

DBI-2 Circular No- 01

February 24, 2014
Date: -----
Falgun 12, 1420

Managing Directors/ Chief Executives
All Scheduled Banks in Bangladesh

Dear Sir,

Providing information in the Integrated Supervision System

Attention of all concerned is invited to Section 36(2) of the Bank Company Act, 1991 (amended in 2013), and to letter no- DBI-2(MIS & RBI Division)/22/2013-367 dated 04-08-2013 from this department, on the captioned subject.

2. All head offices and AD branches of all scheduled banks were advised to provide information according to the format attached therewith in aforesaid letter. As a part of the ongoing automation process of Bangladesh Bank and with a view to making the Integrated Supervision System more effective, the existing formats have been formatted anew by adding requirement of some more information. In this context, in the first phase, head offices and AD branches of the scheduled banks shall submit monthly report through the **Web Portal** of Bangladesh Bank providing information in the revised **ISS Forms 1, 2, 3 & 4** before the 10th of the following month, beginning in February 2014.

3. Besides uploading information through the **Web Portal** as indicated above, head offices of banks shall preserve back-up (**prepared in Excel format**) copies; the back-up copies of the **ISS Forms- 1,2,3 & 4**, prepared in Excel format will also have to be sent to the **MIS & RBI Cell** of this department via the e-mail address bb.iss@bb.org.bd before the 10th of each month.

4. At the end of each quarter, branches of the scheduled banks shall send soft copy of CL statements prepared in Excel format (CL Form-1 to CL Form-5) to their Head Offices before 15th day of the following month. The Head Offices of banks shall in turn submit soft copies of the quarterly CL statements, received from all branches, to this department through CD/pen drive or via e-mail address bb.iss@bb.org.bd before 25th day of the same month.

5. Financial penalties and other punitive measures will be applicable in terms of the relevant sections of the Bank Company Act, 1991 (amended in 2013) for default in submission of the statements prescribed above, as also for submission of incomplete or wrong information in these statements.

6. If for unavoidable reasons it becomes impracticable to submit the returns/statements within the prescribed timeline, the **MIS & RBI Cell** of this department shall have to be informed in writing at least two days before the deadline of submitting the statements.

Attachment: [ISS Form - 1 applicable for Head Office](#)
[ISS Form - 2 applicable for all branches \(AD and Non-AD\)](#)
[ISS Form - 3 applicable for Head Office](#)
[ISS Form - 4 applicable for all branches \(AD and Non-AD\)](#)
[Instructions on how to fill in ISS information and send information via web.](#)

Yours sincerely,

Sd/-
(Md. Mustafa Kamal)
Deputy General Manager
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