

February 17, 1973

To: All Branch Managers:

Sub: APPROVAL AND RENEWAL OF CREDIT
LINES AND TERM FACILITIES

With the exception of term facilities, credit lines will normally be sanctioned for a period of 6 months i.e. valid under 28th February and 31st August, unless otherwise mentioned in the Sanction Advice.

Credit facilities for term loans will be approved to cover full period of the loan. However, in case of default in payment of instalments, the relative credit facility will require Regional Office approval at the six monthly interval i.e. 28th February and 31st August respectively.

Requests for renewal of credit lines should be forwarded to Regional Office at least 15 days before the expiry period alongwith the following particulars regarding relative borrowers:

1. Borrower's financial statement (audited if available)
2. Latest detailed credit report
3. Particulars of business received (including deposits maintained) during the preceeding six months.
4. Business expected from or through the relative borrower during the next six months/one year.
5. Conduct of account (including allied accounts) during the preceeding six months.
6. Any other consideration for extending credit facility.

In order to review overall position of Customers, renewal applications for allied accounts of a customer must be submitted under the same covering letter.

Sd/-
(SWALEH NAQVI)
General Manager

February 25, 1973

To: All Branch Managers:

RATE OF INTEREST ON DEPOSITS

Reference Instruction Circular No. 003 dated February 10, 1973

In partial modification of the above Circular, we advise the following rates of interest on Term Deposits:

<u>Period</u>	<u>Rate of Interest</u>
Less than 30 days	5%
1 to 3 months	5% to 6%
Over 3 months to 6 months	6-1/2% to 7%
Over 6 months to 9 months	7% to 8%
Over 9 months to 12 months and above	7% to 8%

Wherever there is any Inter-Bank Agreement on the above rates or these rates are fixed by a competent authority for control of banking, the Branches will follow such prescribed rates under intimation to the Regional Office.

For any special rates, reference should be made to the Regional Office before quoting.

Sd/-
(SWALEH NAQVI)
General Manager