



**BANK Of ZAMBIA**  
OFFICE OF THE DEPUTY GOVERNOR - ADMINISTRATION

**January 20, 2014**

**CB Circular No. 02/2014**

**To : All Commercial Banks**

**CALENDAR FOR SUBMISSION OF PRUDENTIAL RETURNS, QUARTERLY FINANCIAL STATEMENTS AND BANK CHARGES FOR PERSONAL, CURRENT ACCOUNTS AND OTHER GENERAL SERVICES**

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Further to circular No 1 of 1998 and 4 of 2000, you are hereby informed that the due dates for submission of Prudential Returns, Quarterly Financial Statements and the Quarterly Bank Charges for Personal, Current Accounts and Other General Services Return for 2014 are as follows:-

**PRUDENTIAL RETURNS**

<b>Month</b>	<b>Due Date</b>
January	12 February 2014
February	13 March 2014
March	10 April 2014
April	13 May 2014
May	11 June 2014
June	14 July 2014
July	13 August 2014
August	10 September 2014
September	10 October 2014
October	12 November 2014
November	10 December 2014
December	13 January 2015

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**QUARTERLY FINANCIAL STATEMENTS AND BANK CHARGES**

1 <sup>st</sup> Quarter	10 April 2014
2 <sup>nd</sup> Quarter	14 July 2014
3 <sup>rd</sup> Quarter	10 October 2014
4 <sup>th</sup> Quarter	13 January 2015

The Monthly Prudential Returns, Foreign Exchange Exposure and Placements Returns should be submitted through the Bank Supervision Application System via <https://mail.boz.zm/bsav30> while a soft copy of the Bank Charges return should be submitted to [banksupervision@boz.zm](mailto:banksupervision@boz.zm).

A penalty of K500.00 per return per day will be charged for any delayed submissions or incorrect Prudential and Bank charges Returns.

In the case of the Quarterly Financial Statements, a penalty of K1,500.00 per return per day shall be incurred in any of the following circumstances;

- Failure to submit the quarterly financial statements;
- Failure to obtain Bank of Zambia approval prior to publication;
- Publication of financial statements using incorrect formats; and
- Publication of incorrect information



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**DEPUTY GOVERNOR - ADMINISTRATION**