



Bank Of Zambia

OFFICE OF THE DEPUTY GOVERNOR - OPERATIONS

BOZ/EXEC/DGO/nbfis/bp

December 12, 2016

NB Circular No. : 01/2016

To : All Heads of Non-Bank Financial Institutions and Bureaux de Change

CALENDAR FOR SUBMISSION OF PRUDENTIAL RETURNS, QUARTERLY DEMONSTRATION OF THE COST OF BORROWING RETURN, QUARTERLY FINANCIAL STATEMENTS FOR PUBLICATION AND CREDIT MARKET MONITORING PROGRAMME RETURNS

Further to Circulars No. 01/1998 and 04/2000 dated 21 January 1998 and 15 May 2000 respectively, please be informed that the due dates for submission of Prudential Returns, Quarterly Demonstration of the Cost of Borrowing Return, Quarterly Financial Statements for publication and Credit Market Monitoring (CMMP) Returns for 2017 are as follows:

1. MONTHLY, QUARTERLY AND WEEKLY RETURNS

Monthly Returns

Due Date

| | |
|-----------|-------------------|
| January | 10 February 2017 |
| February | 14 March 2017 |
| March | 12 April 2017 |
| April | 11 May 2017 |
| May | 12 June 2017 |
| June | 14 July 2017 |
| July | 11 August 2017 |
| August | 12 September 2017 |
| September | 11 October 2017 |
| October | 10 November 2017 |
| November | 12 December 2017 |
| December | 11 January 2018 |

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Quarterly Returns

| | |
|-------------------------|-----------------|
| 1 st Quarter | 12 April 2017 |
| 2 nd Quarter | 14 July 2017 |
| 3 rd Quarter | 11 October 2017 |
| 4 th Quarter | 11 January 2018 |

Weekly Returns

The Weekly Bureau de Change Return shall be submitted on the Monday or first business day following the end of the week to which the return relates.

2. QUARTERLY FINANCIAL STATEMENTS FOR PUBLICATION

| | |
|-------------------------|-----------------|
| 1 st Quarter | 12 April 2017 |
| 2 nd Quarter | 14 July 2017 |
| 3 rd Quarter | 11 October 2017 |
| 4 th Quarter | 11 January 2018 |

3. QUARTERLY DEMONSTRATION OF THE COST OF BORROWING

| | |
|-------------------------|-----------------|
| 1 st Quarter | 12 April 2017 |
| 2 nd Quarter | 14 July 2017 |
| 3 rd Quarter | 11 October 2017 |
| 4 th Quarter | 11 January 2018 |

4. CREDIT MARKET MONITORING PROGRAMME RETURNS

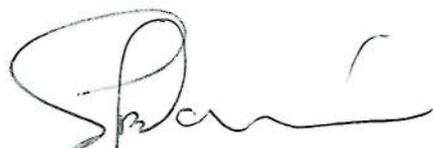
| | |
|-------------------------|-----------------|
| 1 st Quarter | 28 April 2017 |
| 2 nd Quarter | 31 July 2017 |
| 3 rd Quarter | 31 October 2017 |
| 4 th Quarter | 31 January 2018 |

The Prudential Returns, Weekly Bureau de Change Returns and the CMMP Returns should be submitted through the Institutional Information Submission System (IISS) of the Bank Supervision Application (BSA) at <https://bsa.boz.zm/bsav30>, while softcopies of the Quarterly Financial Statements for publication and the Demonstration of the Cost of Borrowing Returns should be submitted to nbfisreturns@boz.zm.

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A penalty of K500.00 per return per day will be charged for any incorrect or delayed submission of Prudential Returns, Quarterly Demonstration of the Cost of Borrowing Return and CMMP Returns while a penalty fee of K100.00 per return per day will be charged for any incorrect or delayed submission of Weekly Bureau de Change Return. In the case of Quarterly Financial Statements for Publication, a penalty of K1,500.00 per return per day shall apply in any of the following circumstances:

- Failure to submit the quarterly financial statements;
- Failure to obtain Bank of Zambia approval prior to publications;
- Publication of financial statements using incorrect formats; and
- Publication of incorrect information.



Bwalya K. E. Ng'andu (Dr)
DEPUTY GOVERNOR – OPERATIONS

Cc Director – Non-Bank Financial Institutions Supervision