements by RBI.



- iii. Sales to the Reserve Bank of India under liquidity management operations of RBI like Open Market Operations (OMO) and the Government Securities Acquisition Programme (GSAP).
- iv. Repurchase of Government Securities by Government of India from banks under buyback / switch operations.
- v. Repurchase of State Development Loans by respective state governments under buyback / switch operations.
- vi. Additional shifting of securities explicitly permitted by the Reserve Bank of India.



Non-SLR Investment Portfolio–

(i) Issuer composition of Non-SLR investment:

Sr. No.	Issuer	Amount		Extent of Private Placement		Extent of 'Below Investment Grade' Securities		Extent of 'Unrated' Securities		Extent of 'Unlisted' Securities	
		Current year	Previous Year	Current year	Previous Year	Current year	Previous Year	Current year	Previous Year	Current year	Previous Year
1	2	3		4		5		6		7	
a)	PSUs										
b)	FIs										
c)	Banks										
d)	Private Corporates										
e)	Subsidiaries/ Joint Ventures										
f)	Others										
g)	Provision held towards depreciation										
	Total *										

Note:

1. * For Commercial Banks, the Total under column 3 shall match with the sum of total of Investments included under the following categories in Schedule 8 to the balance sheet:

a) Investment in India in

- Shares
- Debentures and Bonds
- Subsidiaries and/or Joint Ventures
- Others

b) Investment outside India in (where applicable)



- Government securities (including local authorities)
- Subsidiaries and/ or joint ventures abroad
- Other investments

Amounts reported under columns 4, 5, 6 and 7 above may not be mutually exclusive.

(ii) Non-performing Non-SLR Investments:

(Amount in Rs. Crore)		
Particulars	Current Year	Previous year
Opening Balance		
Additions during the Year since 1 st April		
Reductions during the above period		
Closing Balance		
Total Provisions held		

(iii) Repo Transactions (in face value terms):

(Amount in Rs. Crore)				
Item	Minimum Outstanding during the Year	Maximum Outstanding during the Year	Daily Average Outstanding during the Year	Outstanding as on March 31
Securities sold under Repo i. Government Securities ii. Corporate Debt Securities iii. <i>Any other securities</i>				
Securities purchased under Reverse Repo i. Government Securities ii. Corporate Debt Securities iii. <i>Any other securities</i>				

2.2.4 SGL Bouncing

Instances of SGL bouncing during the Current Financial Year, if any, should be reported.



2.3 Derivatives

2.3.1 Forward Rate Agreement / Interest Rate Swap:

		(Amount in Rs. Crore)	
Particulars		Current Year	Previous Year
(i)	The notional principal of Swap Agreements		
(ii)	Losses which would be incurred if the counter parties failed to fulfill their obligations under the Agreements		
(iii)	Collateral required by the Bank upon entering into Swaps		
(iv)	Concentration of Credit Risk arising from the Swaps*		
(v)	The fair value of the Swap Book @		
NOTE:			
Nature and terms of the Swaps including information on Credit and Market Risk and the Accounting Policies adopted for recording the Swaps shall also be disclosed.			
*Examples of concentration could be exposures to particular Industries or Swaps with highly geared companies.			
@ If the Swaps are linked to specific assets, liabilities or commitments, the fair value shall be the estimated amount that the Bank would receive or pay to terminate the Swap Agreements as on the Balance Sheet date. For a Trading Swap, the fair value shall be its Mark to Market Value.			

2.3.2 Exchange Traded Interest Rate Derivatives:

		(Amount in Rs. Crore)	
Sl. No	PARTICULARS	Current Year	Previous Year
(i)	Notional principal amount of Exchange Traded Interest Rate Derivatives undertaken during the Year (Instrument-wise)		
	a)		
	b)		
(ii)	Notional principal amount of Exchange Traded Interest Rate Derivatives outstanding as on 31 st March (Instrument-wise)		
	a)		
	b)		
(iii)	Notional principal amount of Exchange Traded Interest Rate Derivatives outstanding and not "highly effective"(Instrument-wise)		
	a)		



	b)			
(iv)	Mark to Market Value of Exchange Traded Interest Rate Derivatives outstanding and not “highly effective” (Instrument-wise)			
	a)			
	b)			

2.3.3 Disclosures on Risk Exposure in Derivatives

Best international practices warrant meaningful and appropriate disclosures of bank’s exposures to risk and their strategy towards managing the risk. Accordingly, the Bank shall make meaningful disclosures of its Derivatives portfolio. The disclosure format includes both qualitative and quantitative aspects and is devised to provide a clear picture of the exposure to risks in derivatives, risk management systems, objectives and policies.

Qualitative Disclosures:

The Bank shall discuss risk management policies pertaining to Derivatives with particular reference to the extent to which Derivatives are used, the associated risks and business purposes served. The discussion shall also include:

- The structure and organization for management of risk in derivatives trading,
- The scope and nature of risk measurement, risk reporting and risk monitoring systems,
- Policies for hedging and/or mitigating risk and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants and
- Accounting Policy for recording hedge and non-hedge transactions; recognition of income, premiums and discounts; valuation of outstanding contracts; provisioning, collateral and credit risk mitigation.

Quantitative Disclosures:

(Amount in Rs. Crore)						
Sl. No	Particulars		Current Year		Previous Year	
			Currency Derivatives	Interest Rate Derivatives	Currency Derivatives	Interest Rate Derivatives
1.	Derivatives (Notional Principal Amount)					
	a)	For Hedging				
	b)	For Trading				



2.	Marked to Market Positions [1]					
	a)	Asset (+)				
	b)	Liability (-)				
3.	Credit Exposure [2]					
4	Likely impact of one percentage change in Interest Rate (100*PV01)					
	a)	On Hedging Derivatives				
	b)	On Trading Derivatives				
5.	Maximum and Minimum of 100*PV01 observed during the year					
	a)	On Hedging				
	b)	On Trading				

NOTE:

1. The net position to be shown either under asset or liability as the case may be for each type of Derivatives.
2. The Bank shall adopt Current Exposure method on measurement of credit exposure of Derivative products, as detailed in the Final Guidelines issued by the RBI on the New Capital Adequacy Framework.

2.3.4 Credit Default Swaps

Banks using a proprietary model for pricing Credit default swaps (CDS) positions, shall disclose the valuation as per the proprietary model, including the rationale for using that model and an explanation of the valuation methodology in the Notes to Accounts in their financial statements. The disclosure shall also include the valuation as per the CDS curve published by Fixed Income Money Market and Derivatives Association of India (FIMMDA) or a benchmark recommended by FIMMDA*



2.4 Asset Quality

2.4.1 Classification of advances and provisions held

	Standard	Non-Performing			Total Non-Performing Advances	Total
	Total Standard Advances	Sub-standard	Doubtful	Loss		
Gross Standard Advances and NPAs						
Opening Balance						
Add: Additions during the year						
Less: Reductions during the year*						
Closing balance						
*Reductions in Gross NPAs due to:						
i) Upgradation						
ii) Recoveries (excluding recoveries from upgraded accounts)						
iii) Technical/ Prudential ¹⁶ Write-offs						
iv) Write-offs other than those under (iii) above						
Provisions (excluding Floating Provisions)						
Opening balance of provisions held						
Add: Fresh provisions made during the year						
Less: Excess provision reversed/ Write-off loans						
Closing balance of provisions held						
Net NPAs¹⁷						
Opening Balance						
Add: Fresh additions during the year						
Less: Reductions during the year						
Closing Balance						

15 While making disclosures in audited annual financial statements, banks should invariably provide the figures for both the current and previous year to facilitate comparison.

16 Technical or prudential write-off is the amount of non-performing loans which are outstanding in the books of the branches, but have been written-off (fully or partially) at Head Office level. Amount of Technical write-off should be certified by statutory auditors.

17 To the extent that floating provisions have not been reckoned for Tier 2 capital, they may be netted off from Gross NPAs



	Standard	Non-Performing			Total
	Total Standard Advances	Sub-standard	Doubtful	Loss	Total Non-Performing Advances
Floating Provisions					
Opening Balance					
Add: Additional provisions made during the year					
Less: Amount drawn down ¹⁸ during the year					
Closing balance of floating provisions					
Technical write-offs and the recoveries made thereon					
Opening balance of Technical/ Prudential written-off accounts					
Add: Technical/ Prudential write-offs during the year					
Less: Recoveries made from previously technical/ prudential written-off accounts during the year					
Closing balance					

Ratios ¹⁹ (in per cent)	Current Year	Previous Year
Gross NPA to Gross Advances		
Net NPA to Net Advances		
Provision coverage ratio		

18 Rationale for drawdown may be explained by way of a note below the table.

19 to be computed as per applicable regulatory instructions.



2.4.2 Particulars of resolution plan and restructuring:

Particulars of resolution plan

Banks covered by the 'Prudential -Framework for Resolution of Stressed Assets' issued vide circular DBR.No.BP.BC.45/21.04.048/2018-19 dated June 7, 2019 shall make appropriate disclosures in their financial statements relating to resolution plans implemented. As per paragraph 30 of the referenced circular, acquisition of shares due to conversion of debt to equity during a restructuring process shall be exempted from regulatory ceilings / restrictions on Capital Market Exposures, investment in Para-Banking activities and intra-group exposure. However, details of the same shall be disclosed by banks in the Notes to Accounts to their Annual Financial Statements.

(Amount in Rs. Crore)																							
SI NO	Types of Restructuring		Under CDR Mechanism					Under SME Debt Restructuring Mechanism					Others					Total					
			St- an- da- rd	Sub Stan- dard	Do ubt ful	Lo ss	Tot al	St- an- da- rd	Sub Stan- dard	Do ubt ful	Lo ss	Tot al	St- an- da- rd	Sub Stan- dard	Do ubt ful	Lo ss	Tot al	St- an- da- rd	Sub Stan- dard	Do ubt ful	Lo ss	Tot al	
1	Restructured Accounts as on April 1 of the FY (Opening figure*)	No of Borrower																					
		Amount Outstanding																					
		Provision thereon																					
2	Fresh Restructuring	No of Borrower																					



	g During the Year	Amount Outstanding																		
		Provision thereon																		
3	Up gradations to restructured standard category during the FY	No of Borrower																		
		Amount Outstanding																		
		Provision thereon																		
4	Restructured standard advances which ceases to attract higher provisioning and/or additional risk weight at the end of the FY and hence need not be shown as	No of Borrower																		
		Amount Outstanding																		
		Provision thereon																		



For the purpose of disclosure in the above Format, the following instructions are required to be followed:

(i) Advances restructured under CDR Mechanism, SME Debt Restructuring Mechanism and other categories of restructuring should be shown separately.

(ii) Under each of the above categories, restructured advances under their present asset classification, i.e. standard, sub standard, doubtful and loss should be shown separately.

(iii) Under the 'standard' restructured accounts, accounts which have objective evidence of no longer having inherent credit weakness, need not be disclosed. For this purpose, an objective criteria for accounts not having inherent credit weakness is discussed below:

(a) As regards restructured accounts classified as standard advances, in view of the inherent credit weakness in such accounts, banks are required to make a general provision higher than what is required for otherwise standard accounts in the first two years from the date of restructuring. In case of moratorium on payment of interest / principal after restructuring, such advances attract the higher general provision for the period covering moratorium and two years thereafter.

(b) Further, restructured standard unrated corporate exposures and housing loans are also subjected to an additional risk weight of 25 percentage point with a view to reflect the higher element of inherent risk which may be latent in such entities (cf. paragraph 5.8.3 of circular DBOD.No.BP.BC.90/20.06.001/2006-07 dated April 27, 2007 on 'Prudential Guidelines on Capital Adequacy and Market Discipline - Implementation of the New Capital Adequacy Framework' and paragraph 4 of circular DBOD.No.BP.BC.76/21.04.0132/2008-09 dated November 3, 2008 on 'Prudential Guidelines on Restructuring of Advances by Banks' respectively).

(c) The aforementioned [(a) and (b)] additional / higher provision and risk weight cease to be applicable after the prescribed period if the performance is as per the rescheduled programme. However, the diminution in the fair value will have to be assessed on each balance sheet date and provision should be made as required.



(d) Restructured accounts classified as sub standard and doubtful (non performing) advances, when upgraded to standard category also attract a general provision higher than what is required for otherwise standard accounts for the first year from the date of up-gradation, in terms of extant guidelines on provisioning requirement of restructured accounts. This higher provision ceases to be applicable after one year from the date of up gradation if the performance of the account is as per the rescheduled programme. However, the diminution in the fair value will have to be assessed on each balance sheet date and provision made as required.

(e) Once the higher provisions and / or risk weights (if applicable and as prescribed from time to time by RBI) on restructured standard advances revert to the normal level on account of satisfactory performance during the prescribed periods as indicated above, such advances, henceforth, would no longer be required to be disclosed by banks as restructured standard accounts in the "Notes on Accounts" in their Annual Balance Sheets. However, banks should keep an internal record of such restructured accounts till the provisions for diminution in fair value of such accounts are maintained.

(iv) Disclosures should also indicate the intra category movements both on up-gradation of restructured NPA accounts as well as on slippage. These disclosures would show the movement in restructured accounts during the financial year on account of addition, up-gradation, down-gradation, write off, etc.

(v) While disclosing the position of restructured accounts, banks must disclose the total amount outstanding in all the accounts / facilities of borrowers whose accounts have been restructured along with the restructured part or facility. This means that even if only one of the facilities / accounts of a borrower has been restructured, the bank should also disclose the entire outstanding amount pertaining to all the facilities / accounts of that particular borrower.

(vi) Up-gradation during the year (Sl No. 3 in the Disclosure Format) means movement of 'restructured NPA' accounts to 'standard asset classification from substandard or doubtful category' as the case may be. These will attract higher provisioning and / or risk weight' during the 'prescribed period' as prescribed from time to time. Movement from one category into another will be indicated by a (-) and a (+) sign respectively in the relevant category.



(vii) Movement of Restructured standard advances (Sr. No. 4 in the Disclosure Format) out of the category into normal standard advances will be indicated by a (-) sign in the column "Standard".

(viii) Down-gradation from one category to another would be indicated by (-) ve and (+) ve sign in the relevant categories.

(ix) Up-gradation, down-gradation and write offs are from their existing asset classifications.

(x) All disclosures are on the basis of current asset classification and not 'pre restructuring' asset classification.

(xi) Additional / fresh sanctions made to an existing restructured account can be shown under Sr. No. 2 'Fresh Restructuring during the year' with a footnote stating that the figures under Sr. No.2 include Rs. xxx crore of fresh / additional sanction (number of accounts and provision thereto also) to existing restructured accounts. Similarly, reductions in the quantity of restructured accounts can be shown under Sr.No.6 'write offs of restructured accounts during the year' with a footnote stating that that it includes Rs. xxx crore (no. of accounts and provision thereto) of reduction from existing restructured accounts by way of sale / recovery.

(xii) Closing balance as on March 31st of a FY should tally arithmetically with opening balance as on April 1st of the FY + Fresh Restructuring during the year including additional / fresh sanctions to existing restructured accounts + Adjustments for movement across asset categories – Restructured standard advances which cease to attract higher risk weight and / or provision – reductions due to write offs / sale/ recovery, etc. However, if due to some unforeseen / any other reason, arithmetical accuracy is not achieved, then the difference should be reconciled and explained by way of a foot note.



2.4.3 Details of financial assets sold to Asset Reconstruction Companies (ARCs)²

A. Details of Sales

Particulars	Current Year	Previous Year
a) Number of accounts		
b) Aggregate value (net of provisions) of accounts sold to ARCs		
c) Aggregate consideration		
d) Additional consideration realised in respect of accounts transferred in earlier years		
e) Aggregate gain / loss over net book value		

²Wherever applicable.

In addition to the above, banks shall make suitable disclosures with regard to the quantum of excess provisions reversed to the profit and loss account on account of sale of NPAs to ARCs, where the sale is for a value higher than the net book value (NBV).

B. Details of Book Value of Investments in Security Receipts

Banks shall make following disclosures pertaining to their investments in security receipts for both the current year *and the previous year*:

Particulars	SRs issued within past 5 years	SRs issued more than 5 years ago but within past 8 years	SRs issued more than 8 years ago
a) Book value of SRs where NPAs sold by the bank are the underlying			
Provision held against (a)			
b) Book value of SRs where NPAs sold by other banks / financial institutions / non-banking financial companies are the underlying			
Provision held against (b)			
Total (a) + (b)			

2.4.4. Details of non-performing financial assets purchased/sold from/to other banks/Financial Institutions/NBFCs (excluding ARCs)³

A. Details of Non-Performing Financial Assets purchased:

(Amount in Rs. Crore)			
SI No	Particulars	Current Year	Previous Year
1.	(a) No. of Accounts purchased during the Year		
	(b) Aggregate Outstanding		
2.	(a) Of these, number of accounts restructured during the Year		
	(b) Aggregate Outstanding		

B. Details of Non-Performing Financial Assets sold:

(Amount in Rs. Crore)			
SI No	Particulars	Current Year	Previous Year
1.	No. of Accounts sold		
2.	Aggregate Outstanding		
3.	Aggregate consideration received		

³ Where applicable and allowed by extant statutory and regulatory norms.

2.4.5 Provisions on Standard Assets:

(Amount in Rs. Crore)		
Particulars	Current Year	Previous Year
Provisions towards Standard Assets		
<p>Note: Provisions towards Standard Assets not to be netted from gross advances but shall be shown separately as “Contingent Provisions against Standard Assets” under “Other Liabilities and Provisions-Others” in schedule no.5 of the Balance Sheet.</p>		

2.5 Business Ratios

SI No	ITEMS	Current Year	Previous Year
(i)	Interest Income as a percentage to Working Funds\$		
(ii)	Non-interest Income as a percentage to Working Funds		
(iii)	Cost of Deposit		
(iv)	Net Interest Margin ‘		
(v)	Operating Profit as a percentage to Working Funds\$		
(vi)	Return on Assets@		
vii)	Business (Deposits plus Advances) per Employee# [Rs. in Crore]		
viii)	Profit per Employee [Rs. in Crore]		

Note:

\$. Working funds shall be reckoned as average of total assets (excluding accumulated losses, if any) as reported to RBI in form X under Section 27 of the BR act 1949, during the 12 months of the financial year.

‘. Net Interest Income/ Average Earning Assets. Net Interest Income= Interest Income – Interest Expense

@. Return on assets shall be with reference to the average working funds (i.e. total of assets excluding accumulated losses, if any).

#. For the purpose of computation of business per employee (deposits plus advances) inter bank deposits shall be excluded.



2.6 Asset Liability Management

2.6.1 Maturity pattern of certain items of Assets and Liabilities:

(Amount in Rs crore)

	Day 1	2 to 7 days	8 to 14 days	15 to 30 Days	31 days to 2 months	Over 2 months and to 3 months	Over 3 months and up to 6 Months	Over 6 months and up to 1 year	Over 1 year and up to 3 years	Over 3 years and up to 5 years	Over 5 years	Total
Deposits ⁹												
Advances												
Investments												
Borrowings												
Foreign Currency assets												
Foreign Currency liabilities												

⁹ Savings Bank and Current Deposits may be classified into volatile and core portions. Savings Bank (10 per cent) and Current (15 per cent) Deposits are generally withdrawable on demand. This portion may be treated as volatile. While volatile portion can be placed in the Day 1, 2-7 days and 8-14 days time buckets, depending upon the experience and estimates of banks and the core portion may be placed in over 1- 3 years bucket. This classification of Savings Bank and Current Deposits is only a benchmark. Banks which are better equipped to estimate the behavioural pattern, roll-in and roll-out, embedded options, etc. on the basis of past data / empirical studies could classify them in the appropriate buckets, i.e. behavioural maturity instead of contractual maturity, subject to the approval of the Board / ALCO.

2.6.2 Liquidity Coverage Ratio (LCR)

Bank shall disclose information on its Liquidity Coverage Ratio (LCR) in the Published Financial Statements (whether audited or otherwise) under Notes to Accounts. In subsequent annual financial statements, **the disclosure should cover all the four quarters of the relevant financial year.** This is in addition to the quarterly disclosure made in the published quarterly financial statement.

Liquidity Coverage Ratio

Sl. No		Quarter ended (Similarly, there will be column of each of the four quarters)	
		Total Un-weighted 1 Value (average)	Total Weighted 2 Value (average)
High Quality Liquid Assets			
1	Total High Quality Liquid Assets (HQLA)e		
Cash Outflows			
2	Retail deposits and deposits from small business customers, of which:		
(i)	Stable deposits		
(ii)	Less stable deposits		
3	Unsecured wholesale funding, of which:		
(i)	Operational deposits (all counterparties)		
(ii)	Non-operational deposits (all counterparties)		
(iii)	Unsecured debt		
4	Secured wholesale funding		
5	Additional requirements, of which		
(i)	Outflows related to derivative exposures and other collateral requirements		
(ii)	Outflows related to loss of funding on debt products		
(iii)	Credit and liquidity facilities		
6	Other contractual funding obligations		
7	Other contingent funding obligations		
8	Total Cash Outflows		
9	Secured lending (e.g. reverse repos)		
10	Inflows from fully performing exposures		
11	Other cash inflows		
12	Total Cash Inflows		
13	TOTAL HQLA		
14	Total Net Cash Outflows		
15	Liquidity Coverage Ratio (%)		

1. *Un-weighted values shall be calculated as outstanding balances maturing or callable within 30 days (for inflows and outflows) except where otherwise mentioned in the circular and LCR template.*
2. *Weighted values shall be calculated after the application of respective haircuts (for HQLA) or inflow and outflow rates (for inflows and outflows)*
3. *Adjusted values shall be calculated after the application of both (i) haircuts and inflow and outflow rates and (ii) any applicable caps (i.e. cap on Level 2B and Level 2 assets for HQLA and cap on inflows).*

Data must be presented as simple averages of daily observations over the previous quarter (i.e. the average is calculated over a period of 90 days). Banks must publish the number of data points used in calculating the average figures in template. The simple average shall be calculated on daily observations over the previous quarters. For most data items, both un-weighted and weighted values of the LCR components shall be disclosed as given in the disclosure format. The un-weighted value of inflows and outflows shall be calculated as the outstanding balances of various categories or types of liabilities, off balance sheet items or contractual receivables. The weighted value of HQLA shall be calculated as the value after haircuts are applied. The weighted value for inflows and outflows shall be calculated as the value after the inflow and outflow rates are applied. Total HQLA and total net cash outflows shall be disclosed as the adjusted value, where the adjusted value of HQLA is the value of total HQLA after the application of both haircuts and any applicable caps on Level 2B and Level 2 assets as indicated in this Framework. The adjusted value of net cash outflows is to be calculated after the cap on inflows is applied, if applicable.

ii) Banks shall provide sufficient qualitative discussion¹⁰ around the LCR to facilitate understanding of the results and data provided.

For example, where significant to the LCR, bank shall discuss:

- (a) The main drivers of their LCR results and the evolution of the contribution of inputs to the LCR's calculation over time;
- (b) Intra-period changes as well as changes over time;
- (c) The composition of HQLA;
- (d) Concentration of funding sources;
- (e) Derivative exposures and potential collateral calls;
- (f) Currency mismatch in the LCR;
- (g) A description of the degree of centralization of liquidity management and interaction between the group's units; and
- (h) Other inflows and outflows in the LCR calculation that are not captured in the LCR common template but which the institution considers to be relevant for its liquidity profile.

2.6.3 Basel III Framework on Liquidity Standards – Net Stable Funding ratio (NSFR)⁵– Final Guidelines:

- i) After the guidelines on NSFR become effective, Commercial Banks (excluding RRBs, LABs, and PBs) shall be required to publish their NSFRs as per template given below.
- ii) Banks shall publish this disclosure along with the publication of their financial statements/ results (i.e. typically quarterly or semi-annually), irrespective of whether the financial statements/ results are audited. The NSFR information shall be calculated on a consolidated basis and presented in Indian Rupee.
- iii) Banks shall either include these NSFR disclosures in their published financial reports or, at a minimum, provide a direct and prominent link to the complete disclosure on their websites or in publicly available regulatory reports.
- iv) Data shall be presented as quarter-end observations. For banks reporting on a semi-annual basis, the NSFR shall be reported for each of the two preceding quarters. For banks reporting on an annual basis, the NSFR shall be reported for the preceding four quarters. Both unweighted and weighted values of the NSFR components shall be disclosed unless otherwise indicated. Weighted values are calculated as the values after Available Stable Funding (ASF) or Required Stable Funding (RSF) factors are applied.
- v) Banks shall, in addition to the template prescribed below, provide a sufficient qualitative discussion⁶ around the NSFR to facilitate an understanding of the results and the accompanying data.

⁵ These shall be effective from the date of implementation of the NSFR guidelines

⁶ For example, where significant to the NSFR, banks could discuss the drivers of their NSFR results and the reasons for intra-period changes as well as the changes over time (e.g. changes in strategies, funding structure, circumstances etc.).

NSFR Disclosure Template						
(Rs. In Crore)		Un-weighted value by residual maturity				Weighted value
		No maturity*	< 6 months	6 months to < 1yr	≥ 1yr	
ASF Item						
1	Capital: (2+3)					
2	Regulatory capital					
3	Other capital instruments					
4	Retail deposits and					



	deposits from small business customers: (5+6)					
5	Stable deposits					
6	Less stable deposits					
7	Wholesale funding: (8+9)					
8	Operational deposits					
9	Other wholesale funding					
10	Other liabilities: (11+12)					
11	NSFR derivative liabilities					
12	All other liabilities and equity not included in the above categories					
13	Total ASF (1+4+7+10)					
RSF Item						
14	Total NSFR high-quality liquid assets (HQLA)					
15	Deposits held at other financial institutions for operational purposes					
16	Performing loans and securities: (17+18+19+21+23)					
17	Performing loans to financial institutions secured by Level 1 HQLA					
18	Performing loans to financial institutions secured by non-Level 1 HQLA and					



	unsecured performing loans to financial institutions					
19	Performing loans to non-financial corporate clients, loans to retail and small business customers, and loans to sovereigns, central banks and PSEs, of which:					
20	With a risk weight of less than or equal to 35% under the Basel II Standardised Approach for credit risk					
21	Performing residential mortgages, of which:					
22	With a risk weight of less than or equal to 35% under the Basel II Standardised Approach for credit risk					
23	Securities that are not in default and do not qualify as HQLA, including exchange-traded equities					
24	Other assets: (sum of rows 25 to 29)					
25	Physical traded commodities, including gold					
26	Assets posted as initial margin for derivative contracts					



	and contributions to default funds of CCPs					
27	NSFR derivative assets					
28	NSFR derivative liabilities before deduction of variation margin posted					
29	All other assets not included in the above categories					
30	Off-balance sheet items					
31	Total RSF (14+15+16+24+30)					
32	Net Stable Funding Ratio (%)					

*Items to be reported in the 'no maturity' time bucket do not have a stated maturity. These may include, but are not limited to, items such as capital with perpetual maturity, non-maturity deposits, short positions, open maturity positions, non-HQLA equities, and physical traded commodities.



2.7 Exposures

2.7.1 Exposure to Real Estate Sector:

		(Amount in Rs. Crore)	
Sl No	Category	Current Year	Previous Year
a)	Direct Exposure		
(i)	Residential Mortgages- Lending fully secured by mortgages on Residential Property that is or will be occupied by the borrower or that is rented; - Of which, Individual Housing Loans eligible for inclusion in priority sector advances shall be shown separately. Exposure would also include non-fund based (NFB) limits		
(ii)	Commercial Real Estates- Lending secured by mortgages on Commercial Real Estates (office buildings, retail space, multi- purpose commercial premises, multi-family residential buildings, multi-tenanted commercial premises, industrial or warehouse space, hotels, land acquisition, development and construction, etc.). Exposure would also include non-fund based (NFB) limits;		
(iii)	Investments in Mortgage Backed Securities (MBS) and other Securitized Exposures- a. Residential b. Commercial Real Estate		
b)	Indirect Exposure		
	Fund Based and Non-fund Based exposures on National Housing Bank (NHB) and Housing Finance Companies (HFCs).		
Total Exposure to Real Estate Sector			

2.7.2 Exposure to Capital Market:

		(Amount in Rs. Crore)	
Items		Current Year	Previous Year
(i)	Direct investment in Equity Shares, Convertible Bonds, Convertible Debentures, and Units of Equity-oriented Mutual Funds the corpus of which is not exclusively invested in corporate debt;		
(ii)	Advances against Shares/Bonds/ Debentures or other securities or on clean basis to individuals for investment in Shares (including IPOs/ESOPs), Convertible Bonds, Convertible Debentures, and units of Equity-oriented Mutual Funds;		

(iii)	Advances for any other purposes where Shares or Convertible Bonds or Convertible Debentures or Units of Equity Oriented Mutual Funds are taken as primary security;		
(iv)	Advances for any other purposes to the extent secured by the collateral security of Shares or Convertible Bonds or Convertible Debentures or Units of Equity Oriented Mutual Funds i.e. where the primary security other than Shares/ Convertible Bonds/Convertible Debentures/ Units of Equity Oriented Mutual Funds does not fully cover the advances;		
(v)	Secured and unsecured advances to stockbrokers and guarantees issued on behalf of stockbrokers and market makers;		
(vi)	Loans sanctioned to corporates against the security of shares / bonds/debentures or other securities or on clean basis for meeting promoter's contribution to the equity of new companies in anticipation of raising resources;		
(vii)	Bridge loans to companies against expected equity flows/issues;		
(viii)	Underwriting commitments taken up by the Bank in respect of primary issue of shares or convertible bonds or convertible debentures or units of equity oriented mutual funds;		
(ix)	Financing to stockbrokers for margin trading;		
(x)	All exposures to Venture Capital Funds (both registered and unregistered)		
Total Exposure to Capital Market			

For restructuring of dues in respect of listed companies, lenders may be *ab initio* compensated for their loss / sacrifice (diminution in fair value of account in net present value terms) by way of issuance of equities of the company upfront, subject to the extant regulations and statutory requirements. If such acquisition of equity shares results in exceeding the extant regulatory Capital Market Exposure (CME) limit, the same should be disclosed in the 'Notes to Accounts' in the Annual Financial Statements. Similarly, bank shall separately disclose details of conversion of debt into equity as part of a strategic debt restructuring which are exempt from CME limits.

2.7.3 Risk Category Wise Country Exposure:

(Amount in Rs. Crore)				
Risk Category*	Exposure (net) as at March... (Current Year)	Provision held as at March.... (Current Year)	Exposure (net) as at March... (Previous Year)	Provision held as at March.... (Previous Year)
Insignificant				
Low				
Moderately Low				
Moderate				
Moderately High				
High				
Very High				
Total				

* Till such time, as banks move over to internal rating systems, banks shall use the seven-category classification followed by Export Credit Guarantee Corporation of India Ltd. (ECGC) for the purpose of classification and making provisions for country risk exposures. ECGC shall provide to banks, on



request, quarterly updates of their country classifications and shall also inform all banks in case of any sudden major changes in country classification in the interim period.

If a bank has no exposure to country risk in both the current and previous year, it may omit disclosure of the table while mentioning that it has no exposure to country risk.

2.7.4 Details of Single Borrower Limit (SGL), Group Borrower Limit (GBL) exceeded by the Bank.

The Bank shall make appropriate disclosure in the "Notes to Account" to the Annual Financial Statements in respect of the exposure where the Bank has exceeded the prudential exposure limits during the year. The sanctioned limits or entire outstanding, whichever is high, shall be reckoned for arriving at exposure limit and for disclosure purpose.

2.7.5 Unsecured Advances

Banks shall disclose the total amount of advances for which intangible securities such as charge over the rights, licenses, authority, etc. have been taken as also the estimated value of such intangible collateral as per the following format.

(Amount in Rs crore)

Particulars	Current	Previous
Total unsecured advances of the bank		
Out of the above, amount of advances for which intangible securities such as charge over the rights, licenses, authority, etc. have been taken		
Estimated value of such intangible securities		

2.7.6 Factoring exposures

Factoring exposures shall be separately disclosed.

2.7.7 Intra Group Exposures

Bank shall make the following disclosures in the Notes to Financial Statements (both previous year & current year figures):

- Total amount of Intra-group exposures
- Total amount of top-20 Intra group exposures
- Percentage of Intra-group exposures to total exposure of the Bank on borrowers/ customers.
- Details of breach of limits on Intra-group exposures and regulatory action thereon, if any.

2.7.8 Un-hedged Foreign Currency Exposure

Bank shall disclose their policies to manage currency induced credit risk as a part of financial statements certified by statutory auditors. In addition, bank shall also disclose the incremental provisioning and capital held by them towards this risk.

2.8 Disclosure of Penalties imposed by RBI:

Penalties imposed by the Reserve Bank of India under the provisions of the (i) Banking Regulation Act, 1949, (ii) Payment and Settlement Systems Act, 2007 and (iii) Government Securities Act, 2006 (for bouncing of SGL) shall be disclosed in the 'Notes to Accounts' to the balance sheet in the concerned bank's next Annual Report. In the case of foreign banks, the penalty shall be disclosed in the 'Notes to Accounts' to the next balance sheet for its Indian operations. Banks shall make appropriate disclosures on the nature of the breach, number of instances of default and the quantum of penalty imposed.

The defaulting participant in a reverse repo transaction shall make appropriate disclosure on the number of instances of default as well as the quantum of penalty paid to the Reserve Bank of India during the financial year.

2.9 Provision under scheme for Sustainable Structuring of Stressed Assets

Bank shall make suitable disclosures in Notes to Accounts with regard to the quantum of provision made during the year under the scheme for Sustainable Structuring of Stressed Assets and the quantum of un-amortized provisions debited to 'other reserves' as at the end of the year.

Banks shall make disclosures in their annual financial statements on application of the Scheme for Sustainable Structuring of Financial Assets, as per the format given below.

Rs in Crore

No. of accounts where S4A has been applied	Aggregate amount outstanding	Amount outstanding		Provision Held
		In Part A	In Part B	
Classified as Standard				
Classified as NPA				

2.10 Spread Over of Shortfall on Sale of NPAs to SCs/RCs

Bank shall make suitable disclosures in Notes to Accounts with regard to the quantum of provision made during the year to meet the shortfall in sale of NPAs to SCs/RCs and the quantum of unamortized provision debited to 'other reserves' as at the end of the year.

2.11 Fraud Accounts

Banks shall make disclose details on the number and amount of frauds as well as the provisioning thereon as per template given below.

	Current year	Previous year
Number of frauds reported		
Amount involved in fraud (₹ crore)		
Amount of provision made for such frauds (₹ crore)		
Amount of Unamortized provision debited from 'other reserves' as at the end of the year. (₹ crore)		

2.12 Monetary penalty on Authorized Payment Systems Operators / banks under Payment and Settlement Systems Act, 2007.

The Bank on whom penalty/fine has been levied, shall disclose the penalties/fines in their Annual Financial Statements for the year in which the penalty is levied

2.13 Implementation of Indian Accounting Standards (Ind AS).

Bank shall disclose in the Annual Report, the strategy for Ind AS implementation, including the progress made in this regard from the financial year 2016-17 until implementation of Ind AS.

2.14 Divergence in the asset classification and provisioning:

Banks shall make suitable disclosures as tabulated below, if either or both of the following conditions are satisfied:

- i) the additional provisioning for NPAs assessed by Reserve Bank of India as part of its supervisory process, exceeds 5 per cent of the reported profit before provisions and contingencies for the reference period, and
- ii) the additional Gross NPAs identified by the Reserve Bank of India as part of its supervisory process exceed 5 per cent of the reported¹ incremental Gross NPAs for the reference period.

Sr.	Particulars	Amount
1.	Gross NPAs as on March 31, 20XX* as reported by the bank	
2.	Gross NPAs as on March 31, 20XX as assessed by Reserve Bank of India	
3.	Divergence in Gross NPAs (2-1)	
4.	Net NPAs as on March 31, 20XX as reported by the bank	
5.	Net NPAs as on March 31, 20XX as assessed by Reserve Bank of India	
6.	Divergence in Net NPAs (5-4)	
7.	Provisions for NPAs as on March 31, 20XX as reported by the bank	
8.	Provisions for NPAs as on March 31, 20XX as assessed by Reserve Bank of India	

9.	Divergence in provisioning (8-7)	
10	Report Profit before Provisions and Contingencies for the year ended March 31, 20XX	
11.	Reported Net Profit after Tax (PAT) for the year ended March 31, 20XX	
12.	Adjusted (notional) Net Profit after Tax (PAT) for the year ended March 31, 20XX after considering the divergence in provisioning	

1 Reported incremental Gross NPAs refers to additions during the reference year to the Gross NPAs as disclosed in the Notes to the Financial Statements of the reference period.

* March 31, 20XX is the close of the reference period in respect of which divergences were assessed.

The disclosures, as above, shall be made in the 'Notes to Accounts' in the ensuing Annual Financial Statements published immediately following communication of such divergence by Reserve Bank of India to the bank.

2.15 Guidelines on Sale of Stressed Assets by Banks

In addition to the existing disclosure requirements, bank shall make disclosures pertaining to their investments in security receipts.

Particulars		SRs issued Within past 5 years	SRs issued more than 5 years ago but within past 8 years	SRs issued more than 8 years ago
(i)	Book value of SRs backed by NPAs sold by the bank as underlying			
	Provision held against (i)			
(ii)	Book value of SRs backed by NPAs sold by other banks / financial institutions / non-banking financial companies as underlying			
	Provision held against (ii)			
Total (i) + (ii)				

2.16 Resolution of Stressed Assets – Revised Framework:

Banks shall make appropriate disclosures in their financial statements, under 'Notes on Accounts', relating to resolution plans implemented.

(Detailed guidelines on disclosure issued by RBI subsequent to the adoption of this Policy shall automatically form the part and parcel of this Policy and the Bank shall comply with all such additional disclosure requirements).

2.17 Resolution Framework for COVID-19-related Stress:

Disclosure under Resolution Framework for COVID-19-related Stress

A special window under the Prudential Framework was extended vide circular DOR.No.BP.BC/3/21.04.048/2020-21 dated August 6, 2020 to enable the lenders to implement a resolution plan in respect of eligible corporate exposures, and personal loans, while classifying such exposures as Standard. Banks shall make disclosures in the format prescribed below every half-year, i.e., in the financial statements as on September 30 and March 31, starting from the half-year ending September 30, 2021 till all exposures on which resolution plan was implemented are either fully extinguished or completely slip into NPA, whichever is earlier.

Format for disclosures to be made half-yearly starting September 30, 2021

Type of borrower	Exposure to accounts classified as Standard consequent to implementation of resolution plan – Position as at the end of the previous half-year (A)	Of (A), aggregate debt that slipped into NPA during the half-year	Of (A) amount written off during the half-year	Of (A) amount paid by the borrowers during the half-year	Exposure to accounts classified as Standard consequent to implementation of resolution plan – Position as at the end of this half-year
Personal Loans					
Corporate persons*					
Of which, MSMEs					
Others					
Total					

* As defined in Section 3(7) of the Insolvency and Bankruptcy Code, 2016

2.18 Prudential Norms for Classification, Valuation and Operation of Investment Portfolio by Banks – Spreading of MTM losses and creation of Investment Fluctuation Reserve (IFR):

Banks that utilize the option of spreading provisioning for mark to market (MTM) losses on investments held in AFS and HFT for the quarters ended December 31, 2017 and March 31, 2018 shall make suitable disclosures in their notes to accounts/ quarterly results providing details of

(a) the provisions for depreciation of the investment portfolio for the quarters ended December 2017 and March 2018 made during the quarter/year and

(b) the balance required to be made in the remaining quarters.

2.19 Prudential Norms for Classification, Valuation and Operation of Investment Portfolio by Banks – Spreading of MTM losses and creation of Investment Fluctuation Reserve (IFR):

Banks that utilize the option of spreading provisioning for mark to market (MTM) losses on investments held in AFS and HFT for the quarters ending June 30, 2018 shall make suitable disclosures in their notes to accounts/ quarterly results providing details of

(a) the provisions made for depreciation of the investment portfolio for the quarter ending June 2018 and

(b) the balance required to be made in the remaining quarters.

2.20 Repurchase Transactions (Repo) (Reserve Bank) Directions, 2018:

Details of Securities sold under repo & Securities purchased under reverse repo shall be disclosed by banks in the “Notes on Accounts’ to the Balance Sheet.

(Amt in Rs. Crores)

	Minimum outstanding during the year	Maximum outstanding during the year	Daily Average outstanding during the year	Outstanding as on March 31
Securities sold under repo				
i. Government securities				
ii. Corporate debt securities				
iii. Any other securities				
Securities purchased under reverse repo				
i. Government securities				
ii. Corporate debt securities				
iii. Any other securities				

2.21 Schemes for Stressed Assets- Revisions (In term of RBI circular dated 10.11.2016)

1. Disclosures on Flexible Structuring of Existing Loans

(Amount in INR Crore)



Period	No. of borrowers taken up for flexibly structuring	Amount of loans taken up for flexible structuring		Exposure weighted average duration of loans taken up for flexible structuring	
		Classified as Standard	Classified as NPA	Before applying flexible structuring	After applying flexible structuring
Previous Financial Year					
Financial Year (From April to ...)					

3 Disclosures on Strategic Debt Restructuring Scheme (accounts which are currently under the stand-still period)

(Amount in INR Crore)

No. of accounts where SDR has been invoked	Amount outstanding as on the reporting date		Amount outstanding as on the reporting date with respect to accounts where conversion of debt to equity is pending		Amount outstanding as on the reporting date with respect to accounts where conversion of debt to equity has taken place	
	Classified as standard	Classified as NPA	Classified as standard	Classified as NPA	Classified as standard	Classified as NPA

4 Disclosures on Change in Ownership outside SDR Scheme (accounts which are currently under the stand-still period)

(Amount in INR Crore)

No. of accounts where banks have decided to effect change in ownership	Amount outstanding as on the reporting date		Amount outstanding as on the reporting date with respect to accounts where conversion of debt to equity/invocation of pledge of equity shares is pending		Amount outstanding as on the reporting date with respect to accounts where conversion of debt to equity /invocation of pledge of equity shares has taken place		Amount outstanding as on the reporting date with respect to accounts where change in ownership is envisaged by issuance of fresh shares or sale of promoters equity	
	Classified as standard	Classified as NPA	Classified as standard	Classified as NPA	Classified as standard	Classified as NPA	Classified as standard	Classified as NPA

5 Disclosures on Change in Ownership of Projects Under Implementation (accounts which are currently under the stand-still period)

(Amount in INR Crore)



No. of project loan accounts where banks have decided to effect change in ownership	Amount outstanding as on the reporting date		
	Classified as standard	Classified as standard restructured	Classified as NPA

2.22 MSME Sector - Restructuring of Advances

Bank shall make appropriate disclosures in the financial statements, under 'Notes on Accounts', relating to the MSME accounts restructured under instructions issued by RBI vide circular DBR.No.BP.BC.18/21.04.048/2018-19 dated 01.01.2019, amended vide circular DOR.No.BP.BC.34/21.04.048/2019-20 dated 11.02.2020 and vide circular DOR.No.BP.BC/4/21.04.048/2020-21 dated 06.08.2020 on "Micro, Small and Medium Enterprises (MSME) sector – Restructuring of Advances" as per the following format:

No. of accounts restructured	Amount (Rs in million)

3. Disclosure Requirements as per Accounting Standards

In compliance with the Reserve Bank of India guidelines regarding disclosure requirements of the various Accounting Standards issued by the Institute of Chartered Accountants of India, the Bank shall disclose the following information:

3.1 Accounting Standard 5 – Net Profit or Loss for the period, prior period items and changes in accounting policies.

Since the format of the profit and loss account of banks prescribed in Form B under Third Schedule to the Banking Regulation Act, 1949 does not specifically provide for disclosure of the impact of prior period items on the current year's profit and loss, such disclosures, wherever warranted, may be made in the 'Notes to Accounts' to the balance sheet of banks.

3.2 Accounting Standard 9-Revenue Recognition

This Standard requires that in addition to the disclosures required by Accounting Standard-1 on "Disclosure of Accounting Policies", the Banks shall also disclose the circumstances in which revenue recognition has been postponed pending the resolution of significant uncertainties.

3.3 Accounting Standard 15 – Employee Benefits:

The Bank shall follow the disclosure requirement prescribed under "AS 15 (revised) - Employees Benefit" issued by the ICAI.

3.4 Accounting Standard 17- Segment Reporting:

While complying with the Accounting Standard, the Bank shall adopt the following:

- I. The business segment should ordinarily be considered as the primary reporting format and geographical segment would be the secondary reporting format.
- II. The business segments will be 'Treasury', 'Corporate / Wholesale Banking', 'Banking' and 'other banking operations'.
- III. 'Domestic' and 'International' segments will be the geographic segments for disclosure.
- IV. Banks may adopt their own methods, on a reasonable and consistent basis, for allocation of expenditure among the segments.

Accounting Standard 17 - Format for Disclosure under Segment Reporting

PART A: Business segments

(Amount in Rs. Crore)										
Business segments	Treasury		Corporate/ Wholesale Banking		Retail Banking		Other Banking Operations		Total	
	Current year	Previous year	Current year	Previous year	Current year	Previous year	Current year	Previous year	Current year	Previous year
Revenue										
Result										
Unallocated Expenses										
Operating Profits										
Income taxes										
Extraordinary Profits/Loss										
Net Profit										
Other information										
Segment assets										
Unallocated assets										
Total assets										
Segment liabilities										
Unallocated liabilities										
Total liabilities										

Note: No disclosure need be made in the shaded portion

Part B: Geographic Segments

(Amount in Rs. Crore)						
Particulars	Domestic operations		International operations		Total	
	Current Year	Previous Year	Current Year	Previous Year	Current Year	Previous Year
Revenue						
Asset						

3.5 Accounting Standard 18- Related Party Disclosures:

This Standard shall be applied in reporting related party relationships and transactions between the Bank and its related parties.

Accounting Standard 18 - Format for Related Party Disclosures

Name of the Related Party

(Amount in Rs. Crores)						
Items/Related Party	Parent (as per ownership or control)	Subsidiaries	Associates/ Joint ventures	Key Management Personnel @	Relatives of Key Management Personnel	Total
Borrowings#						
Deposit#						
Placement of deposits#						
Advances#						
Investments#						
Non-funded commitments#						
Leasing/ HP arrangements availed#						
Leasing / HP arrangements provided#						
Purchase of Fixed Assets						
Sale of Fixed Assets						
Interest Paid						
Interest Received						
Rendering of Services *						
Receiving of Services*						
Receiving of Services*						

Note: Where there is only one entity in any category of related party, banks need not disclose any details pertaining to that related party other than the relationship with that related party

* Contract services etc. and not services like remittance facilities, locker facilities etc.

@ Whole time directors of the Board and CEOs of the branches of foreign banks in India.

The outstanding at the year-end and the maximum during the year are to be disclosed.

3.6 Accounting Standard 21 – Consolidated Financial Statements (CFS)

As regards disclosures in the 'Notes to Accounts' to the Consolidated Financial Statements, bank shall be guided by general clarifications issued by Institute of Chartered Accountants of India from time to time.

As a parent company, presenting the CFS, Bank shall consolidate the financial statements of all subsidiaries - domestic as well as foreign, except those specifically permitted to be excluded under the AS 21. The reasons for not consolidating a subsidiary shall be disclosed in the CFS. The responsibility of determining whether a particular entity should be included or not for consolidation would be that of the Management of the parent entity. In case, its Statutory Auditors are of the opinion that an entity, which ought to have been consolidated, has been omitted, they should incorporate their comments in this regard in the 'Auditors Report'.

3.7 Accounting Standard 22 – Accounting for Taxes on Income

This Standard shall be applied in accounting for Taxes on Income. This shall include the determination of the amount of the expense or saving related to taxes on income in respect of an accounting period and the disclosure of such an amount in the financial statements. Adoption of AS 22 shall give rise to creation of either a Deferred Tax Asset (DTA) or a Deferred Tax Liability (DTL) in the books of accounts of banks and creation of DTA or DTL shall give rise to certain issues which have a bearing on the computation of Capital Adequacy Ratio and bank's ability to declare dividends.

The Bank shall disclose major components of DTA and DTL as under:

(Amount in Rs. Crores)					
Sl No	Particulars	Deferred Tax Assets		Deferred Tax Liability	
		Current Year	Previous Year	Current Year	Previous Year
1	Provision for diminution in value of Securities				
2	Interest accrued but not due on Securities				
3	Expenditure on Voluntary Retirement Scheme				
4	Leave Encashment				
5	Capital Gains/Losses				
6	Depreciation on Fixed Assets				
7	Provision for Interest on FDR				
8	Others				
9	Deferred Tax Asset/ Liability				

3.8 Accounting Standard 23 – Accounting for Investments in Associates in Consolidated Financial Statements

This Accounting Standard sets out principles and procedures for recognizing, in the Consolidated Financial Statements, the effects of the investments in Associates on the financial position and operating results of a Group. As per the Standard, where a bank acquires more than 20% of voting

power in the borrower entity in satisfaction of its advances and where it is able to demonstrate that it does not have the power to exercise significant influence since the rights exercised by it are protective in nature and not participative, such investment shall not be treated as investment in Associate. Hence the test shall not be merely the proportion of investment but the intention to acquire the power to exercise significant influence.

3.9 Accounting Standard 24 – Discontinuing Operations

Disclosure shall be required under the Standard only when:

- Discontinuing of any operation by the Bank has resulted in shedding of liability and realization of the assets by the Bank or decision to discontinue an operation which will have the above effect has been finalized by the Bank and
- The discontinued operation is substantial in its entirety.

3.10 Accounting Standard 25 – Interim Financial Reporting

Under Clause 41 of Equity Listing Agreement, the Bank shall submit the quarterly un-audited financial results to the Stock Exchange within 45 days from the end of each quarter (other than last quarter) and during the last quarter of each year, the Bank shall submit the audited financial results for the entire financial year within 60 days from the end of the financial year.

Further, the Bank shall, within 48 hours of conclusion of the Board or Committee Meeting in which the financial results were approved, publish a copy of the financial results which were submitted to the Stock Exchange in at least one English daily newspaper circulating in the whole or substantially the whole of India and in one daily newspaper published in Kannada (ie., language of the region, where the Registered Office of the Bank is situated).

3.11 Accounting Standard 26 – Intangible asset

This Standard prescribes the accounting treatment for intangible assets that are not dealt with specifically in another accounting standard. With respect to computer software which has been customized for the bank's use and is expected to be in use for some time, the detailed recognition and amortization principle in respect of computer software prescribed in the Standard adequately addresses these issues and may be followed by banks. It may be noted that intangible assets recognized and carried in the balance sheet of banks in compliance with AS 26 shall attract provisions of section 15(1) of the Banking Regulation Act 1949, in terms of which banks are prohibited from declaring any dividend until any expenditure not represented by tangible assets is carried in the balance sheet. Banks desirous of paying dividend while carrying any intangible assets in its books must seek exemption from section 15(1) of the Banking Regulation Act, 1949 from the Central Government.



1. Format for Submitting the Quarterly/Half Yearly Financial Results

(Rs. In lakhs)							
Sl No	Particulars	3 months ended (dd/mm/yyyy)	Previous 3 months ended (dd/mm/yyyy)	Corresponding 3 months ended in the previous year (dd/mm/yyyy)	Year to Date figures for current Period ended (dd/mm/yyyy)	Year to date figures for the previous year ended (dd/mm/yyyy)	Previous accounting year ended (dd/mm/yyyy)
		Audited / Unaudited	Audited / Unaudited	Audited / Unaudited	Audited / Unaudited	Audited / Unaudited	Audited / Unaudited
1	Interest earned (a)+(b)+(c)+(d)						
	(a) Interest/ discount on advances/bills						
	(b) Income on Investments						
	(c) Interest on balances with Reserve Bank of India & Other Inter-Bank Funds						
	(d) Others						
2	Other Income						
3	Total income (1+2)						
4	Interest Expended						
5	Operating Expenses (i)+(ii)						
	(i) Employees Cost						
	(ii) Other Operating Expenses (All items exceeding 10% of the total expenditure excluding interest expenditure may be shown separately)						
6	Total expenditure (4+5) excluding Provisions & Contingencies						
7	Operating Profit before Provisions and Contingencies (3-6)						

8	Provisions (Other than Tax) and Contingencies						
	of which provisions for Non-performing assets						
9	Exceptional items						
10	Profit (+) / Loss (-) from Ordinary Activities before tax (7-8-9)						
11	Tax expense						
12	Net Profit (+) / Loss (-) from Ordinary Activities after tax (10-11)						
13	Extraordinary items (net of tax expense)						
14	Net Profit (+) / Loss (-) for the period (12-13)						
15	Paid up Equity Share Capital (Face Value of the share shall be indicated)						
16	Reserves excluding Revaluation Reserves (As per the Balance Sheet of previous accounting year)						
17	Analytical Ratios						
	(i) Percentage of shares held by Government of India						
	(ii) Capital Adequacy Ratio - Basel III						
	(a) CET1 Ratio						
	(b) Additional Tier 1 Ratio						
	(iii) Earnings per Share (EPS)						
	(a) Basic and diluted EPS before Extraordinary items (net of tax expense) for the period, for the year to date and for the previous year						

	(b) Basic & diluted EPS after Extraordinary items for the period, for the year to date and for the previous year						
	(iv) NPA Ratios						
	a) Amount of Gross Non Performing Assets						
	b) Amount of Net Non Performing Assets						
	c) Percentage of Gross Non Performing Assets						
	d) Percentage of Net Non Performing Assets						
	(v) Return on Assets						
18	Public shareholding						
	- Number of Shares						
	- Percentage of share holding						
19	Promoters and promoter group shareholding						
	a) Pledged/Encumbered						
	- Number of shares						
	- Percentage of shares (as a % of the total shareholding of promoter and promoter group)						
	- Percentage of shares (as a % of the total share capital of the company)						
	b) Non-encumbered						
	- Number of shares						
	- Percentage of shares (as a % of the total shareholding of promoter and promoter group)						
	- Percentage of shares (as a % of the total share capital of the company)						

**2. Format for Reporting of Segment wise Revenue,
Results and Capital Employed along with the Quarterly Results**

PART –A: Business segment

Particulars		(Amount in Rs. Crores)				
		3 months ended (dd/mm/yyyy)	Previous 3 months ended (dd/mm/yyyy)	Corresponding 3 months ended in previous year (dd/mm/yyyy)	Year to date figures for current period ended (dd/mm/yyyy)	Year to date figures for the previous year ended (dd/mm/yyyy)
1	Segment Revenue					
	a Segment A					
	b Segment B					
	c Segment C					
	d Segment ...					
	e Unallocated					
	Total					
	Less: Intersegment Revenue					
2	Segment Results					
	a Segment A					
	b Segment B					
	c Segment C					
	d Segment ...					
	e Unallocated					
	Total					
3	Unallocable Income/ Expenses					
4	Operating Profit					
5	Provisions & contingencies					
6	Income Tax					
7	Net Profit					
8	Segment Assets*					
	a Segment A					
	b Segment B					
	c Segment C					
	d Segment ...					
	e Unallocated Assets					
	Total assets					
9	Segment Liabilities					
	a Segment A					
	b Segment B					

c	Segment C						
d	Segment ...						
e	Unallocated Liabilities						
f	Capital & Reserves*						
Total Liabilities							

(*Excluding Revaluation Reserves)

PART – B: Geographical Segment

(Amount in Rs. Crores)					
Particulars	3 months ended (dd/mm/yyyy)	Corresponding 3 months ended (dd/mm/yyyy) in the previous year	Year to date figures for current period ended (dd/mm/yyyy)	Year to date figures for the previous year ended (dd/mm/yyyy)	Previous accounting year ended (dd/mm/yyyy)
1. Revenue					
a Domestic Operations					
b International Operations					
Total					
2. Assets					
a Domestic Operations					
b International Operations					
Total					

3.11 Other Accounting Standards

Banks are required to comply with the disclosure norms stipulated under the various Accounting Standards issued by the Institute of Chartered Accountants of India.

4. Additional Disclosures

4.1 Provisions and Contingencies

(Amount in Rs. Crores)			
Sl. No	Break up of 'Provisions and Contingencies' shown under the head Expenditure in Profit and Loss Account	Current Year	Previous Year
1	Provisions for Depreciation on Investment		
2	Provision towards NPA		
3	Provision towards standard asset		
4	Provision towards Income tax		

5	Other Provision and Contingencies (with details)		
---	--	--	--

4.2 Floating Provisions

(Amount in Rs. Crores)			
Sl. No	Particulars	Current Year	Previous Year
1	Opening Balance in the Floating Provisions Account		
2	Quantum of Floating Provisions made in the Accounting Year		
3	Amount of Draw Down made during the Accounting Year		
4	Closing Balance in the Floating Provisions Account		
Note: The purpose of draw down made during the accounting year shall be mentioned			

4.3 Draw Down from Reserves:

Suitable disclosures shall be made regarding any Draw down of Reserves in the 'Notes to Accounts' to the Balance Sheet.

4.4 Disclosure of Complaints and grievance redress:

Summary information on complaints received by the Bank from Customers and from the Offices of Banking Ombudsman:

(Amount in Rs. Crores)				
Sl. No		Particulars	Current Year	Previous Year
Complaints received by the Bank from its Customers				
1		No. of complaints pending at the beginning of the year		
2		No. of complaints received during the year		
3		No. of complaints disposed during the year		
	3.1	Of which, number of complaints rejected by the bank		
4		No. of complaints pending at the end of the year		
Maintainable complaints received by the bank from Offices of Banking Ombudsman				
5		Number of maintainable complaints received by the bank from Offices of Banking Ombudsman		
	5.1	Of 5, number of complaints resolved in favour of the bank by Banking Ombudsman		
	5.2	Of 5, number of complaints resolved through conciliation/mediation/advisories issued by Banking Ombudsman		
	5.3	Of 5, number of complaints resolved after passing of Awards by Banking Ombudsman against the bank		
6		Number of Awards unimplemented within the stipulated time (other than those appealed)		

Note: Maintainable complaints refer to complaints on the grounds specifically mentioned in BO Scheme 2006 and covered within the ambit of the Scheme.



Top five grounds of complaints received by the bank from customers

Grounds of complaints, (i.e. complaints relating to)	Number of complaints pending at the beginning of the year	Number of complaints received during the year	% increase/ Decrease in the number of complaints received over the previous year	Number of complaints pending at the end of the year	Of 5, number of complaints pending beyond 30 days
1	2	3	4	5	6
Current Year					
Ground-1					
Ground-2					
Ground-3					
Ground-4					
Ground-5					
Others					
Total					
Previous Year					
Ground-2					
Ground-3					
Ground-4					
Ground-5					
Others					
Total					

The master list for identifying the grounds of complaints is provided below:

- ATM/Debit Cards
- Credit Cards
- Internet/Mobile/Electronic Banking
- Account opening/difficulty in operation of accounts
- Mis-selling/Para-banking
- Recovery Agents/Direct Sales Agents
- Pension and facilities for senior citizens/differently abled
- Loans and advances
- Levy of charges without prior notice/excessive charges/foreclosure charges
- Cheques/drafts/bills
- Non-observance of Fair Practices Code
- Exchange of coins, issuance/acceptance of small denomination notes and coins
- Bank Guarantees/Letter of Credit and documentary credits
- Staff behaviour
- Facilities for customers visiting the branch/adherence to prescribed working hours by the branch, etc.
- Others



4.5 Disclosure of Letters of Comfort (LoCs) issued by banks

Bank shall disclose the full particulars of all the Letters of Comfort (LoCs) issued during the year, including their assessed financial impact, as also their assessed cumulative financial obligations under the LoCs issued in the past and outstanding, in its published financial statements, as part of the 'Notes to Accounts'.

4.6 Provisioning Coverage Ratio (PCR)

PCR (ratio of provisioning to gross non performing assets) as at close of business for the current year and previous year should be disclosed in the 'Notes to Accounts' to the Balance Sheet.

4.7 Bancassurance Business

The details of fees / brokerage earned in respect of insurance broking, agency and bancassurance business undertaken by Bank shall be disclosed in the 'Notes to Accounts' to the Balance Sheet. Disclosures shall be made for both the current year and previous year.

4.8 Concentration of Deposits, Advances, Exposures and NPAs

4.8.1 Concentration of Deposits

(Amount in Rs. Crores)			
SL NO	PARTICULARS	Current Year	Previous Year
1	Total Deposits of twenty largest depositors		
2	Percentage of Deposits of twenty largest depositors to Total Deposits of the Bank		

4.8.2 Concentration of Advances*

(Amount in Rs. Crores)			
SL NO	PARTICULARS	Current Year	Previous Year
1	Total Advances to twenty largest borrowers		
2	Percentage of Advances to twenty largest borrowers to Total Advances of the Bank		

***Advances shall be computed based on credit exposure i.e. funded and non-funded limits including derivative exposures where applicable.** The sanctioned limits or outstanding, whichever are higher, shall be reckoned. However, in the case of fully drawn term loans, where there is no scope for re-drawal of any portion of the sanctioned limit, banks may reckon the outstanding as the credit exposure.

4.8.3 Concentration of Exposures**

(Amount in Rs. Crores)			
SL NO	PARTICULARS	Current Year	Previous Year

1	Total Exposure to twenty largest borrowers/customers		
2	Percentage of Exposures to twenty largest borrowers/customers to Total Exposure of the Bank on borrowers/customers		

**Exposures should be computed based on credit and investment exposure as prescribed in our Master Circular on Exposure Norms.

4.8.4 Concentration of NPAs

(Amount in Rs. Crores)			
Sl. No.	PARTICULARS	Current Year	Previous Year
1	Total Exposure to top four NPA accounts		
2	Percentage of exposures to the twenty largest NPA exposure to total Gross NPAs.		

4.9 Sector wise Advances

(Amount in Rs. Crores)							
Sl No	Sector*	Current year			Previous Year		
		Outstanding Total Advances	Gross NPAs	Percentage of Gross NPAs to Total Advances in that sector	Outstanding Total Advances	Gross NPAs	Percentage of Gross NPAs to Total Advances in that sector
A	Priority Sector						
1	Agriculture and allied activities						
2	Advances to industries sector eligible as priority Sector Lending						
3	Services						
4	Personal loans						
	Sub-Total (A)						
B	Non Priority Sector						
1	Agriculture and allied activities						
2	Industry						
3	Services						
4	Personal loans						
	Sub-Total (B)						
	Total (A+B)						

* Bank shall also disclose in the format above, sub sectors where the outstanding advances exceeds 10 percent of the outstanding total advances to that sector. For instance, if a bank's outstanding advances to the mining industry exceed 10 percent of the outstanding total advances to 'Industry' sector it should disclose details of its outstanding advances to mining separately in the format above under the 'Industry' sector.

4.10 Movement of NPAs

(Amount in Rs. Crores)			
Sl. No.	PARTICULARS	Current Year	Previous Year
A	Gross NPAs* as on 1 st April of a particular year (Opening Balance)		
	Additions (Fresh NPAs) during the year		
	Sub-total (A)		
B	Less:-		
	(i) Up-gradations		
	(ii) Recoveries (Excluding recoveries made from upgraded accounts)		
	(iii) Technical /Prudential Write Offs**		
	(c) Write Offs other than those under (iii) above		
	Sub-total (B)		
C	Gross NPAs as on 31 st March of the following year (Closing Balance) (A-B)		

Bank shall disclose the stock of technical write offs and the recoveries made thereon as per the format below:

(Amount in Rs. Crores)			
SL NO	Particulars	Current year	Previous year
A	Opening Balance of Technical / prudential written off accounts as at April 1		
	Add: Technical / prudential write-offs during the year		
	Sub-Total (A)		
B	Less: Recoveries made from previously technical / prudential written off accounts during the year (B)		
C	Closing Balance as at March 31 (A-B)		

4.11 Overseas Assets, NPAs and Revenue

(Amount in Rs. Crores)			
SL NO	PARTICULARS	Current year	Previous year
1	Total Assets		
2	Total NPAs		
3	Total Revenue		

4.12 Off-Balance Sheet SPVs sponsored (which are required to be consolidated as per accounting norms)

NAME OF THE SPV SPONSORED	
DOMESTIC	OVERSEAS

4.13 Unamortized Pension and Gratuity Liabilities

Appropriate disclosures of the accounting policy followed in regard to amortization of pension and gratuity expenditure may be made in 'Notes to Accounts' to the financial statements.

4.14 Disclosures relating to Securitisation

In the annual Notes to Account, the originators should indicate the outstanding amount of securitised assets as per books of the Special Purpose Entities (SPEs) and total amount of exposures retained by the originator as on the date of balance sheet to comply with the MRR. These figures should be based on the information duly certified by the SPE's auditors obtained by the originator from the SPE. These disclosures should be made in the format given in the table below

(Amount in Rs. Crore/No)			
SI No	Particulars	Current year	Previous year
1	No of SPEs holding assets for securitisation transactions originated by the originator (only the SPVs relating to outstanding securitization exposures to be reported here)		
2	Total amount of securitised assets as per books of the SPEs		
3	Total amount of exposures retained by the originator to comply with MRR as on the date of balance sheet		
	Off-balance sheet exposure		
	First Loss Others		
3	On-balance sheet exposures		
	First loss		
	Others		
4	Amount of exposure to securitization transactions other than MRR		
	a. Off-balance sheet exposures		
	Exposure to own securities		
	• First loss		
	• Others		
	Exposure to third party securitizations		
	• First loss		
• Others			
4	b. On-balance sheet exposures		
	Exposure to own securities		
	• First loss		
• Others			
4	Exposure to third party securitizations		
	• First loss		
	• Others		
5	Sale consideration received for the securitised assets and gain/loss on sale on account of securitisation		
6	Form and quantum (outstanding value) of services provided by way of, liquidity support, post-securitisation asset servicing, etc.		

7	Performance of facility provided. Please provide separately for each facility viz. Credit enhancement, liquidity support, servicing agent etc. Mention percent in bracket as of total value of facility provided. (a) Amount paid (b) Repayment received (c) Outstanding amount		
8	Average default rate of portfolios observed in the past. Please provide breakup separately for each asset class i.e. RMBS, Vehicle Loans etc		
9	Amount and number of additional/top up loan given on same underlying asset. Please provide breakup separately for each asset class i.e. RMBS, Vehicle Loans, etc.		
10	Investor complaints (a) Directly/Indirectly received and; (b) Complaints outstanding		

4.15 Transfers to Depositor Education and Awareness Fund (DEAF)

Unclaimed liabilities where amount due has been transferred to DEAF may be reflected as "Contingent Liability - Others, items for which the bank is contingently liable" under Schedule 12 of the annual financial statements. Bank shall also disclose the amounts transferred to DEAF under the notes to accounts as per the format given below:

Sr. No.	Particulars	Current Year	Previous Year
i)	Opening balance of amounts transferred to DEA Fund		
ii)	Add: Amounts transferred to DEA Fund during the year		
iii)	Less: Amounts reimbursed by DEA Fund towards claims		
iv)	Closing balance of amounts transferred to DEA Fund		
<i>Closing balance of the amount transferred to DEA Fund, as disclosed above, is also included under 'Schedule 12 - Contingent Liabilities – Other'.</i>			

4.16 Prudential norms on Income Recognition, Asset Classification and Provisioning pertaining to Advances

Acquisition of shares due to conversion of debt into equity under debt restructuring mechanism will be exempted from regulatory ceilings/restrictions on Capital Market Exposures, investment in Para-Banking activities and intra-group exposure. Further, Para 47 of the RBI Master circular on Prudential norms on Income Recognition, Asset Classification and Provisioning pertaining to Advances required the Bank to report RBI, DBS, CO, every month along with the regular DSB Return on Asset Quality and disclose in the notes on accounts.

4.17 Marketing and distribution

Banks shall disclose the details of fees / remuneration received in respect of the marketing and distribution function (excluding bancassurance business) undertaken by them.

4.18 Disclosures regarding Priority Sector Lending Certificates (PSLCs)

The amount of PSLCs (category-wise) sold and purchased during the year shall be disclosed.

4.18 Payment of DICGC Insurance Premium

(Amount in Rs crore)

Sr. No.	Particulars	Current Year	Previous Year
i)	Payment of DICGC Insurance Premium		
ii)	Arrears in payment of DICGC premium		

4.19 Disclosure of transfer of loan exposures

The lenders should make appropriate disclosures in their financial statements, under 'Notes to Accounts', relating to the total amount of loans not in default / stressed loans transferred and acquired to / from other entities as prescribed below, on a quarterly basis starting from the quarter ending on December 31, 2021:

- In respect of loans not in default that are transferred or acquired, the disclosures should cover, inter alia, aspects such as weighted average maturity, weighted average holding period, retention of beneficial economic interest, coverage of tangible security coverage, and rating-wise distribution of rated loans. Specifically, a transferor should disclose all instances where it has agreed to replace loans transferred to transferee(s) or pay damages arising out of any representation or warranty. The disclosures should also provide break-up of loans transferred / acquired through assignment / novation and loan participation.
- In the case of stressed loans transferred or acquired, the following disclosures should be made:

Details of stressed loans transferred during the year (to be made separately for loans classified as NPA and SMA)			
(all amounts in Rs. Crore)	To ARCs	To permitted transferees	To other transferees (please specify)
No: of accounts			
Aggregate principal outstanding of loans transferred			
Weighted average residual tenor of the loans transferred			
Net book value of loans transferred (at the time of transfer)			



Aggregate consideration			
Additional consideration realized in respect of accounts transferred in earlier years			
Details of loans acquired during the year			
(all amounts in Rs. Crore)	From lenders listed in Clause 3	From ARCs	
Aggregate principal outstanding of loans acquired			
Aggregate consideration paid			
Weighted average residual tenor of loans acquired			

- c. The transferor(s) should also make appropriate disclosures with regard to the quantum of excess provisions reversed to the profit and loss account on account of sale of stressed loans. Also, the lenders should disclose the distribution of the SRs held by them across the various categories of Recovery Ratings assigned to such SRs by the credit rating agencies.
- d. Transferors shall report each loan transfer transaction undertaken under these directions to a trade reporting platform as notified by the Reserve Bank. The detailed instructions in this regard will be issued separately. In anticipation of the same, lenders shall maintain a database of loan transfer transactions with adequate MIS concerning each transaction till the reporting platform is notified and the related instructions are issued.

4.20 Disclosure on amortization of expenditure on account of enhancement in family pension of employees of banks

Banks may take the following course of action to provide for additional liability on account of revision in family pension consequent to the 11th Bipartite Settlement and Joint Note dated November 11, 2020.

- i) The liability for enhancement of family pension shall be fully recognised as per applicable accounting standards.
- ii) The expenditure, if not fully charged to the Profit and Loss Account during the financial year 2021-22, be amortised over a period not exceeding five years beginning with the financial year ending March 31, 2022, subject to a minimum of 1/5th of the total amount involved being expensed every year.
- iii) Appropriate disclosure of the accounting policy followed in this regard shall be made in the 'Notes to Accounts' to the financial statements. Banks shall also disclose the amount of unamortised expenditure and the consequential net profit if the unamortised expenditure had been fully recognised in the Profit & Loss Account.

4.21 Disclosure of Material Items:

Banks shall also disclose the particulars of all such items in the notes to accounts wherever any item under the Schedule 5(IV)-Other Liabilities and Provisions-"Others (including provisions)" or Schedule 11(VI)-Other Assets-"Others" exceeds one per cent of the total assets.



CHAPTER 2 - BASEL III PILLAR 3 DISCLOSURE REQUIREMENTS

TABLE DF – 1: SCOPE OF APPLICATION

Name of the head of the banking group to which the framework applies:

(i) **Qualitative Disclosures:**

a. List of group entities considered for consolidation:

Name of the entity / (Country of Incorporation)	Whether the entity is included under accounting scope of consolidation (Yes/No)	Explain the method of consolidation	Whether the entity is included under regulatory scope of consolidation (Yes/No)	Explain the method of consolidation	Explain the reasons for difference in the method of consolidation	Explain the reasons if consolidated under only one of the scopes of consolidation

b. List of group entities not considered for consolidation both under the accounting and regulatory scope of consolidation

Name of the entity / Country of incorporation	Principle activity of the entity	Total balance sheet equity (as stated in the accounting balance sheet of the legal entity)	% of bank's holding in the total equity	Regulatory treatment of bank's investments in the capital instruments of the entity	Total balance sheet assets (as stated in the accounting balance sheet of the legal entity)

(ii) **Quantitative Disclosures:**

c. List of group entities considered for consolidation:

Name of the entity / Country of Incorporation (as indicated in (a) above)	Principle activity of the entity	Amount (Rs. in Millions)	
		Total balance sheet equity (as stated in the accounting balance sheet of the legal entity) (Rs. in Millions)	Total balance sheet assets (as stated in the accounting balance sheet of the legal entity) (Rs. in Millions)

d. The aggregate amount of capital deficiencies in all subsidiaries which are not included in the regulatory scope of consolidation i.e. that are deducted:

Name of the Subsidiaries/ Country of incorporation	Principle activity of the entity	Total balance sheet equity (as stated in the accounting balance sheet of the legal entity) (Rs. in Millions)	% of bank's holding in the total equity	Capital deficiencies

e. The aggregate amounts (e.g. current book value) of the Bank's total interests in insurance entities, which are risk-weighted:

Name of the insurance entities/ Country of Incorporation	Principle activity of the entity	Total balance sheet equity (as stated in the accounting balance sheet of the legal entity) (Rs. in Millions)	% of bank's holding in the total equity / proportion of voting power	Quantitative impact on regulatory capital of using risk weighting method versus using the full deduction method

f. Any restrictions or impediments on transfer of funds or regulatory capital within the banking group:

TABLE DF – 2: CAPITAL ADEQUACY

(i) Qualitative Disclosures:

(a) A summary discussion of the bank's approach to assessing the adequacy of its capital to support current and future activities

(ii) Quantitative Disclosures:

SI No	Items	Amount (Rs. in Millions)	
		Current year	Previous year
(b)	Capital requirements for Credit Risk		
	• Portfolios subject to Standardized Approach		
	• Securitization Exposures		
(c)	Capital requirements for Market Risk		
	• Standardized Duration Approach		
	- Interest Rate Risk		
	- Foreign Exchange Risk (including Gold)		
	- Equity Risk		
(d)	Capital requirements for Operational Risk		
	• Basic Indicator Approach		
(e)	Common Equity Tier 1, Tier 1 and Total Capital		
	• Group		
	- CET 1 Capital		

	- Tier 1 Capital		
	- Tier 2 Capital		
	- Total Capital		
	• Stand alone (Parent Bank)		
	- CET 1 Capital		
	- Tier 1 Capital		
	- Tier 2 Capital		
	- Total Capital		
(f)	Common Equity Tier 1, Tier 1 and Total Capital ratios:		
	• Group CRAR		
	- CET 1 Ratio		
	- Tier 1 Ratio		
	- Tier 2 Ratio		
	- CRAR		
	• Stand alone (Parent Bank) CRAR		
	- CET 1 Ratio		
	- Tier 1 Ratio		
	- Tier 2 Ratio		
	- CRAR		

Risk exposure and assessment

The risks to which banks are exposed and the techniques that banks use to identify, measure, monitor and control those risks are important factors market participants consider in their assessment of an institution. In this section, several key banking risks are considered: credit risk, market risk, and interest rate risk in the banking book and operational risk. Also included in this section are disclosures relating to credit risk mitigation and asset securitization, both of which alter the risk profile of the institution. Wherever applicable, separate disclosures are set out for banks using different approaches to the assessment of regulatory capital.

General qualitative disclosure requirement

For each separate risk area (e.g. credit, market, operational, banking book interest rate risk) banks must describe their risk management objectives and policies, including:

- (i) strategies and processes;
- (ii) the structure and organisation of the relevant risk management function;
- (iii) the scope and nature of risk reporting and/or measurement systems;
- (iv) policies for hedging and/or mitigating risk and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants.

TABLE DF – 3: CREDIT RISK: GENERAL DISCLOSURES

(i) Qualitative Disclosures:



- (a) The general qualitative disclosure requirement with respect to credit risk, including :
- Definitions of past due and impaired (for accounting purposes);
 - Discussion of the bank's credit risk management policy including;
 - (i) Strategies and Processes
 - (ii) The structure and organization of the relevant risk management function
 - (iii) The scope and nature of risk reporting and/or measurement systems
 - (iv) Policies for hedging and/or mitigating risk and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants.



(ii) Quantitative Disclosures:

(b) Total Gross Credit Risk Exposure:

Particulars	Amount (Rs. in Millions)	
	Current year	Previous year
Fund Based Exposures		
Non-fund Based Exposures		
Total Gross Credit Exposures		

(c) Geographic Distribution of Exposures:

Exposures	Amount (Rs. in Millions)			
	Fund Based Exposures		Non-fund Based Exposures	
	Current year	Previous year	Current year	Previous year
Domestic operations				
Overseas operations				
Total				

(d) Industry Type Distribution of Exposures:

Sl. No.	INDUSTRY	Amount (Rs. in Millions)			
		Fund Based Exposures		Non Fund Based Exposures	
		Current year	Previous year	Current year	Previous year
	Industry 1				
	Industry 2				

Credit Exposure of industries where outstanding exposure is more than 5% of the Total Gross Credit Exposure of the Bank is as follows:

Sl. No	Industry	Total Exposure (Rs. in Millions)	% of Total Gross Credit Exposure
1			

(e) Residual Contractual Maturity Breakdown of Assets:

Maturity Pattern	Amount (Rs. in Millions)		
	Advances	Investments	Foreign Currency Assets

(f) Amount of Non-Performing Assets:

Sl. No	Items	Amount (Rs. in Millions)	
		Current year	Previous year
f)	Gross NPAs		
	▪ Sub-Standard		
	▪ Doubtful 1		
	▪ Doubtful 2		
	▪ Loss		
g)	Net NPAs		
h)	NPA Ratios		
	▪ Gross NPAs to Gross Advances (%)		
	▪ Net NPAs to Net Advances (%)		
i)	Movement of NPAs (Gross)		
	▪ Opening balance		
	▪ Additions		
	▪ Reductions		
	▪ Closing Balance		
j)	Movement of Provisions for NPAs		
	Specific Provisions		
	▪ Opening Balance		
	▪ Provisions made during the period		
	▪ Write-off		
	▪ Write back of excess provisions		
	▪ Any Other Adjustments, including transfers between provisions		
	▪ Closing Balance		
	General Provisions		
	▪ Opening Balance		
	▪ Provisions made during the period		
	▪ Write-off		
	▪ Write back of excess provisions		
	▪ Any Other Adjustments, including transfers between provisions		
	▪ Closing Balance		
	Write-offs and recoveries that have been booked directly to the income statement		
k)	Amount of Non-Performing Investments		
l)	Amount of Provisions held for Non-Performing Investments		
m)	Movement of Provisions for Depreciation on Investments		
	▪ Opening Balance		
	▪ Provisions made during the period		
	▪ Write-off		
	▪ Write Back of excess Provisions		

	▪	Closing Balance		
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n) By major Industry or Counter party type

Sl. No	Industry /counterparty	NPA	Past Due Loans	Specific & General Provisions	Specific provisions and write offs during the current period.

- Analysis of ageing of past due loans

o) By Significant Geographical area wise

Sl No	Significant Geographical area	NPA	Past Due Loans	Specific & General Provisions

- Portion of General Provision that is not allocated to a geographical area

TABLE DF – 4: CREDIT RISK: DISCLOSURES FOR PORTFOLIOS SUBJECT TO THE STANDARDIZED APPROACH

(i) Qualitative Disclosures:

(a) For portfolios under the standardized approach:

- Names of credit rating agencies used, plus reasons for any changes;
- Types of exposure for which each agency is used;
- A description of the process used to transfer public issue ratings onto comparable assets in the Banking Book.



(ii) Quantitative Disclosures:

(b) Amount of the Bank's Exposures – Gross Advances (Rated & Unrated) in Major Risk Buckets – under Standardized Approach, after factoring Risk Mitigants (i.e. Collaterals):

S. No.	Particulars	Amount (Rs. in Millions)			
		FUND BASED		NON-FUND BASED	
		Current year	Previous year	Current year	Previous year
1	Below 100% Risk Weight				
2	100% Risk Weight				
3	More than 100% Risk Weight				
4	Deducted (Risk Mitigants)				
5	TOTAL				

TABLE DF – 5: CREDIT RISK MITIGATION – DISCLOSURES FOR STANDARDIZED APPROACHES

(i) Qualitative Disclosures:

- Policies and processes for, and an indication of the extent to which the bank makes use of, on and off balance sheet netting;
- Policies and processes for collateral valuation and management
- Description of the main types of collateral taken by the Bank
- Main types of Guarantor counterparty and their creditworthiness
- Information about risk concentration within the mitigation taken

(ii) Quantitative Disclosures:

SI No.	PARTICULARS	Amount (Rs. in Millions)	
		Current year	Previous year
(b)	The total exposure (after, where applicable, on- or off balance sheet netting) that is covered by eligible financial collateral after the application of haircuts for each separately disclosed credit risk portfolio.		
(c)	The total exposure (after, where applicable, on- or off-balance sheet netting) that is covered by guarantees/credit derivatives (whenever specifically permitted by RBI) for each separately disclosed portfolio		

TABLE DF – 6: SECURITIZATION EXPOSURES: DISCLOSURE FOR STANDARDIZED APPROACH



(i) Qualitative Disclosures:

(a) The general qualitative disclosure requirement with respect to Securitisation including a discussion of:

- The Bank's objectives in relation to securitisation activity, including the extent to which these activities transfer Credit Risk of the underlying securitised exposures away from the Bank to other entities.
- The nature of other risks (e.g. Liquidity Risk) inherent in Securitised Assets;
- The various roles played by the Bank in the Securitisation process (For example: Originator, Investor, Servicer, Provider of Credit Enhancement, Liquidity Provider, Swap Provider@, Protection Provider#) and an indication of the extent of the Bank's involvement in each of them;
- A description of the processes in place to monitor changes in the Credit and Market Risk of Securitisation Exposures (for example, how the behaviour of the underlying assets impacts securitisation exposures as defined in para 5.16.1 of Basel III Capital Regulations).
- A description of the Bank's policy governing the use of Credit Risk Mitigation to mitigate the risks retained through Securitisation Exposures;

@A bank may have provided support to a securitisation structure in the form of an Interest Rate Swap or Currency Swap to mitigate the Interest Rate/Currency Risk of the underlying assets, if permitted as per regulatory rules.

#A bank may provide credit protection to a securitisation transaction through guarantees, credit derivatives or any other similar product, if permitted as per regulatory rules.

(b) Summary of the Bank's accounting policies for Securitisation Activities, including:

- Whether the transactions are treated as sales or financings;
- Methods and key assumptions (including inputs) applied in valuing positions retained or purchased
- Changes in methods and key assumptions from the previous period and impact of the changes;
- Policies for recognising liabilities on the balance sheet for arrangements that could require the Bank to provide financial support for Securitised Assets.

(c) In the Banking Book, the names of ECAs used for Securitizations and the types of Securitisation Exposure for which each agency is used.

Quantitative Disclosures:

BANKING BOOK:

SL NO	PARTICULARS	AMOUNT(Rs. in crores)	
		Current year	Previous year
a	The total amount of exposures securitized by the Bank.		
b	For exposures securitized losses recognized by the Bank during the current period broken by the exposure type (e.g. Credit Cards, Housing Loans, Auto Loans etc. detailed by underlying security)		
c	Amount of assets intended to be securitized within a year		
d	Of (c), amount of assets originated within a year before Securitisation.		
e	The total amount of exposures securitized (by exposure type) and unrecognized gain or losses on sale by exposure type		
f	Aggregate amount of:		
	<ul style="list-style-type: none"> ▪ On-balance sheet Securitisation Exposures retained or purchased broken down by exposure type and ▪ Off-balance sheet Securitisation Exposures broken down by exposure type 		
g	<ul style="list-style-type: none"> ▪ Aggregate amount of Securitisation Exposures retained or purchased and the associated capital charges, broken down between exposures and further broken down into different risk weight bands for each regulatory capital approach ▪ Exposures that have been deducted entirely from Tier 1 Capital, credit enhancing I/Os deducted from total capital, and other exposures deducted from total capital (by exposure type). 		

TRADING BOOK:

SI. NO	PARTICULARS	Amount (Rs. in crores)	
		Current year	Previous year
a	Aggregate amount of exposures Securitized by the Bank for which the Bank has retained some exposures and which is subject to the Market Risk approach, by exposure type.		
b	Aggregate amount of:		
	<ul style="list-style-type: none"> ▪ On-balance sheet Securitisation Exposures retained or purchased broken down by exposure type; and ▪ Off-balance sheet Securitisation Exposures broken down by exposure type 		
c	Aggregate amount of Securitisation Exposures retained or purchased separately for:		
	<ul style="list-style-type: none"> ▪ Securitisation Exposures retained or purchased subject to Comprehensive Risk Measure for Specific Risk; and ▪ Securitisation Exposures subject to the securitisation framework for Specific Risk broken down into different risk weight bands. 		

d	Aggregate amount of:		
	▪ The capital requirements for the Securitisation Exposures, subject to the securitisation framework broken down into different risk weight bands.		
	▪ Securitisation Exposures that are deducted entirely from Tier 1 capital, credit enhancing I/Os deducted from total capital, and other exposures deducted from total capital (by exposure type).		

TABLE DF – 7: MARKET RISK IN TRADING BOOK

(i) Qualitative Disclosures:

- Strategies and processes:
- The structure and organization of the relevant risk management function:
- The scope and nature of risk reporting and/or measurement systems:
- Policies for hedging and/or mitigating risk and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants:
- Portfolios covered by Standardised Approach

(ii) Quantitative Disclosures:

SI No	Amount of capital required for	Amount (Rs. in Millions)	
		Current year	Previous year
(a)	Interest Rate Risk		
(b)	Equity Position Risk		
(c)	Foreign Exchange Risk		

TABLE DF – 8: OPERATIONAL RISK

(i) Qualitative Disclosures:

- Strategies and processes:
- The structure and organization of the relevant risk management function:
- The scope and nature of risk reporting and/or measurement systems:
- Policies for hedging and/or mitigating risk and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants
- Approach (es) for operational risk capital assessment for which the Bank qualifies.

(ii) Quantitative Disclosures:

The capital requirement for Operational Risk under Basic Indicator Approach is Rs. Million.

TABLE DF – 9: INTEREST RATE RISK IN THE BANKING BOOK (IRRBB)

(i) Qualitative Disclosures:



The general qualitative disclosure requirement including the nature of IRRBB and key assumptions, including assumptions regarding loan prepayments and behavior of non-maturity deposits, and frequency of IRRBB measurement.

(ii) Quantitative Disclosures:

(a) The increase (decline) in Earnings and Economic Value (or relevant measure used by management) for upward and downward rate shocks according to the management method adopted by the Bank for measuring IRRBB, broken down by currency (where the turnover is more than 5 per cent of the total turnover).

TABLE DF – 10: GENERAL DISCLOSURE FOR EXPOSURES RELATED TO COUNTERPARTY CREDIT RISK

(i) Qualitative Disclosures:

- (a) The general qualitative disclosure requirement with respect to derivatives and CCR, including:
- Discussion of methodology used to assign economic capital and credit limits for counterparty credit exposures;
 - Discussion of policies for securing collateral and establishing credit reserves;
 - Discussion of policies with respect to wrong-way risk exposures;
 - Discussion of the impact of the amount of collateral the bank would have to provide given a credit rating downgrade.

(ii) Quantitative Disclosures:

(b) Gross positive fair value of contracts, netting benefits, netted current credit exposure, collateral held (including type, e.g. cash, government securities, etc.), and net derivatives credit exposure. Also report measures for exposure at default, or exposure amount, under CEM. The notional value of credit derivative hedges, and the distribution of current credit exposure by types of credit exposure.

(c) Credit derivative transactions that create exposures to CCR (notional value), segregated between use for the institution’s own credit portfolio, as well as in its intermediation activities, including the distribution of the credit derivatives products used, broken down further by protection bought and sold within each product group

TABLE DF – 11: COMPOSITION OF CAPITAL

Part II: Template to be used from March 31, 2017

Basel III common disclosure template to be used from March, 2017			Amount (Rs. in Millions)
Common Equity Tier 1 capital: instruments and reserves			Ref No
1	Directly issued qualifying common share capital plus related stock surplus (share premium)		
2	Retained earnings		



3	Accumulated other comprehensive income (and other reserves)		
4	Directly issued capital subject to phase out from CET1 (only applicable to non-joint stock companies)		
5	Common share capital issued by subsidiaries and held by third parties (amount allowed in group CET1)		
6	Common Equity Tier 1 capital before regulatory adjustments		
Common Equity Tier 1 capital: regulatory adjustments			
7	Prudential valuation adjustments		
8	Goodwill (net of related tax liability)		
9	Intangibles (net of related tax liability)		
10	Deferred tax assets		
11	Cash-flow hedge reserve		
12	Shortfall of provisions to expected losses		
13	Securitisation gain on sale		
14	Gains and losses due to changes in own credit risk on fair valued liabilities		
15	Defined-benefit pension fund net assets		
16	Investments in own shares (if not already netted off paid-in capital on reported balance sheet)		
17	Reciprocal cross-holdings in common equity		
18	Investments in the capital of banking, financial and insurance entities that are outside the scope of regulatory consolidation, net of eligible short positions, where the bank does not own more than 10% of the issued share capital (amount above 10% threshold)		
19	Significant investments in the common stock of banking, financial and insurance entities that are outside the scope of regulatory consolidation, net of eligible short positions (amount above 10% threshold)		
20	Mortgage servicing rights (amount above 10% threshold)		
21	Deferred tax assets arising from temporary differences (amount above 10% threshold, net of related tax liability)		
22	Amount exceeding the 15% threshold		
23	of which: significant investments in the common stock of financial entities		
24	of which: mortgage servicing rights		
25	of which: deferred tax assets arising from temporary differences		
26	National specific regulatory adjustments (26a+26b+26c+26d)		
26a	of which: Investments in the equity capital of the unconsolidated insurance subsidiaries		
26b	of which: Investments in the equity capital of unconsolidated non-financial subsidiaries		

26c	of which: Shortfall in the equity capital of majority owned financial entities which have not been consolidated with the bank		
26d	of which: Unamortised pension funds expenditures		
27	Regulatory adjustments applied to Common Equity Tier 1 due to insufficient Additional Tier 1 and Tier 2 to cover deductions		
28	Total regulatory adjustments to Common equity Tier 1		
29	Common Equity Tier 1 capital (CET1)		
Additional Tier 1 capital: instruments			
30	Directly issued qualifying Additional Tier 1 instruments plus related stock surplus (share premium) (31+32)		
31	of which: classified as equity under applicable accounting standards (Perpetual Non-Cumulative Preference Shares)		
32	of which: classified as liabilities under applicable accounting standards (Perpetual debt Instruments)		
33	Directly issued capital instruments subject to phase out from Additional Tier 1		
34	Additional Tier 1 instruments (and CET1 instruments not included in row 5) issued by subsidiaries and held by third parties (amount allowed in group AT1)		
35	of which: instruments issued by subsidiaries subject to phase out		
36	Additional Tier 1 capital before regulatory adjustments		
Additional Tier 1 capital: regulatory adjustments			
37	Investments in own Additional Tier 1 instruments		
38	Reciprocal cross-holdings in Additional Tier 1 instruments		
39	Investments in the capital of banking, financial and insurance entities that are outside the scope of regulatory consolidation, net of eligible short positions, where the bank does not own more than 10% of the issued common share capital of the entity (amount above 10% threshold)		
41	National specific regulatory adjustments (41a+41b)		
41a	Investments in the Additional Tier 1 capital of unconsolidated insurance subsidiaries		
41b	Shortfall in the Additional Tier 1 capital of majority owned financial entities which have not been consolidated with the bank		
42	Regulatory adjustments applied to Additional Tier 1 due to insufficient Tier 2 to cover deductions		
43	Total regulatory adjustments to Additional Tier 1 capital		
44	Additional Tier 1 capital (AT1)		
45	Tier 1 capital (T1 = CET1 + AT1) (29 + 44)		

Tier 2 capital: instruments and provisions			
46	Directly issued qualifying Tier 2 instruments plus related stock surplus		
47	Directly issued capital instruments subject to phase out from Tier 2		
48	Tier 2 instruments (and CET1 and AT1 instruments not included in rows 5 or 34) issued by subsidiaries and held by third parties (amount allowed in group Tier 2)		
49	of which: instruments issued by subsidiaries subject to phase out		
50	Provisions		
51	Tier 2 capital before regulatory adjustments		
Tier 2 capital: regulatory adjustments			
52	Investments in own Tier 2 instruments		
53	Reciprocal cross-holdings in Tier 2 instruments		
54	Investments in the capital of banking, financial and insurance entities that are outside the scope of regulatory consolidation, net of eligible short positions, where the bank does not own more than 10% of the issued common share capital of the entity (amount above the 10% threshold)		
55	Significant investments in the capital banking, financial and insurance entities that are outside the scope of regulatory consolidation (net of eligible short positions)		
56	National specific regulatory adjustments (56a+56b)		
56a	of which: Investments in the Tier 2 capital of unconsolidated insurance subsidiaries		
56b	of which: Shortfall in the Tier 2 capital of majority owned financial entities which have not been consolidated with the bank		
57	Total regulatory adjustments to Tier 2		
58	Tier 2 capital (T2)		
59	Total Capital (TC = T1 + T2) (45 + 58)		
60	Total risk weighted assets (60a + 60b + 60c)		
60a	of which: total credit risk weighted assets		
60b	of which: total market risk weighted assets		
60c	of which: total operational risk weighted assets		
Capital ratios and buffers			
61	Common Equity Tier 1 (as a percentage of risk weighted assets)		
62	Tier 1 (as a percentage of risk weighted assets)		
63	Total capital (as a percentage of risk weighted assets)		

64	Institution specific buffer requirement (minimum CET1 requirement plus capital conservation plus countercyclical buffer plus G-SIB buffer requirement, expressed as a percentage of risk weighted assets)		
65	of which: capital conservation buffer requirement		
66	of which: bank specific countercyclical buffer requirements		
67	of which: G-SIB buffer requirement		
68	Common Equity Tier 1 available to meet buffers (as a percentage of risk weighted assets)		
National minima (if different from Basel III)			
69	National Common Equity Tier 1 minimum ratio (if different from Basel III minimum)		
70	National Tier 1 minimum ratio (if different from Basel III minimum)		
71	National total capital minimum ratio (if different from Basel III minimum)		
Amounts below the thresholds for deduction (before risk weighting)			
72	Non-significant investments in the capital of other financial entities		
73	Significant investments in the common stock of financial entities		
74	Mortgage servicing rights (net of related tax liability)		
75	Deferred tax assets arising from temporary differences (net of related tax liability)		
Applicable caps on the inclusion of provisions in Tier 2			
76	Provisions eligible for inclusion in Tier 2 in respect of exposures subject to standardised approach (prior to application of cap)		
77	Cap on inclusion of provisions in Tier 2 under standardized approach		
78	Provisions eligible for inclusion in Tier 2 in respect of exposures subject to internal ratings-based approach (prior to application of cap)		
79	Cap for inclusion of provisions in Tier 2 under internal ratings-based approach		
Capital instruments subject to phase-out arrangements (only applicable between March 31, 2017 and March 31, 2022)			
80	Current cap on CET1 instruments subject to phase out arrangements		
81	Amount excluded from CET1 due to cap (excess over cap after redemptions and maturities)		
82	Current cap on AT1 instruments subject to phase out arrangements		
83	Amount excluded from AT1 due to cap (excess over cap after redemptions and maturities)		

84	Current cap on T2 instruments subject to phase out arrangements		
85	Amount excluded from T2 due to cap (excess over cap after redemptions and maturities)		

TABLE DF – 12: COMPOSITION OF CAPITAL – RECONCILIATION REQUIREMENTS

Step 1

			Rs. in Mn
		Balance sheet as in Financial Statements	Balance sheet under regulatory scope of consolidation
		As on reporting date	As on reporting date
A	Capital & Liabilities		
i	Paid-up Capital		
	Reserves & Surplus		
	Minority Interest		
	Total Capital		
ii	Deposits		
	<i>of which:</i> Deposits from banks		
	<i>of which:</i> Customer deposits		
	<i>of which:</i> Term Deposits – Others		
iii	Borrowings		
	<i>of which:</i> From RBI		
	<i>of which:</i> From banks		
	<i>of which:</i> From other institutions & agencies		
	<i>of which:</i> Unsecured Redeemable Bonds		
	<i>of which:</i> Capital instruments		
iv	Other liabilities & provisions		
	Total		
B	Assets		
i	Cash and balances with Reserve Bank of India		
	Balance with banks and money at call and short notice		
ii	Investments:		
	<i>of which:</i> Government securities		
	<i>of which:</i> Other approved securities		
	<i>of which:</i> Shares		
	<i>of which:</i> Debentures & Bonds		



	<i>of which:</i> Subsidiaries / Joint Ventures / Associates		
	<i>of which:</i> Others (Commercial Papers, Mutual Funds etc.)		
iii	Loans and advances		
	<i>of which:</i> Loans and advances to banks		
	<i>of which:</i> Loans and advances to customers		
iv	Fixed assets		
	<i>of which:</i> Intangible assets		
v	Other assets		
	<i>of which:</i> Deferred tax assets		
vi	Goodwill on consolidation		
vii	Debit balance in Profit & Loss account		
	Total Assets		

Step 2

				Rs. in Mn
		Balance sheet as in Financial Statements	Balance sheet under regulatory scope of Consolidation	Ref No.
A	Capital & Liabilities	As on reporting date	As on reporting date	
i	Paid-up Capital			
	<i>of which:</i> Amount eligible for CET1			
	<i>of which:</i> Amount eligible for AT1			
	Reserves & Surplus			
	<i>of which:</i>			
	- Statutory Reserve			
	- Share Premium			
	- Capital Reserve			
	- Revenue Reserve			
	- Special Reserve			
	- Foreign Currency Translation Reserve			
	- Revaluation Reserve			
	- Investment Reserve Account			
	- Capital Reserve on Consolidation			
	- Balance in Profit and Loss Account			
	Minority Interest			
	<i>of which:</i> eligible for Common Equity Tier 1			

	<i>of which:</i> eligible for Additional Tier 1			
	<i>of which:</i> eligible for Tier 2			
	Total Capital			
ii	Deposits			
	<i>of which:</i> Deposits from banks			
	<i>of which:</i> Customer deposits (Excluding Term Deposits)			
	<i>of which:</i> Term Deposits – Others			
iii	Borrowings			
	<i>of which:</i> From RBI			
	<i>of which:</i> From banks			
	<i>of which:</i> From other institutions & agencies			
	<i>of which:</i> Unsecured Redeemable Bonds			
	<i>of which:</i> Eligible AT 1 Instruments			
	<i>of which:</i> Eligible Tier II Bonds			
	<i>of which:</i> Eligible Tier II Bonds not subject to phased out			
iv	Other liabilities & provisions			
	<i>of which:</i> DTLs related to goodwill			
	<i>of which:</i> DTLs related to intangible assets			
	<i>of which:</i> Standard Assets Provision			
	Total			
B	Assets			
i	Cash and balances with Reserve Bank of India			
	Balance with banks and money at call and short notice			
ii	Investments			
	<i>of which:</i> Government securities			
	<i>of which:</i> Other approved securities			
	<i>of which:</i> Shares			
	<i>of which:</i> Eligible Reciprocal Cross Holding in CET 1 Capital instruments			
	<i>of which:</i> Debentures & Bonds			
	<i>of which:</i> Eligible Reciprocal Cross Holding in AT1 capital instruments			
	<i>of which:</i> Eligible Reciprocal Cross Holding in Tier 2 capital instruments			
	<i>of which:</i> Subsidiaries / Joint Ventures / Associates			
	<i>of which:</i> Investments in the equity capital of the unconsolidated insurance subsidiaries			

	<i>of which:</i> Investments in the equity capital of the unconsolidated Non financial subsidiaries			
	<i>of which:</i> Others (Commercial Papers, Mutual Funds etc.)			
iii	Loans and advances			
	<i>of which:</i> Loans and advances to banks			
	<i>of which:</i> Loans and advances to customers			
iv	Fixed assets			
	<i>of which:</i> Eligible amount of Intangible assets			
v	Other assets			
	<i>of which:</i> Goodwill and intangible assets			
	<i>of which:</i> Deferred tax assets			
	<i>of which:</i> Unamortised Pension and Gratuity			
vi	<i>of which:</i> Goodwill on consolidation			
vii	<i>of which:</i> Debit balance in Profit & Loss account			
	Total Assets			

Step 3

Extract of Basel III common disclosure template (with added column) – Table DF-11 (Part I/ Part II whichever applicable)			
Common Equity Tier 1 capital: instruments and reserves			
		Component of regulatory capital reported by bank	Source based on reference number/ letters of the balance sheet under the regulatory scope of consolidation from step 2
1	Directly issued qualifying common share (and equivalent for non-joint stock companies) capital plus related stock surplus		
2	Retained Earnings		
3	Accumulated other comprehensive income (and other reserves)		
4	Directly issued capital subject to phase out from CET 1 (only applicable to non-joint stock companies)		
5	Common share capital issued by subsidiaries and held by third parties (amount allowed in group CET1)		
6	Common Equity Tier 1 capital before regulatory adjustments		
7	Prudential valuation adjustments		
8	Goodwill (net of related tax liability)		



TABLE DF – 13: MAIN FEATURES OF REGULATORY CAPITAL INSTRUMENTS

Disclosure template for main features of regulatory capital instruments		
1	Issuer	
2	Unique identifier (e.g. CUSIP, ISIN or Bloomberg identifier for private placement)	
3	Governing law(s) of the instrument	
	<i>Regulatory treatment</i>	
4	Transitional Basel III rules	
5	Post-transitional Basel III rules	
6	Eligible at solo/group/ group & solo	
7	Instrument type	
8	Amount recognized in regulatory capital (Rs. in million, as of most recent reporting date)	
9	Par value of instrument	
10	Accounting classification	
11	Original date of issuance	
12	Perpetual or dated	
13	Original maturity date	
14	Issuer call subject to prior supervisory approval	
15	Optional call date, contingent call dates and redemption amount	
16	Subsequent call dates, if applicable	
	<i>Coupons / dividends</i>	
17	Fixed or floating dividend/coupon	
18	Coupon rate and any related index	
19	Existence of a dividend stopper	
20	Fully discretionary, partially discretionary or mandatory	
21	Existence of step up or other incentive to redeem	
22	Noncumulative or cumulative	
23	Convertible or non-convertible	
24	If Convertible, conversion trigger (s)	
25	If Convertible, fully or partially	
26	If Convertible, conversion rate	
27	If Convertible, mandatory or optional conversion	
28	If Convertible, specify instrument type convertible into	
29	If Convertible, specify issuer of instrument it converts into	
30	Write-down feature	
31	If write-down, write-down triggers (s)	
32	If write-down, full or partial	
33	If write-down, permanent or temporary	

34	If temporary write-down, description of write-up mechanism	
35	Position in subordination hierarchy in liquidation (specify instrument type immediately senior to instrument)	
36	Non-compliant transitioned features	
37	If yes, specify non-compliant features	

TABLE DF – 14: FULL TERMS AND CONDITIONS OF REGULATORY CAPITAL INSTRUMENTS

Under this template, banks are required to disclose the full terms and conditions of all instruments included in the regulatory capital.

TABLE DF – 16: EQUITIES – DISCLOSURE FOR BANKING BOOK POSITIONS

(i) Qualitative Disclosures

The general qualitative disclosure requirement with respect to equity risk, including:

- (i) Strategies and Processes
- (ii) The structure and organization of the relevant risk management function
- (iii) The scope and nature of risk reporting and/or measurement systems
- (iv) Policies for hedging and/or mitigating risk and strategies and processes for monitoring the continuing effectiveness of hedges/mitigants

- Differentiation between holdings on which capital gains are expected and those taken under other objectives including for relationship and strategic reasons; and
- Discussion of important policies covering the valuation and accounting of equity holdings in the banking book. This includes the accounting techniques and valuation methodologies used, including key assumptions and practices affecting valuation as well as significant changes in these practices.

(ii) Qualitative Disclosures

Amount (Rs. in Mn)

1	Investments	Value disclosed in Balance Sheet	Fair Value

For quoted securities a comparison to publicly quoted share values where share price is materially different from fair value.

2	Type and Nature of Investments	Publicly traded	Privately held

3	The cumulative realised gains (losses) arising from sales and liquidations in the reporting period.	
4	Total unrealised gains (losses)	



5	Total latent revaluation gains (losses)	
6	Any amounts of the above included in Tier 1 and /or Tier 2 capital	

7. Capital requirements broken down by appropriate equity groupings, consistent with the Bank's methodology, as well as the aggregate amounts and the type of equity investments subject to any supervisory transition or grandfathering provisions regarding regulatory capital requirements.

TABLE DF – 17: SUMMARY COMPARISON OF ACCOUNTING ASSETS VS LEVERAGE RATIO EXPOSURE MEASURE

Sl No	Item	Amount (Rs. in Mn)
1	Total consolidated assets as per published financial statements	
2	Adjustment for investments in banking, financial, insurance or commercial entities that are consolidated for accounting purposes but outside the scope of regulatory consolidation	
3	Adjustment for fiduciary assets recognised on the balance sheet pursuant to the operative accounting framework but excluded from the leverage ratio exposure measure	
4	Adjustments for derivative financial instruments	
5	Adjustment for securities financing transactions (i.e. repos and similar secured lending)	
6	Adjustment for off-balance sheet items (i.e. conversion to credit equivalent amounts of off- balance sheet exposures)	
7	Other adjustments	
8	Leverage ratio exposure	

TABLE DF – 18: LEVERAGE RATIO COMMON DISCLOSURE TEMPLATE

Sl No	Item	Amount (Rs. in Mn)
On-balance sheet exposures		
1	On-balance sheet items (excluding derivatives and SFTs, but including collateral)	
2	(Asset amounts deducted in determining Basel III Tier 1 capital)	
3	Total on-balance sheet exposures (excluding derivatives and SFTs) (sum of lines 1 and 2)	
Derivative exposures		
4	Replacement cost associated with all <i>derivatives</i> transactions (i.e. net of eligible cash variation margin)	
5	Add-on amounts for PFE associated with <i>all</i> derivatives transactions	
6	Gross-up for derivatives collateral provided where deducted from the balance sheet assets pursuant to the operative accounting framework	
7	(Deductions of receivables assets for cash variation margin provided in derivatives transactions)	
8	(Exempted CCP leg of client-cleared trade exposures)	
9	Adjusted effective notional amount of written credit derivatives	

10	(Adjusted effective notional offsets and add-on deductions for written credit derivatives)	
11	Total derivative exposures (sum of lines 4 to 10)	
Securities financing transaction exposures		
12	Gross SFT <i>assets</i> (with no recognition of netting), after adjusting for sale accounting transactions	
13	(Netted amounts of cash payables and cash receivables of gross SFT assets)	
14	CCR exposure for SFT assets	
15	Agent transaction exposures	
6	Total securities financing transaction exposures (sum of lines 12 to 15)	
Other off-balance sheet exposures		
17	Off-balance sheet exposure at gross notional amount	
18	(Adjustments for conversion to credit equivalent amounts)	
19	Off-balance sheet items (sum of lines 17 and 18)	
Capital and total exposures		
20	Tier 1 capital	
21	Total exposures (sum of lines 3, 11, 16 and 19)	
Leverage ratio		
22	Basel III leverage ratio	

Implementation of Countercyclical Capital Buffer (CCCB)

In accordance with the RBI guidelines vide circular No. DBR.No.BP.BC.71/21.06.201/2014-15 dated February 5, 2015 on Guidelines for implementation of Countercyclical Capital Buffer (CCCB), Bank shall disclose the CCCB details in table DF-11 as indicated in Basel III Master Circular. Further CCCB requirements shall be calculated and publicly disclosed at least at the same frequency as the minimum capital requirements are applicable in various jurisdictions. In addition, when disclosing the buffer requirement, bank shall also disclose the geographic breakdown of the RWAs used in the calculation of the buffer requirement.

CHAPTER 3 - DISCLOSURES UNDER ADVANCED APPROACHES OF BASEL II

3.1 Internal Rating Based Approach (IRB) for Credit Risk

In order to be compliant with Internal Rating Based Approach (IRB) for computation of Capital for Credit Risk, Banks are required to disclose certain additional information under Pillar 3. The supplementary disclosure requirements for this purpose have been given below. In this regard, Bank will be guided by the extant RBI guidelines on Market Discipline under Basel II.

Table 1

Disclosure on capital adequacy

Quantitative disclosure	(a)	<p>Capital requirements for credit risk:</p> <p>Portfolios subject to the IRB approaches, disclosed separately for each portfolio</p> <p>(1) Corporate (including SL exposures), sovereign, bank (2) Residential mortgage (3) Qualifying revolving retail (4) Other retail (5) Others (6) Securitization exposures</p>
	(b)	<p>Capital requirement for equity exposures in the IRB approach:</p> <ul style="list-style-type: none"> • Equity portfolio subject to market based approach <p>(1) Equity portfolio subject to simple risk weight method (2) Equities in the banking book under internal models method (if banks are using IMA for market risk)</p> <ul style="list-style-type: none"> • Equity portfolio under PD/LGD approach

Table 2*

Credit risk: General Disclosures Requirements

Qualitative Disclosures	(a)	The general qualitative disclosure requirement with respect to credit risk, including: <ul style="list-style-type: none">• Description of approaches followed and statistical methods used; and• For banks that have partly, but not fully adopted either the foundation IRB or the advanced IRB approach, a description of the nature of exposures within each portfolio that are subject to the 1) standardized, 2) foundation IRB, and 3) advanced IRB approaches and of management’s plans and timing for migrating exposures to full implementation of the applicable approach.
Quantitative Disclosures	(b)	For each portfolio, the amount of exposures (for IRB banks, drawn plus EAD on undrawn) subject to the <ol style="list-style-type: none">1) Standardized,2) Foundation IRB, and3) Advanced IRB approaches.

* Table 2 does not include equities.

Table 3

Credit risk: disclosures for portfolios subject to the supervisory risk weights in the IRB approaches

Quantitative Disclosures	(a)	<ul style="list-style-type: none">• For exposures subject to the supervisory risk weights in IRB (any SL products subject to supervisory slotting criteria, exposures which are permitted by RBI to be under standardized approach, and equities under the simple risk weight method), the aggregate amount of a bank’s out standings in each risk bucket.
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Table 4

Credit risk: disclosures for portfolios subject to IRB approaches

Qualitative Disclosures	(a)	RBI's acceptance of approach/ RBI approved transition
	(b)	<p>Explanation and review of the:</p> <ul style="list-style-type: none"> • Structure of internal rating systems and relation between internal and external ratings, if applicable; • use of internal estimates other than for IRB capital purposes; • process for managing and recognizing credit risk mitigation; and • Control mechanisms for the rating system including discussion of independence, accountability, and rating systems review.
	(c)	<p>Description of the internal ratings process, provided separately for five distinct portfolios:</p> <ul style="list-style-type: none"> • Corporate (including SMEs, specialized lending and purchased corporate receivables), sovereign and bank • Equities;1 • Residential mortgages; • Qualifying revolving retail;2 and • Other retail. <p>The description should include, for each portfolio:</p> <ul style="list-style-type: none"> • The types of exposure included in the portfolio; • The definitions, methods and data for estimation and validation of PD, and (for portfolios subject to the IRB advanced approach) LGD and/or EAD, including assumptions employed in the derivation of these variables;3 and • Description of deviations as permitted under paragraph 74-80 of Appendix 1 from the reference definition of default where determined to be material, including the broad segments of the portfolio(s) affected by such deviations.4
Quantitative Disclosures: Risk Assessment	(d)	<p>For each portfolio (as defined above) except retail, present the following information across a sufficient number of PD grades (including default) to allow for a meaningful differentiation of credit risk:5</p> <ul style="list-style-type: none"> • Total exposures (for corporate, sovereign and bank outstanding loans and EAD on undrawn commitments;6 for equities, outstanding amount); • For banks on the IRB advanced approach, exposure weighted average LGD (percentage); and • Exposure-weighted average risk-weight. <p>For banks on the IRB advanced approach, amount of undrawn commitments and exposure-weighted average EAD for each portfolio;7</p>



		<p>For each retail portfolio (as defined above), either:⁸</p> <ul style="list-style-type: none"> • Disclosures as outlined above on a pool basis (i.e. same as for non-retail portfolios); or • Analysis of exposures on a pool basis (outstanding loans and EAD on commitments) against a sufficient number of EL grades to allow for a meaningful differentiation of credit risk
Quantitative disclosures: Historical Results	(e)	Actual losses (e.g. charge-offs and specific provisions) in the preceding period for each portfolio (as defined above) and how this differs from past experience. A discussion of the factors that impacted on the loss experience in the preceding period — for example, has the bank experienced higher than average default rates, or higher than average LGDs and EADs.
	(f)	<p>Banks' estimates against actual outcomes over a longer period.⁹</p> <p>At a minimum, this should include information on estimates of losses against actual losses in each portfolio (as defined above) over a period sufficient to allow for a meaningful assessment of the performance of the internal rating processes for each portfolio. Where appropriate, banks should further decompose this to provide analysis of PD and, for banks on the advanced IRB approach, LGD and EAD outcomes against estimates provided in the quantitative risk assessment disclosures above.¹⁰</p>

1. Equities need only be disclosed here as a separate portfolio where the bank uses the PD/LGD approach for equities held in the banking book.
2. In both the qualitative disclosures and quantitative disclosures that follow, banks should distinguish between the qualifying revolving retail exposures and other retail exposures unless these portfolios are insignificant in size (relative to overall credit exposures) and the risk profile of each portfolio is sufficiently similar such that separate disclosure would not help users' understanding of the risk profile of the banks' retail business.
3. This disclosure does not require a detailed description of the model in full. It should provide the reader with a broad overview of the model approach, describing definitions of the variables, and methods for estimating and validating those variables set out in the quantitative risk disclosures below. This should be done for each of the five portfolios. Banks should draw out any significant differences in approach to estimating these variables within each portfolio.
4. This is to provide the reader with context for the quantitative disclosures that follow. Banks need only to describe main areas where there has been material divergence from the reference definition of default such that it would affect the readers' ability to compare and understand the disclosure of exposures by PD grade.
5. The PD, LGD and EAD disclosures here should reflect the effects of collateral, netting and guarantees/credit derivatives, where recognized as per this guideline. Disclosure of each PD grade should include the exposure weighted-average PD for each grade. Where banks are aggregating PD grades for the purposes of disclosure, this should be a representative breakdown of the distribution of PD grades used in the IRB approach.



6. Outstanding loans and EAD on undrawn commitments can be presented on a combined basis for these disclosures.
7. Banks need only to provide one estimate of EAD for each portfolio. However, where banks believe it is helpful, in order to give a more meaningful assessment of risk, they may also disclose EAD estimates across a number of EAD categories, against the undrawn exposures to which these relate.
8. Banks would normally be expected to follow the disclosures provided for the non-retail portfolios. However, banks may choose to adopt EL grades as the basis of disclosure where they believe this can provide the reader with a meaningful differentiation of credit risk. Where banks are aggregating internal grades (either PD/LGD or EL) for the purposes of disclosure, this should be a representative breakdown of the distribution of those grades used in the IRB approach.
9. These disclosures are a way of further informing the reader about the reliability of the information provided in the “quantitative disclosures: risk assessment” over the long run.
10. Banks should provide this further decomposition where it will allow users greater insight into the reliability of the estimates provided in the ‘quantitative disclosures: risk assessment’. In particular, banks should provide this information where there are material differences between the PD, LGD or EAD estimates given by banks compared to actual outcomes over the long run. Banks should also provide explanations for such differences.

Table 5

Securitization: Disclosure for IRB approaches

Qualitative Disclosures	(a)	The regulatory capital approaches (e.g. RBA and SFA) that the bank follows for its securitization activities
Quantitative Disclosure	(b)	Aggregate amount of securitization exposures retained or purchased and the associated IRB capital charges for these exposures broken down into a meaningful number of risk weight bands. Exposures that have been deducted from common equity should be disclosed separately by type of underlying asset.



3.2 Internal Models Approach for Market Risk

A Table DF 8a would be added as an additional disclosure requirement for IMA banks under Pillar 3 disclosures.

Qualitative Disclosures:

(a) The general qualitative disclosure requirement for market risk including the portfolios covered by the IMA. In addition, a discussion of the extent of and methodologies for compliance with the “Prudent valuation guidance” for positions held in the trading book.

(b) The discussion should include an articulation of the soundness standards on which the bank’s internal capital adequacy assessment is based. It should also include a description of the methodologies used to achieve a capital adequacy assessment that is consistent with the soundness standards.

(c) For each portfolio covered by the IMA:

- The characteristics of the models used;
- A description of stress testing applied to the portfolio; and
- A description of the approach used for back-testing / validating the accuracy and consistency of the internal models and modeling processes.

(d) The scope of acceptance by the RBI.

Quantitative Disclosures

For trading portfolios under the IMA:

- The high, mean and low VaR values over the reporting period and period-end;
- The high, mean and low stressed-VaR values over the reporting period and period-end; and
- A comparison of VaR estimates with actual gains/losses experienced by the bank, with analysis of important “outliers” in back-test results.



3.3 Advanced Measurement Approach (AMA) for Operational Risk

A Table DF 9a would be added as an additional disclosure requirement for AMA banks under Pillar 3 disclosures.

Table DF 9a – Operational Risk

Qualitative Disclosures:

- a) In addition to the general qualitative disclosure requirement, the approach (es) for operational risk capital assessment for which the bank qualifies.
- b) Description of the AMA, if used by the bank, including a discussion of relevant internal and external factors considered in the Bank's measurement approach. In case of partial use, the scope and coverage of the different approaches used.
- c) For banks using the AMA, a description of the use of insurance for the purpose of mitigating operational risk.
- d) Description of the changes, if any, since the last balance sheet in the methodology of incorporation of insurance mitigation in the risk measurement methodology (AMA).



CHAPTER 4 – OTHER DISCLOSURES

4.1 COMPREHENSIVE NOTICE BOARD:

The display of information by banks in their branches is one of the modes of imparting financial education. This display enables customers to make informed decision regarding products and services of the banks and be aware of their rights as also the obligations of the banks to provide certain essential services. It also disseminates information on public grievance redressal mechanism and enhances the quality of customer service in banks and improves the level of customer satisfaction.

In this connection, in compliance with the RBI Master Circular on Customer Service in Banks; the Bank shall, among other things:

- Display at all its Branches, Comprehensive Notice Board duly furnishing information on the following 5 broad areas in a simple & readable form and also duly taking in to account the language requirement (ie. Bilingual in Hindi Speaking States and Trilingual in Other States):
 - ✓ Customer Service
 - ✓ Service Charges
 - ✓ Other Services Provided
 - ✓ Grievance Redressal
 - ✓ Information Available in Booklet Form (These information shall also be made available on the Bank's website duly adhering to the guidelines relating to the dating of material, legibility etc.
- Update the information provided in the Comprehensive Notice Board on a periodical basis & shall also indicate the date up to which the Board is updated.
- Display details such as Name of the Bank/Branch, Working Days, Working Hours & Weekly Off-days outside the Branch Premises.
- Display the time norms for specialized business transactions predominantly in the banking hall.

The mandatory displays on the Comprehensive Notice Board of the Branches under each of the above broad areas are as follows:

Comprehensive Notice Board (Updated upto _____)

[A. Customer Service Information

- 1) We have separately displayed the key interest rates on deposits & forex rates in the branch.
- 2) Nomination facility is available on all deposit accounts, articles in safe custody and safe deposit vaults.
- 3) We exchange soiled notes and mutilated notes.
- 4) We accept / exchange coins of all denominations.
- 5) If a banknote tendered here is found to be counterfeit, we will issue an acknowledgement to the tenderer after stamping the note.
- 6) Please refer to our cheque collection policy for the applicable timeframes for collection of local and outstation cheques.
- 7) For satisfactory accounts, we offer immediate credit of outstation cheque upto Rs.. _____ (Please refer cheque collection policy).
- 8) Bank's BPLR (Benchmark Prime Lending Rate) & its effective date :

B. Service Charges

Sl. No.	Type of Account	Minimum Balance Requirement (Rs.)	Charges for Non-maintenance thereof (Rs.)
1	Savings Account		
2	No-Frills Account		

C. Grievance Redressal

If you have any grievances / complaints, please approach:

If your complaint is unresolved at the branch level, you may approach our Regional / Zonal Manager at: (Address)

If you are not satisfied with our grievance redressal, you may approach the Banking Ombudsman at: (Name, address, telephone numbers and email address should be given):

D. Other Services Provided:

- 1) We accept direct tax collection. (Please quote PAN / TAN on Challan. Do not drop the Challans in the Drop Boxes).
- 2) We open Public Provident Fund accounts.
- 3) The Senior Citizens Savings Scheme, 2004 is operated here.
- 4) Prime Minister's Rozgar Yojana / other schemes sponsored by Government of India and State Government are operated here (if operated by the bank).
- 5) We offer SSI loans / products.
- 6) We issue Kisan Credit Cards.
- 7) We open 'No frills' accounts.
- 8) Donations for PM's relief fund are accepted here.



E. Information Available in Booklet Form**

(Please approach 'MAY I HELP YOU' Counter)

- 1) All the items mentioned in (A) to (D) above.
- 2) The Citizen's Charter for Currency Exchange facilities.
- 3) Time norms for common transactions.
- 4) Design and security features of all the banknotes.
- 5) Policy documents relating to Cheque Collection, Grievance Redressal Mechanism, Security repossession and Compensation.
- 6) The complete service charges, including services rendered free of charge.
- 7) Fair Practice Code / The Code of Bank's Commitment to Customers.

Information to be provided outside the premises:

- 1) Name of the Bank / Branch :
- 2) Weekly Holiday on :
- 3) Weekly Branch Non-Banking Day :
- 4) Branch Working Hours :

(Booklets / Brochures:** The detailed information as indicated in Para (E) of the Notice Board may be brought out in the form of various booklets / brochures as decided by the Bank and in such cases, the said booklets/brochures shall be kept in a separate file / folder in the form of 'replaceable pages' so as to facilitate copying and updation. In this connection, the banks shall adhere to the following broad guidelines:

- The file / folder shall be kept at the customer lobby in the branch or at the 'May I Help You' counter or at a place that is frequented by most of the customers.
- The language requirements (i.e. bilingual in Hindi speaking states and trilingual in other states) shall be taken into account.
- While printing the booklets it shall be ensured that the font size is minimum Arial 10 so that the customers are able to easily read the same.
- Copies of booklets shall be made available to the customers on request

Website: The detailed information as indicated in Para (E) of the Notice Board may also be posted on the Bank's web-site. In such cases, the Bank shall adhere to the broad guidelines relating to dating of material, legibility etc. while placing the same on the website apart from ensuring that the customers are able to easily access the relevant information from the Home Page of the Bank's web-sites.

Other Modes of Display: The Bank may also consider displaying all the information that has to be given in the booklet form in the touch screen by placing them in the information kiosks. Scroll Bars, Tag Boards are other options available. In such cases, the Bank shall adhere to the aforementioned broad guidelines while displaying information using these modes.

Other Issues: The Bank may decide on its promotional and product information displays. However, the mandatory displays shall not be obstructed in anyway. As customer interest and financial education are sought to be achieved by the mandatory display requirements, they shall also be given priority over the other display boards. Information relating to Government sponsored schemes as applicable location-wise shall be displayed according to their applicability.



4.2 INFORMATION RELATING TO INTEREST RATES & SERVICE CHARGES:

In terms with the RBI's Master Circular on Customer Service the Bank shall disclose the Information Relating to Interest Rates and Service Charges in the prescribed format on its web site.

4.3 DISPLAY LIST OF INOPERATIVE ACCOUNTS:

In terms with the RBI's Master Circular on Customer Service, Bank shall display the list of unclaimed deposits/inoperative accounts which are inactive / inoperative for ten years or more on the website. The list so displayed on the websites must contain only the names of the account holder(s) and his/her address in respect of unclaimed deposits/inoperative accounts. In case such accounts are not in the name of individuals, the names of individuals authorized to operate the accounts shall also be indicated. However the accounts number, its type and the name of the branch shall not be disclosed on the bank's website. The list so published by the banks shall also provide a "Find" option to enable the public to search the list of accounts by name of the account holder.

Bank shall also give on the same website, the information on the process of claiming the unclaimed deposit/activating the inoperative account and the necessary forms and documents for claiming the same.

4.4 DISCLOSURE OF INFORMATION IN THE PUBLIC DOMAIN:

Disclosure of information on products and services on web sites is found to be an effective channel for reaching out to customers and the public at large. Such disclosures enhance transparency in operations apart from creating awareness among the customers about the products & services offered by the banks. In pursuance to the RBI guidelines vide their in terms with the RBI's Master Circular on Customer Service, the Bank shall make available the following minimum details on the products and services offered by it on its web site for public viewing:

A) Policy / Guidelines

- ❖ Citizen's Charter
- ❖ Deposit Policy
- ❖ Deceased Depositors Policy along with Nomination Rules
- ❖ Cheque Collection Policy
- ❖ Fair Practices Code for Lenders
- ❖ Fair Practices Code for Self-Regulation of Credit Card Business
- ❖ Code of Conduct for Direct Selling Agents
- ❖ Code for Collection of Dues and Repossession of Security

B) Complaints

- ❖ Grievance Redressal Mechanism
- ❖ Information relating to Banking Ombudsmen
- ❖ Information relating to Customer Service Centres (for Public Sector Banks)
- ❖ Information relating to officials at Head office/Circle office who can be contacted for redressal of complaints including the names of Nodal officer/Principal Nodal officer.

C) Opening of Accounts



- ❖ Account Opening Forms
- ❖ Terms and Conditions
- ❖ Service Charges for various types of services - Should cover typical common services including courier charges - What services are available without any charges.
- ❖ To give publicity to the facilities of “No-frill” accounts and the charges in a transparent manner.
- ❖ Interest rates on Deposits
- ❖ Minimum balances - along with corresponding facilities offered.

D) Loans and Advances

- ❖ Application forms relating to loans and advances
- ❖ Copy of blank agreement to be executed by the borrower
- ❖ Terms and Conditions
- ❖ Processing fees and other charges
- ❖ Interest rates on Loans and Advances

E) Branches

- ❖ Details of branches along with addresses and telephone numbers (with search engine for queries relating to branch location)
- ❖ Details of ATMs along with addresses

F) The name and other details of the CMD and also line functioning Heads for various operations to enable the customers to approach them in case of need, if any.

4.5 PRUDENTIAL NORMS ON UNSECURED ADVANCES:

In compliance to the RBI’s guidelines and with a view to enhance transparency/ensure correct reflection of the unsecured advances in the balance sheet, the Bank shall:

- ❖ Not reckon the rights, licenses, authorizations, etc., charged to the Bank as collateral in respect of projects (including infrastructure projects) financed by it as tangible security while determining the amount of unsecured advances for reflecting in the Schedule 9 of the published balance sheet. Such advances shall be reckoned as unsecured.
- ❖ Disclose the total amount of advances for which intangible securities such as charge over the rights, licenses, authority, etc. have been taken as also the estimated value of such intangible collateral. The disclosure shall be made under a separate head in "Notes to Accounts" so as to differentiate such loans from other entirely unsecured loans.

4.6 DISCLOSURE OF INFORMATION ON WILFUL DEFAULTERS:

In accordance with the RBI guidelines vide DBOD.No.BC.47/20.16.002/ 94 dated 23.04.1994, the Banks shall submit to the Reserve Bank of India by 15th of April and October every year the details of the borrowal accounts which have been classified as Doubtful, Loss, and Suit filed with out standings (both under funded and non-funded) aggregating Rs. 1 crore and above as prescribed in paragraph 2(4) of the scheme.

Further, in line with the RBI guidelines vide Master Circular on Wilful Defaulters, the Bank shall:



- ❖ submit the list of suit-filed accounts of willful defaulters of Rs.25 lakh and above as at end-March, June, September and December every year to Credit Information Bureau (India) Ltd. (CIBIL) and / or any other credit information company which has obtained / would obtain certificate of registration from RBI in terms of Section 5 of the Credit Information Companies (Regulation) Act, 2005 and of which it is a member. The Bank shall however, submit the quarterly list of willful defaulters where suits have not been filed only to RBI. Further, as provided for in the Master Circular, the Bank shall not report cases where (i) Outstanding amount falls below Rs.25 lakh and (ii) The Banks have agreed for a compromise settlement and the borrower has fully paid the compromised amount.
- ❖ The Bank shall not suppress any material fact while disclosing the names of a company that is a defaulter and shall publish the names of all directors. However, while doing so, a suitable distinguishing remark shall be made in respect of Independent as well as Nominee directors. The Bank shall in such cases, indicate abbreviations "Ind" and "Nom" in brackets against the names of Independent Directors and Nominee Directors respectively to distinguish them from other directors.

4.7 CREDIT CARD OPERATIONS – CUSTOMER CONFIDENTIALITY:

In compliance to the RBI guidelines vide Master Circular on Credit Card Operations:

- ❖ The Bank shall not reveal any information relating to customers obtained while opening the account or issuing the credit card to any other person or organization without obtaining their specific consent, as regards the purpose/s for which and the organizations with whom the information will be used/shared.
- ❖ The Bank shall give the customer the option to decide whether he is agreeable for the Bank sharing with other agencies the information furnished by him while applying for credit card.
- ❖ Where the customers gives his consent for the Bank to share the information with other agencies, the Bank shall explicitly state and explain clearly to the customer the full meaning / implications of the disclosure clause.
- ❖ The Bank shall satisfy itself, based on specific legal advice that the information being sought from the customer is not of such nature as will violate the provisions of the laws relating to secrecy in the transactions.
- ❖ In case of providing information relating to credit history / repayment record of the card holder to a credit information company (specifically authorized by RBI), the Bank shall explicitly bring to the notice of the customer that such information is being provided in terms of the Credit Information Companies (Regulation) Act, 2005.
- ❖ Before reporting default status of a credit card holder to the Credit Information Bureau of India Ltd. (CIBIL) or any other Credit Information Company authorized by RBI, the Bank shall ensure adherence to a procedure, duly approved by their Board, including issuing of sufficient notice to such card holder about the intention to report him / her as defaulter to the Credit Information Company. The procedure shall also cover the notice period for such reporting as also the period within which such report will be withdrawn in the event the customer settles his dues after having been reported as defaulter. The Bank shall be particularly careful in the case of cards where there are pending disputes. The disclosure / release of information, particularly about the default, shall be made only after the dispute is settled as far as possible. In all cases, a well laid down procedure shall be transparently followed. These procedures shall also be transparently made known as part of MITCs.
- ❖ The disclosure to the DSAs / recovery agents shall also be limited to the extent that will enable them to discharge their duties. The Bank shall not release the personal information provided by



the card holder but not required for recovery purposes. Further the Bank shall ensure that the DSAs / DMAs do not transfer or misuse any customer information during marketing of credit card products.

4.8 CREDIT CARD OPERATIONS- DISCLOSURE OF MOST IMPORTANT TERMS & CONDITIONS (MITCs):

In accordance with the RBI guidelines on Credit Card Operations, the Bank shall disclose the Most Important Terms & Conditions to its Credit Card Customers at various stages as below:

(i) List of MITCs

(a) Fees and Charges

- ❖ Joining fees for primary card holder and for add-on card holder
- ❖ Annual membership fees for primary and add-on card holder
- ❖ Cash advance fee
- ❖ Service charges levied for certain transactions
- ❖ Interest free (grace) period - illustrated with examples
- ❖ Finance charges for both revolving credit and cash advances
- ❖ Overdue interest charges - to be given on monthly & annualized basis
- ❖ Charges in case of default

(b) Drawal limits

- ❖ Credit limit
- ❖ Available credit limit
- ❖ Cash withdrawal limit

(c) Billing

- ❖ Billing statements - periodicity and mode of sending
- ❖ Minimum amount payable
- ❖ Method of payment
- ❖ Billing disputes resolution
- ❖ Contact particulars of 24 hour call centers of card issuer
- ❖ Grievances redressal escalation - contact particulars of officers to be contacted
- ❖ Complete postal address of card issuing bank
- ❖ Toll free number for customer care services

(d) Default and circumstances

- ❖ Procedure including notice period for reporting a card holder as defaulter
- ❖ Procedure for withdrawal of default report and the period within which the default report would be withdrawn after settlement of dues
- ❖ Recovery procedure in case of default
- ❖ Recovery of dues in case of death / permanent incapacitation of cardholder
- ❖ Available insurance cover for card holder and date of activation of policy

(e) Termination / revocation of card membership

- ❖ Procedure for surrender of card by card holder - due notice

(f) Loss / theft / misuse of card

- ❖ Procedure to be followed in case of loss / theft / misuse of card-mode of intimation to card issuer
- ❖ Liability of card holder in case of (i) above

(g) Disclosure

- ❖ Type of information relating to card holder to be disclosed with and without approval of card holder

(ii) Stages for Disclosure of MITCs:

- (a) During marketing: Item no : a
- (b) At application: Item nos : all items from a to g
- (c) Welcome Kit: Item nos : all items from a to g
- (d) On billing: Item nos : a, b and c,
- (e) On an ongoing basis: any change of the terms and conditions

Note: The font size of MITC shall be minimum Arial-12. The normal terms and conditions communicated by the card issuer to the card holder at different stages shall continue as hitherto.

4.9 FINANCE TO HOUSING PROJECTS-NEED TO DISCLOSE ABOUT THE MORTGAGE OF THE PROPERTY TO THE BANK BY THE BUILDER/DEVELOPER:

Complying with the RBI's guidelines vide their communication no: DBOD.No.Dir(Hsg).BC.31/08.12.001/2009-10 dated 27.08.09, while granting finance to specific housing / development projects, the Bank shall stipulate as a part of the terms and conditions that :

- ❖ The builder / developer / company would disclose in the Pamphlets / Brochures etc., the name(s) of the bank(s) to which the property is mortgaged.
- ❖ The builder / developer / company would append the information relating to mortgage while publishing advertisement of a particular scheme in newspapers / magazines etc.
- ❖ The builder / developer / company would indicate in their pamphlets / brochures, that they would provide No Objection Certificate (NOC) / permission of the mortgagee bank for sale of flats / property, if required.

The Bank shall also ensure compliance of the above terms and conditions and funds shall not be released unless the builder / developer / company fulfil the above requirements.

4.10 COMPLIANCE FUNCTIONS IN BANKS – DISCLOSURE ON NON-COMPLIANCE WITH ANY REGULATORY REQUIREMENTS:

In accordance with the RBI's guidelines vide their circular DBS.CO.PP.BC.6/11.01.005/2006-07 dated 20.04.2007 on Compliance Functions in Banks, the Bank shall disclose the instances, if any, of Non-



compliance with any regulatory guidelines and administrative actions initiated against the Bank and/or corrective steps taken to avoid recurrence of the lapses in its Annual Report.

4.11 DISPLAY OF INFORMATION FOR LODGING OF ATM RELATED COMPLAINTS:

In accordance with the RBI communication vide **DBOD.No Leg.BC.19/09.07.006 /2010-11 dt 01.07.2010**, the Bank shall display the following information prominently at the ATM locations:

- ❖ Information that complaints should be lodged at the branches where customers maintain account to which ATM card is linked.
- ❖ Telephone numbers of help desk / contact persons of the ATM owning bank to lodge complaint / seek assistance.

4.12 DISPLAY OF FAQs ON ATM:

In accordance with the RBI communication vide DPSS/CP/PD/541/02.10.002/2009-10 dated 15.09.2009, the Bank shall display FAQs covering all important queries related to ATM operations on the Bank's website as well as at ATM locations.

4.13 COMPLIANCE FUNCTIONS IN BANK

In accordance with the RBI guidelines vide their circular No. DBS. CO. PP. BC 6/11.01.005/2006-07, The compliance function should also attend to the compliance of directions from other regulators (IRDA, SEBI etc) in those cases where the activities of the Bank are not limited to the banking sector. For example, a Bank which is acting as a corporate agent for distribution of other companies' insurance products may receive direction from IRDA, which should be a part of the compliance function. Further, discomfort conveyed to the Bank on any issue by other regulators, should be brought to the notice of the Reserve Bank of India.

4.14 WORK GROUP ON INFORMATION TECHNOLOGY, ELECTRONIC BANKING, TECHNOLOGY RISK MANAGEMENT AND CYBER FRAUDS

In accordance with the RBI guidelines vide their circular No. DBS.CO. ITC. BC. No. 6 /31.02.008/2010-11 dated 29.04.2011, Bank shall incorporate in their Annual Report from 2011-12 onwards broadly the measures taken in respect of areas such as I.T Governance, Information Security, I. S. Audit, I. T. Operations, I. T. Services Outsourcing, Cyber Fraud, Business Continuity Planning, Customer Awareness Programmes and Legal aspects.

4.15 TIMELINES FOR CONVEYING CREDIT DECISIONS

In accordance with the RBI guidelines vide their circular No. DBOD.No.BP.BC. 35/21.04.048/2014-15 dated September 1, 2014 on Timelines for Credit Decisions, Banks shall make suitable disclosures on the timelines for conveying credit decisions through their websites, notice-boards, product literature, etc.

4.16 BANKING CODES AND STANDARDS BOARD OF INDIA REQUIREMENTS:

As per the requirements of the Banking Codes and Standards Board of India (BCSBI), the Bank shall make the following displays:

- a. Code of Bank's Commitment to Customers on the Bank's website.



- b. Code of Bank's Commitment to Micro & Small Enterprises on the Bank's website
- c. A message in the Bank's ATMs about the Code of Bank's Commitment to Micro & Small Enterprises as also the availability of copies of the Codes at the Bank's branches.

4.17 Operative Guidelines for Banks on Mobile Banking transactions in India

Banks are required to make mandatory disclosures of risks, responsibilities and liabilities of the customers on their websites and/or through printed material.

4.18 Establishment of Digital Banking Units (DBUs) :

In recent times, digital banking has emerged as the preferred banking service delivery channel in the country along with 'brick and mortar' banking outlets. Reserve Bank has been taking progressive measures to improve availability of digital infrastructure for banking services. In furtherance of this objective and as a part of efforts to accelerate and widen the reach of digital banking services, the concept of "Digital Banking Units" (DBUs) is being introduced by the Reserve Bank.

In pursuance of announcements made in the Union Budget 2022-23, guidelines have been prepared for setting up of Digital Banking Units (DBUs) by commercial banks on the basis of recommendations of a Working Group formed by RBI which included representatives of banks and Indian Banks' Association (IBA).

Guidelines for Establishment of Digital Banking Units

1. **Scope of Application:** These guidelines are applicable to all Domestic Scheduled Commercial Banks (excluding Regional Rural Banks, Payments Banks and Local Area Banks).
2. **Date of Application:** These guidelines will come into effect from the date of issue of the Circular.
3. **Definitions**
 - 3.1 **Digital Banking:** Digital Banking refers to present and future electronic banking services provided by a licensed bank for the execution of financial, banking and other transactions and/or orders/instruments through electronic devices / equipment over web sites (i.e online banking), mobile phones (i.e mobile banking) or other digital channels as determined by the bank, which involve significant level of process automation and cross-institutional service capabilities running under enhanced technical architecture and differentiated business model / strategy.
 - 3.2 **Digital Banking Segment:** A Digital Banking Segment, for the purpose of disclosure under Accounting Standard 17 (AS-17), is a sub-segment of the existing 'Retail Banking' Segment which will now be sub-divided in to (i) Digital Banking and (ii) Other Retail Banking. The business involving digital banking products acquired by DBUs or existing digital banking products would qualify to be clubbed under this segment.
 - 3.3 **Digital Banking Products:** Digital banking products and services would generally mean those financial products/services whose designs and fulfilments have nearly end-to-end digital life cycle with the initial customer acquisition / product delivery necessarily taking place digitally through self-service or assisted self-service.
 - 3.4 **Digital Banking Unit (DBU):** A specialised fixed point business unit / hub housing certain minimum digital infrastructure for delivering digital banking products & services as well as servicing existing financial products & services digitally, in both self-service and assisted mode, to enable customers to have cost effective/ convenient access and enhanced digital experience



to/ of such products and services in an efficient, paperless, secured and connected environment with most services being available in self-service mode at any time, all year round.

4. Opening of DBUs – General Permission

- 4.1 Scheduled Commercial Banks (other than RRBs, PBs and LABs) with past digital banking experience are permitted to open DBUs in Tier 1 to Tier 6 centres, unless otherwise specifically restricted, without having the need to take permission from Reserve Bank of India in each case.
- 4.2 The DBUs of the banks will be treated as Banking Outlets (BOs) as defined in para 3.1.1 of Annex to RBI circular DBR.No.BAPD.BC.69/22.01.001/2016-17 dated May 18, 2017 on “Rationalisation of Branch Authorisation Policy- Revision of Guidelines”. For the purpose of compliance with regulatory requirements on opening of BOs during a financial year, the DBUs will be treated as opened in a centre from where the significant parts of its new business are proposed to be sourced, regardless of its physical location.

5. Infrastructure and Resources

- 5.1 Each DBU shall be housed distinctly, with the separate entry and exit provisions. They will be separate from an existing Banking Outlet with formats and designs most appropriate for digital banking users.
- 5.2 For front-end or distribution layer of digital banking, each bank would choose suitable smart equipment, such as Interactive Teller Machines, Interactive Bankers, Service Terminals, Teller and Cash Recyclers, Interactive Digital Walls, Document uploading, self-service card issuance devices, Video KYC Apparatus, secured and connected environment for use of own device for digital banking, Video Call / Conferencing facilities, to set up an DBU. These facilities can be insourced or outsourced while complying with relevant regulatory guidelines.
- 5.3 The back-end including the Core Banking System and other back office related information systems for the digital banking products and services can be shared with that of the incumbent systems with logical separation. Alternatively, banks can adopt more core-independent digital-native technologies offering better scalability, flexibility in creating new / reusable digital environments through continuous development / software deployment and interconnectivity specifically for this business segment, based on their digital strategy.
- 5.4 If the digital banking segment of a bank uses an API layer (integration layer) to connect with external third-party application providers, the same should be tested in an isolated/ test environment before being integrated to bank’s core systems backed by comprehensive risk evaluation and adequate documentation.
- 5.5 Banks are free to adopt an in-sourced or out-sourced model for operations of the digital banking segment including DBUs. The outsourced model should specifically comply with the relevant regulatory guidelines on outsourcing.
- 5.6 As the purpose of DBUs is to optimally blend digital infrastructure with ‘human touch’, remote or in situ assisted mode arrangements in right proportion should be planned and put in place by the banks.
- 5.7 The establishment of DBUs should be part of the digital banking strategy of the bank. The operational governance and administrative structure of the DBUs will be aligned with that of the Digital Banking Segment of the bank. However, in order to accelerate digital banking initiatives, each DBU will be headed by a sufficiently senior and experienced executive of the bank, preferably Scale III or above for PSBs or equivalent grades for other banks who can be designated as the Chief Operating Officer (COO) of the DBU.



I. Cyber Security

In addition to ensuring physical security of the infrastructure of the DBU, adequate safeguards for cyber security of the DBUs will have to be ensured by the banks.

II. Products and Services

7.1 Each DBU must offer certain minimum digital banking products and services. Such products should be on both liabilities and assets side of the balance sheet of the digital banking segment. Digitally value-added services to conventional products would also qualify as such. The DBUs are expected to migrate to more structured and custom made products, from standard offerings by use of its hybrid and high quality interactive capabilities.

7.2 An illustrative list of minimum bouquet of products / services and self-service fulfilment services that can be offered in the DBU is given in the APPENDIX. However, the banks have the freedom to offer any other digital product or service in addition to the minimum bouquet to cater to the specific needs of the service area. Any product or service that can be provided digitally through internet banking or mobile banking can be provided in the DBU. Any product or service which a bank is not permitted to offer as per the provisions of Banking Regulation Act 1949, as amended from time to time, shall not be offered by the DBU.

III. Digital Banking Customer Education:

In addition to onboarding of customers in a fully digital environment, various tools and methods shall be used by DBUs to offer hands-on customer education on safe digital banking products and practices for inducting customers to self-service digital banking services. This effort has to be clearly translated to incremental digital penetration of the financial services a DBU is catering to and will have to be monitored. The district where the DBU is located will be the catchment area for the purpose.

9. Digital Business Facilitator / Business Correspondent:

The banks will have the options to engage digital business facilitator / business correspondents in conformance with relevant regulations (Ref. Master Circular DBOD.No.BAPD.BC.7/ 22.01.001/2014-15 dated July 01, 2014) to expand the virtual footprint of DBUs.

10. Customer Grievances:

There should be adequate digital mechanism to offer real time assistance and redress customer grievances arising from business and services offered by the DBUs directly or through Business Facilitators / Correspondents.

11. Reporting Requirements

- a. Banks shall report the Digital Banking Segment as a **sub-segment within the existing "Retail Banking Segment"** in the format as specified under paragraph 4 of Annexure II (Part B) of the Reserve Bank of India (Financial Statements – Presentation and Disclosures) Directions, 2021. It is clarified that the digital banking products / services applicable to segments other than 'Retail Banking' need not be reported at this stage.
- b. Performance update with respect to DBU shall be furnished in a pre-defined reporting format (being separately issued) to Department of Supervision, Reserve Bank of India on monthly basis and in a consolidated form in Annual Report of the bank.



- c. Banks shall furnish information relating to opening, closure, merger or shifting of DBUs online through Central Information System for Banking Infrastructure (CISBI) portal to Department of Statistics and Information Management (DSIM), RBI as advised vide RBI circular DBR.No.BAPD.BC.50/22.01.001/2018-19 dated June 28, 2019 on 'Revision in Proforma and Reporting of Bank/ Banking Outlet (BO) details under CISBI.

12. Role of Board of Directors

- 12.1 Expansion of digital financial services and financial inclusion being overarching objectives of DBUs and in view of the operational flexibility given to banks in this domain, the board should ensure provisions of regular on-site and off-site monitoring system covering all aspects of the guidelines.
- 12.2 The Board or a Committee of the Board shall review the progress and key performance indicators of digital banking services including that of DBU separately at suitable periodicity. The review should cover both business and risk aspects of the segment.



CHAPTER 5 – SEBI DISCLOSURE REQUIREMENTS

5.1 Basis of Related Party Transactions

- a. A statement in summary form of transactions with Related Parties in the ordinary course of business shall be placed periodically before the Audit Committee.
- b. Details of material individual transactions with Related Parties, which are not in the normal course of business, shall be placed before the Audit Committee.
- c. Details of material individual transactions with Related Parties or others, which are not on an Arm's Length Basis, shall be placed before the Audit Committee together with Management's justification for the same.

Security Exchange Board of India (SEBI) vide its circular No. CIR/CFD/POLICY CELL/2/2014 dated 17 April 2014, read with circular No. CIR/CFD/POLICY CELL/7/2014 dated 15 September 2014 has amended clause 35B and 49 of the listing agreement. In terms of the said circular, it is mandatory for the listed entities to formulate a policy on materiality of related party transactions and also on dealing with Related Party Transactions.

The Bank shall keep a register in the prescribed form giving the full particulars of contracts or arrangements in respect of all RPTs approved by the Audit Committee and the gist of such contracts/RPTs shall be placed before the Board periodically.

Necessary disclosures shall be made in the Annual Financial Statements as required under AS 18 and RBI guidelines. Further, as required under clause 49 of Listing Agreement, necessary details of all materially significant related party transactions which may have potential conflict with the interests of the Bank at large, shall also be given in Report on Corporate Governance section in Annual Report.

Details of all material transactions with related parties shall be disclosed quarterly along with the compliance report on Corporate Governance. The Bank shall disclose the policy on dealing with related party transactions on its website and a web link thereto shall be provided in the Annual Report.

5.2 Disclosure of accounting treatment:

Where in the preparation of financial statements, a treatment different from that prescribed in an Accounting Standard has been followed, the fact shall be disclosed in the financial statements together with the Management's explanation as to why it believes such alternative treatment is more representative of the true and fair view of the underlying business transaction in the Corporate Governance Report.

5.3 Board Disclosures - Risk Management:

The Bank shall lay down procedures to inform Board members about the risk assessment and minimization procedures. These procedures shall be periodically reviewed to ensure that executive management controls risk through means of a properly defined framework.

5.4 Proceeds from Public Issues, Right Issues, Preferential Issues etc.:

When money is raised through an issue it shall disclose to the Audit Committee, the uses/applications of funds by major category (capital expenditure, sales and marketing, working capital etc) on a quarterly basis as a part of their quarterly declaration of financial results. Further on an annual basis, the Bank shall prepare a statement of funds utilized for purposes other than those stated in the offer document/prospectus/notice and place it before the Audit Committee. Such disclosures shall be made only till such time that the full money raised through the issue has been fully spent. The statutory auditors of the Bank shall certify this statement. The Audit Committee shall make appropriate recommendations to the Board to take steps in this matter.

5.5 Remuneration of Directors:

Banks are required to make disclosure on remuneration of Whole Time Directors/ Chief Executive Officers/ Material Risk Takers on an annual basis at the minimum, in their Annual Financial Statements. Banks shall make the disclosures in table or chart format and make disclosures for previous as well as the current reporting year.

a. All pecuniary relationship or transactions of the Non-executive Directors vis-à-vis the Bank shall be disclosed in the Annual Report.

b. Further the following disclosures on the remuneration of Directors shall be made in the section on the Corporate Governance of the Annual Report.

- ❖ All elements of remuneration package of individual directors summarized under major groups, such as salary, benefits, bonuses, stock options, pension etc.
- ❖ Details of fixed component and performance linked incentives, along with the performance criteria.
- ❖ Service Contracts, Notice Period, Severance Fees.
- ❖ Stock option details, if any-and whether issued at a discount as well as the period over which accrued and over which exercisable.
- ❖ The Bank shall publish its criteria of making payments to Non-Executive Directors in its Annual Report. Alternatively, this shall be put up on the Bank's website and reference drawn thereto in the Annual Report.
- ❖ The Bank shall disclose the number of shares and convertible instruments held by Non-executive Directors in the Annual Report.
- ❖ Non-executive Directors shall be required to disclose their shareholding (both own or held by/for other persons on a beneficial basis) to the Bank if they are proposed to be appointed as directors, prior to their appointment. These details shall be disclosed in the notice to the general meeting called for appointment of such director.

5.6 Management:

5.6.1 Management discussion and analysis report shall form the part of the Annual Report to shareholders. This management discussion and analysis shall include discussion on the following matters within the limits set by the Bank's competitive position:

- a. Industry structure and developments



- b. Opportunities and threats
- c. Segment wise or Product wise performance
- d. Outlook
- e. Risk and Concerns
- f. Internal Control Systems and their adequacy
- g. Discussions on financial performance with respect to operational performance
- h. Material developments in human resources/industrial relation's front, including number of people employed.

5.6.2 Senior Management shall make disclosures to the Board relating to all material financial and commercial transactions, where they have personal interest, that may have a potential conflict with the interest of the Bank at large (for e.g. dealing in Bank shares, commercial dealings with bodies, which have shareholding of management and their relatives etc.)

5.7 Shareholders:

A shareholder shall be provided with the following information:

- a. A brief resume of the Directors
- b. Nature of his expertise in specific functional areas
- c. Names of companies in which the person also holds the directorship and the membership of committees of the board and
- d. Shareholding of Non-executive Directors.

Quarterly results and presentations made by the Bank to analysts shall be put on Bank's website.

5.8 Business Responsibility and Sustainability Report:

In terms of amendment to regulation 34 (2) (f) of LODR Regulations vide Gazette notification no. SEBI/LAD-NRO/GN/2021/22 dated May 05, 2021, it has now been decided to introduce new reporting requirements on ESG parameters called the Business Responsibility and Sustainability Report (BRSR). The BRSR is accompanied with a guidance note to enable the companies to interpret the scope of disclosures.

As per SEBI circular SEBI/HO/CFD/CFD-SEC-2/P/CIR/2023/122, dated July 12, 2023, based on the recommendations of the ESG Advisory Committee and pursuant to public consultation, the Board decided to introduce the BRSR Core for assurance by listed entities. The Board further decided to introduce disclosures and assurance for the value chain of listed entities, as per the BRSR Core.

5.8.1 The BRSR Core is a sub-set of the BRSR, consisting of a set of Key Performance Indicators (KPIs) / metrics under 9 ESG attributes. Keeping in view the relevance to the Indian / Emerging market context, few new KPIs have been identified for assurance such as job creation in small towns, openness of business, gross wages paid to women etc. Further, for better global comparability intensity ratios based on revenue adjusted for Purchasing Power Parity (PPP) have been included.



5.8.2 In order to facilitate the verification process, the BRSR Core specifies the data and approach for reporting and assurance. It is however clarified that the approach specified is only a base methodology. Any changes or industry specific adjustments / estimations shall be disclosed.

5.8.3 Applicability:

From FY 2023 – 2024, Bank shall make disclosures as per the updated BRSR format, as part of their Annual Reports.

5.9 Assurance provider:

Bank shall mandatorily undertake reasonable assurance of the BRSR Core from FY 2023-24

The Board of the Bank shall ensure that the assurance provider of the BRSR Core has the necessary expertise, for undertaking reasonable assurance.

The Bank shall ensure that there is no conflict of interest with the assurance provider appointed for assuring the BRSR Core. For instance, it shall be ensured that the assurance provider or any of its associates do not sell its products or provide any non-audit / non-assurance related service including consulting services, to the Bank or its group entities.

5.10 ESG Disclosures for value chain:

5.10.1 Disclosures for value chain shall be made by the listed company as per BRSR Core, as part of its Annual Report. For this purpose, value chain shall encompass the top upstream and downstream partners of a listed entity, cumulatively comprising 75% of its purchases / sales (by value) respectively.

5.10.2 Listed entities shall report the KPIs in the BRSR Core for their value chain to the extent it is attributable to their business with that value chain partner. Such reporting may be segregated for upstream and downstream partners or can be reported on an aggregate basis.

5.10.3 The scope of reporting and any assumptions or estimates, if any, shall be clearly disclosed.

The suggested format for Business Responsibility Report is as follows.

SECTION A: GENERAL DISCLOSURES

- I. Details of the listed entity
 1. Corporate Identity Number (CIN) of the Listed Entity
 2. Name of the Listed Entity
 3. Year of incorporation
 4. Registered office address
 5. Corporate address
 6. E-mail
 7. Telephone
 8. Website



9. Financial year for which reporting is being done
10. Name of the Stock Exchange(s) where shares are listed
11. Paid-up Capital
12. Name and contact details (telephone, email address) of the person who may be contacted in case of any queries on the BRSR report
13. Reporting boundary - Are the disclosures under this report made on a standalone basis (i.e. only for the entity) or on a consolidated basis (i.e. for the entity and all the entities which form a part of its consolidated financial statements, taken together).
- 14. Name of assurance provider**
- 15. Type of assurance obtained**

II. Products/services

16. Details of business activities (accounting for 90% of the turnover):

S. No.	Description of Main Activity	Description of Business Activity	% of Turnover of the entity

17. Products/Services sold by the entity (accounting for 90% of the entity's Turnover):

S. No.	Product/Service	NIC Code	% of total Turnover contributed

III. Operations

18. Number of locations where plants and/or operations/offices of the entity are situated:

Location	Number of plants	Number of offices	Total
National			
International			

19. Markets served by the entity:

a. Number of locations

Locations	Number
National (No. of States)	
International (No. of Countries)	

- b. What is the contribution of exports as a percentage of the total turnover of the entity?
- c. A brief on types of customers

IV. Employees

20. Details as at the end of Financial Year:

a. Employees and workers (including differently abled):

S. No.	Particulars	Total (A)	Male		Female	
			No. (B)	% (B / A)	No. (C)	% (C / A)
EMPLOYEES						
1.	Permanent (D)					
2.	Other than Permanent (E)					
3.	Total employees (D + E)					
WORKERS						
4.	Permanent (F)					
5.	Other than Permanent (G)					
6.	Total workers (F + G)					



b. Differently abled Employees and workers:

S. No	Particulars	Total (A)	Male		Female	
			No. (B)	% (B / A)	No. (C)	% (C / A)
DIFFERENTLY ABLED EMPLOYEES						
1.	Permanent (D)					
2.	Other than Permanent (E)					
3.	Total differently abled employees (D + E)					
DIFFERENTLY ABLED WORKERS						
4.	Permanent (F)					
5.	Other than permanent (G)					
6.	Total differently abled workers (F + G)					

21. Participation/Inclusion/Representation of women

	Total (A)	No. and percentage of Females	
		No. (B)	% (B / A)
Board of Directors			
Key Management Personnel			

22. Turnover rate for permanent employees and workers

(Disclose trends for the past 3 years)

	FY (Turnover rate in current FY)			FY (Turnover rate in previous FY)			FY (Turnover rate in the year prior to the previous FY)		
	Male	Female	Total	Male	Female	Total	Male	Female	Total
Permanent Employees									
Permanent Workers									

V. Holding, Subsidiary and Associate Companies (including joint ventures)

23. (a) Names of holding / subsidiary / associate companies / joint ventures

S. No.	Name of the holding/subsidiary/associate companies/joint ventures (A)	Indicate whether holding/Subsidiary/Associate/Joint Venture	% of shares held by listed entity	Does the entity indicated at column A, participate in the Business Responsibility initiatives of the listed entity? (Yes/No)

VI. CSR Details

24. (i) Whether CSR is applicable as per section 135 of Companies Act, 2013: (Yes/No)
- Turnover (in Rs.)
 - Net worth (in Rs.)

VII. Transparency and Disclosures Compliances

25. Complaints/Grievances on any of the principles (Principles 1 to 9) under the National Guidelines on Responsible Business Conduct:

Stakeholder group from whom complaint is received	Grievance Redressal Mechanism in Place (Yes/No)	FY Current Financial Year			FY Previous Financial Year		
		Number of complaints filed during theyear	Number of complaints pending resolution at close of the year	Remarks	Number of complaints filed during theyear	Number of complaints pending resolution at close of the year	Remarks
Communities							
Investors (other than shareholders)							

Stakeholder group from whom complaint is	Grievance Redressal Mechanism in Place	FY Current Financial Year			FY Previous Financial Year		

received	(Yes/No)						
	(If Yes, then provide web-link for grievance redress policy)	Number of complaint sfiled during theyear	Number of complaints pending resolution at close of the year	Remarks	Number of complaints filed during the year	Number of complaints pending resolution at close of the year	Remarks
Shareholders							
Employees and workers							
Customers							
Value Chain Partners							
Other (please specify)							

26. Overview of the entity's material responsible business conduct issues

Please indicate material responsible business conduct and sustainability issues pertaining to environmental and social matters that present a risk or an opportunity to your business, rationale for identifying the same, approach to adapt or mitigate the risk along-with its financial implications, as per the following format

S. No.	Material issue identified	Indicate whether risk or opportunity (R/O)	Rationale for identifying the risk / opportunity	In case of risk, approach to adapt or mitigate	Financial implications of the risk or opportunity (Indicate positive or negative implications)

SECTION B: MANAGEMENT AND PROCESS DISCLOSURES

This section is aimed at helping businesses demonstrate the structures, policies and processes put in place towards adopting the NGRBC Principles and Core Elements.

Disclosure Questions	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9
Policy and management processes									
1. a. Whether your entity's policy/policies cover each principle and its core elements of the NGRBCs. (Yes/No)									
b. Has the policy been approved by the Board? (Yes/No)									
c. Web Link of the Policies, if available									
2. Whether the entity has translated the policy into procedures. (Yes / No)									
3. Do the enlisted policies extend to your value chain partners? (Yes/No)									
4. Name of the national and international codes/certifications/labels/ standards (e.g. Forest Stewardship Council, Fairtrade, Rainforest Alliance, Trustea) standards (e.g. SA 8000, OHSAS, ISO, BIS) adopted by your entity and mapped to each principle.									
5. Specific commitments, goals and targets set by the entity with defined timelines, if any.									
6. Performance of the entity against the specific commitments, goals and targets along-with reasons in case the same are not met.									
Governance, leadership and oversight									
7. Statement by director responsible for the business responsibility report, highlighting ESG related challenges, targets and achievements (listed entity has flexibility regarding the placement of this disclosure)									
8. Details of the highest authority responsible for implementation and oversight of the Business Responsibility policy (ies).									
9. Does the entity have a specified Committee of the Board/ Director responsible for decision making on sustainability related issues? (Yes / No). If yes, provide details.									

10. Details of Review of NGRBCs by the Company:																		
Subject for Review	Indicate whether review was undertaken by Director / Committee of the Board/ Any other Committee									Frequency (Annually/ Half yearly/ Quarterly/ Any other – please specify)								
	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9



Performance against above policies and follow up action																			
Compliance with statutory requirements of relevance to the principles, and, rectification of any non-compliances																			
11. Has the entity carried out independent assessment/ evaluation of the working of its policies by an external agency? (Yes/No). If yes, provide name of the agency.	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9										

12. If answer to question (1) above is “No” i.e. not all Principles are covered by a policy, reasons to be stated:

Questions	P 1	P 2	P 3	P 4	P 5	P 6	P 7	P 8	P 9
The entity does not consider the Principles material to its business (Yes/No)									
The entity is not at a stage where it is in a position to formulate and implement the policies on specified principles (Yes/No)									
The entity does not have the financial or/human and technical resources available for the task (Yes/No)									
It is planned to be done in the next financial year (Yes/No)									
Any other reason (please specify)									

SECTION C: PRINCIPLE WISE PERFORMANCE DISCLOSURE

This section is aimed at helping entities demonstrate their performance in integrating the Principles and Core Elements with key processes and decisions. The information sought is categorized as “Essential” and “Leadership”. While the essential indicators are expected to be disclosed by every entity that is mandated to file this report, the leadership indicators may be voluntarily disclosed by entities which aspire to progress to a higher level in their quest to be socially, environmentally and ethically responsible.



PRINCIPLE 1 Businesses should conduct and govern themselves with integrity, and in a manner that is Ethical, Transparent and Accountable.

Essential Indicators

1. Percentage coverage by training and awareness programmes on any of the Principles during the financial year

Segment	Total number of training and awareness programmes held	Topics / principles covered under the training and its impact	% age of persons in respective category covered by the awareness programmes
Board of Directors			
Key Managerial Personnel			
Employees other than BoD and KMPs			
Workers			

2. Details of fines / penalties /punishment/ award/ compounding fees/ settlement amount paid in proceedings (by the entity or by directors / KMPs) with regulators/ law enforcement agencies/ judicial institutions, in the financial year, in the following format (Note: the entity shall make disclosures on the basis of materiality as specified in Regulation 30 of SEBI (Listing Obligations and Disclosure Obligations) Regulations, 2015 and as disclosed on the entity’s website):

Monetary					
	NGRBC Principle	Name of the Regulatory /enforcement agencies/ Judicial institutions	Amount (In INR)	Brief of the Case	Has an appeal been preferred ? (Yes/No)
Penalty/ Fine					
Settlement					
Compounding fee					

Non-Monetary				
	NGRBC Principle	Name of the Regulatory /enforcement agencies/ Judicial institutions	Brief of the Case	Has an appeal been preferred ? (Yes/No)
Imprisonment				
Punishment				

3. Of the instances disclosed in Question 2 above, details of the Appeal/ Revision preferred in cases where monetary or non-monetary action has been appealed.

Case Details	Name of the regulatory/ enforcement agencies/ judicial institutions



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Monetary					
	NGRBC Principle	Name of the Regulatory /enforcement agencies/ Judicial institutions	Amount (InINR)	Brief of the Case	Has an appeal been preferred ? (Yes/No)
Penalty/ Fine					
Settlement					
Compounding fee					

4. Does the entity have an anti-corruption or anti-bribery policy? If yes, provide details in brief and if available, provide a web-link to the policy.

5. Number of Directors/KMPs/employees/workers against whom disciplinary action was taken by any law enforcement agency for the charges of bribery/ corruption:

	FY_____ (Current Financial Year)	FY_____ (Previous Financial Year)
Directors		
KMPs		
Employees		
Workers		

6. Details of complaints with regard to conflict of interest:

	FY_____ (Current Financial Year)		FY_____ (Previous Financial Year)	
	Number	Remarks	Number	Remarks
Number of complaints received in relation to issues of Conflict of Interest of the Directors				
Number of complaints received in relation to issues of Conflict of Interest of the KMPs				

7. Provide details of any corrective action taken or underway on issues related to fines / penalties / action taken by regulators/ law enforcement agencies/ judicial institutions, on cases of corruption and conflicts of interest.

8. Number of days of accounts payables ((Accounts payable *365) / Cost of goods/services procured) in the following format:

	FY_____(Current Financial Year)	FY_____(previous Financial Year)
Number of days of accounts payables		



9. Open-ness of business

Provide details of concentration of purchases and sales with trading houses, dealers, and related parties along-with loans and advances & investments, with related parties, in the following format:

Parameter	Metrics	FY____(Current Financial Year)	FY____(previous Financial Year)
Concentration of Purchases	<i>a. Purchases from trading houses as % of total purchases</i>		
	<i>b. Number of trading houses where purchases are made from</i>		
	<i>c. Purchases from top 10 trading houses as % of total purchases from trading houses</i>		
Concentration of Sales	<i>a. Sales to dealers / distributors as % of total sales</i>		
	<i>b. Number of dealers / distributors to whom sales are made</i>		
	<i>c. Sales to top 10 dealers / distributors as % of total sales to dealers /distributors</i>		
Share of RPTs in	<i>a. Purchases (Purchases with related parties /Total Purchases</i>		
	<i>b. Sales (Sales to related parties / Total Sales)</i>		
	<i>c. Loans & advances (Loans & advances given to related parties / Total loans & advances)</i>		
	<i>d. Investments (Investments in related parties/Total Investments made</i>		

Leadership Indicators

1. Awareness programmes conducted for value chain partners on any of the Principles during the financial year:

	Total number of training and awareness programmes held	Topics / principles covered under the training and its impact	% age of persons in respective category covered by the awareness programmes



- Does the entity have processes in place to avoid/ manage conflict of interests involving members of the Board? (Yes/No) If Yes, provide details of the same.

PRINCIPLE 2 Businesses should provide goods and services in a manner that is sustainable and safe

Essential Indicators

- Percentage of R&D and capital expenditure (capex) investments in specific technologies to improve the environmental and social impacts of product and processes to total R&D and capex investments made by the entity, respectively.

	Current Financial Year	Previously Financial Year	Details of improvements in environmental and social impacts
R & D			
Capex			

- Does the entity have procedure in place for sustainable sourcing ? (Yes/No)
 - If Yes, what percentage of inputs were sourced sustainably ?
- Describe the processes in place to safely reclaim your products for reusing, recycling and disposing at the end of life, for (a) Plastics (including packaging) (b) E-waste (c) Hazardous waste and (d) other waste.
- Whether Extended Producer Responsibility (EPR) is applicable to the entity’s activities (Yes / No). If yes, whether the waste collection plan is in line with the Extended Producer Responsibility (EPR) plan submitted to Pollution Control Boards? If not, provide steps taken to address the same.

Leadership Indicators

- Has the entity conducted Life Cycle Perspective / Assessments (LCA) for any of its products (for manufacturing industry) or for its services (for service industry)? If yes, provide details in the following format?

NIC Code	Name of Product /Service	% of total Turnover contributed	Boundary for which the Life Cycle Perspective / Assessment was conducted	Whether conducted by independent external agency (Yes/No)	Results communicated in public domain (Yes/No) If yes, provide the web-link.

- If there are any significant social or environmental concerns and/or risks arising from production or disposal of your products / services, as identified in the Life Cycle Perspective / Assessments (LCA) or through any other means, briefly describe the same along-with action taken to mitigate the same.

Name of the Product / Taken	Description of the Risk / Conern	Action



Service		

3. Percentage of recycled or reused input material to total material (by value) used in production (for manufacturing industry) or providing services (for service industry).
4. Of the products and packaging reclaimed at end of life of products, amount (in metric tonnes) reused, recycled, and safely disposed, as per the following format:

Indicate input material	Recycled or re-used input material to the total material	
	FY _____ (Current Financial Year)	FY _____ (Previous Financial Year)

5. Reclaimed products and their packaging materials (as percentage of products sold) for each product category.

	FY _____ (Current Financial Year)			FY _____ (Previous Financial Year)		
	Re-Used	Recycled	Safely disposed	Re-Used	Recycled	Safely disposed
Plastic (Including Packaging)						
E-waste						
Hazardous waste						
Other Waste						

Indicate product category	Reclaimed products and their packaging materials as % of total products sold in respective category

PRINCIPLE 3 Businesses should respect and promote the well-being of all employees, including those in their value chains

Essential Indicators

1. a. Details of measure for the well-being of employees

Category	% of employees covered by										
	Total (A)	Health Insurance		Accident Insurance		Maternity Benefits		Paternity Benefits		Day care Facilities	
		Number (B)	%(B/A)	Number (C)	%(C/A)	Number (D)	%(D/A)	Number (E)	%(E/A)	Number (F)	%(F/A)
Permanent employees											
Male											
Female											
Total											
Other than Permanent employees											
Male											
Female											
Total											

b. Details of measures for the well-being of workers:

Category	% of workers covered by										
	Total (A)	Health Insurance		Accident Insurance		Maternity Benefits		Paternity Benefits		Day care Facilities	
		Number (B)	%(B/A)	Number (C)	%(C/A)	Number (D)	%(D/A)	Number (E)	%(E/A)	Number (F)	%(F/A)
Permanent Workers											
Male											
Female											
Total											
Other than Permanent Workers											
Male											
Female											
Total											

C. Spending on measures towards well-being of employees and workers (including permanent and other than permanent) in the following format:

	<i>FY__ Current Financial year</i>	<i>FY__ Previous Financial year</i>
<i>Cost incurred on well- being measures as a % of total revenue of the company</i>		



2. Details of retirement benefits, for Current FY and Previous Financial Year.

Benefits	FY _____ (Current Financial Year)			FY _____ (Previous Financial Year)		
	No. of employees covered as % of total employees	No. of workers covered as a % of total workers	Deducted and deposited with the authority (Y/N/N.A.)	No. of employees covered as % of total employees	No. of workers covered as a % of total workers	Deducted and deposited with the authority (Y/N/N.A.)
PF						
Gratuity						
ESI						
Other- Please specify						

3. Accessibility of workplaces

Are the premises / offices of the entity accessible to differently abled employees and workers, as per the requirements of the Rights of Persons with Disabilities Act, 2016? If not, whether any steps are being taken by the entity in this regard.

4. Does the entity have an equal opportunity policy as per the Rights of Persons with Disabilities Act, 2016? If so, provide a web-link to the policy.

5. Return to work and Retention rates of permanent employees and workers that took parental leave.

	Permanent Employees		Permanent Workers	
	Return to work rate	Retention rate	Return to work rate	Retention rate
Male				
Female				
Total				

6. Is there a mechanism available to receive and redress grievances for the following categories of employees and worker? If yes, give details of the mechanism in brief.

	Yes/No (If Yes, then give details of the mechanism in brief)
Permanent Workers	
Other than Permanent Workers	
Permanent Employees	
Other than Permanent Employees	

7. Membership of employees and worker in association(s) or Unions recognized by the listed entity:

Category	FY _____ (Current Financial Year)			FY _____ (Previous Financial Year)		
	Total employees / worker in respective category (A)	No. of employees/workers in respective category, who are part of association(s) or Union (B)	%(B/A)	Total employees / worker in respective category (C)	No. of employees/workers in respective category, who are part of association(s) or Union (D)	%(D/C)
Total Permanent Employees						
-Male						
-Female						
Total Permanent Workers						
-Male						
-Female						

8. Details of training given to employees and workers:

Category	% of workers covered by									
	Total (A)	On Health and safety measure		On skill upgradation		Total (D)	On Health and safety measure		On skill upgradation	
		Number (B)	%(B/A)	Number (C)	%(C/A)		Number (E)	%(E/D)	Number (F)	%(F/D)
Employees										
Male										
Female										
Total										
Workers										
Male										
Female										
Total										

9. Details of performance and career development reviews of employees and workers:

Benefits	FY _____ (Current Financial Year)			FY _____ (Previous Financial Year)		
	Total (A)	No. (B)	%(B/A)	Total (C)	No. (D)	%(D/C)



Employees						
Male						
Female						
Total						
Workers						
Male						
Female						
Total						

10. Health and safety management system:

a. Whether occupational health and safety management system has been implemented by the entity? (Yes/ No). If yes, the coverage such system.

b. What are the processes used to identify work-related hazards and assess risks on a routine and non-routine basis by the entity?

c. Whether you have processes for workers to report the work related hazards and to remove themselves from such risks. (Y/N).

d. Do the employees/ worker of the entity have access to non-occupational medical and healthcare services? (Yes/ No)

11. Details of safety related incidents, in the following format:

Safety Incident / Number	Category*	FY_____ (Current Financial Year)	FY_____ (previous Financial Year)
Lost Time Injury Frequency Rate (LTIFR) (per one million-person hours worked)	Employees		
	Workers		
Total record work-related injuries	Employees		
	Workers		
No. of fatalities	Employees		
	Workers		
High consequence work-related injury or ill-health (excluding fatalities)	Employees		
	Workers		

*** Including in the contract workforce**



12. Describe the measures taken by the entity to ensure a safe and healthy work place.

13. Number of Complaints on the following made by employees and workers:

	FY_____ (Current Financial Year)			FY_____ (Previous Financial Year)		
	Filed during the year	Pending resolution at the end of year	Remaks	Filed during the year	Pending resolution at the end of year	Remaks
Working Conditions						
Health & Safety						

14. Assessments for the year:

	% of your plants and offices that were assessed (by entity or statutory authorities or third parties)
Health and safety practices	
Working conditions	

15. Provide details of any corrective action taken or underway to address safety-related incidents (if any) and on significant risks / concerns arising from assessments of health & safety practices and working conditions.

Leadership Indicators

- Does the entity extend any life insurance or any compensatory package in the event of death of (A) Employees (Y/N) (B) Workers (Y/N).
- Provide the measures undertaken by the entity to ensure that statutory dues have been deducted and deposited by the value chain partners.
- Provide the number of employees / workers having suffered high consequence work-related injury / ill-health / fatalities (as reported in Q11 of Essential Indicators above), who have been are rehabilitated and placed in suitable employment or whose family members have been placed in suitable employment:

	Total no. of affected employees / workers		No. of employees/ workers that are rehabilitated and placed in suitable employment or whose family member have been placed in suitable employment	
	FY_____ (Current Financial Year)	FY_____ (previous Financial Year)	FY_____ (Current Financial Year)	FY_____ (Previous Financial Year)
Employees				



Workers				
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4. Does the entity provide transition assistance programs to facilitate continued employability and the management of career endings resulting from retirement or termination of employment? (Yes/ No).

5. Details on assessment of value chain partners:

	% of value chain partners (by value of business done with such partners) that were assessed
Health and safety practices	
Working conditions	

6. Provide details of any corrective actions taken or underway to address significant risks/ concerns arising from assessments of health and safety practices and working conditions of value chain partners.

PRINCIPLE 4: Businesses should respect the interests of and be responsive to all its stakeholders

Essential Indicators

1. Describe the processes for identifying key stakeholder groups of the entity.

2. List stakeholder groups identified as key for your entity and the frequency of engagement with each stakeholder group

Stakeholder Group	Whether identified as Vulnerable & Marginalized Group (Yes/ No)	Channel of communication (Email, SMS, Newspaper, Pamphlets, Advertisement, Community Meeting, Notice Board, Website), Other	Frequency of engagement (Annually/ Half Yearly / Quarterly / Others – please specify)	Purpose and scope of engagement including key topics and concerns raised during such engagement

Leadership Indicators

1. Provide the processes for consultation between stakeholders and the Board on economic, environmental, and social topics or if consultation is delegated, how is feedback from such consultations provided to the Board.



- Whether stakeholder consultation is used to support the identification and management of environmental, and social topics (Yes / No). If so, provide details of instances as to how the inputs received from stakeholders on these topics were incorporated into policies and activities of the entity.
- Provide details of instances of engagement with, and actions taken to, address the concerns of vulnerable/ marginalized stakeholder groups.

PRINCIPLE 5 Businesses should respect and promote human rights

Essential Indicators

- Employees and workers who have been provided training on human rights issues and policy(ies) of the entity, in the following format.

Category	FY _____ (Current Financial Year)			FY _____ (Previous Financial Year)		
	Total (A)	No. of employees / workers covered (B)	%(B/A)	Total (C)	No. of employees / workers covered (D)	%(D/C)
Employees						
Permanent						
Other than Permanent						
Total Employees						
Workers						
Permanent						
Other than Permanent						
Total Workers						

- Details of minimum wages paid to employees and workers, in the following format:

Category	FY _____ (Current Financial Year)				FY _____ (Previous Financial Year)					
	Total (A)	Equal to Minimum Wages		More than Minimum Wage		Total (D)	Equal to Minimum Wages		More than Minimum Wage	
		Number (B)	%(B/A)	Number (C)	%(C/A)		Number (E)	%(E/D)	Number (F)	%(F/D)
Employees										

Permanent										
Male										
Female										
Other than permanent										
Male										
Female										
Workers										
Permanent										
Male										
Female										
Other than permanent										
Male										
Female										

3. a. Details of remuneration/salary/wages, in the following format:

	Male		Female	
	Number	Median remuneration / salary / wages of respective category	Number	Median remuneration / salary / wages of respective category
Board of Directors (BoD)				
Key Managerial personal				
Employees other than BoD and KMP				
Workers				

b. Gross wages paid to females as % of total wages paid by the entity, in the following format:

	FY__ Current Financial Year	FY__ Previous Financial Year
Gross wages paid to females as % of total wages		



4. Do you have a focal point (Individual/ Committee) responsible for addressing human rights impacts or issues caused or contributed to by the business? (Yes/No).
5. Describe the internal mechanisms in place to redress grievances related to human rights issues.
6. Number of Complaints on the following made by employees and workers:

	FY _____ (Current Financial Year)			FY _____ (Previous Financial Year)		
	Filed during the year	Pending resolution at the end of year	Remaks	Filed during the year	Pending resolution at the end of year	Remaks
Sexual harassment						
Discrimination at work palce						
Child Labour						
Forced Labour / Involuntary Labour						
Wages						
Other human rights related issues						

7. Complaints filed under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, in the following format:

	FY__ Current Financial Year	FY__ Previous Financial Year
Total Complaints reported under Sexual Harassment on of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013(POSH)		
Complaints on POSH as a % of female employees/ workers		
Complaints on POSH upheld		

8. Do human rights requirements form part of your business agreements and contracts? (Yes/No).
9. Assessments for the year:

	% of your plants and offices that were assessed (by entity or statutory authorities or third parties)
Child Labour	
Forced /involuntary Labour	
Sexual harassment	
Discrimination at workplace	

Wages	
Others – please specify	

10. Provide details of any corrective actions taken or underway to address significant risks / concerns arising from the assessments at Question 9 above.

Leadership Indicators

1. Details of a business process being modified / introduced as a result of addressing human rights grievances/complaints.
2. Details of the scope and coverage of any Human rights due-diligence conducted.
3. Is the premise/office of the entity accessible to differently abled visitors, as per the requirements of the Rights of Persons with Disabilities Act, 2016?
4. Details on assessment of value chain partners:

	% of value chain partner (by value of business done with such partner) that were assessed
Child Labour	
Forced /involuntary Labour	
Sexual harassment	
Discrimination at workplace	
Wages	
Others – please specify	

5. Provide details of any corrective actions taken or underway to address significant risks / concerns arising from the assessments at Question 4 above

PRINCIPLE 6: Businesses should respect and make efforts to protect and restore the environment

Essential Indicators

1. *Details of total energy consumption (in Joules or multiples) and energy intensity, in the following format:*

<i>Parameter</i>	<i>FY__ Current Financial Year</i>	<i>FY__ Previous Financial Year</i>
From renewable sources		
Total electricity consumption (A)		
Total fuel consumption (B)		
Energy consumption sources through other (C)		
Total energy consumed from renewable sources (A+B+C)		
From non-renewable sources		
Total electricity consumption (D)		

Total fuel consumption (E)		
Energy consumption sources through other (F)		
Total energy consumed from non-renewable sources (D+E+F)		
Total energy consumed (A+B+C+D+E+F)		
Energy intensity per rupee of turnover (Total energy consumed / Revenue from operations)		
Energy intensity per rupee of turnover adjusted for Purchasing Power Parity(PPP) (Total energy consumed / Revenue from operations adjusted for PPP)		
Energy intensity in terms of physical output		
Energy intensity (optional) – the relevant metric may be selected by the entity		

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.

- Does the entity have any sites / facilities identified as designated consumers (DCs) under the Performance, Achieve and Trade (PAT) Scheme of the Government of India? (Y/N) If yes, disclose whether targets set under the PAT scheme have been achieved. In case targets have not been achieved, provide the remedial action taken, if any.
- Provide details of the following disclosures related to water, in the following format:

Parameter	FY (Current Financial Year)	FY (Previous FinancialYear)
Water withdrawal by source (in kilolitres)		
(i) Surface water		
(ii) Groundwater		
(iii) Third party water		
(iv) Seawater / desalinated water		
(v) Others		
Total volume of water withdrawal (in kilolitres) (i + ii + iii + iv + v)		
Total volume of water consumption (in kilolitres)		
Water intensity per rupee of turnover (Total water consumption / Revenue from operations)		

Water intensity per rupee of turnover adjusted for Purchasing Power Parity (PPP) (Total water consumption / Revenue from operations adjusted for PPP)		
Water intensity in terms of physical output		
Water intensity (optional) – the relevant metric may be selected by the entity		

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.

4. Provide the following details related to water discharged:

Parameter	FY__ Current Financial Year	FY__ Previous FinancialYear)
Water discharge by destination and level of treatment (in kilolitres)		
(i) To Surface water		
- No treatment		
- With treatment – please specify level of treatment		
(ii) To Groundwater		
- No treatment		
- With treatment – please specify level of treatment		
(iii) To Seawater		
- No treatment		
- With treatment – please specify level of treatment		
(iv) Sent to third-parties		
- No treatment		
- With treatment – please specify level of treatment		
(v) Others		
- No treatment		
- With treatment – please specify level of treatment		

Total water discharged (in kilolitres)		
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Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.

- Has the entity implemented a mechanism for Zero Liquid Discharge? If yes, provide details of its coverage and implementation.
- Please provide details of air emissions (other than GHG emissions) by the entity, in the following format:

Parameter	Please specify unit	FY (Current Financial Year)	FY (Previous Financial Year)
NOx			
SOx			
Particulate matter (PM)			
Persistent organic pollutants (POP)			
Volatile organic compounds (VOC)			
Hazardous air pollutants (HAP)			
Others – please specify			

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.

- Provide details of greenhouse gas emissions (Scope 1 and Scope 2 emissions) & its intensity, in the following format:**

Parameter	Unit	FY__ Current Financial Year	FY__ Previous Financial Year
Total Scope 1 emissions (Break-up of the GHG into CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, if available)	Metric tonnes ofCO2 equivalent		
Total Scope 2 emissions (Break-up of the GHG into CO2, CH4, N2O, HFCs, PFCs, SF6, NF3, if available)	Metric tonnes ofCO2 equivalent		

Total Scope 1 and Scope 2 emission intensity per rupee of turnover			
Total Scope 1 and Scope 2 emission intensity (optional) – the relevant metric may be selected by the entity			

8. Does the entity have any project related to reducing Green House Gas emission? If Yes, then provide details.

9. Provide details related to waste management by the entity, in the following format:

Parameter	FY (Current Financial Year)	FY (Previous Financial Year)
Total Waste generated (in metric tonnes)		
Plastic waste (A)		
E-waste (B)		
Bio-medical waste (C)		
Construction and demolition waste (D)		
Battery waste (E)		
Radioactive waste (F)		
Other Hazardous waste. Please specify, if any. (G)		
Other Non-hazardous waste generated (H). Please specify, if any. (Break-up by composition i.e. by materials relevant to the sector)		
Total (A+B + C + D + E + F + G+ H)		

Parameter	FY _____ (Current Financial Year)	FY _____ (Previous Financial Year)
Waste intensity per rupee of turnover (Total waste generated/Revenue from operations)		

Waste intensity per rupee of turnover adjusted for Purchasing Power Parity(PPP) (Total waste generated / Revenue from operations adjusted for PPP)		
Waste intensity in terms of physical output		
Waste intensity (optional) – the relevant metric may be selected by the entity		
For each category of waste generated, total waste recovered through recycling, re-using or other recovery operations (in metric tonnes)		
Category of waste		
(i) Recycled		
(ii) Re-used		
(iii) Other recovery operations		
<i>Total</i>		
For each category of waste generated, total waste disposed by nature of disposal method (in metric tonnes)		
Category of waste		
(i) Incineration		
(ii) Landfilling		
(iii) Other disposal operations		
<i>Total</i>		

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.

10. Briefly describe the waste management practices adopted in your establishments. Describe the strategy adopted by your company to reduce usage of hazardous and toxic chemicals in your products and processes and the practices adopted to manage such wastes.

11. If the entity has operations/offices in/around ecologically sensitive areas (such as national parks, wildlife sanctuaries, biosphere reserves, wetlands, biodiversity hotspots, forests, coastal regulation zones etc.) where environmental approvals / clearances are required, please specify details in the following format:

S. No.	Location of operations/offices	Type of operations	Whether the conditions of environmental approval / clearance are being complied with? (Y/N) If no, the reasons thereof and corrective action taken, if any.

12. Details of environmental impact assessments of projects undertaken by the entity based on applicable laws, in the current financial year:

Name and brief details of project	EIA Notification No.	Date	Whether conducted by independent external agency (Yes / No)	Results communicated in public domain (Yes / No)	Relevant Web link

13. Is the entity compliant with the applicable environmental law/ regulations/ guidelines in India; such as the Water (Prevention and Control of Pollution) Act, Air (Prevention and Control of Pollution) Act, Environment protection act and rules thereunder (Y/N). If not, provide details of all such non-compliances, in the following format:

S. No.	Specify the law / regulation / guidelines which was not complied with	Provide details of the non-compliance	Any fines / penalties / action taken by regulatory agencies such as pollution control boards or by courts	Corrective action taken, if any

Leadership Indicators

Water withdrawal, consumption and discharge in areas of water stress (in kilolitres):

For each facility / plant located in areas of water stress, provide the following information:

- (i) Name of the area
- (ii) Nature of operations
- (iii) Water withdrawal, consumption and discharge in the following format:

Parameter	FY (Current Financial Year)	FY (Previous Financial Year)
Water withdrawal by source (in kilolitres)		
(i) Surface water		
(ii) Groundwater		
(iii) Third party water		
(iv) Seawater / desalinated water		
(v) Others		
Total volume of water withdrawal (in kilolitres)		
Total volume of water consumption (in kilolitres)		

Water intensity per rupee of turnover (Water consumed / turnover)		
Water intensity (optional) – the relevant metric may be selected by the entity		
Water discharge by destination and level of treatment (in kilolitres)		
(i) Into Surface water		
- No treatment		
- With treatment – please specify level of treatment		
(ii) Into Groundwater		
- No treatment		
- With treatment – please specify level of treatment		
(iii) Into Seawater		
- No treatment		
- With treatment – please specify level of treatment		
(iv) Sent to third-parties		
- No treatment		
- With treatment – please specify level of treatment		
(v) Others		
- No treatment		
- With treatment – please specify level of treatment		
Total water discharged (in kilolitres)		

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.

2. Please provide details of total Scope 3 emissions & its intensity, in the following format:

Parameter	Unit	FY (Current Financial Year)	FY (Previous Financial Year)
Total Scope 3 emissions (Break-up of the GHG into CO ₂ , CH ₄ , N ₂ O, HFCs, PFCs, SF ₆ , NF ₃ , if available)	Metric tonnes of CO ₂ equivalent		
Total Scope 3 emissions per rupee of turnover			

Total Scope 3 emission intensity (optional) – the relevant metric may be selected by the entity			
---	--	--	--

Note: Indicate if any independent assessment/ evaluation/assurance has been carried out by an external agency? (Y/N) If yes, name of the external agency.

- With respect to the ecologically sensitive areas reported at Question 10 of Essential Indicators above, provide details of significant direct & indirect impact of the entity on biodiversity in such areas along-with prevention and remediation activities.
- If the entity has undertaken any specific initiatives or used innovative technology or solutions to improve resource efficiency, or reduce impact due to emissions / effluent discharge / waste generated, please provide details of the same as well as outcome of such initiatives, as per the following format:

Sr. No	Initiative undertaken	Details of the initiative (Web-link, if any, may be provided along-withsummary)	Outcome of the initiative

- Does the entity have a business continuity and disaster management plan? Give details in 100 words/ web link.
- Disclose any significant adverse impact to the environment, arising from the value chain of the entity. What mitigation or adaptation measures have been taken by the entity in this regard.
- Percentage of value chain partners (by value of business done with such partners) that were assessed for environmental impacts.

PRINCIPLE 7 Businesses, when engaging in influencing public and regulatory policy, should do so in a manner that is responsible andtransparent

Essential Indicators		
1. a. Number of affiliations with trade and industry chambers/ associations. b. List the top 10 trade and industry chambers/ associations (determined based on the total members of such body) the entity is a member of/ affiliated to.		
S. No.	Name of the trade and industry chambers/ associations	Reach of trade and industry chambers/ associations (State/National)
1		
2		
3		
4		



5		
6		
7		
8		
9		
10		

2. Provide details of corrective action taken or underway on any issues related to anti-competitive conduct by the entity, based on adverse orders from regulatory authorities.

Name of authority	Brief of the case	Corrective action taken

Leadership Indicators

1. Details of public policy positions advocated by the entity

S. No.	Public policy advocated	Method resorted for such advocacy	Whether information available in public domain? (Yes/No)	Frequency of Review by Board (Annually/ Half yearly/ Quarterly / Others – please specify)	Web Link, if available



PRINCIPLE 8 Businesses should promote inclusive growth and equitable development

Essential Indicators						
1. Details of Social Impact Assessments (SIA) of projects undertaken by the entity based on applicable laws, in the current financial year.						
Name and brief details of project	SIA Notification No.	Date of notification	Whether conducted by independent external agency (Yes / No)	Results communicated in public domain (Yes / No)	Relevant Web link	
2. Provide information on project(s) for which ongoing Rehabilitation and Resettlement(R&R) is being undertaken by your entity, in the following format:						
S. No.	Name of Project for which R&R is ongoing	State	District	No. of Project Affected Families (PAFs)	% of PAFs covered by R&R	Amounts paid to PAFs in the FY (In INR)
3. Describe the mechanisms to receive and redress grievances of the community.						
4. Percentage of input material (inputs to total inputs by value) sourced from suppliers:						
		FY _____ Current Financial Year	FY _____ Previous Financial Year			
Directly sourced from MSMEs/ small producers						
Directly from within India						
5. Job creation in smaller towns – Disclose wages paid to persons employed (including employees or workers employed on a permanent or non-permanent / on contract basis) in the following locations, as % of total wage cost						
Location	FY _____ Current Financial Year		FY _____ Previous Financial Year			
Rural						
Semi-Urban						
Urban						
Metro						
Place to be categorized as per RBI Classification System - rural / semi-urban / urban / metropolitan)						



Leadership Indicators

1. Provide details of actions taken to mitigate any negative social impacts identified in the Social Impact Assessments (Reference: Question 1 of Essential Indicators above):

Details of negative social impact identified	Corrective action taken

2. Provide the following information on CSR projects undertaken by your entity in designated aspirational districts as identified by government bodies:

S. No.	State	Aspirational District	Amount spent (In INR)

3. (a) Do you have a preferential procurement policy where you give preference to purchase from suppliers comprising marginalized /vulnerable groups? (Yes/No)

(b) From which marginalized /vulnerable groups do you procure?

(c) What percentage of total procurement (by value) does it constitute?

4. Details of the benefits derived and shared from the intellectual properties owned or acquired by your entity (in the current financial year), based on traditional knowledge:

S. No.	Intellectual Property based on traditional knowledge	Owned/ Acquired (Yes/No)	Benefit shared (Yes / No)	Basis of calculating benefit share

5. Details of corrective actions taken or underway, based on any adverse order in intellectual property related disputes wherein usage of traditional knowledge is involved.

Name of authority	Brief of the Case	Corrective action taken

6. Details of beneficiaries of CSR Projects:

S. No	CSR Project	No. of persons benefitted from CSR Projects	% of beneficiaries from vulnerable and marginalized groups



PRINCIPLE 9 Businesses should engage with and provide value to their consumers in a responsible manner:

Essential Indicators						
1. Describe the mechanisms in place to receive and respond to consumer complaints and feedback.						
2. Turnover of products and/ services as a percentage of turnover from all products/service that carry information about:						
Environmental and social parameters relevant to the product			As a percentage to total turnover			
Safe and responsible usage						
Recycling and/or safe disposal						
3. Number of consumer complaints in respect of the following:						
	FY (Current Financial Year)		Remarks	FY (Previous Financial Year)		Remarks
	Received during the year	Pending resolution at end of year		Received during the year	Pending resolution at end of year	
Data privacy						
Advertising						
Cyber-security						
Delivery of essential services						
Restrictive Trade Practices						
Unfair Trade Practices						
Other						
4. Details of instances of product recalls on account of safety issues:						
		Number		Reasons for recall		
Voluntary recalls						
Forced recalls						
5. Does the entity have a framework/ policy on cyber security and risks related to data privacy? (Yes/No) If available, provide a web-link of the policy.						
6. Provide details of any corrective actions taken or underway on issues relating to advertising, and delivery of essential services; cyber security and data privacy of customers; re-occurrence of instances of product recalls; penalty / action taken by regulatory authorities on safety of products / services.						



7. Provide the following information relating to data breaches:

- **Number of instances of data breaches**
- **Percentage of data breaches involving personally identifiable information of customers**
- **Impact, if any, of the data breaches.**

Leadership Indicators

1. Channels / platforms where information on products and services of the entity can be accessed (provide web link, if available).
2. Steps taken to inform and educate consumers about safe and responsible usage of products and/or services.
3. Mechanisms in place to inform consumers of any risk of disruption/discontinuation of essential services.
4. Does the entity display product information on the product over and above what is mandated as per local laws? (Yes/No/Not Applicable) If yes, provide details in brief. Did your entity carry out any survey with regard to consumer satisfaction relating to the major products / services of the entity, significant locations of operation of the entity or the entity as a whole? (Yes/No)
5. Provide the following information relating to data breaches:
 - a. Number of instances of data breaches along-with impact
 - b. Percentage of data breaches involving personally identifiable information of customers

5.9 Disclosures in Annual Report

In terms of Clause 49 VIII (h) of Listing Agreement revised by SEBI Bank shall disclose the following:

- i. The details of training imparted to Independent Directors shall be disclosed in the Annual Report
- ii. The details of establishment of vigil mechanism shall be disclosed by the company on its website and in the Board's report.
- iii. The company shall disclose the remuneration policy and the evaluation criteria in its Annual Report.

5.10 SEBI Circular No SEBI/LAD-NRO/GN/2015-16/013 dated September 02, 2015 on "Securities and Exchange Board of India (Listing Obligations and Disclosure Requirements) Regulations, 2015"

Security Exchange Board of India (SEBI) vide its notification No. SEBI/LAD-NRO/GN/2015-16/013 dated 02 September 2015, has come out with certain disclosure requirements for all listed companies which are given as under:

5.10.1 Chapter III – Regulation 13 - Grievance Redressal Mechanism:

The listed entity shall ensure that adequate steps are taken for expeditious redressal of investor complaints. The listed entity shall file with the recognised stock exchange(s) on a quarterly basis, within twenty one days from the end of each quarter, a statement giving the number of investor complaints pending at the beginning of the quarter, those received during the quarter, disposed of during the quarter and those remaining unresolved at the end of the quarter.

5.10.2 Chapter IV – Regulation 30 – Disclosure of events or information, read with SEBI Circular No. CIR/CFD/CMD/4/2015 dated September 9, 2015:

Every listed entity shall make disclosures of any events or information which, in the opinion of the board of directors of the listed company, is material.

Criteria for determination of materiality:

The Bank shall consider the following criteria for determination of materiality of events / information for disclosure:

- a. The omission of an event or information, which is likely to result in discontinuity or alteration of event or information already available publicly; or

b. The omission of an event or information is likely to result in significant market reaction if the said omission came to light at a later date;

In case where the criteria specified in sub-clauses (a) and (b) are not applicable, an event/information may be treated as being material if in the opinion of the Board of Directors of the Bank, the event/information is considered material.

Timelines for Disclosure:

The Bank shall disclose the material events as specified and within the time limit prescribed by SEBI from time to time.

The Bank shall, with respect to disclosures referred to in Listing Regulations, make disclosures updating material developments on a regular basis, till such time the event is resolved / closed, with relevant explanations.

The Bank shall disclose all material events or information with respect to its material subsidiaries, if any, to the stock exchanges, where the shares of the Bank are listed.

The Bank shall provide specific and adequate reply to all queries raised by stock exchange(s) with respect to any events or information.

The Bank may on its own initiative also, confirm or deny any reported event or information to stock exchange(s).

Website Updation:

The Bank shall disclose on its website all such material events or information which has been disclosed to Stock exchange(s) under SEBI Listing Regulations and such disclosures shall be hosted on the website of the Bank for a minimum period of five years and thereafter as per Archival Policy of the Bank.

Authority for determination and disclosure of materiality of events/information:

In terms of Regulation 30(5) of SEBI (LODR) Regulation the Board of Directors of the Bank shall authorize one or more key managerial personnel for the purpose of determining the materiality of an event or information and for the purpose of making disclosures to the stock exchanges and that the contact details of such personnel shall be disclosed to the stock exchange(s) and as well as on the Bank's Website.

Accordingly, the Board of the Bank in its meeting held on 04.11.2015 has authorized the Chief General Manager/General Manager, SP & D Wing, HO the General Manager, FM & S Wing, HO and the Deputy General Manager & Secretary to the Board (as per the Canara Bank Code of Conduct for Prohibition of Insider Trading) for the purpose of determination of materiality of an event or information (for the items other than the Regular/Statutory Disclosures) and making disclosures to the Exchanges through the Company Secretary of the Bank.

It is mandatory on the part of the listed entity to disclose the information on the events and the material information which will have a bearing on the performance / operations of the



Bank as well as the price sensitive information to the stock Exchanges, the functional wings/concerned sections to intimate the events /material information which will have a bearing on the performance /operations as well as the price sensitive information to the Company Secretary for the purpose of disseminating first to the stock exchanges as required under Regulation 30 of the Equity Listing Agreement.

5.10.3 Chapter IV - Regulation 43 – Dividends:

The listed entity shall declare and disclose the dividend on per share basis only.

1. The top five hundred listed entities based on market capitalisation (calculated as on March 31 of every year) shall formulate a dividend distribution policy which shall be disclosed in their annual reports and on their websites.
2. The dividend distribution policy shall include the following parameters:
 - a. The circumstances under which the shareholders of the listed entities may or may not expect dividend;
 - b. The financial parameters that shall be considered while declaring dividend;
 - c. Internal and external factors that shall be considered for declaration of dividend;
 - d. Policy as to how the retained earnings shall be utilized; and
 - e. Parameters that shall be adopted with regard to various classes of shares

Provided that, of the listed entity proposes to declare dividend on the basis of parameters in addition to clauses (a) to (e) or proposes to change such additional parameters or the dividend distribution policy contained in any of the parameters, it shall disclose such changes along with the rationale for the same in its annual report and on its website.

3. The listed entities other than top five hundred listed entities based on market capitalization may disclose their dividend distribution policies on a voluntary basis in their annual reports and on their websites.
4. RBI, vide its guidelines on Revised Prompt Corrective Action (PCA) framework for Banks had given the indicators to be tracked for Capital, asset quality and profitability. Based on the indicators mentioned in the Circular, risk thresholds have been classified into three categories and the mandatory action that would be taken when a bank breaches the risk threshold includes restriction on dividend payment/ remittance of profits.

Accordingly Dividend Distribution Policy has to be revised duly incorporating the requirement of PCA and shall be disclosed in the website.

In consonance with the RBI Circular on “Disclosure in the “Notes to Accounts” to the Financial Statements- Divergence in the asset classification and provisioning”, SEBI vide it’s afore cited circular directed that all Banks which have listed specified securities shall comply with the following:



- a) The Banks shall disclose to the stock exchanges divergences in the asset classification and provisioning wherever:
- i) The additional provisioning requirements assessed by RBI exceed 15 percent of the published net profits after tax for the reference period; and/or
 - ii) The additional Gross NPAs identified by RBI exceed 15 percent of the published incremental Goss NPAs for the reference period.
- b) The disclosures shall be made in the same format as specified by RBI.

The disclosures shall be placed as an Annexure to the annual financial results filed with the stock exchanges in accordance with clause (d) of sub-regulation (3) of Regulation 33 of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015. Such disclosures shall be made along with the annual financial results filed immediately following communication of such divergence by RBI to the Bank.

5.11 SEBI Circular No. SEBI/LAD-NRO/GN/2018/10 dated 9th May 2018 on “SECURITIES AND EXCHANGE BOARD OF INDIA (LISTING OBLIGATIONS AND DISCLOSURE REQUIREMENTS) (AMENDMENT) REGULATIONS, 2018”

Security Exchange Board of India (SEBI) vide its notification No. SEBI SEBI/LAD-NRO/GN/2018/10 dated 9th May 2018, has come out with certain amendments to disclosure requirements for all listed companies which are given as under:

5.11.1 Related Party Transactions (Regulation 23, sub regulation 9):

As per Regulation 23 (9) of SEBI (LODR) Regulations, 2015 (as amended from time to time), applicable w.e.f. 01.04.2022, the listed entity shall submit to the stock exchanges disclosures of related party transactions in the format as specified by the Board from time to time, and publish the same on its website:

Provided that a ‘high value debt listed entity’ shall submit such disclosures along with its standalone financial results for the half year:

Provided further that the listed entity shall make such disclosures every six months within fifteen days from the date of publication of its standalone and consolidated financial results:

Provided further that the listed entity shall make such disclosures every six months on the date of publication of its standalone and consolidated financial results with effect from April 1, 2023.



**Format for disclosure of related party transactions every six months (see Note 4)
 As per Regulation 23 (9) of SEBI (LODR) Regulations, 2015)**

											Additional disclosure of related party transactions - applicable only in case the related party transaction relates to loans, inter-corporate deposits, advances or investments made or given by the listed entity/subsidiary. These details need to be disclosed only once, during the reporting period when such transaction was undertaken.						
S. No	Details of the party (listed entity /subsidiary) entering into the transaction		Details of the counterparty			Type of related party transaction (see Note 5)	Value of the related party transaction as approved by the audit committee (see Note 6a)	Value of transaction during the reporting period (see Note 6b)	In case monies are due to either party as a result of the transaction (see Note 1)		In case any financial indebtedness is incurred to make or give loans, inter-corporate deposits, advances or investments			Details of the loans, inter-corporate deposits, advances or investments			
	Name	PAN	Name	PAN	Relationship of the counterparty with the listed entity or its subsidiary				Opening balance	Closing balance	Nature of indebtedness (loan/issuance of debt/any other etc.)	Cost (see Note 7)	Tenure	Nature (loan/advance/inter-corporate deposit/investment)	Interest Rate (%)	Tenure	Secured/unsecured
Total (of Note 6b)																	

Notes:

- i. The details in this format are required to be provided for all transactions undertaken during the reporting period. However, opening and closing balances, including commitments, to be disclosed for existing related party transactions even if there is no new related party transaction during the reporting period.
- ii. Where a transaction is undertaken between members of the consolidated entity (between the listed entity and its subsidiary or between subsidiaries), it may be reported once.
- iii. Listed banks shall not be required to provide the disclosures with respect to related party transactions involving loans, inter-corporate deposits, advances or investments made or given by the listed banks.
- iv. For companies with financial year ending March 31, this information has to be provided for six months ended September 30 and six months ended March 31. Companies with financial years ending in other months, the six months period shall apply accordingly.
- v. Each type of related party transaction (for e.g. sale of goods/services, purchase of goods/services or whether it involves a loan, inter-corporate deposit, advance or investment) with a single party shall be disclosed separately and there should be no clubbing or netting of transactions of same type. However, transactions with the same counterparty of the same type may be aggregated for the reporting period. For instance, sale transactions with the same party may be aggregated for the reporting period and purchase transactions may also be disclosed in a similar manner. There should be no netting off for sale and purchase transactions. Similarly, loans advanced to and received from the same counterparty should be disclosed separately, without any netting off.
- vi. In case of a multi-year related party transaction:
 - a. The aggregate value of such related party transaction as approved by the audit committee shall be disclosed in the column "Value of the related party transaction as approved by the audit committee".
 - b. The value of the related party transaction undertaken in the reporting period shall be reported in the column "Value of related party transaction during the reporting period".
- vii. "Cost" refers to the cost of borrowed funds for the listed entity.
- viii. PAN will not be displayed on the website of the Stock Exchange(s).
- ix. Transactions such as acceptance of fixed deposits by banks/NBFCs, undertaken with related parties, at the terms uniformly applicable / offered to all shareholders/ public shall also be reported.

5.11.2 Statement of deviation(s) or variation(s) (Regulation 32, Sub regulation 7(A)):

Where an entity has raised funds through preferential allotment or qualified institutions placement, the listed entity shall disclose every year, the utilization of such funds during that year in its Annual Report until such funds are fully utilized.

Addition to existing guidelines:

1. Statement of deviation(s) or variation(s) (Regulation 32, Sub regulation 1)

The listed entity shall submit to the stock exchange the following statement(s) on a quarterly basis for public issue, rights issue, preferential issue etc.

- a) indicating deviations, if any, in the use of proceeds from the objects stated in the offer document or explanatory statement to the notice for the general meeting, as applicable;
- b) indicating category wise variation (capital expenditure, sales and marketing, working capital etc.) between projected utilisation of funds made by it in its offer document or explanatory statement to the notice for the general meeting, as applicable and the actual utilisation of funds.

The statement(s) specified in sub-regulation (1), shall be continued to be given till such time the issue proceeds have been fully utilised or the purpose for which these proceeds were raised has been achieved.

The statement(s) specified in sub-regulation (1), shall be placed before the audit committee for review and after such review, shall be submitted to the stock exchange(s).

The listed entity shall furnish an explanation for the variation specified in sub-regulation (1), in the directors' report in the annual report.

2. Statement indicating utilization and Statement indicating deviation/variation in the use of proceeds of issue of listed Non-Convertible Securities (Regulation 52, Sub regulation 7 and 7(A))

Ref: SEBI / HO / DDHS / DDHS_Div1 / P / CIR / 2022 / 0000000103 Dated July 29, 2022.

Subject of the Circular: Operational Circular for listing obligations and disclosure requirements for Non-Convertible Securities, Securitized Debt Instruments and/ or Commercial Paper

As per Regulation 52(7) of the Listing Regulations, a listed entity is required to submit to the Stock Exchange(s), a statement indicating the utilization of issue proceeds of listed non-



convertible securities. Further, as per regulation 52(7A) of the Listing Regulations, a listed entity is required to submit to the Stock Exchange(s), information about deviation/variation, if any, in the use of proceeds of issue of listed non-convertible securities, from the objects stated in the offer document.

A statement indicating utilisation and a statement indicating deviation/ variation, shall be submitted to the Stock Exchange(s), on quarterly basis, within 45 days of end of the quarter, until such funds are fully utilised or the purpose for which these proceeds were raised has been achieved. In case there are no deviations, a 'nil' report shall be filed.

The statement indicating deviation/ variation report shall be placed before the Audit Committee of the listed entity for review on quarterly basis and after such review, the comments of Audit Committee along with the report shall be disclosed/ submitted to the Stock Exchange(s), as part of the format.

In cases where the listed entity is not required to have an Audit Committee under the provisions of the Listing Regulations or the Companies Act, 2013, the word 'Audit Committee' shall be replaced with the 'Board of Directors'.

The format for statement indicating the utilization of issue proceeds and the format for statement indicating deviation/ variation, if any, is placed as Annex of above said circular, attached here with in Annexure – II

**Statement of Utilization of Issue Proceeds and Statement of Deviation/Variation in Use of Proceeds of Issue of Listed Non-Convertible Debt Securities
[As per Regulation 52(7)/(7A) of SEBI (LODR) Regulations, 2015]
Statement of utilization of issue proceeds**

(Rs. In Crores)

Name of the Issuer	ISIN	Mode of Fund Raising (Public issues/ Private placement)	Type of instrument	Date of raising funds	Amount Raised	Funds Utilized	Any deviation (Yes/ No)	If 8 is Yes, then specify the purpose of for which the funds were utilized	Remarks, if any
1	2	3	4	5	6	7	8	9	10
Total									



Name of Signatory

Place:

Designation

Date :

Statement of deviation/ variation in use of Issue proceeds:

Name of listed entity							
Mode of Fund Raising							
Type of instrument							
Date of Raising Funds							
Amount Raised							
Report filed for Quarter ended							
Is there a Deviation / Variation in use of funds raised?							
Whether any approval is required to vary the objects of the issue stated in the prospectus/ offer document?							
If yes, details of the approval so required?							
Date of approval							
Explanation for the Deviation / Variation							
Comments of the audit committee after review							
Comments of the auditors, if any							
Objects for which funds have been raised and where there has been a deviation, in the following table							
Original Object	Modified Object, if any	Original Allocation	Modified allocation , if any	Funds Utilized	Amount of Deviation/Variation for the Quarter according to applicable object (INR Crores and in %)	Remarks, if any	
Not Applicable							



Deviation could mean:

(a) Deviation in the objects or purposes for which the funds have been raised

(b) Deviation in the amount of funds actually utilized as against what was originally disclosed.

Name of Signatory

Place:

Designation

Date:

***List of the instruments raised by the Bank during the Quarter ended**

Sl. No	Instrument Description	Issuance Date	Amount Issued in Rs Crore	ISIN
1				
2				
Grand Total				

Name of Signatory

Place:

Designation

Date :

5.11.3 Financial Results (Regulation 33 Sub regulation 3):

Clause (b) - In case the listed entity has subsidiaries, the listed entity shall also submit quarterly/year-to-date consolidated financial results.

Clause (g) The listed entity shall also submit as part of its standalone and consolidated financial results for the half year, by way of a note, statement of cash flows for the half-year.

Clause (i) The listed entity shall disclose, in the results for the last quarter in the financial year, by way of a note, the aggregate effect of material adjustments made in the results of that quarter which pertain to earlier periods.”

5.11.4 Annual Report (Regulation 34, sub regulation 1):

The listed entity shall submit to the stock exchange and publish on its website-

(a) a copy of the annual report sent to the shareholders along with the notice of the annual general meeting not later than the day of commencement of dispatch to its shareholders.

(shall be applicable in respect of the Annual report filed for the year ended March 31, 2019 and thereafter)



5.11.5 Documents & Information to shareholders (Regulation 36)

Sub regulation (4) The disclosures made by the listed entity with immediate effect from date of notification of these amendments-

(a) to the stock exchanges shall be in XBRL format in accordance with the guidelines specified by the stock exchanges from time to time; and

(b) to the stock exchanges and on its website, shall be in a format that allows users to find relevant information easily through a searching tool:

Provided that the requirement to make disclosures in searchable formats shall not apply in case there is a statutory requirement to make such disclosures in formats which may not be searchable, such as copies of scanned documents.

Sub regulation (5) The notice being sent to shareholders for an annual general meeting, where the statutory auditor(s) is/are proposed to be appointed/re-appointed shall include the following disclosures as a part of the explanatory statement to the notice:

(a) Proposed fees payable to the statutory auditor(s) along with terms of appointment and in case of a new auditor, any material change in the fee payable to such auditor from that paid to the outgoing auditor along with the rationale for such change;

(b) Basis of recommendation for appointment including the details in relation to and credentials of the statutory auditor(s) proposed to be appointed.

5.11.6 Website (Regulation 46 & 62):

The listed entity shall maintain a functional website containing the basic information about the listed entity.

The listed entity shall disseminate the following information under a separate section on its website:

(a) details of its business;

(b) terms and conditions of appointment of independent directors;

(c) composition of various committees of board of directors;

(d) code of conduct of board of directors and senior management personnel;

(e) details of establishment of vigil mechanism/ Whistle Blower policy;

(f) criteria of making payments to non-executive directors , if the same has not been disclosed in annual report;

(g) policy on dealing with related party transactions;

(h) policy for determining 'material' subsidiaries;

(i) details of familiarization programmes imparted to independent directors including the following details:-



- (i) number of programmes attended by independent directors (during the year and on a cumulative basis till date),
- (ii) number of hours spent by independent directors in such programmes (during the year and on cumulative basis till date), and
- (iii) other relevant details
- (j) the email address for grievance redressal and other relevant details;
- (k) contact information of the designated officials of the listed entity who are responsible for assisting and handling investor grievances;
- (l) financial information including:
 - (i) notice of meeting of the board of directors where financial results shall be discussed;
 - (ii) financial results, on conclusion of the meeting of the board of directors where the financial results were approved;
 - (iii) complete copy of the annual report including balance sheet, profit and loss account, directors report, corporate governance report etc;
- (m) shareholding pattern;
- (n) details of agreements entered into with the media companies and/or their associates, etc;
- (o) schedule of analyst or institutional investor meet and presentations made by the listed entity to analysts or institutional investors simultaneously with submission to stock exchange;
- (p) new name and the old name of the listed entity for a continuous period of one year, from the date of the last name change;
- (q) items in sub-regulation (1) of regulation 47 .
- (r) With effect from October 1, 2018, all credit ratings obtained by the entity for all its outstanding instruments, updated immediately as and when there is any revision in any of the ratings.
- (s) separate audited financial statements of each subsidiary of the listed entity in respect of a relevant financial year, uploaded at least 21 days prior to the date of the annual general meeting which has been called to inter alia consider accounts of that financial year.
- (t)** secretarial compliance report as per sub-regulation (2) of regulation 24A of these regulations;
- (u) disclosure of the policy for determination of materiality of events or information required under clause (ii), sub-regulation (4) of regulation 30 of these regulations;
- (v) disclosure of contact details of key managerial personnel who are authorized for the purpose of determining materiality of an event or information and for the purpose of making disclosures to stock exchange(s) as required under sub-regulation (5) of regulation 30 of these regulations;
- (w) disclosures under sub-regulation (8) of regulation 30 of these regulations;
- (x) statements of deviation(s) or variation(s) as specified in regulation 32 of these regulations;
- (y) dividend distribution policy by listed entities based on market capitalization as specified in sub-regulation (1) of regulation 43A
- (z) name of the debenture trustees with full contact details;
 - i. the information, report, notices, call letters, circulars, proceedings, etc concerning non-convertible redeemable preference shares or non convertible debt securities;
 - ii. all information and reports including compliance reports filed by the listed entity;
 - iii. information with respect to the following:



- a. default by issuer to pay interest or redemption amount;
- b. failure to create a charge on the assets;
- iv. all credit ratings obtained by the entity for all its listed non-convertible securities, updated immediately upon any revision in the ratings;
- v. statements of deviation(s) or variation(s) as specified in sub-regulation (7) and sub-regulation (7A) of regulation 52 of these regulations.

Bank shall ensure that the contents of the website are correct and shall update any change in the content of its website within two working days from the date of such change in content.

In addition Bank shall also disclose Code of Conduct for Prohibition of Insider Trading in the Website.

5.11.7 Schedule III – Part A, DISCLOSURES OF EVENTS OR INFORMATION: SPECIFIED SECURITIES

(7A) In case of resignation of the auditor of the listed entity, detailed reasons for resignation of auditor, as given by the said auditor, shall be disclosed by the listed entities to the stock exchanges as soon as possible but not later than twenty four hours of receipt of such reasons from the auditor.

(7B) Resignation of auditor including reasons for resignation: In case of resignation of an independent director of the listed entity, within seven days from the date of resignation, the following disclosures shall be made to the stock exchanges by the listed entities:

- i. Detailed reasons for the resignation of independent directors as given by the said director shall be disclosed by the listed entities to the stock exchanges.
- ii. The independent director shall, along with the detailed reasons, also provide a confirmation that there is no other material reasons other than those provided.
- iii. The confirmation as provided by the independent director above shall also be disclosed by the listed entities to the stock exchanges along with the detailed reasons as specified in sub-clause (i) above.

5.11.8 SCHEDULE V: ANNUAL REPORT:

Part A: Related Party Disclosure

Sub clause (2A): Disclosures of transactions of the listed entity with any person or entity belonging to the promoter/promoter groups which hold(s) 10% or more shareholding in the listed entity, in the format prescribed in the relevant accounting standards for annual results.

Part B: Management Discussion and Analysis



Sub clause (i): details of significant changes (i.e. change of 25% or more as compared to the immediately previous financial year) in key financial ratios, along with detailed explanations therefor, including:

- (i) Debtors Turnover
- (ii) Inventory Turnover
- (iii) Interest Coverage Ratio
- (iv) Current Ratio
- (v) Debt Equity Ratio
- (vi) Operating Profit Margin (%)
- (vii) Net Profit Margin (%)

or sector-specific equivalent ratios, as applicable.

Sub clause (j): details of any change in Return on Net Worth as compared to the immediately previous financial year along with a detailed explanation thereof.

Part C: Corporate Governance Report, clause 2:

Sub clause (c) with effect from the Annual Report for the year ended 31st March 2019, including separately the names of the listed entities where the person is a director and the category of directorship.

Sub clause (h) A chart or a matrix setting out the skills/expertise/competence of the board of directors specifying the following:

- (i) With effect from the financial year ending March 31, 2019, the list of core skills/expertise/competencies identified by the board of directors as required in the context of its business(es) and sector(s) for it to function effectively and those actually available with the board; and
- (ii) With effect from the financial year ended March 31, 2020, the names of directors who have such skills / expertise / competence

Sub clause (h) confirmation that in the opinion of the board, the independent directors fulfill the conditions specified in these regulations and are independent of the management.

Sub clause (j) detailed reasons for the resignation of an independent director who resigns before the expiry of his tenure along with a confirmation by such director that there are no other material reasons other than those provided.



5.12 Disclosure of significant beneficial ownership in the shareholding pattern

SEBI vide circular dated SEBI/HO/CFD/CMD1/CIR/P/2018/0000000149 dated 07.12.2018, prescribed a format for disclosure of holding specified securities and shareholding pattern to stock exchange.

The guidelines shall be applicable with effect from the quarter ended March 31, 2019.

1. Disclosure of significant beneficial ownership in the shareholding pattern

Sr .No	Details of the significant beneficial owner (I)			Details of the registered owner (II)			Particulars of the shares in which significant beneficial interest is held by the beneficial owner (III)		Date of creation / acquisitio n of significant beneficial interest (IV)
	Name	PAN	Nationality	Name	PAN	Nationality	Number of shares	Shareholding as a % of total no. of shares (calculated as per SCRR, 1957) As a % of (A+B+C2)	

5.13 Directions of SEBI Vide Circular No. CIR/CFD/CMD1/44/2019 dated 29.03.2019 on “Procedure and formats for limited review / audit report of the listed entity and those entities whose accounts are to be consolidated with the listed entity”.

SEBI on November 30, 2015 issued a Circular No. CIR/CFD/CMD/15/2015 prescribing formats for publishing results. Further, SEBI vide circular no. CIR/CFD/FAC/62/2016 dated July 05, 2016 had made certain changes to the formats for submitting to periodical financial results.

While the formats for periodical financial results to be submitted by banks will continue to remain the same as specified in the aforesaid circulars, the formats for limited review reports and audit reports specified vide SEBI Circular No. CIR/CFD/CMD/15/2015 dated November 30, 2015 will be replaced vide captioned circular as mentioned below.



Exhibit B3: Independent Auditor’s Review Report on Review of Consolidated Unaudited Quarterly and Year to date Financial Results (for banks as per AS)

Independent Auditor’s Review Report On consolidated unaudited quarterly and year to date financial results of the Company Pursuant to the Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

TO THE BOARD OF DIRECTORS OF

.....

1. We have reviewed the accompanying Statement of Consolidated Unaudited Financial Results of (“the Parent”/“the Bank”) and its subsidiaries (the Parent and its subsidiaries together referred to as “the Group”), its jointly controlled entities and its share of the net profit/(loss) after tax of its associates for the quarter ended _____ and for the period from _____ to _____ (“the Statement”), being submitted by the Parent pursuant to the requirement of Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, except for the disclosures relating to consolidated Pillar 3 disclosure as at _____, including leverage ratio and liquidity coverage ratio under Basel III Capital Regulations as have been disclosed on the Bank's website and in respect of which a link has been provided in the Statement and have not been reviewed by us. Attention is drawn to the fact that the consolidated figures for the corresponding quarter ended ____ and the corresponding period from ____ to _____, as reported in these financial results have been approved by the Parent’s Board of Directors, but have not been subjected to review.
2. This Statement, which is the responsibility of the Parent’s Management and approved by the Parent’s Board of Directors, has been prepared in accordance with the recognition and measurement principles laid down in Accounting Standard 25 “Interim Financial Reporting” (“AS 25”), prescribed under Section 133 of the Companies Act, 2013, the relevant provisions of the Banking Regulation Act, 1949, the circulars, guidelines and directions issued by the Reserve Bank of India (RBI) from time to time (“RBI Guidelines”) and other accounting principles generally accepted in India. Our responsibility is to express a conclusion on the Statement based on our review.
3. We conducted our review of the Statement in accordance with the Standard on Review Engagements (SRE) 2410 “Review of Interim Financial Information Performed by the Independent Auditor of the Entity”, issued by the Institute of Chartered Accountants of India. A review of interim financial information consists of making inquiries, primarily of persons responsible for financial and accounting matters, and applying analytical and other review procedures. A review is substantially less in scope than an audit conducted in accordance with Standards on Auditing and consequently does not enable us to obtain assurance that we would become aware of all significant



matters that might be identified in an audit. Accordingly, we do not express an audit opinion.

We also performed procedures in accordance with the circular issued by the SEBI under Regulation 33 (8) of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, to the extent applicable.

4. The Statement includes the results of the following entities: (indicate list of entities included in the consolidation similar to the requirement for audited consolidated results)
5. Based on our review conducted and procedures performed as stated in paragraph 3 above and based on the consideration of the review reports of the branch auditors and other auditors referred to in paragraph 7 below, nothing has come to our attention that causes us to believe that the accompanying Statement, prepared in accordance with the recognition and measurement principles laid down in the aforesaid Accounting Standard, RBI Guidelines and other accounting principles generally accepted in India, has not disclosed the information required to be disclosed in terms of Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended, including the manner in which it is to be disclosed, except for the disclosures relating to consolidated Pillar 3 disclosure as at _____, including leverage ratio and liquidity coverage ratio under Basel III Capital Regulations as have been disclosed on the Bank's website and in respect of which a link has been provided in the Statement and have not been reviewed by us, or that it contains any material misstatement.
6. [Insert Emphasis of Matter paragraph]. Our conclusion is not modified in respect of this matter.
7. We did not review the interim financial statements /financial information/ financial results of _____ branches included in the standalone unaudited/ audited interim financial statements/ financial information/ financial results of the entities included in the Group, whose results reflect total assets of Rs. _____ as at _____ and total revenues of Rs. _____ and Rs. _____ and total net profit / (loss) after tax of Rs. _____ and Rs. _____ for the quarter ended _____ and for the period from _____ to _____ respectively, and cash flows (net) of Rs. _____ for the period from _____ to _____, as considered in the respective standalone unaudited/ audited interim financial statements/ financial information/ financial results of the entities included in the Group. The interim financial statements/ financial information / financial results of these branches have been reviewed by the branch auditors and other auditors whose reports have been furnished to us or other auditors, and our conclusion in so far as it relates to the amounts and disclosures included in respect of these branches, is based solely on the report of such branch auditors and other auditors and the procedures performed by us as stated in paragraph 3 above.



We did not review the interim financial statements / financial information / financial results of _____ subsidiaries and _____ jointly controlled entities included in the consolidated unaudited financial results, whose interim financial statements / financial information / financial results reflect total assets of Rs. _____ as at _____ and total revenues of Rs. _____ and Rs. _____ and total net profit/(loss) after tax of Rs. _____ and Rs. _____ for the quarter ended _____ and for the period from _____ to _____, respectively, and cash flows (net) of Rs. _____ for the period from _____ to _____, as considered in the consolidated unaudited financial results. The consolidated unaudited financial results also includes the Group's share of net profit/(loss) after tax of Rs. _____ and Rs. _____ for the quarter ended _____ and for the period from _____ to _____, respectively, as considered in the consolidated unaudited financial results, in respect of _____ associates, whose interim financial statements / financial information / financial results have not been reviewed by us. These interim financial statements / financial information / financial results have been reviewed by other auditors whose reports have been furnished to us by the Management and our conclusion on the Statement, in so far as it relates to the amounts and disclosures included in respect of these subsidiaries, jointly controlled entities and associates, is based solely on the reports of the other auditors and the procedures performed by us as stated in paragraph 3 above. Our conclusion on the Statement is not modified in respect of the above matters.

8. The consolidated unaudited financial results includes the interim financial statements / financial information / financial results which have not been reviewed/audited of _____ branches included in the standalone unaudited/ audited interim financial statements/ financial information/ financial results of the entities included in the Group, whose results reflect total assets of Rs. _____ as at _____ and total revenues of Rs. _____ and Rs. _____ and total net profit / (loss) after tax of Rs. _____ and Rs. _____ for the quarter ended _____ and for the period from _____ to _____ respectively, and cash flows (net) of Rs. _____ for the period from _____ to _____, as considered in the respective standalone unaudited/ audited interim financial statements/ financial information/ financial results of the entities included in the Group. According to the information and explanations given to us by the Management, these interim financial statements / financial information / financial results are not material to the Group.

The consolidated unaudited financial results includes the interim financial statements/ financial information/ financial results of _____ subsidiaries and _____ jointly controlled entities which have not been reviewed/audited by their auditors, whose interim financial statements/ financial information/ financial results reflect total assets of Rs. _____ as at _____ and total revenue of Rs. _____ and Rs. _____ and total net profit/(loss) after tax of Rs. _____ and Rs. _____ for the quarter ended _____ and for the period from _____ to _____, respectively, and cash flows (net) of Rs. _____ for the period from _____ to _____, as considered in the consolidated unaudited financial results. The consolidated unaudited financial results also includes



the Group's share of net profit/(loss) after tax of Rs. _____ and Rs. _____ for the quarter ended _____ and for the period from _____ to _____, respectively, as considered in the consolidated unaudited financial results, in respect of _____ associates, based on their interim financial statements/ financial information/ financial results which have not been reviewed/audited by their auditors. According to the information and explanations given to us by the Management, these interim financial statements / financial information / financial results are not material to the Group.

Our conclusion on the Statement is not modified in respect of the above matter.

For XYZ & Co.
Chartered Accountants

Signature
(Name of the member signing the audit report) (Designation)
(Membership Number)

Place of signature:

Date:

5.14 Directions of SEBI Vide Circular No. CIR/CFD/CMD1/80/2019 dated 19.07.2019 on "Procedure and formats for limited review / audit report of the listed entity and those entities whose accounts are to be consolidated with the listed entity".

SEBI on March 29, 2019 issued a Circular No. CIR/CFD/CMD1/44/2019 on the captioned subject which contains the formats for audit report and limited review report. Subsequent to the issue of said circular, the ICAI has revised and suggested certain updates with respect to the limited review report of the captioned circular as mentioned below.

Exhibit B1: Format for the Limited Review Report for banks for unaudited standalone quarterly and year to date results

Review report to.....

We have reviewed the accompanying statement of unaudited financial results of _____ (Name of the Bank) for the period ended _____. This statement is the responsibility of the Bank's Management and has been approved by the Board of Directors. Our responsibility is to issue a report on these financial statements based on our review.

We conducted our review of the Statement in accordance with the Standard on Review Engagements (SRE) 2410 "Review of Interim Financial Information Performed by the



Independent Auditor of the Entity”, issued by the Institute of Chartered Accountants of India. This standard requires that we plan and perform the review to obtain moderate assurance as to whether the financial statements are free of material misstatement. A review is limited primarily to inquiries of company personnel and analytical procedures applied to financial data and thus provide less assurance than an audit. We have not performed an audit and accordingly, we do not express an audit opinion.

In the conduct of our Review we have relied on the review reports in respect of non-performing assets received from concurrent auditors of __ branches, inspection teams of the bank of __ branches and other firms of auditors of __ branches specifically appointed for this purpose. These review reports cover __ percent of the advances portfolio of the bank. Apart from these review reports, in the conduct of our review, we have also relied upon various returns received from the branches of the bank.

Based on our review conducted as above, nothing has come to our attention that causes us to believe that the accompanying statement of unaudited financial results prepared in accordance with applicable accounting standards and other recognized accounting practices and policies has not disclosed the information required to be disclosed in terms of Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 including the manner in which it is to be disclosed, or that it contains any material misstatement or that it has not been prepared in accordance with the relevant prudential norms issued by the Reserve Bank of India in respect of income recognition, asset classification, provisioning and other related matters.

[Insert Emphasis of Matter Paragraph]

Our conclusion is not modified in respect of this matter.

For XYZ & Co.
Chartered Accountants

Signature
(Name of the member signing the review report)
(Designation)
(Membership Number)

UDIN

Place of signature:

Date:



Exhibit B2: When an Unmodified Opinion is expressed on the Audited quarterly and year to date Financial Results (for Banks)

Illustrative format of Independent Auditor's Report (Unmodified Opinion) on Audited Standalone Quarterly Financial Results and Year to Date Results of the Bank Pursuant to the Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

INDEPENDENT AUDITOR'S REPORT

TO THE BOARD OF DIRECTORS OF.....

Report on the Audit of the Standalone Financial Results

Opinion

We have audited the accompanying standalone quarterly Financial Results of (Name of the bank) ("the Bank") for the quarter ended(date of the quarter end) and the year to date results for the period fromto attached herewith, being submitted by the Bank pursuant to the requirement of Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("Listing Regulations"), except for the disclosures relating to Pillar 3 disclosure as at _____, including leverage ratio and liquidity coverage ratio under Basel III Capital Regulations as have been disclosed on the Bank's website and in respect of which a link has been provided in the Financial Results and have not been audited by us.

In our opinion and to the best of our information and according to the explanations given to us, these standalone Financial Results:

- a) are presented in accordance with the requirements of Regulation 33 of the Listing Regulations in this regard except for the disclosures relating to Pillar 3 disclosure as at _____, including leverage ratio and liquidity coverage ratio under Basel III Capital Regulations as have been disclosed on the Bank's website and in respect of which a link has been provided in the Financial Results and have not been audited by us; and
- b) give a true and fair view in conformity with the recognition and measurement principles laid down in the applicable accounting standards, RBI guidelines and other accounting principles generally accepted in India of the net profit/ loss and other financial information for the quarter ended (date of the quarter end) as well as the year to date results for the period from ...to

Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) specified under section 143(10) of the Companies Act, 2013. ("the Act")/ issued by the Institute of Chartered Accountants of India. Our responsibilities under those Standards are further described in the Auditor's Responsibilities for the Audit of the Standalone Financial Results section of our report. We are independent of the Bank in accordance with the Code of Ethics issued by the Institute of Chartered Accountants of India together with the ethical requirements that are



relevant to our audit of the standalone Financial Results, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

[Insert Emphasis of Matter Paragraph]

Our opinion is not modified in respect of this matter.

Board of Directors' Responsibility for the Standalone Financial Results

These standalone Financial Results have been compiled from the interim standalone financial statements. The Bank's Board of Directors are responsible for the preparation of these standalone Financial Results that give a true and fair view of the net profit/loss and other financial information in accordance with the recognition and measurement principles laid down in Accounting Standard 25 (AS 25)/ Indian Accounting Standard 34 (Ind AS 34) "Interim Financial Reporting" specified under section 133 of the Act/ issued by the Institute of Chartered Accountants of India, the relevant provisions of the Banking Regulation Act, 1949, the circulars, guidelines and directions issued by the Reserve Bank of India (RBI) from time to time ("RBI Guidelines") and other accounting principles generally accepted in India and in compliance with Regulation 33 of the Listing Regulations. This responsibility also includes maintenance of adequate accounting records in accordance with the provisions of the Act/Banking Regulations Act, 1949 for safeguarding of the assets of the Bank and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls that were operating effectively for ensuring the accuracy and completeness of the accounting records, relevant to the preparation and presentation of the standalone Financial Results that give a true and fair view and are free from material misstatement, whether due to fraud or error.

In preparing the standalone Financial Results, the Board of Directors are responsible for assessing the Bank's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Directors either intends to liquidate the Bank or to cease operations, or has no realistic alternative but to do so.

The Board of Directors are also responsible for overseeing the Bank's financial reporting process.

Auditor's Responsibilities for the Audit of the Standalone Financial Results

Our objectives are to obtain reasonable assurance about whether the standalone Financial Results as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these standalone



Financial Results. As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a) Identify and assess the risks of material misstatement of the standalone Financial Results, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- b) Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bank's internal control.
- c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- d) Conclude on the appropriateness of the Board of Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Bank's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the standalone Financial Results or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Bank to cease to continue as a going concern.
- e) Evaluate the overall presentation, structure and content of the standalone Financial Results, including the disclosures, and whether the standalone Financial Results represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Other Matter

These standalone Financial Results incorporate the relevant returns of _____ (number) branches including _____ (number) foreign branches audited by the other auditors specially appointed for this purpose. These branches audited by other auditors cover ____% of advances, ____% of deposits and ____% of Non-performing assets as on _____ and ____%/ ____% of revenue for the quarter ended _____ /for the period to In conduct of our audit, we have taken note of the unaudited returns in respect of _____



(number) branches certified by the respective branch’s management. These unaudited branches cover ____% of advances, ____% of deposits and ____% of Non-performing assets as on _____ and ____% / % of revenue for the quarter ended _____/ for the period ... to

Our opinion on the standalone financial results is not modified in respect of above matter.

For XYZ & Co.
Chartered Accountants
(Firm’s Registration No.)

Signature (Name of the member signing the audit report)
(Designation)
(Membership Number)
UDIN

Place of signature:

Date:

Exhibit B4: When an Unmodified Opinion is expressed on consolidated audited quarterly and year to date Financial Results (for Banks)

Illustrative Format of Independent Auditor’s Report (Unmodified Opinion) on consolidated audited quarterly and year to date Financial Results of the Bank Pursuant to the Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015

INDEPENDENT AUDITOR’S REPORT
TO THE BOARD OF DIRECTORS OF.....

Report on the Audit of the Consolidated Financial Results

Opinion



We have audited the accompanying Statement of Consolidated Financial Results of (Name of the bank) ("the Bank"/the parent) and its subsidiaries(the parent and its subsidiaries together referred to as "the Group"), its associates and jointly controlled entities for the quarter ended _____ and for the period from _____ to _____ ("the Statement"), being submitted by the Bank pursuant to the requirement of Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("Listing Regulations") except for the disclosures relating to consolidated Pillar 3 disclosure as at _____, including leverage ratio and liquidity coverage ratio under Basel III Capital Regulations as have been disclosed on the Bank's website and in respect of which a link has been provided in the Financial Results and have not been audited by us. Attention is drawn to the fact that the consolidated Financial Results/Financial information for the corresponding quarter ended _____ and the corresponding period from _____ to _____, as reported in these Financial Results have been approved by the Bank's Board of Directors but have not been subjected to audit/review.

In our opinion and to the best of our information and according to the explanations given to us, and based on the consideration of the reports of the other auditors on separate audited financial statements/financial results/financial information of, subsidiaries, associates and jointly controlled entities, the aforesaid Financial Results:

- a) include the results of the following entities: (to indicate list of entities included in the consolidation);
- b) are presented in accordance with the requirements of Regulation 33 of the Listing Regulations except for the disclosures relating to consolidated Pillar 3 disclosure as at _____, including leverage ratio and liquidity coverage ratio under Basel III Capital Regulations as have been disclosed on the Bank's website and in respect of which a link has been provided in the Financial Results and have not been audited by us; and
- c) give a true and fair view, in conformity with the applicable accounting standards, RBI guidelines and other accounting principles generally accepted in India, of the consolidated net profit/loss and other financial information of the Group for the quarter endedand for the period from _____ to _____.

Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) specified under section 143(10) of the Companies Act, 2013. ("Act") /issued by the Institute of Chartered Accountants of India. Our responsibilities under those Standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Results section of our report. We are independent of the Group, its associates and jointly controlled entities in accordance with the Code of Ethics issued by the Institute of Chartered Accountants of India together with the ethical requirements that are relevant to our audit of the consolidated Financial Results, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence obtained by us and other auditors in terms of their reports referred to in "Other Matter" paragraph below, is sufficient and appropriate to provide a basis for our audit opinion.



[Insert Emphasis of Matter Paragraph]

Our opinion is not modified in respect of this matter.

Board of Directors' Responsibility for the Consolidated Financial Results

These Consolidated Financial Results have been compiled from the audited consolidated interim financial statements/ financial information.

The Bank's Board of Directors are responsible for the preparation and presentation of these consolidated Financial Results that give a true and fair view of the net profit/ loss and other financial information of the Group including its associates and jointly controlled entities in accordance with the recognition and measurement principles laid down in Accounting Standard 25 (AS 25) / Indian Accounting Standard 34 (Ind AS 34) "Interim Financial Reporting" specified under section 133 of the Act / issued by the Institute of Chartered Accountants of India, the relevant provisions of the Banking Regulation Act, 1949, the circulars, guidelines and directions issued by the Reserve Bank of India (RBI) from time to time ("RBI Guidelines") and other accounting principles generally accepted in India and in compliance with Regulation 33 of the Listing Regulations. The respective Board of Directors of the entities included in the Group and of its associates and jointly controlled entities are responsible for maintenance of adequate accounting records in accordance with the provisions of the Act/Banking Regulations Act, 1949 for safeguarding of the assets of the Group and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls that were operating effectively for ensuring accuracy and completeness of the accounting records, relevant to the preparation and presentation of the consolidated Financial Results that give a true and fair view and are free from material misstatement, whether due to fraud or error which have been used for the purpose of preparation of the consolidated financial results by the Directors of the Bank, as aforesaid.

In preparing the consolidated Financial Results, the respective Board of Directors of the entities included in the Group and of its associates and jointly controlled entities are responsible for assessing the ability of the Group and of its associates and jointly controlled entities to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Directors either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

The respective Board of Directors of the entities included in the Group and of its associates and jointly controlled entities are responsible for overseeing the financial reporting process of the Group and of its associates and jointly controlled entities

Auditor's Responsibilities for the Audit of the Consolidated Financial Results

Our objectives are to obtain reasonable assurance about whether the consolidated Financial Results as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always



detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated Financial Results.

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a) Identify and assess the risks of material misstatement of the consolidated Financial Results, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- b) Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bank's internal control.
- c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- d) Conclude on the appropriateness of the Board of Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the Group and its associates and jointly controlled entities to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated Financial Results or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group and its associates and jointly controlled entities to cease to continue as a going concern.
- e) Evaluate the overall presentation, structure and content of the consolidated Financial Results, including the disclosures, and whether the consolidated Financial Results represent the underlying transactions and events in a manner that achieves fair presentation.
- f) Obtain sufficient appropriate audit evidence regarding the financial results/financial information of the entities within the Group and its associates and jointly controlled entities to express an opinion on the consolidated Financial Results. We are responsible for the direction, supervision and performance of the audit of financial information of such entities included in the consolidated financial results of which we are the independent auditors. For the other entities included in the consolidated Financial Results, which have been audited by other auditors, such other auditors remain responsible for the direction, supervision and performance of the audits carried out by them. We remain solely responsible for our audit opinion.



We communicate with those charged with governance of the Bank and such other entities included in the consolidated Financial Results of which we are the independent auditors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards

We also performed procedures in accordance with the circular issued by the SEBI under Regulation 33(8) of the Listing Regulations, as amended, to the extent applicable.

Other Matters

The consolidated Financial Results include the audited Financial Results of _____ subsidiaries, _____ associates and _____ jointly controlled entities, whose interim Financial Statements/Financial Results/ financial information reflect Group's share of total assets of Rs. _____ as at _____, Group's share of total revenue of Rs. _____ and Rs. _____ and Group's share of total net profit/(loss) after tax of Rs. _____ and Rs. _____ for the quarter ended _____ and for the period from _____ to _____ respectively, as considered in the consolidated Financial Results, which have been audited by their respective independent Auditors. The independent auditors' reports on interim financial statements/Financial Results/financial information of these entities have been furnished to us and our opinion on the consolidated Financial Results, in so far as it relates to the amounts and disclosures included in respect of these entities, is based solely on the report of such auditors and the procedures performed by us are as stated in paragraph above.

The consolidated Financial Results include the unaudited Financial Results of _____ subsidiaries, _____ associates and _____ jointly controlled entities, whose interim Financial Statements/Financial Results/ financial information reflect Group's share of total assets of Rs. _____ as at _____, Group's share of total revenue of Rs. _____ and Rs. _____ and Group's share of total net profit/(loss) after tax of Rs. _____ and Rs. _____ for the quarter ended _____ and for the period from _____ to _____ respectively, as considered in the consolidated Financial Results. These unaudited interim Financial Statements/Financial Results/ financial information have been furnished to us by the Board of Directors and our opinion on the consolidated Financial Results, in so far as it relates to the amounts and disclosures included in respect of these subsidiaries, associates and jointly controlled entities is based solely on such unaudited interim Financial Statements/Financial Results/financial information. In our opinion and according to the information and explanations given to us by the Board of Directors, these interim Financial Statements/Financial Results / financial information are not material to the Group.

Our opinion on the consolidated Financial Results is not modified in respect of the above matters with respect to our reliance on the work done and the reports of the other auditors and the Financial Results/financial information certified by the Board of Directors.



For XYZ & Co.
Chartered Accountants
(Firm's Registration No.)

Signature (Name of the member signing the audit report)
(Designation)
(Membership Number)
UDIN

Place of signature:

Date:

Exhibit B5: Illustrative format of independent auditor's report (unmodified opinion) on the annual consolidated Financial Results under Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 (for Banks)

INDEPENDENT AUDITOR'S REPORT

TO THE BOARD OF DIRECTORS OF

Report on the Audit of the Consolidated Financial Results

Opinion

We have audited the accompanying Statement of Consolidated Financial Results of (Name of the bank) ("the Bank"/the parent) and its subsidiaries (the parent and its subsidiaries together referred to as "the Group"), its associates and jointly controlled entities, for the year ended _____ ("the Statement"), being submitted by the Bank pursuant to the requirement of Regulation 33 of the SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, as amended ("Listing Regulations") except for the disclosures relating to consolidated Pillar 3 disclosure as at _____, including leverage ratio and liquidity coverage ratio under Basel III Capital Regulations as have been disclosed on the Bank's website and in respect of which a link has been provided in the Financial Results and have not been audited by us. Attention is drawn to the fact that the consolidated Financial Results/Financial information for the corresponding year ended ____ as reported in these Financial Results have been approved by the Bank's Board of Directors but have not been subjected to audit/review.

In our opinion and to the best of our information and according to the explanations given to us, and based on the consideration of the reports of the other auditors on separate audited financial statements/financial results/financial information of, subsidiaries, associates and jointly controlled entities, the aforesaid Financial Results:



- a) include the financial results of the following entities: (to indicate list of entities included in the consolidation);
- b) are presented in accordance with the requirements of Regulation 33 of the Listing Regulations except for the disclosures relating to consolidated Pillar 3 disclosure as at _____, including leverage ratio and liquidity coverage ratio under Basel III Capital Regulations as have been disclosed on the Bank's website and in respect of which a link has been provided in the Financial Results and have not been audited by us; and
- c) give a true and fair view, in conformity with the applicable accounting standards, RBI guidelines and other accounting principles generally accepted in India, of the consolidated net profit/loss and other financial information of the Group for the year ended _____.

Basis for Opinion

We conducted our audit in accordance with the Standards on Auditing (SAs) specified under section 143(10) of the Companies Act, 2013. ("Act") /issued by the Institute of Chartered Accountants of India. Our responsibilities under those Standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Results section of our report. We are independent of the Group, its associates and jointly controlled entities in accordance with the Code of Ethics issued by the Institute of Chartered Accountants of India together with the ethical requirements that are relevant to our audit of the consolidated Financial Results, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the Code of Ethics. We believe that the audit evidence obtained by us and other auditors in terms of their reports referred to in "Other Matter" paragraph below, is sufficient and appropriate to provide a basis for our opinion.

[Insert Emphasis of Matter Paragraph]

Our opinion is not modified in respect of this matter

Board of Directors' Responsibility for the Consolidated Financial Results

These Consolidated Financial Results have been compiled from the consolidated Annual audited financial statements.

The bank's Board of Directors are responsible for the preparation and presentation of these consolidated Financial Results that give a true and fair view of the consolidated net profit/loss and other financial information of the Group including its associates and jointly controlled entities in accordance with the Accounting Standards/ Indian Accounting Standards specified under section 133 of the Act / issued by the Institute of Chartered Accountants of India, the relevant provisions of the Banking Regulation Act, 1949, the circulars, guidelines and directions issued by the Reserve Bank of India (RBI) from time to time ("RBI Guidelines") and other accounting principles generally accepted in India and in compliance with Regulation 33 of the Listing Regulations. The respective Board of Directors of the entities included in the Group and of its associates and jointly controlled entities are responsible for maintenance of



adequate accounting records in accordance with the provisions of the Act/Banking Regulations Act, 1949 for safeguarding of the assets of the Group and for preventing and detecting frauds and other irregularities; selection and application of appropriate accounting policies; making judgments and estimates that are reasonable and prudent; and design, implementation and maintenance of adequate internal financial controls that were operating effectively for ensuring accuracy and completeness of the accounting records, relevant to the preparation and presentation of the consolidated Financial Results that give a true and fair view and are free from material misstatement, whether due to fraud or error which have been used for the purpose of preparation of the consolidated financial results by the Directors of the Bank, as aforesaid.

In preparing the consolidated Financial Results, the respective Board of Directors of the entities included in the Group and of its associates and jointly controlled entities are responsible for assessing the ability of the Group and of its associates and jointly controlled entities to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Directors either intends to liquidate the Group or to cease operations, or has no realistic alternative but to do so.

The respective Board of Directors of the entities included in the Group and of its associates and jointly controlled entities are responsible for overseeing the financial reporting process of the Group and of its associates and jointly controlled entities.

Auditor's Responsibilities for the Audit of the Consolidated Financial Results

Our objectives are to obtain reasonable assurance about whether the consolidated Financial Results as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with SAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated Financial Results

As part of an audit in accordance with SAs, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a) Identify and assess the risks of material misstatement of the consolidated Financial Results, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- b) Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Bank's internal control. [OR] Under Section 143(3)(i) of the Companies Act 2013, we are also responsible for expressing our opinion on whether the bank has adequate internal financial controls with reference to financial statements in place and the operating effectiveness of such controls.
- c) Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- d) Conclude on the appropriateness of the Board of Directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the ability of the Group and its associates and jointly controlled entities to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated Financial Results or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Group and its associates and jointly controlled entities to cease to continue as a going concern.
- e) Evaluate the overall presentation, structure and content of the consolidated Financial Results, including the disclosures, and whether the consolidated Financial Results represent the underlying transactions and events in a manner that achieves fair presentation.
- f) Obtain sufficient appropriate audit evidence regarding the financial results/financial information of the entities within the Group and its associates and jointly controlled entities to express an opinion on the consolidated Financial Results. We are responsible for the direction, supervision and performance of the audit of financial information of such entities included in the consolidated financial results of which we are the independent auditors. For the other entities included in the consolidated Financial Results, which have been audited by other auditors, such other auditors remain responsible for the direction, supervision and performance of the audits carried out by them. We remain solely responsible for our audit opinion.

We communicate with those charged with governance of the Bank and such other entities included in the consolidated Financial Results of which we are the independent auditors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.



We also performed procedures in accordance with the circular issued by the SEBI under Regulation 33(8) of the Listing Regulations, as amended, to the extent applicable

Other Matters

The consolidated Financial Results include the audited Financial Results of _____ subsidiaries, _____ associates and _____ jointly controlled entities, whose Financial Statements/Financial Results/ financial information reflect Group's share of total assets of Rs. _____ as at _____, Group's share of total revenue of Rs. _____ and Rs. _____ and Group's share of total net profit/(loss) after tax of Rs. _____ and Rs. _____ for the quarter and year ended _____ respectively, as considered in the consolidated Financial Results, which have been audited by their respective independent Auditors. The independent auditors' reports on financial statements/financial results/financial information of these entities have been furnished to us and our opinion on the consolidated Financial Results, in so far as it relates to the amounts and disclosures included in respect of these entities, is based solely on the report of such auditors and the procedures performed by us are as stated in paragraph above

The consolidated Financial Results include the unaudited Financial Results of _____ subsidiaries, _____ associates and _____ jointly controlled entities, whose Financial Statements/Financial Results/ financial information reflect Group's share of total assets of Rs. _____ as at _____, Group's share of total revenue of Rs. _____ and Rs. _____ and Group's share of total net profit/(loss) after tax of Rs. _____ and Rs. _____ for the quarter and year ended _____ respectively, as considered in the consolidated Financial Results. These unaudited Financial Statements/Financial Results/ financial information have been furnished to us by the Board of Directors and our opinion on the consolidated Financial Results, in so far as it relates to the amounts and disclosures included in respect of these subsidiaries, associates and jointly controlled entities is based solely on such unaudited Financial Statements/Financial Results/financial information. In our opinion and according to the information and explanations given to us by the Board of Directors, these Financial Statements/Financial Results / financial information are not material to the Group.

Our opinion on the consolidated Financial Results is not modified in respect of the above matters with respect to our reliance on the work done and the reports of the other auditors and the Financial Results/financial information certified by the Board of Directors.

The Financial Results include the results for the quarter ended _____ being the balancing figure between the audited figures in respect of the full financial year and the published unaudited year to date figures up to the third quarter of the current financial year which were subject to limited review by us.

OR

The Financial Results include the results for the quarter ended _____ being the balancing figure between the audited figures in respect of the full financial year and the published audited year to date figures up to the third quarter of the current financial year.

For XYZ & Co.



Chartered Accountants
(Firm's Registration No.)

Signature (Name of the member signing the audit report)

(Designation)

(Membership Number)

UDIN

Place of signature:

Date:

5.15 Impact of CoVID-19 pandemic on the financial statements

Banks shall evaluate the impact of the CoVID-19 pandemic on business, capital and financial resources, profitability, liquidity position etc. both qualitatively and quantitatively. While submitting financial statements under Regulation 33 of the LODR, Bank shall specify/include the impact of the CoVID-19 pandemic on their financial statements, to the extent possible.

5.16 Security Cover Certificate**

Ref: SEBI/HO/MIRSD/MIRSD_CRADT/CIR/P/2022/67 May 19, 2022

A) In terms of regulation 54 read with regulation 56(1)(d) of SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015, listed entities are required to disclose security cover to Stock Exchange(s) and Debenture Trustee, and the format for preparation of security cover for listed debt securities was prescribed as per Annexure A of SEBI Circular dated November 12,2020. Based on the recommendation of the Working Group, the security cover format has been revised and the format prescribed as per Annexure A of SEBI Circular dated November 12, 2020 stands rescinded. The revised format has been prepared to provide a holistic picture of all the borrowings and the status of encumbrance on the assets of the listed entity. The revised format for security cover is mentioned below:

B) Monitoring of covenants:

1) On quarterly basis, listed entity shall furnish the compliance status with respect to financial covenants of the listed debt securities certified by statutory auditor of listed entity to Debenture Trustee.

2) Regulation 15(f) of SEBI (Debenture Trustees) Regulations, 1993 mandates the Debenture Trustee(s) to monitor the breach of covenants. In order to ensure effective monitoring, Debenture Trustee(s) shall:



2.1) Establish board approved internal policies with respect to proactive and effective monitoring of breach of covenants and such policy shall inter-alia include:

(a) procedure of monitoring of breach of covenants; and

(b) clearly defined role and responsibilities of the employees engaged

in the process of monitoring of breach of covenants including delegation of authority with respect to process of monitoring of breach of covenants.

2.2) Formulate the category wise list of covenants applicable to the particular issuance defining the frequency of each covenant to be monitored viz. continuous, quarterly, half yearly, annual etc. The covenants may be categorized as financial covenants, affirmative covenants, negative covenants etc. A guidance note for the list of covenants prepared in consultation of Debenture Trustees is enclosed as Annexure II of above mentioned circular, the same is attached here under Annexure VI

2.3) Initiate action in case of breach of covenants viz. accelerated payment, borrowing restriction, not to declare dividend before payment, declaration of event of default etc. in accordance with the terms of issue/ Offer Document/ Debenture Trust Deed.

2.4) Independently monitor any breach of covenants from continuous monitoring of any public disclosure on Stock Exchange(s), company filings, news articles in electronic/ print media or any information available in public domain apart from periodical information/documents submitted by the issuer company.

2.5) Furnish a status report on its website and to the Stock Exchange(s) for further dissemination on a quarterly basis. Such status report shall contain the covenants breached in the preceding quarter and the actions taken by the Debenture Trustee(s) for the same as per the format prescribed vide SEBI Circular dated November 12,2020.

**The Disclosures and Financial Covenants will be made by the Bank as per the given format, to the extent applicable to the Bank.



Format of Security Cover

Column A	Column B	Column C ⁱ	Column D ⁱⁱ	Column E ⁱⁱⁱ	Column F ^v	Column G ^v	Column H ^{vi}	Column I ^{vii}	Column J	Column K	Column L	Column M	Column N	Column O	
Particulars		Exclusive Charge	Exclusive Charge	Pari-Passu Charge	Pari-Passu Charge	Pari-Passu Charge	Asset not offered as Security	Elimination (amount in negative)	(Total C to H)	Related to only those items covered by this certificate					
	Description of asset for which this certificate relate	Debt for which this certificate being issued	Other Secured Debt	Debt for which this certificate being issued	Assets shared by pari passu debt holder (includes debt for which this certificate is issued & other debt with pari charge)	Other assets on which there is pari-Passu charge (excluding items Covered in Column F		debt amount considered more than once (due to exclusive plus pari passu charge)		Market Value for Assets charged on Exclusive basis	Carrying /book value for exclusive charge assets where market value is not Ascertainable or applicable (For eg. Bank Balance ,DSRA market value is not applicable)	Market Value for Pari passu charge Asset ^{viii}	Carrying value/book value for pari passu charge as sets where market value is not ascertainable or applicable (For Eg. Bank Balance, DSRA market value is not applicable)	Total Value(=K+L+M+N)	

												Relating to Column F	
		Book Value	Book Value	Yes / No	Book Value	Book Value							
ASSETS													
Property, Plant and Equipment													
Capital Work-in-Progress													
Right of Use Assets													
Goodwill													
Intangible Assets													
Intangible Assets under Development													
Investments													
Loans													
Inventories													
Trade Receivables													
Cash and Cash Equivalents													
Bank Balances other than Cash and Cash Equivalents													
Others													
Total													



LIABILITIES														
Debt securities to which this certificate pertains														
Other debt sharing pari-passu charge with above debt		not to be filled												
Other Debt														
Subordinated debt														
Borrowings														
Bank														
Debt Securities														
Others														
Trade payables														

Lease Liabilities														
Provisions														
Others														
Total														
Cover onBook Value														
Cover onMarket Value ^{ix}														
		Exclusive Security Cover Ratio			Pari-Passu Security Cover Ratio									



- i. This column shall include book value of assets having exclusive charge and outstanding book value of debt for which this certificate is issued.
- ii. This column shall include book value of assets having exclusive charge and outstanding book value of all corresponding debt other than column-C
- iii. This column shall include debt for which this certificate is issued having any pari passu charge - Mention Yes, else No.

This column shall include

- a) book value of assets having pari-passu charge
 - b) outstanding book value of debt for which this certificate is issued and
 - c) Other debt sharing pari- passu charge along with debt for which certificate is issued.
- iv. This column shall include book value of all other assets having pari passu charge and outstanding book value of corresponding debt.
 - v. This column shall include all those assets which are not charged and shall include all unsecured borrowings including subordinated debt and shall include only those assets which are paid-for.
 - vi. In order to match the liability amount with financials, it is necessary to eliminate the debt which has been counted more than once (included under exclusive charge column as also under pari passu). On the assets side, there shall not be elimination as there is no overlap.
 - vii. Assets which are considered at Market Value like Land, Building, Residential/ Commercial Real Estate to be stated at Market Value. Other assets having charge to be stated at book value/Carrying Value.

The market value shall be calculated as per the total value of assets mentioned in Column-O.

Guidance note on list of Covenants

	Category	Sub-type (As applicable)	Covenant (As applicable)
1.	Accounts/ funds/ reserves maintained	<ul style="list-style-type: none"> • Debt Service Reserve amount • Interest Service Reserve Account • Major maintenance reserve • Escrow account/RERA account • Debenture Redemption Reserve • Debenture Reserve Fund • Recovery Expense Fund • Account details • Any other Fund/Account 	<ul style="list-style-type: none"> • Covenant as to amount to be maintained, manner of creation and/or funding of account, Date till required to be maintained or date on which to be created, manner of creation including period for renewal, replenishment, invocation (amount, date, period,etc.), manner of maintenance (ratio, percentage etc), bank account number (if applicable) etc.
2.	Financial	<ul style="list-style-type: none"> • Debt Service Coverage Ratio (DSCR) • Interest cover • Net Debt to EBITDA • Gross Debt to EBITDA • Debt cap • Debt Equity ratio • Debt/Tangible Net Worth • Gross Non-Performing Assets • PAR 90 and write off • Net Non-Performing Assets/ Tangible Net Worth • Debt to Value Ratio • CAR (Capital Adequacy Ratio) (Tier I CAR) • Current Ratio • Dividend ratio (Dividend/PAT) • Liquidity • Asset liability mismatch • Any other ratio (state the ratio and define the formula) • Payment of Interest on due dates • Payment of principal on due dates 	<ul style="list-style-type: none"> • Covenant as to maintenance as a ratio or percentage of (state), Not less than/ Not exceeding x, Time Bucket etc.
3.	Affirmative	<ul style="list-style-type: none"> • Security Cover as per terms of Issue • Title of Security/asset 	<ul style="list-style-type: none"> • Covenant as to Ratio or percentage, not less than, third party interest/title, rentals, negative lien, insurance, ROC and CERSAI filing etc.
4.	Affirmative or restrictive	<ul style="list-style-type: none"> • Credit rating • Credit downgrade 	<ul style="list-style-type: none"> • Covenant as to minimum rating (Rating symbol), Standalone basis, consolidated,



			CE/SO rating, notch downgrade, etc.
5.	Negative	<ul style="list-style-type: none"> • Purpose/end-use • Change in nature and conduct of business • Change in management • Fund raising/ borrowing/ encumbrance 	<ul style="list-style-type: none"> • Change in Key Managerial Personnel (KMP), Auditor, Board of Directors, shareholding, restriction with amount, date till which applicable, any change or restriction with specifics, , modification of charge/ creation of further charge, indebtedness/further investment etc.
6.	Default	<ul style="list-style-type: none"> • Default of principal or interest or both • Security creation default 	<ul style="list-style-type: none"> • Covenant as to extra interest payable, cure period allowed, investment allowed, additional infusion required etc.



CHAPTER 6 – FREQUENCY OF DISCLOSURES UNDER PILLAR 3 OF BASEL III NORMS

6.1 Pillar 3 of Basel III Norms

Bank is required to make Pillar 3 disclosures at least on a half yearly basis and the following disclosures are to be made at least on a quarterly basis.

- i. Table DF-2: Capital Adequacy;
- ii. Table DF-3: Credit Risk: General Disclosures for All Banks; and
- iii. Table DF-4: Credit Risk: Disclosures for Portfolios Subject to the Standardized Approach.

DF Table -13, Main features of Regulatory Capital Instruments and DF Table 14, Full Term and Conditions of Regulatory Capital Instruments has to be updated concurrently whenever a new capital instrument is issued and included in capital or whenever there is a redemption, conversion/write-down or material change in the nature of an existing capital instrument.

6.2 Leverage Ratio

A at minimum Bank shall disclose the following three items on a quarterly basis, along with the figures of the prior three quarter ends, irrespective of whether financial statements are audited:

- i. Tier 1 Capital
- ii. Exposure measure
- iii. Leverage Ratio

Detailed disclosures regarding leverage ratio shall be made by Bank, irrespective of whether financial statements are audited, at least on a half year basis along with other pillar 3 disclosures.



CHAPTER 7 – COMPARATIVE INFORMATION

7.1 The Bank shall make quantitative disclosure pursuant to:

If the relevant disclosure relates to an annual reporting period, for the immediately preceding annual reporting period;

If the relevant disclosure relates to an interim reporting period, for the immediately preceding interim reporting period;

7.2 Where the Bank uses different approaches for calculating regulatory capital or capital charge for Credit Risk, Market Risk or Operational Risk for the same exposure class, business unit, and risk category, the Bank shall not be required to comply with condition no 1 as stated above in respect of that exposure class, business unit, risk category. However the type of exposures adopted for the comparative period and reasons for the same shall be disclosed under various disclosures made under Basel III requirements.



CHAPTER 8 – MEDIUM AND LOCATION OF DISCLOSURE

8.1 All financial disclosures as per RBI requirement shall be disclosed along with periodical financial statements (quarterly, half-yearly, annually) as per the stipulated frequency.

8.2 As per the RBI's guidelines on Basel III Capital Regulations, the Bank shall make disclosures under Pillar 3 (both quantitative and qualitative) along with the Bank's published financial results/statements or at a minimum must be disclosed on Bank's Website.

8.3 In terms of RBI Master Circular on Basel III – Capital Regulations, Bank has to maintain a "Regulatory Disclosures Section" on the websites, where all the information relating to disclosures will be made available to the market participants. The direct link to this page shall be prominently provided on the home page of Bank's website (www.canarabank.com) and it shall be easily accessible. An archive for at least three years of all templates relating to prior reporting periods shall be made available by Bank on website.

8.4 Bank's website may provide a means of giving investors a direct access to analyst briefing material, significant background information and questions and answers.

8.5 The Bank maintains an Internet Website (www.canarabank.com), which includes information of interest to general public, such as disclosure on history of Bank, ownership & management, deposit & loan schemes, NRI services, periodical performance highlights, Deposit Policy, complaint redressal mechanism, interest rates, service charges & fees, subsidiaries etc. The Bank shall endeavor to update the information on the website periodically.



CHAPTER 9 – LIST OF RBI CIRCULARS COVERED IN THE PROCEDURE MANUAL

List of circulars covered in the procedure Manual:

Sl. No	Circular No	Subject of the Circular
1	DBR.No.BP.BC.1/21.06.201/2015-16 dated 01.07.2015	Master Circular – Basel III Capital Regulations
2	DBR.BP.BC No.23 /21.04.018/2015-16 dated 01.07.2015	Master Circular - Disclosure in Financial Statements - 'Notes to Accounts'
3	DBR.No.BP.BC.4./21.06.001/2015-16 dated 01.07.2015 dated 01.07.2015	Master Circular - Prudential Guidelines on Capital Adequacy and Market Discipline-New Capital Adequacy Framework (NCAF)
4	DBR No.Leg.BC.21/09.07.006/2015-16 dated 01.07.2015	Master Circular on Customer Service in Banks
5	DBR.No.CID.BC.22/20.16.003/2015-16 dated 01.07.2015	Master Circular on Willful Defaulters
6	DBR.No.FSD.BC.18/24.01.009/2015-16 dated 01.07.2015	Master Circular on Credit Card, Debit Card and Rupee Denominated Co-branded Pre-paid Card Operations of Banks and Credit Card issuing NBFCs.
7	DBR.No.DIR.BC.13/08.12.001/2015-16 dated 01.07.2015	Master Circular – Housing Finance
8	DBR.No.BP.BC.2/21.04.048/2015-16 dated July 1, 2015	Master Circular on Prudential norms on Income Recognition, Asset Classification and Provisioning pertaining to Advances.
9	DBOD.No.BP.BC.67/21.06.202/2011-12 dated 22.12.2011	Implementation of the Internal Rating Based (IRB) Approaches for Calculation of Capital Charge for Credit Risk.
10	DBOD.No.BP.BC. 88 /21.06.014/2010-11 dated 27.04.2011	Implementation of the Advanced Measurement Approach (AMA) for Calculation of Capital Charge for Operational Risk.
11	DBOD.No.BP.BC.86 /21.06.001 (A)/2009-10 dated 07.04.2010	Prudential Guidelines on Capital Adequacy - Implementation of Internal Models Approach for Market Risk.
12	DBOD.No.BP.BC. 35/21.04.048/2014-15 dated September 1, 2014	Timelines for Credit Decisions
13	DBS.CO.ITC.BC.No.6 /31.02.008/2010-11 dated 29.04.2011	Working Group on Information Security, Electronic Banking, Technology Risk Management and Cyber Frauds-Implementation of recommendations



Sl. No	Circular No	Subject of the Circular
14	DPSS/CP/PD/541/02.10.002/2009-10 dated 15.09.2009	Display of FAQs on ATM
15	DBS. CO.PP.BC 6/11.01.005/2006-07 dated 20.04.2007	Compliance function in banks
16	DBR.No.BP.BC.103/21.04.132/2015-16 dated 13.06.2016	Scheme for Sustainable Structuring of Stressed Assets.
17	DBR.No.BP.BC.102/21.04.048/2015-16 dated 13.06.2016	Prudential Norms on Income Recognition, Asset Classification and Provisioning pertaining to Advances – Spread Over of Shortfall on Sale of NPAs to SCs/RCS.
18	DBR.BP.BC.No.76/21.07.001/2015-16 dated 11.02.2016	Implementation of Indian Accounting Standards (Ind-AS).
19	DPSS.CO.PD.Mobile Banking.No./2/02.23.001/2016-2017 dated 01.07.2016	Master Circular – Mobile Banking transactions in India – Operative Guidelines for Banks.
20	DBR.No.BP.BC.34/21.04.132/2016-17 dated 10.11.2016	Schemes for Stressed Assets - Revisions
21	DBR.BP.BC.No.63/21.04.018/2016-17 dated 18.04.2017	Disclosure in the “Notes to Accounts” to the Financial Statements- Divergence in the asset classification and provisioning”
22	DBR.No.BP.BC.9/21.04.048/2016-17 dated 01.09.2017	Guidelines on Sale of Stressed Assets by Banks
23	SEBI Circular CIR/CFD/CMD/80/2017 dated 18.07.2017	Disclosure of divergence in the asset classification and provisioning by Banks
24	DBR.No.BP.BC.101/21.04.048/2017-18 dated 12.02.2018	Resolution of Stressed Assets – Revised Framework.
25	DBR.No.BP.BC.102/21.04.048/2017-18 dated 02.04.2018	Prudential Norms for Classification, Valuation and Operation of Investment Portfolio by Banks – Spreading of MTM losses and creation of Investment Fluctuation Reserve (IFR)
26	DBR.No.BP.BC.113 /21.04.048/2017-18 dated 15.06.2018	Prudential Norms for Classification, Valuation and Operation of Investment Portfolio by Banks – Spreading of MTM losses and creation of Investment Fluctuation Reserve (IFR).
27	FMRD.DIRD.01/14.03.038/2018-19 dated 24.07.2018	Repurchase Transactions (Repo) (Reserve Bank) Directions, 2018.
28	DBR.BP.BC.No.106/21.04.098/2017-18 dated 17.05.2018	Basel III Framework on Liquidity Standards – Net Stable Funding Ratio (NSFR) – Final Guidelines
29	SEBI/LAD-NRO/GN/2018/10 dated 9 th May 2018	Securities and Exchange Board of India (Listing Obligations and Disclosure



Sl. No	Circular No	Subject of the Circular
		Requirements) (Amendment) Regulations, 2018
30	SEBI/HO/CFD/CMD1/CIR/P/2018/000000149 dated 07.12.2018	Disclosure of significant beneficial ownership in the shareholding pattern.
31	DBR.BP.BC.No.32/21.04.018/2018-19 dated 01.04.2019	Disclosure in the "Notes to Accounts" to the Financial Statements - Divergence in the asset classification and provisioning
32	DBR.No.BP.BC.18/21.04.048/2018-19 dated 01.01.2019	Micro, Small and Medium Enterprises (MSME) sector – Restructuring of Advances.
33	DOR.No.BP.BC/4/21.04.048/2020-21 dated 6 th August 2020	Micro, Small and Medium Enterprises (MSME) sector – Restructuring of Advances
34	DOR.No.BP.BC/3/21.04.048/2020-21 dated 6 th August 2020	Resolution Framework for COVID-19-related Stress
35	SEBI/HO/CFD/CMD1/CIR/P/2020/84 dated 20 th May 2020	Advisory on disclosure of material impact of CoVID–19 pandemic on listed entities under SEBI (Listing Obligations and Disclosure Requirements) Regulations, 2015 ('LODR Regulations'/'LODR')
36	DOR.No.LRG.BC.40/21.04.098/2020-21 dated 5 th February 2021	Basel III Framework on Liquidity Standards – Net Stable Funding Ratio (NSFR)
37	CEPD.CO.PR.D.Cir.No.01/13.01.013/2020-21 dated 27 th January 2021	Strengthening of Grievance Redress Mechanism in Banks
38	RBI/DOR/2021-22/83 DOR.ACC.REC.No.45/21.04.018/2021-22 dated August 30, 2021	<i>Master Directions on Financial Statements Presentation and Disclosures</i>
39	RBI/DOR/2021-22/85 DOR.STR.REC.53/21.04.177/2021-22 dated September 24, 2021	<i>Master Direction – Reserve Bank of India (Securitisation of Standard Assets) Directions, 2021</i>
40	RBI/DOR/2021-22/86 DOR.STR.REC.51/21.04.048/2021-22 dated September 24, 2021	<i>Master Direction – Reserve Bank of India (Transfer of Loan Exposures) Directions, 2021</i>
41	RBI/2021-22/105 DOR.ACC.REC.57/21.04.018/2021-22 dated October 4, 2021.	<i>Enhancement in family pension of employees of banks- Treatment of additional liability</i>
42	RBI/2021-22/88 FMRD.DIRD.10/14.03.004/2021-22 dated February 10, 2022	Valuation of Credit Default Swap
43	RBI Cir Ref No RBI/2022-23/19 DOR.AUT.REC.12/22.01.001/2022-23 dated April 7, 2022	Establishment of Digital Banking Units (DBUs)
44	RBI Cir Ref No RBI/2022-23/130 DOR.ACC.REC.No.74/21.04.018/2022-23 dated October 11, 2022	Disclosure of Divergence in Asset Classification and Provisioning
45	RBI/2022-23/154 DOR.ACC.REC.No.91/21.04.018/2022-23 dated December 13, 2022	Disclosure of Material Items



Sl. No	Circular No	Subject of the Circular
46	RBI/2023-24/71 DOR.ACC.47/21.04.018/2023-24 dated October 25, 2023.	Presentation of unclaimed liabilities transferred to Depositor Education and Awareness (DEA) Fund
47	RBI/DOR/2023-24/104 DOR.MRG.36/21.04.141/2023-24 dated September 12, 2023	Master Direction – Reserve Bank of India (Classification, Valuation and Operation of Investment Portfolio) Directions, 2023
48	SEBI/HO/CFD/CFD-SEC- 2/P/CIR/2023/122 July 12, 2023	BRSR Core – Framework for assurance and ESG disclosures for value chain
49	SEBI/HO/CFD/CFD-PoD- 1/P/CIR/2023/162 September 30, 2023	Extension of timeline for verification of market rumours by listed entities

*****End of the Document*****

