

NATIONAL HOUSING BANK  
(Wholly owned by the Reserve Bank of India)  
New Delhi - 110003

THE HOUSING FINANCE COMPANIES (NHB) DIRECTIONS, 1989

Notification No. NHB.HFC.DIR.12/CMD-2000

Dated : May 29, 2000

In exercise of the powers conferred by Sections 30 and 31 of the National Housing Bank Act, 1987 (53 of 1987) and of all the powers enabling it in this behalf, the National Housing Bank being satisfied that it is necessary in the public interest so to do, hereby directs that Schedule to the Housing Finance Companies (NHB) Directions, 1989 be substituted by the Schedule hereinafter specified.



**SCHEDULE**

(See paragraph 14 of Housing Finance Companies (NHB) Directions, 1989)

**NATIONAL HOUSING BANK**

New Delhi

HFC.DIR-1

Return as on March 31, \_\_\_\_\_

**(Read instructions carefully before filling the return)**

To be filled by NHB	
File No.	
ID No.	
Nature of Business	
District Code	
State Code	

1. Name of the Company		
Income Tax PAN		
2. Full address of the		
(i) Registered Office: _____		
_____		
_____ PIN _____		
Telephone _____ Fax _____ e-mail _____		
Telex _____ Telegraphic address _____		
(ii) Head/Administrative Office*: _____		
_____		
_____ PIN _____		
Telephone _____ Fax _____ e-mail _____		
Telex _____ Telegraphic address _____		
3. Whether a Government Company :		Yes/No
4. State/Union Territory in which the company is registered :		
5. Status +	(i) Public Ltd. [ ]	(ii) Deemed Public Company [ ]
	(iii) Private Ltd. [ ]	(iv) Branch of a Foreign company [ ]
DD MM Y Y Y Y		
6. Date of (i) Incorporation		[ ][ ] [ ][ ] [ ][ ][ ][ ]
(ii) Commencement of business		[ ][ ] [ ][ ] [ ][ ][ ][ ]
(iii) Financial year of the company		[ ][ ] [ ][ ] [ ][ ][ ][ ]
7. (i) Principal object of the company as mentioned in its Memorandum of Association:		
(ii) Principal business transacted by the company during the year under reporting:		
(iii) Other business transacted by the company during the year under reporting:		



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8. Whether the company has applied for registration with the National Housing Bank in terms of the Housing Finance Companies (NHB) Directions 1989:	Yes/No
If yes, give the date of application and if already registered, give the Registration no. allotted by the National Housing Bank	
9.No.of branches/offices $\beta$	
10. Total number of employees (i) Full time :	
(ii) Part time	
(iii) Honorary basis :	
11. Whether shares of the company are listed on any stock exchanges	Yes/No
If yes furnish the name/s of the stock exchange/s	
12. Whether the Half-yearly Return on prudential norms as on the date of this return has been submitted to the NHB. If yes, give the date of furnishing the return	Yes/No
13. (a) Whether the company at the beginning of the financial year to which the return pertains, was holding any credit rating/s for its fixed deposits ?	Yes/No
If yes, give the following details :	
(i) Name of the rating agency :	
(ii) Rating awarded by such agency :	
(iii) Date of such rating and its validity period :	
(b) Whether the company during the financial year to which the return pertains obtained any credit rating/s for its fixed deposits ?	Yes/No
If yes, give the following details	
(i) Name of the rating agency :	
(ii) Rating awarded by such agency	
(iii) Date of such rating and its validity period	
(c) Whether during the financial year to which the return pertains, there was any change in the credit rating/s mentioned in (a) or (b) above ?	Yes/No
If yes, give the following details	
(i) Name of the rating agency :	
(ii) Rating awarded by such agency :	
(iii) Date of such rating and its validity period :	
(iv) Reasons for variation in credit rating, if any :	
14. Whether a holding company or a subsidiary $\delta$	
15. Whether the company is a joint venture:	Yes/No
16. Name/s and address/es of the company's promoters/ promoting institutions and the shareholding pattern	_____
	_____
	_____

[Enclose separate sheet, if necessary]



17. Name/s and address/es of the company's auditors	_____
	_____
	_____
	_____
	Telephone _____ Fax _____
	Membership No. _____

18. Name/s and address/es of the company's bankers	_____
[Enclose separate sheet, if necessary]	_____
	_____

19. Name/s and address/es of the present directors	_____
[Enclose separate sheet, if necessary]	_____
	_____

20. Whether the company has created a reserve fund as stipulated in Paragraph 11B of the Housing Finance Companies (NHB) Directions, 1989 :	Yes/No
If yes give the following details of such reserve fund for the financial year to which the return pertains :	
(i) Amount outstanding at the beginning of the year :	
(ii) Amount transferred to the fund during the year :	
(iii) Whether any amount was appropriated from the reserve fund during the year:	Yes/No
If yes, (a) the amount appropriated	
(b) purpose of appropriation	
(c) date of reporting the appropriation to the Bank	
(iv) Amount outstanding as on the date of this return	

\* If it is a place other than the Registered Office.

+ Tick the box which is applicable.

β A list showing the names and addresses of the places where the branches/offices of the company are situated should be enclosed.

\$ If it is a subsidiary, the name of the holding company may be indicated.

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## PART - 1

(A)

Particulars of Public Deposits Outstanding as on March 31, \_\_\_\_\_

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	No. of Accounts	Amount
1	2	3	4	5
1.	Deposits from public (including friends and relatives of directors) in the form of fixed deposits, recurring deposits, etc.	111		
2.	Deposits received by a public company from its shareholders	112		
3.	Money received by issue of non-convertible unsecured debentures (See instruction no. 13)	113		
4.	Total (1+2+3)	110		
5.	Any other deposits not included in part 2 of the Schedule	120		
6.	Total (4+5)	130		
7.	Of the total deposits at item 6 above, those			
	(i) Repayable on demand or on notice*	141		
	(ii) For a period less than 12 months.*	142		
	(iii) For a period of 12 months or more but less than 24 months.	143		
	(iv) For a period of 24 months or more but less than 48 months.	144		
	(v) For a period of 48 months or more but less than 60 months.	145		
	(vi) For a period of 60 months	146		
	(vii) For a period more than 60 months but less than 84 months	147		
	(viii) For a period of 84 months.	148		
	(ix) For a period more than 84 months*	149		
8.	Total [7(i) to (ix)] should tally with 6 above	140		
9.	Of the total deposits at item 6 above, those free of interest and bearing interest (excluding brokerage, if any)Φ (Rate of interest : percent per annum)			
	(i) Free of interest	151		
	(ii) Below 6%	152		
	(iii) 6% or more but less than 9%	153		
	(iv) 9% or more but less than 11%	154		
	(v) 11% or more but less than 13%	155		
	(vi) 13% or more but less than 15%	156		
	(vii) At 15%	157		
	(viii) More than 15%*	158		
10.	Total [9(i) to (viii)] should tally with item 6 above	150		



11.	Break-up of deposits at item 6 above according to the size of deposits			
	(i) upto Rs.5,000	161		
	(ii) Rs.5,001 to Rs.10,000	162		
	(iii) Rs.10,001 to Rs.25,000	163		
	(iv) Rs.25,001 to Rs.50,000	164		
	(v) Rs.50,001 to Rs.100,000	165		
	(vi) Over Rs.100,000*	166		
12.	Total [11(i) to (vi)] should tally with item 6 above	160		
13.	Of the total deposits at item 6 above			
	(i) those which have matured but not claimed	171		
	(ii) those which have matured and claimed but not paid	172		
14.	Of the deposits of the type at item 4 above			
	(i) deposits outstanding at the beginning of the year	181		
	(ii) deposits accepted/renewed during the year	182		
	(iii) deposits repaid during the year	183		
	(iv) deposits outstanding at the end of the year	184		
15.	Of the deposits of the type at item 5 above			
	(i) deposits outstanding at the beginning of the year	191		
	(ii) deposits accepted/renewed during the year	192		
	(iii) deposits repaid during the year	193		
	(iv) deposits outstanding at the end of the year	194		
16.	Of the total deposits at item 6 above, deposits received from non-resident Indians	195		

## (B)

**Particulars of Deposits Mobilised [Items 14 (ii) and 15 (ii) of Part - 1(A)] During the Reporting Period**

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	No. of Accounts	Amount
1	2	3	4	5
1.	Of the total deposits at item no.14 (ii) of Part-1(A), those (i) Repayable on demand or on notice*	111.1		
	(ii) For a period less than 12 months.*	112.1		
	(iii) For a period of 12 months or more but less than 24 months.	113.1		
	(iv) For a period of 24 months or more but less than 48 months.	114.1		
	(v) For a period of 48 months or more but less than 60 months.	115.1		
	(vi) For a period of 60 months	116.1		
	(vii) For a period more than 60 months but less than 84 months	117.1		
	(viii) For a period of 84 months.	118.1		
	(ix) For a period more than 84 months*	119.1		
2.	Total [1 (i) to (ix)] should tally with 14 (ii) of Part-1(A)	110.1		



3.	Of the total deposits at item no. 15 (ii) of Part -1(A)			
	(i) Repayable on demand or on notice*	121.1		
	(ii) For a period less than 12 months.*	122.1		
	(iii) For a period of 12 months or more but less than 24 months.	123.1		
	(iv) For a period of 24 months or more but less than 48 months.	124.1		
	(v) For a period of 48 months or more but less than 60 months.	125.1		
	(vi) For a period of 60 months	126.1		
	(vii) For a period more than 60 months but less than 84 months	127.1		
	(viii) For a period of 84 months.	128.1		
	(ix) For a period more than 84 months*	129.1		
4.	Total [3 (i) to (ix)] should tally with 15 (ii) of Part-1(A)	120.1		
5.	Of the total deposits at item 14 (ii) of Part-1(A), those free of interest and bearing interest (excluding brokerage, if any) <sup>Φ</sup> (Rate of interest : % per annum)			
	(i) Free of interest	131.1		
	(ii) Below 6%	132.1		
	(iii) 6% or more but less than 9%	133.1		
	(iv) 9% or more but less than 11%	134.1		
	(v) 11% or more but less than 13%	135.1		
	(vi) 13% or more but less than 15%	136.1		
	(vii) At 15%	137.1		
	(viii) More than 15%*	138.1		
6.	Total [5 (i) to (viii)] should tally with 14 (ii) of Part-1(A)	130.1		
7.	Of the total deposits at item 15 (ii) of Part-1(A), those free of interest and bearing interest (excluding brokerage, if any) <sup>Φ</sup> (Rate of interest : % per annum)			
	(i) Free of interest	141.1		
	(ii) Below 6%	142.1		
	(iii) 6% or more but less than 9%	143.1		
	(iv) 9% or more but less than 11%	144.1		
	(v) 11% or more but less than 13%	145.1		
	(vi) 13% or more but less than 15%	146.1		
	(vii) At 15%	147.1		
	(viii) More than 15%*	148.1		
8.	Total [7 (i) to (viii)] should tally with 15 (ii) of Part-1(A)	140.1		
9.	(a) Amount of brokerage paid	151.1		
	(b) Expenses reimbursed to brokers	152.1		
	(c) Amount of deposits mobilised by payment of brokerage	153.1		

<sup>Φ</sup> A statement showing the rates of interest offered as also the rates of brokerage paid on different types of deposits according to their periods i.e. exceeding 12 months, 24 months, 36 months etc. should also be submitted along with this part of the return.



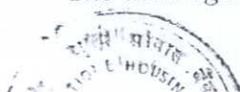
## PART - 2

Particulars of Borrowings and of Deposits not Included in Public Deposits as on  
March 31, \_\_\_\_\_

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	No. of Accounts	Amount
1	2	3	4	5
1.	Money received from the Central or State Government(s) or money received from others, the repayment of which is guaranteed by the Central or State Government (s) or money received from a local authority.	221		
2.	Money received from -			
	(a) Foreign Government	222		
	(b) Foreign Authority	223		
	(c) Foreign Citizen or person	224		
	Total [(a)+(b)+(c)]	225		
3.	Borrowings from National Housing Bank	226		
4.	Borrowings from -			
	(a) banks	227		
	(b) other financial institutions specified in the Directions	228		
5.	Money received from any other company	229		
6.	Money received from directors	230		
7.	Money received by a private company from its shareholders	231		
8.	Money received from employees of the company by way of security deposit.	232		
9.	Money received by way of security or advance from purchasing, selling or other agents in the course of company's business or advance received against orders for supply of goods or properties or for rendering of services.	233		
10.	Money received by issue of debentures secured by mortgage of immovable properties or convertible debentures	234		
	Of the above, debentures subscribed by banks [see also item No.(3) of Part -1(A)]	235		
11.	Money received by way of subscription to any shares or secured debentures pending allotment or money received by way of calls in advance on shares in accordance with the Articles of Association of the company so long as such amount is not repayable to the shareholders under the Articles of Association of the company.	236		
12.	Money brought in by promoters by way of unsecured loans in pursuance of stipulations of lending institutions	237		
13.	Commercial Papers	238		
14.	Total (1 to 13)*	250		

\* The data against item code 250 should be obtained by adding the data for item codes 221 to 238.



**PART - 3**  
Statement Showing the "Net Owned Funds" As On March 31, \_\_\_\_\_

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	Amount
1	2	3	4
1.	Paid-up Equity Capital	311	
2.	Preference shares which are compulsorily convertible into equity	312	
3.	Free reserves		
	(a) General Reserves	313	
	(b) Share premium -	314	
	(c) Capital Reserves (representing surplus on sale of assets held in separate account)	315	
	(d) Debenture redemption reserve	316	
	(e) Capital redemption reserve	317	
	(f) Credit balance in P & L account	318	
	(g) Reserves under Section 36 (1) (viii) of Income Tax Act, 1961	319	
	(h) Other free reserves (to be specified)	319.1	
4.	Total (311 to 319.1)	310	
5.	Accumulated balance of loss	321	
6.	Deferred revenue expenditure	322	
7.	Other intangible assets	323	
8.	Total (321 to 323)	320	
9.	Owned Funds (310-320)	330	
10.	Book value of investment in shares of :		
	(a) Subsidiaries	341	
	(b) Companies in the same group	342	
	(c) Other housing finance institutions which are companies. (Details to be furnished in separate Annexure)	343	
11	Book value of investments in debentures and bonds of :		
	(a) Subsidiaries	344	
	(b) Companies in the same group	345	
12.	Outstanding loans and advances (including hire purchase and lease finance) to and deposits with		
	(a) Subsidiaries	346	
	(b) Companies in the same group (Details to be furnished in separate Annexure)	347	
13.	Total (341 to 347)	340	
14.	Amount of item 340 in excess of 10% of item 330 above	350	
15.	Net owned funds (330 - 350)	300	



## PART - 4

Statement showing outstanding loans and advances including inter-corporate loans/deposits as on  
March 31, \_\_\_\_\_

(Amount in lakhs of rupees)

Item No.	PARTICULARS	Item Code	Amount
1	2	3	4
1.	Housing Loans		
(i)	Individuals	411	
(ii)	Corporate Bodies		
	(a) Companies in the same group	412	
	(b) Companies, firms and proprietary concerns where directors of the company hold substantial interest	413	
	(c) Other Corporate Bodies	414	
(iii)	Others (to be specified)	415	
	Total housing loans [1 (i) to (iii)]	410	
2.	Other loans & advances		
(i)	Companies in the same group	421	
(ii)	Companies not in the same group	422	
(iii)	Directors	423	
(iv)	Shareholders	424	
(v)	Chief Executive Officer and other employees	425	
(vi)	Purchasing, selling and other agents	426	
(vii)	Depositors	427	
(viii)	Others	428	
	Total [2 (i) to (viii)]	420	
	Grand Total (410 + 420)	430	

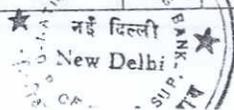
## PART - 4.1

Statement of Housing Loans to 'Individuals' (Item Code 411 of Part-4)

(A)

Disbursements (Amount in lakhs of Rupees)

Category/size of housing loans (Rs.)	Item Code	Urban		Rural		Total		Of Which to				Repaid during the year	Outstanding as on March 31, ____
		No.	Amt	No.	Amt	No.	Amt	Sch.caste		Sch.tribe			
								No.	Amt	No.	Amt		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
For acquisition/ construction of new houses up to 50,000	451												
Above 50,000 and upto 100,000	452												
Above 100,000 and upto 300,000	453												
Above 300,000 and upto 500,000	454												
Above 500,000 and upto 10,00,000	455												
Above 10,00,000													
Sub-total													



## (B)

Disbursements (Amount in lakhs of Rupees)

Category/size of housing loans (Rs.)	Item Code	Urban		Rural		Total		Of which to				Repaid during the year	Outstanding as on March 31, —
		No.	Amt	No.	Amt	No.	Amt	Sch caste		Sch tribe			
								No.	Amt	No.	Amt		
1	2	3	4	5	6	7	8	9	10	11	12	13	14
For upgradation including major repairs													
Upto 20,000	461												
Above 20,000 and upto 30,000	462												
Above 30,000 and upto 50,000	463												
Above 50,000	464												
Sub-total	460												
Grand total (450+460)	470												

## PART - 4.2

## Term Wise Break up of Housing Loans (Item Code 410 of Part - 4)

(Amount in lakhs of Rupees)

Term of the loan	Housing loans to individuals		Housing loans to corporate bodies	
	No.	Amount	No.	Amount
Upto 1 year				
Above 1 year & upto 3 years				
Above 3 years & upto 5 years				
Above 5 years & upto 7 years				
Above 7 years				

## PART - 5

## Statement Showing Investments at Book Value as on March 31, \_\_\_\_\_

(Amount in lakhs of rupees)

Item no.	PARTICULARS	Item Code	Amount
1	2	3	4
1.	Investment in shares of		
	(a) Subsidiaries	511	
	(b) Companies in the same group	512	
	(c) Other housing finance institutions which are companies	513	
2.	Investment in debentures, bonds and commercial papers of		
	(a) Subsidiaries	514	
	(b) Companies in the same group	515	
3.	Investments in shares of and debenture/ bonds and commercial papers issued by companies and contribution to the capital of firms and proprietary concerns where directors of the company hold substantial interest. (Details to be furnished in separate Annexure)	516	
4.	Shares, debentures/bonds and commercial papers of other companies	517	
5.	Other Investments		
	(i) Fixed deposits with banks/certificates of deposits issued by banks	518	
	(ii) Deposits in any other deposit account with banks	519	
	(iii) Securities of central/state governments and bonds guaranteed by central/state governments	520	
	(iv) Units of Unit Trust of India	521	
	(v) Others (Please furnish a list showing book value and market value)	522	
6.	Total [511 to 522]	500	

**Certificate**

\*Manager's/ Managing Director's/ Authorised Official's Certificate:

1. Certified that the directions contained in The Housing Finance Companies (NHB) Directions, 1989 are being complied with.
2. Further certified that the particulars/information furnished in this return have been verified and found to be correct and complete in all respects.

Date :  
Place :

Signature of Manager/Managing  
Director/Authorised Official\*

Name:  
Designation :

\*Strike off whichever is not applicable.

**Auditor's Report**

We have examined the books of account and other records maintained by \_\_\_\_\_ in respect of the data furnished in this return and report that to the best of our knowledge and according to the information and explanations given to us and shown by the records examined by us, the data furnished in this return are correct.

Place :

Date :

Chartered Accountants

**Enclosures to the return**

The following documents should be submitted along with the return in case they have not already been sent. Please tick in the box against the item for the document enclosed and state the date of submission if already submitted.

- |   |   |  |  |  |  |  |
|---|---|--|--|--|--|--|
| <ol style="list-style-type: none"> <li>(1) A copy of the audited balance sheet and profit and loss account dated nearest to the date of this return</li> <li>(2) Specimen signature card (Please see instruction no. 5)</li> <li>(3) A copy of the application form referred to in paragraph 5 of the Housing Finance Companies (NHB) Directions, 1989</li> <li>(4) A list of principal officers and the names and addresses of directors</li> <li>(5) Auditor's certificate as required in paragraph 13 of the Directions</li> </ol> | <table border="1" style="width: 100px; height: 100px; border-collapse: collapse;"> <tr><td style="width: 50px; height: 20px;"></td></tr> </table> |  |  |  |  |  |
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## Instructions for Filling and Submission of the Return

### General

1. The return after compilation, should be submitted by a housing finance company covered by Notification No. NHB.HFC.DIR-1/CMD-89 dated the 26th June 1989 once a year as early as possible after March 31 and latest by September 30 with reference to its position as on March 31 irrespective of the date of closing of the financial year of the company, to the Head office of the National Housing Bank, New Delhi as specified in paragraph 14 of the aforesaid Notification. A certificate from the auditors of the company as required in terms of paragraph 13 of the Notification should be appended to the return.
2. The submission of the return should not be delayed for any reason such as the finalisation/ completion of the audit of the annual accounts. The compilation of the return should be on the basis of the figures available in the books of accounts of the company.
3. The return wherever possible should be sent in a floppy diskette (floppy size 3.5, data structure Excel/dbase IV) together with a hard copy duly signed.
4. The number of accounts should be given in actual figures while the amounts should be given in lakhs of rupees rounded off to two decimal positions.
5. The return should be signed by the Manager(as defined in Section 2 of the Companies Act, 1956) and if there is no such Manager, by the Managing Director or any official of the company who has been duly authorised by the Board of Directors and whose specimen signature has been furnished to the National Housing Bank for the purpose. In case the specimen signature has not been furnished in the prescribed card, the return may be signed by the authorised official and his specimen signature may be furnished separately.
6. All particulars asked for in the Schedule should be filled up without leaving any part/item blank. In case there is nothing to report in any part/item of the return, it should be marked "Nil" and if any part/item is not relevant or applicable, it should be marked "NA".
7. The date to which the return pertains should invariably be filled up in the first page as well as in all the parts of the Schedule at the appropriate place.
8. "Subsidiaries" shall have the same meaning as assigned to it in the Companies Act, 1956 (1 of 1956).
9. A body corporate shall be deemed to be in the same group as the investing company if the body corporate is the managing agent of the investing company or if the body corporate and the investing company are under the same management.
10. "Substantial interest" means holding of a beneficial interest by an individual or his/ her spouse or minor child, whether singly or taken together, in the shares of a company, the amount paid up on which exceeds ten per cent of the paid up capital of the company or total capital subscribed by all the partners of a partnership firm.

### Part - 1(A)

11. If the company is a public company and a declaration as specified in instruction no.16 has not been obtained from its directors, such deposits should be shown against item 2.
12. The amount in respect of non-convertible portion of the debentures which are partly convertible and partly non-convertible, may be included under item 3 and the convertible portion may be shown against item 10 of Part 2.



13. Non-convertible unsecured debentures subscribed to by banks and institutions mentioned under clauses (iii) and (iv) of Section 45 I (bb) of the Reserve Bank of India Act, 1934 should not be included under item 3. Such amount should be included under item 4 of Part 2.

14. The period-wise classification of deposits should be made against the various heads under item 7 according to the periods for which they have been originally received/last renewed and not according to the periods they have run as from March 31 i.e. the date of return.

15. In item 11, the number of accounts and the amounts should be calculated in respect of each range of deposits.

16. Under item 13, if the aggregate amount of deposits not repaid exceeds Rs.5 lakhs, the reasons for non-payment of each deposit and the steps taken for repayment should be indicated in an Annexure.

17. The amounts shown in Part-2 should not be included in this Part.

#### Part - 2

18. Only money received from such persons on a declaration in writing that the money has not been given by such person/s out of funds acquired by him/them by borrowing or accepting deposits from another person should be shown against items 6 and 7.

19. Money received from the shareholders of a private company deemed as a public company under section 43A of the Companies Act, 1956, should also be included under item 7 subject to the obtaining of declaration referred to in instruction no. 16 above.

20. The amounts already shown in Part -1(A) should not be included here.

#### Part -3

21. Figures relating to net owned funds should be as per the audited balance sheet pertaining to the date of return. In case auditing is not over, figures should relate to the books of accounts for the relevant period.

22. 'Free reserves' shall include balance in share premium account, capital and debenture redemption reserves and any other reserves shown in the balance sheet and created through an allocation out of profits but not being (a) a reserve created for repayment of any future liability or for depreciation on assets or for bad debts, or (b) a reserve created by revaluation of assets of the company.

23. Investment in shares includes investment in fully convertible debentures and/or convertible portion of partially convertible debentures. Investments held either in investment account or stock-in-trade should be included under item 10.

24. Debentures whether held in investment account or by way of stock-in-trade should be included under item 11. Non-convertible debentures, non-convertible portion of partially convertible debentures and optionally convertible debentures should also be included under this item.

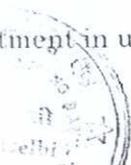
25. Credit balance in the profit and loss account should be adjusted by the actual provisions made for NPAs.

#### Part - 4

26. Sundry debtors, tax paid in advance and other recoverable items not in the nature of loans and advances should not be shown in this statement.

27. Fixed deposits with other companies should be included under item 2(i) or 2(ii) as the case may be and not in Part 5.

28. Investment in unquoted debentures shall be treated as credit and not investment.



Part - 5

29. Details of shares, debentures and commercial papers held in investment account or by way of stock-in-trade should be included in this part.

30. Fixed deposits with companies should not be included here but should be shown in Part-4.

31. Investment in unquoted debentures shall be treated as credit and not investment and should not be included in Part-5.



(P.P.Vora)  
Chairman