

بانك بين المللي افغانستان
Afghanistan International Bank



AIB

AFGHANISTAN INTERNATIONAL BANK (AIB)

RELATED PARTY POLICY AND PROCEDURES MANUAL

Approved in July, 2012

Last Reviewed in August 2017

**AFGHANISTAN INTERNATIONAL BANK
RELATED PARTY POLICY AND PROCEDURES MANUAL**

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INTRODUCTION

A. OBJECTIVE

The objective of this Manual is to:

- Document in detail the policy and practices of the Bank with respect to related parties.
- Use the documentation as a basis for internal initiatives for system improvement and strengthening of internal controls.
- Develop a base document ensure the related party policy is being fully implemented and followed.

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B. SCOPE

This document prescribes the policy and procedures for identification, reporting and monitoring of related parties and related party transactions. This manual is subject to the Banking Law of Afghanistan and regulations or other guidance by the Da Afghanistan Bank.

C. APPLICABILITY

This document is intended to provide guidance to all employees of the Bank.

D. CLARIFICATIONS

Requests for clarifications of or explanations on the content presented in this Manual should be addressed to the Chief Risk Officer (CRO).

E. RESPONSIBILITY

The Board of Supervisors in discharge of their oversight responsibilities established, administer and interpret this Policy. The Audit Committee is responsible for reviewing and ensuring compliance with this policy and procedures set forth herein.

This document is to be treated as confidential. No part of this Manual may be photocopied or taken out of office premises. All Manual holders are required to return the Manual intact to CRO on separation from the Bank.

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F. UPDATING THE MANUAL

The Bank may need to update this Manual to reflect changes in policies or procedures as may be decided from time to time and/ or to comply with changes in regulations issued by the Central Bank - Da Afghanistan Bank (DAB).

Revisions shall be incorporated in the following manner:

- (a) Responsibility for arranging revisions is assigned to the CRO (or in his absence his deputy).
- (b) Any changes proposed to be made should be drafted and forwarded to CRO with a copy of the relevant section proposed to be modified.
- (c) CRO should review the proposals and invite comments from relevant functional heads/ management board.
- (d) Based on comments received, CRO should prepare a revised draft of the procedure(s), highlighting the proposed changes.
- (e) The revised draft should be circulated to concerned functional heads/ management board for concurrence as to text and date of effectiveness.
- (f) The revised concurred draft should be presented to the Audit Committee for their consideration with respect to applicability and onward recommendation to the Risk Committee and eventually to the Board for approval.
- (g) Following the above approval process, the CRO should:
 - i. arrange preparation of revised copies for circulation
 - ii. arrange for circulation of the revised section(s) to all manual-holders as well as staff in possession of the Manual. The revised section(s) should specifically bear the date from which the changes will be effective and revision history should be updated to give effect to the revision
 - iii. recall all superseded pages
 - iv. destroy all superseded copies
 - v. retain his superseded copies as permanent record

CHAPTER 1: DEFINITIONS

1.1 The following terms are used in this Manual with the meanings specified:

Bank, unless otherwise stated, refers to Afghanistan International Bank.

Board, unless otherwise stated, refers to the Board of Supervisors of the Bank.

Qualifying holding means having, alone or acting in concert with one or more other persons, the beneficial ownership of at least 5% of any category of voting shares or capital of an enterprise; or the ability to exert a significant influence over the management or policies of an enterprise.

Related Person A related person includes where the interests of two or more persons or a group of persons are so interrelated that they could be considered as a single unit, and one or more of these persons are a related person, then they are all considered related persons.

Accordingly the following are considered among the related parties of AIB:

- Members of the Board of Supervisors and Management Board of the Bank
- Any person having a qualifying holding in the bank, and close relatives of this person
- Enterprises in which AIB may have a 20% participation
- Key management personnel of AIB:
 - Audit committee members
 - Internal audit function and
 - Independent audit function
 - Risk committee members
 - Credit committee members
 - Compliance function
 - Department heads
 - Other key personnel
- Close relative of the above are also considered as related party as well.

Close Relative of a person includes parents, spouse, son, daughter, sister, brother, and other relatives of the person, up to the second degree.

A **related party transaction** is a transaction between a bank and an existing related person or a person who becomes a related person by reason of the conclusion of the transaction, where transaction includes:

- on-balance sheet exposure
- off-balance sheet exposure
- claims and dealings as well such as service contracts, assets purchases and sales, construction contracts, lease agreements, etc.
- derivative transactions,
- borrowings; and
- write-offs

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Compensation includes all employee benefits* including employee benefits in the nature of share based payments†. Employee benefits are all forms of consideration paid, payable or provided by the Bank, or on behalf of the Bank, in exchange for services rendered to the Bank. Compensation includes:

- (a) short-term employee benefits, such as wages, salaries and social security contributions, paid annual leave and paid sick leave, profit-sharing and bonuses (if payable within twelve months of the end of the period) and non-monetary benefits (such as medical care, housing, cars and free or subsidised goods or services) for current employees;
- (b) post-employment benefits such as pensions, other retirement benefits, post-employment life insurance and post-employment medical care;
- (c) other long-term employee benefits, including long-service leave or sabbatical leave, other long-service benefits, long-term disability benefits and, if they are not payable wholly within twelve months after the end of the period, profit-sharing, bonuses and deferred compensation;
- (d) termination benefits; and
- (e) share-based payment.

Control is the power to govern the financial and operating policies of the Bank so as to obtain benefits from its activities.

Joint control is the contractually agreed sharing of control over an economic activity.

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the Bank, directly or indirectly, including any director of the Bank.

Significant influence is the power to participate in the financial and operating policy decisions of the Bank, but is not control over those policies. Significant influence may be gained by share ownership, statute or agreement.

Associate

An associate is an entity, including an unincorporated entity such as partnership, over which the investor has significant influence and that is neither a subsidiary nor an interest in a joint venture

Joint venture

A joint venture is a contractual arrangement whereby two or more parties undertake an economic activity that is subject to joint control.

- 1.2 In considering each possible related party relationship, attention is directed to the substance of the relationship and not merely the legal form.

* Employee benefits are all forms of consideration given by the Bank in exchange for services rendered by employees.

† A transaction in which the Bank receives goods or services as consideration for equity instruments of the Bank (including share or share options), or acquires goods or services by incurring liabilities to the supplier of those goods or services for amounts that are based on the price of the Bank's shares or other equity instruments of the Bank.

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- 1.3 Any term, word or expression used herein but not defined in this Manual or the International Financial Reporting Standards shall be assigned the meaning as under the Banking Law of Afghanistan and/or the related regulation issued by Da Afghanistan Bank.

CHAPTER 2: RELATED PARTY POLICY

- 2.1 It is the policy of the Board of Supervisors of the Bank that all transactions with the related parties shall be subject to advance approval or ratification by a majority of the Board in accordance with the procedures set forth below, to be administered by the Management Board of the Bank and reviewed by the Audit Committee of the Bank.
- 2.2 The followings are exceptions to the above in 2.1:
- a. Deposits in the Bank made by its Related Persons in the normal course of business.
 - b. Making deposits in the Bank that is a member of the same group, in the ordinary course of correspondent business, subject to Asset Classification and Provisioning Regulation in any future directives issued by Da Afghanistan Bank.
 - c. Granting credit fully secured by a deposit account, subject to satisfying the coverage requirements mentioned in paragraph 2.6 below, and in accordance to the Asset Classification and Provisioning Regulation and in any future directives that may be issued by Da Afghanistan Bank.
 - d. Granting credit fully secured by obligations of, or guaranteed as to principal and interest by, a central government or central bank whose long-term rating is not lower than "A" or an equivalent level by an internationally-recognized rating agency whose ratings are approved for use by Da Afghanistan Bank
 - e. Selling a loan to a related person of the bank without recourse.
- 2.3
- a. All transactions with related parties shall be carried out on arm's length basis, on same terms and conditions as the Bank generally offers to, or generally obtains from persons not being a related party. This includes the interest rate, term, acceptable collateral and level of risk and this also includes selling of any bank asset to a related party or purchasing assets from a related party. The decision on a related person's transaction should be made only after necessary information as reasonable required is received and it is reviewed as any other customer.
 - b. The Bank is prohibited from granting credit in cases where the credit is used for the following purposes:
 - (a) In order to pay bank related person's debt or obligation;
 - (b) In order to purchase bank related person's assets;
 - (c) In order to invest in bank related person's trade;
- 2.4 It prevent any conflict of interest, a Board of Supervisors member that might be connected to the related party transaction subject to approval, is not allowed to vote for this transaction
- 2.5 The Bank's Board of Supervisors has the overall responsibility for the Bank's implementation of and compliance with this Policy and the procedures set forth below.
- 2.6 AIB will not extend credit to a related party on an unsecured against collateral, and which must provide the following level of prescribed coverage:
- (a) 100% cash coverage, assuming no currency mismatch between that of the exposure and the collateral.
 - (b) A minimum 20% margin for different currency, and depending on the fluctuation rate, unless it is well proven that the currency of the collateral is more stable, e.g. exposure in AFs and collateral in USD.

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- (c) Guaranteed by Central Governments Central Banks claims whose long term rating is A or equivalent, by rating agencies acceptable by DAB, and where the market value of the collateral must be a minimum of 100% of the exposure amount;
 - (d) If all other cases, the liquid market value or liquidation value of the collateral must be a minimum 120% of the credit amount;
- 2.7 If credit has been disbursed to a related person in breach Policy, such credits must be repaid immediately.
- 2.8 Supervisory board members and management board members who approved a related party transaction in breach of this Policy and /or the related Banking Law and DAB regulation, are liable to criminal prosecution for fraud perpetrated on the bank and responsible individually for refunding the full amount of principal, interest and other related charges of credit extended.
- 2.9 AIB will deduct from its regulatory capital the full amount of any unsecured credit exposure to a related person.

CHAPTER 3: IDENTIFICATION OF RELATED PARTIES

3.1 Declaration by shareholders and directors

- 3.1.1 Each shareholder and director shall identify his/her related parties (as defined in 'Definitions' above) by completing the "Related Parties Declaration Form" (see Form I). The form is required to be submitted annually to the Bank with the CRO, through the Board Secretary, latest by December 31 each year or within seven (7) days of becoming a shareholder or director, whichever is earlier. The shareholders and the directors shall notify the Bank of any updates to the information in case of any change therein within seven (7) days of the change, CRO shall report to the board quarterly on non-compliance with reporting requirement.
- 3.1.2 Shareholders/directors have an obligation to disclose to the Board any interest they may have in any matter or transaction coming before the Board or in any matter or transaction in which the Bank may have an interest. Any interested director/ shareholder shall not have the right to vote in respect of that matter or transaction under approval.

3.2 Disclosure by key management personnel and other employees

- 3.2.1 Members of key management personnel and other employees mentioned and/or defined in Chapter one of this policy, have legal obligation to disclose to the Bank any interest they may have in any matter or transaction in which they may have an interest. Any interested member shall not be involved in the decision making, processing, implementation, or affecting by any means, in respect of that matter or transaction.
- 3.2.2 CRO will circulate to the key management personnel the "Related Parties Identification Form" (see Form II) on semi-annual basis latest by June 30th and December 31st. Such form is required to be completed and returned within seven (7) days of receipt from CRO. CRO shall report to the board quarterly on non-compliance with reporting requirement.
- 3.2.3 Key management personnel and other employees are also required to immediately, report to the CRO about a change in status of related party/ or a related party transaction with the Bank in which he/ she or his/ her related party(ies) may be involved.

CHAPTER 4: APPROVAL OF RELATED PARTY TRANSACTIONS

- 4.1 The Management Board of the Bank has the required to review, assess, and, recommend to the Board of Directors a related party transaction.
- 4.2 In determining whether to recommend or not recommend a related party transaction, the Management Board shall require sufficient information and documentation to make themselves satisfied in making an informed decision.
- 4.3 In connection with approving or ratifying a related party transaction, the Management Board shall, in its judgment, consider any or all of the following factors to the extent pertinent, or such other factors as the Management Board may deem appropriate under the circumstances:
- (a) the position within or relationship of the related party with the Bank;
 - (b) the materiality of the related party transaction to the related party and to the Bank, including the value involved (the Management Board may define a materiality limit to be approved by the Board);
 - (c) the business purpose for and reasonableness of the related party transaction (including the anticipated profit or loss, if known), taken in the context of the alternatives available to the Bank;
 - (d) whether the related party transaction is carried out on an arms-length basis (on terms that the Bank offers generally to, or obtains generally from, persons who are not related parties;
 - (e) whether the related party transaction is in the ordinary course of the Bank's business;
 - (f) the effect of the related party transaction on the Bank's financial condition, business and operations, including any additional conditions or controls that should be applied to such related party transaction;
 - (g) whether the related party transaction involves products or services to be provided by or to the Bank to or from a related party, which products or services are unique or otherwise not readily available from alternative sources; and
 - (h) the overall business relationship of the applicable related party and the Bank, including benefits realized, or anticipated, from other contracts, transactions or relationships.
- 4.4 If a member of the Management Board and/or the Board of Supervisors, and /or the key manager or head is a related party with respect to a particular transaction, the vote of such member shall be obligated to abstain from discussion and not be counted in determining whether the transaction is approved or ratified. The decision of the members eligible to vote will be by simple majority with Chairman having two votes in the case of a tie.
- 4.3 The Board of Supervisors is obliged, in its meeting minutes, to
- (a) Specify the key terms and conditions of a related party transaction
 - (b) Confirm that the related party transaction is entered into on an arm's length basis; and
 - (c) Affirm that it is in the reasonable best interest of the bank to enter into the related party transaction;

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- (d) Identify the members of the Board approving the transaction.
- 4.4 AIB's Board of Supervisors is the only body authorized to write-off a related party exposure, which must be properly motivated and recorded.
- 4.5 Where the Bank had entered into a related party transaction, such transaction shall be presented to the Audit Committee in its next meeting to be noted and opined as to whether the transaction is in compliance with policy and procedures. The Audit Committee may recommend corrective action if considered necessary to the management. Transactions considered to be non-compliant by the Audit Committee and any difference opinion between the Audit Committee and Management shall be reported to the board and shareholders.
- 4.7 A member of AIB's Management Board and/or Board of Supervisors shall not participate in the consideration of approval of an transaction between the bank and
- (a) Himself
 - (b) His close relatives
 - (c) An enterprise in which he or any of his close relatives has a qualifying holding, or serves as a member of the board of supervisors, management board, or equivalent body.

CHAPTER 5: Limitations and Maximum Exposure Allowed of Related Persons Exposure

- 5.1 AIB must stick in all times to the following limits in relation exposures to related persons:
- (a) 5% of the regulatory capital of the bank, for related person or group of connected related person.
 - (b) 25% of the regulatory capital of the bank, for the aggregate of total exposures of related persons.
- 5.2 AIB will require prior supervisory approval from DAB for any large exposure, i.e. exceeding 10% of the regulatory capital, it wishes to undertake.
- 5.3 Outstanding credits and/or exposures in excess to the aforementioned limits, should be deducted from the qualifying regulatory capital components.
- 5.4 It should be well known, by the virtue of DAB directions, that AIB will be prohibited from entering into new related party transactions in the following cases:
- (a) While it is in breach of the regulatory capital adequacy requirement
 - (b) In the event that a related party transaction would result into a breach of the regulatory capital adequacy requirement
- 5.5 AIB is prohibited from performing any of the following transactions with a related person:
- (a) A transaction on terms which are more advantageous than a corresponding transaction it enters into with a non-related person, e.g. in credit assessment, tenor, interest rates, fees, amortization schedules and requirement for collateral.
 - (b) Selling an asset for less than its liquid market value or fair value to a related person.
 - (c) Purchasing sub-standard quality goods or assets from a related person;

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- (d) Accepting as a collateral assets which are sub-standard or quality goods or assets and do not constitute qualifying collateral.

The followings are deemed to be low-quality assets:

- (a) Assets which are classified Sub-standard, Doubtful and Loss pursuant to AIB's standards or a Afghanistan Bank's regulation and recent supervisory report;
- (b) Assets which do not generate a consistent and regular income or benefit for the bank;
- (c) Assets which are overdue more than thirty days;
- (d) Assets in relation to which the expiry date has been extended and/or repayment conditions have been re-scheduled on more favourable terms to the client, due to unfavourable financial condition of the debtor.

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**CHAPTER 6: RECORDING AND REPORTING OF RELATED PARTIES
AND RELATED PARTY TRANSACTIONS**

6.1 The delegated responsibility for recording and reporting related parties and related party transactions rests with the Chief Risk Officer (CRO). CRO is responsible for coordinating with respective departments for compilation of related parties and related party transactions (for example: the operations department and credit administration department).

6.2 RECORDING

6.2.1 Compliance Department shall be responsible for maintaining of records relating to all forms received from shareholders, directors and key management personnel and any updates therein as received from concerned party with respect to Related Party Transactions.

6.3.2 Compliance Department shall compile the information collected pursuant to the procedures described above and create and maintain a Master List of Related Parties on format prescribed in Form III. Such master list (and any updates thereof) shall be distributed to appropriate senior management of the Bank. The recipients of the master list shall utilize the information contained therein, in connection with their respective business units, departments and areas of responsibility, to assist in effective implementation of this Policy.

6.4 REPORTING

6.4.1 The Master List of Related Parties shall be presented to the Audit and Risk Committee at the end of each quarter and to the Board on an annual basis.

6.4.2 On a monthly basis, each department will submit to CRO, the information regarding related party transactions on format prescribed in "Related Parties Reporting Form" (see Form IV). Such form is required to be completed and returned to CRO within seven (7) days of end of each month. On receipt of forms, CRO shall compile all information for reporting purposes.

6.4.3 CRO shall be responsible for reporting to the Audit Committee, at the end of each quarter, transactions and balances including nature/ comments thereon in respect of all related parties transactions entered into as of the period end. Template for Audit Committee Reporting (see Form V) shall be used for reporting related party balances and transactions to the Board.

6.4.4 The Bank's annual and interim financial statements are prepared in accordance with International Financial Reporting Standards (IFRS). Accordingly, related party disclosure in the financial statements will be in compliance with IFRS. The applicable IFRS on related parties is the International Accounting Standard – 24: Related Party Disclosures (IAS 24). Form IV (Related Parties Reporting Form) and form V (Template for Audit Committee Reporting) contains the required information for ensuring the Bank's compliance with IAS 24. Information compiled through form IV and form V shall be used for the preparation of related party disclosure in the annual and interim financial statements.5.4.5

Bank must report on a quarterly basis information on related person transactions and exposures to Da Afghanistan Bank. The report must contain the following:

- (a) Regarding related person credits – a listing of individual
 - I. Related person credits to which the bank is committed as at the end of the latest quarter
 - II. Related person credits which the bank extended during the latest quarter
 - III. Related party credits outstanding as at the end of the latest quarter
 - IV. Related party credits classification (individually) (Watch; Sub-standard; Doubtful;

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and Loss)

- V. Related party credits provisions (Provisions raised in respect of each of the related person credits)
- VI. Related party credits write-offs (individually; with full explanation of motivation of write off)
 - (b) Related person's name, outstanding amount, maturity date, and other important debt deal's terms and conditions must be reported.
 - (c)

6.4.5 The policy on related party transaction shall be put on the bank website and a web link shall be provided in the annual report.

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FORM I

RELATED PARTIES DECLARATION FORM

(to be completed by shareholders and directors)

Refer chapter 3: Declaration by shareholders and directors (3.1.1)

NAME	
NATIONALITY	
RELATIONSHIP WITH THE BANK	

RELATED PARTIES:

(for definition of related party, please refer to AIB Related Party Policy and Procedures Manual)

INDIVIDUAL'S CLOSE FAMILY MEMBERS

(for definition of close family member, refer AIB Related Party Policy and Procedures Manual)

	Name	Relationship with the family member
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

NAME OF THE ENTITIES IN WHICH THE INDIVIDUAL HAS INTEREST (control or significant influence)

(for definition of control and significant influence, refer AIB Related Party Policy and Procedures Manual)

	Name	Relationship	Effective date of relationship
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

DECLARATION

I, _____ hereby confirm that the above information is correct and complete to the best of my knowledge and belief and that I am aware of the definition of the related party and related party transaction as defined in the AIB Related Party Policy and Procedures Manual. I further acknowledge my responsibility to notify the Bank of any updates to the above information as soon as possible.

Signature: _____

Date: _____

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FORM II

RELATED PARTIES IDENTIFICATION FORM

(to be completed by key management personnel)

Refer chapter 3: Disclosure by key management personnel (3.2.2)

NAME	
NATIONALITY	
RELATIONSHIP WITH THE BANK <small>Refer to the Related Party Definition</small>	

RELATED PARTIES:

(for definition of related party, please refer AIB Related Party Policy and Procedures Manual)

INDIVIDUAL'S CLOSE FAMILY MEMBERS

(for definition of close family member, refer AIB Related Party Policy and Procedures Manual)

	Name	Relationship with the family member
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		

NAME OF THE ENTITIES IN WHICH THE INDIVIDUAL HAS INTEREST (control or significant influence)

(for definition of control and significant influence, refer AIB Related Party Policy and Procedures Manual)

	Name	Relationship	Effective date of relationship
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

DECLARATION

I, _____ hereby confirm that the above information is correct and complete to the best of my knowledge and belief and that I am aware of the definition of the related party and related party transaction as defined in the AIB Related Party Policy and Procedures Manual. I further acknowledge that I am required to report to the Bank of any updates to the above information as soon as possible.

Signature: _____

Date: _____

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**FORM III
MASTER LIST OF RELATED PARTIES**

(to be compiled by CRO)

Refer chapter 5: Recording and reporting of related parties and related party transactions (5.3.2)

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INFORMATION UPDATED AS OF _____

A. SHAREHOLDERS/ DIRECTORS

	NAME	RELATIONSHIP
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

B. KEY MANAGEMENT PERSONNEL or Members of the Same Group or Enterprise

	NAME	DESIGNATION
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

C. CLOSE FAMILY MEMBER OF THE INDIVIDUAL (referred in A and B above)

	NAME	INDIVIDUAL	RELATIONSHIP
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

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ENTITIES IN WHICH INDIVIDUALS (referred in A and B above) HAS INTEREST (control or significant influence)

	NAME	INDIVIDUAL	RELATIONSHIP	EFFECTIVE DATE OF RELATIONSHIP
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Prepared by:

Reviewed by:

Date: _____

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FORM IV

RELATED PARTIES REPORTING FORM

(to be completed by each department on monthly basis)

Refer chapter 5: Recording and reporting of related parties and related party transactions (5.4.2)

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RELATED PARTIES BALANCES AND TRANSACTIONS

The following information is required in respect of each related party:

BALANCES

Loans and advances

Related party 1

Related party 2

Related party 3

Related party n

Name of the related party

Opening balance

Disbursements

Repayments

Exchange gain/ (loss)

Closing balance

Classification

Provision amount

Interest rate (%) p.a

Disbursement date

Tenure

Collateral

Value of collateral

Interest income earned

Deposits

Name of the related party

Opening balance

Receipts

Withdrawals

Closing balance

Nature of deposit

Tenure (for fixed deposits)

Interest rate (%) p.a

Interest expense

Other balances (receivable/ payable)

Name of the related party

Amount of outstanding balance

Nature of transaction and terms
and conditions

TRANSACTIONS

(For example)

Fee and commission income

Fee and commission expense

Guarantees given/ received

Commercial letter of credits

Salaries and other benefits

Others

(Multiple sheets can be used, if so required)

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FORM V

TEMPLATE FOR AUDIT COMMITTEE REPORTING

(to be completed by CRO on quarterly basis)

Refer chapter 5: Recording and reporting of related parties and related party transactions (5.4.3)

RELATED PARTY BALANCES AND TRANSACTIONS as of (dd-mm-yyyy)

	Directors and other key management personnel	Associated companies	Other related parties
	AF	AF	AF

Loans and advances to related parties

Loans outstanding at beginning of the period			
Loans issued during the period			
Loan repayments during the period			
Exchange gain			
Loans outstanding at end of the period			
Interest income earned			

	Directors and other key management personnel	Associated companies	Other related parties
	AF	AF	AF

Deposits from related parties

Deposits at beginning of the period			
Deposits received during the period			
Deposits repaid during the period			
Deposits at end of the period			
Interest expense on deposits			

Other balances with related parties
(outstanding balance of nature of transaction)

Other transactions with related parties

Key management personnel compensation

Details of transactions approved by the Management Board during the period

- (i)
- (ii)
- (iii)

Prepared by: _____

Date: _____

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REVISION HISTORY:

Revision	Date	Description of change	Requested By	Board approval date
0	01-Jun-09	Initial release	--	dd-mm-yyyy
1	12-July-12	Revised	CEO	
2	30-May-17	Revised to DAB Regulation changes	CRO	