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**NATIONAL BANK OF ETHIOPIA**  
ADDIS ABABA

FIS/BSO/584/2013  
October 16, 2013

All Banks  
Addis Ababa

Dear Sirs/Madams:

Subject: Circular No. BSD/07/2013

It has to be recalled that each bank has been reporting to the NBE the list of customers whose current accounts are closed due to dishonored cheques in line with NBE directives No SBB/31/2002 article 4. However, we have come to learn that all required information about the delinquent persons is not being exhaustively and consistently reported to us in order to create and periodically update our database.

This is, therefore, to require all banks to report closed current accounts using the attached format effective from November 1, 2013.

Sincerely yours,

Solomon Desta  
Director, Bank Supervision Directorate



cc:

H.E. The Governor  
The V/Governor, Financial Institutions Supervision  
National Bank of Ethiopia

**CURRENT ACCOUNT CLOSURE REPORTING FORMAT**

Name of Bank: \_\_\_\_\_

Branch Name: \_\_\_\_\_

**1. Drawer's information**

1.1 Name \_\_\_\_\_ Father's Name \_\_\_\_\_ Grand father's Name \_\_\_\_\_  
 ስም \_\_\_\_\_ የአባት ስም \_\_\_\_\_ የአያት ስም \_\_\_\_\_

1.2 Account No. ....

1.3 Date Account Closed.....

1.4 Reporting Date.....

1.5 Line of Business .....

1.6 Tax Identification No (TIN No).....

1.7 Trade License No. ....

1.8 Business Address

Region .....

Town/sub city .....

Kebele .....

House No. ....

P.O.BOX .....

TEL. NO. ....

1.9 Personal Address

Region .....

Town/sub city .....

Kebele .....

House No. ....

P.O.BOX .....

TEL. NO. ....

**2. List of dishonored cheques due to insufficient fund**

	Date ck returned	Cheque NO.	Amount	Beneficiary
First				
Second				
Third				

**3. Action taken by the branch**

TIME	Letter reference	WARNING LETTER		
		Date of the letter	Penalty collection	Remarks
First				
Second				
Third				

Prepared by \_\_\_\_\_

Approved by: \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

