

Bangladesh Bank
Head Office
Dhaka

Statistics Department

Statistics Department Circular No.-01/2010

Dated: Bhadra 04,1417
August 19,2010

Managing Director/ CEO
All Scheduled Banks in Bangladesh

Dear Sir,

Regarding Reporting of SBS-2 and SBS-3 Returns

All Scheduled Banks have been reporting SBS-2 and SBS-3 returns to Statistics Department on quarterly basis as per Bangladesh Bank Order 1972, Section No. 36(3). Since these statements play a significant role in formulating financial policy of the country, data therein must be flawless. In order to ensure accurate and error-free reporting of the said returns this department has taken following decisions which must be carried out by all the scheduled banks:

- 1) At the time of opening new account for customer, SBS-2 and SBS-3 Reporting Form (enclosed) needs to be filled in and has to be preserved along with account opening form.
- 2) The Form must be filled in by the experienced officers regarding "SBS-2 and SBS-3 returns" reporting.
- 3) Account wise codes of the forms filled in at the time of account opening must be furnished while reporting SBS-2 and SBS-3 statement on quarterly basis.
- 4) All old accounts must be updated as per attached new coding form within six months from the date of circulation of this order.

Please acknowledge the receipt.

Sincerely yours

Sd/-
(Md. Abdus Sattar Miah)
General Manager
Phone: 7120339