


<p>कार्पोरेशन बैंक (सार्वजनिक क्षेत्र का अग्रणी बैंक) प्रधान कार्यालय, डा पे सं. 88 मंगलूर - 575 001</p>	 e-CIRCULAR	<p>Corporation Bank (A Premier Public Sector Bank) Head Office, PB No.88, Mangalore – 575 001</p>
<p>Credit Division [Credit Policy & Planning Section] Email :CPMS@corpbank.co.in</p>		
HO Circular No. 326/2013	Index No. 11.00/28/2013	21-June-2013

TO ALL THE BRANCHES / OFFICES

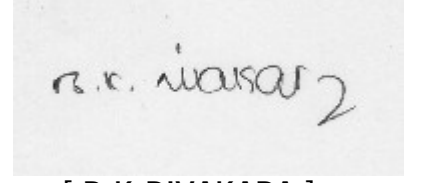
Subject : COMMERCIAL CREDIT - OBTENTION OF CREDIT INFORMATION REPORT

HIGHLIGHTS

Credit Information Reports of the borrower shall be generated in respect of all fresh/ enhancement credit proposals as well as at the time of review/renewal of credit limits.

1. During the course of the various audits of the branches / Zonal offices, the inspecting officials have observed that the Credit appraisal note in respect of Commercial advances is silent with regard to verification of Credit Information Bureau (India) Ltd [CIBIL] report. Further, it is also observed in a few cases that CIBIL commercial data is not extracted even for fresh sanctions.
2. Credit information report [CIR] of CIBIL plays an important role while evaluating the borrower. While appraising Commercial Credit proposals, Credit Information Report of the borrower in respect of Consumer [i.e., credit history of Proprietor / Partners, Director etc] as well as Commercial Credit should be obtained. If any adverse features are observed, the same should be analysed and brought in the appraisal note for sanction, with appropriate comments thereon.
3. Consumer user ID has been provided to all the branches, whereas Commercial user ID has been provided to all Circle/Zonal offices, Corporate Banking Branches, Mid Corporate Branches and a few credit oriented branches have also been provided with Commercial user ID. In respect of proposals emanated through these branches, the branch shall ensure the verification of Commercial Credit Report. Centralised Credit Processing Centre [CCPC] shall ensure the obtention & verification of Commercial Credit Report in respect of proposals processed through RAM. These credit information reports shall be generated in respect of all fresh / enhancement credit proposals as well as at the time of review / renewal of credit limits.
4. Omission on the part of the Bank to scrutinize the CIBIL report may lead to selection of unscrupulous persons as borrowers, which will also lead to fixation of accountability on the part of staff for the lapses at a later date. Therefore, the appraising officer/s should take due care and Sanctioning Authority should insist for both Consumer and Commercial CIBIL report while considering the Commercial Credit proposals.

5. All our Branches and other Offices are advised to note the above for information and strict adherence.

A rectangular box containing a handwritten signature in black ink. The signature appears to be "B.K. Divakara" with a stylized flourish at the end.

[B.K.DIVAKARA]
GENERAL MANAGER

Note: Hindi version of the Circular follows.