



BANK OF ZAMBIA
OFFICE OF THE DEPUTY GOVERNOR - ADMINISTRATION

January 30, 2014

NB Circular No: 02/2014

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

**CALENDAR FOR SUBMISSION OF MONTHLY RETURNS, QUARTERLY RETURNS,
QUARTERLY FINANCIAL STATEMENTS FOR PUBLICATION AND QUARTERLY
DEMONSTRATION OF THE COST OF BORROWING RETURNS**

Further to Circulars No. 1/98 and 4/00 dated 21 January, 1998 and 15 May, 2000 respectively; please be informed that the due dates for submission of monthly returns; quarterly returns; quarterly financial statements for publication; and quarterly demonstration of the cost of borrowing returns for 2014 are as follows: -

MONTHLY RETURNS

Month	Due Date
January	11 February 2014
February	11 March 2014
March	9 April 2014
April	12 May 2014
May	10 June 2014
June	11 July 2014
July	12 August 2014
August	9 September 2014
September	9 October 2014
October	11 November 2014
November	9 December 2014
December	12 January 2015

QUARTERLY FINANCIAL STATEMENTS AND RETURNS

1 st Quarter	9 April 2014
2 nd Quarter	11 July 2014
3 rd Quarter	9 October 2014
4 th Quarter	12 January 2015

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QUARTERLY DEMONSTRATION OF THE COST OF BORROWING

1 st Quarter	9 April 2014
2 nd Quarter	11 July 2014
3 rd Quarter	9 October 2014
4 th Quarter	12 January 2015

The Prudential Returns should be submitted through the Institutional Information Submission System (IISS) of the Bank Supervision Application (BSA) at <https://mail.boz.zm/bsav30>, while softcopies of the Demonstration of the Cost of Borrowing Returns should be submitted to nbfisreturns@boz.zm.

A penalty of K500.00 per return per day will be charged for any incorrect or delayed submission of Prudential and Demonstration of the Cost of Borrowing Returns. In the case of the Quarterly Financial Statements, 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 publication;
- Publication of financial statements using incorrect formats; and
- Publication of incorrect information.


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DEPUTY GOVERNOR – ADMINISTRATION