

Annexure-A to OSED Circular No. 1 of 2016 dated June 6, 2016

S No.	Return/ Report	Circulars/ Instruction Reference	Frequency
1	Forms III, IX, X	Rule 17 under Section 24, 29, 30 of the BCO 1962.	Monthly
2	Form XII	Rule 17 under Section 32 BCO 1962.	Half Yearly
3	List of Officers Authorized to Sign Returns of SBP	Rule 4 (1)(i) under Section 92 of the BCO 1962	Quarterly
4	Postal address of Head Office and Principal Office	Rule 4 (2) under Section 92 of the BCO 1962	Quarterly
5	Financing against FE-25 Deposits	OSED SU-04/01/19298/13 Dated 23/12/2013	Fortnightly
6	FC Borrowing of Authorized dealers	FE Circular No. 03 of 2007	Fortnightly/ Monthly / Quarterly
7	Prudential Regulations - Reversal of Provision on cash recovery	BPRD Circular Letter No. 10 of 2011	Quarterly
8*	Minutes of the Board/ AGM/EOGM Meetings	BPRD Circular No. 02 of 2013	Within 21 days of the meeting
9	Data for Overseas Branches and Subsidiaries	OSED's emails of March, 2016	Quarterly

*The Company Secretary of the Banks/DFIs will scan the minutes in PDF format using OCR (Optical Character Recognition) option. The Company Secretary will encrypt/password protect the PDF file and upload it on DAP using his/her own login ID or send this password protected file to the authorized RCOA user for further submission to SBP through DAP. After the upload is successful the Company Secretary will only communicate the password to the relevant unit head at SBP OSED under 'cc' at email: fi.minutes@sbp.org.pk.
