



BANGLADESH BANK
Head Office
Motijheel, Dhaka-1000
Bangladesh
Website: www.bb.org.bd

Department of Off-site Supervision

DOS Circular Letter No. 03

Date: **10 Magh 1429**

24 January 2023

Managing Director/Chief Executives
All Scheduled Banks in Bangladesh.

Dear Sir,

Introduction of new Input Template for Comprehensive Risk Management Report (CRMR)

Please refer to DOS Circular No. 04 dated 08 October 2018 on the captioned subject. As per this circular, banks are required to submit half-yearly CRMR along with other documents to Bangladesh Bank (BB).

2. It is noticed that banks have been submitting their CRMRs in different file formats (e.g., MS Word, MS Excel, pdf, etc.) which make the extraction of required data and analysis of risk management ratings more strenuous and time-consuming at BB's end. Therefore, with a view to circumvent such complexity and facilitate uniformity in reporting formats, an **Excel-based data input template** has been developed.

3. Banks are now advised to submit the required data in the excel-based data input template (copy attached) on half-yearly basis (i.e. end of June and December) to DOS of BB (e-mail: rmmcms.dos@bb.org.bd), in addition to the documents listed in the aforementioned circular.

4. Banks are also advised to replace the existing data tables in the CRMR with the data tables provided in this excel-based input template and to carry out their risk analysis accordingly. Besides, banks may also supplement the risk analysis in the CRMR by including any other issues they consider important and relevant to their own risk profile.

5. In this regard, the submission time frame for the required documents will be replaced as follows:

Sl. No.	Document types	Submission deadline
1	Half-yearly excel-based data input template	Within 31 st July and 31 st January respectively
2	CRMR prepared for June & December	Within 10 th August & 10 th February respectively
3	Half-yearly Stress Test report	Along with half-yearly CRMR
4	Monthly Risk Management Report (MRMR)	Within next month of the reporting period



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Sl. No.	Document types	Submission deadline
5	Monthly ERM meeting minutes	Within 7 days of the meeting held
6	BRM meeting minutes	Within 7 days of the meeting held
7	Yearly Board approved Risk Appetite Statement (RAS)	Within first 2 months of the year
8	Board approved review report of Risk Management Policies and effectiveness of risk management functions	Within first 2 months of the year

6. All other instructions provided vide DOS Circular No. 04, dated 08 October 2018 will remain unchanged.

This circular letter shall come into force with immediate effect.

Yours sincerely,

(Arief Hossain Khan)
Director (DOS)
Phone: 88-9530093

Enclosure: As above