

THE SECOND SCHEDULE TO THE BANKING COMPANIES ORDINANCE, 1962

(See Section 34)

BALANCE SHEET AS AT _____

	<i>Note</i>	(Current Year)	(Prior Year)
		Rupees in '000	
ASSETS			
Cash and balances with treasury banks	6	XXXXXXXXXX	XXXXXXXXXX
Balances with other banks	7	XXXXXXXXXX	XXXXXXXXXX
Lendings to financial institutions	8	XXXXXXXXXX	XXXXXXXXXX
Investments	9	XXXXXXXXXX	XXXXXXXXXX
Advances	10	XXXXXXXXXX	XXXXXXXXXX
Other assets	11	XXXXXXXXXX	XXXXXXXXXX
Operating fixed assets	12	XXXXXXXXXX	XXXXXXXXXX
Deferred tax assets	13	XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
LIABILITIES			
Bills payable	15	XXXXXXXXXX	XXXXXXXXXX
Borrowings from financial institutions	16	XXXXXXXXXX	XXXXXXXXXX
Deposits and other accounts	17	XXXXXXXXXX	XXXXXXXXXX
Sub-ordinated loans	18	XXXXXXXXXX	XXXXXXXXXX
Liabilities against assets subject to finance lease	19	XXXXXXXXXX	XXXXXXXXXX
Other liabilities	20	XXXXXXXXXX	XXXXXXXXXX
Deferred tax liabilities	21	XXXXXXXXXX	XXXXXXXXXX
		(XXXXXXXXXX)	(XXXXXXXXXX)
NET ASSETS			
		XXXXXXXXXX	XXXXXXXXXX
REPRESENTED BY			
Share capital/ Head office capital account	22	XXXXXXXXXX	XXXXXXXXXX
Reserves		XXXXXXXXXX	XXXXXXXXXX
Unappropriated/ Unremitted profit		XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
Surplus/ (Deficit) on revaluation of assets	23	XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
CONTINGENCIES AND COMMITMENTS			
	24		

The annexed notes 1 to ___ form an integral part of these accounts.

President/Chief Executive

Director

Director

Director

PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED _____

	Note	(CURRENT YEAR)	(PRIOR YEAR)
		Rupees in '000	
Mark-up/Return/Interest Earned	25	xxxxxxx	xxxxxxx
Mark-up/Return/Interest Expensed	26	xxxxxxx	xxxxxxx
Net Mark-up/ Interest Income		xxxxxxx	xxxxxxx
Provision against non-performing loans and advances	10.4	(xxxxxxx)	(xxxxxxx)
Provision for diminution in the value of investments	9.3	(xxxxxxx)	(xxxxxxx)
Bad debts written off directly	10.5	(xxxxxxx)	(xxxxxxx)
		(xxxxxxx)	(xxxxxxx)
Net Mark-up/ Interest Income after provisions		xxxxxxx	xxxxxxx
NON MARK-UP/INTEREST INCOME			
Fee, Commission and Brokerage Income		xxxxxxx	xxxxxxx
Dividend Income		xxxxxxx	xxxxxxx
Income from dealing in foreign currencies		xxxxxxx	xxxxxxx
Other Income	27	xxxxxxx	xxxxxxx
Total non-markup/interest Income		xxxxxxx	xxxxxxx
		xxxxxxx	xxxxxxx
NON MARK-UP/INTEREST EXPENSES			
Administrative expenses	28	xxxxxxx	xxxxxxx
Other provisions/write offs (to be specified)		xxxxxxx	xxxxxxx
Other charges	29	xxxxxxx	xxxxxxx
Total non-markup/interest expenses		(xxxxxxx)	(xxxxxxx)
		xxxxxxx	xxxxxxx
Extra ordinary/unusual items (to be specified)		xxxxxxx	xxxxxxx
PROFIT/(LOSS) BEFORE TAXATION		xxxxxxx	xxxxxxx
Taxation – Current	30	xxxxxxx	xxxxxxx
- Prior years		xxxxxxx	xxxxxxx
- Deferred		xxxxxxx	xxxxxxx
		(xxxxxxx)	(xxxxxxx)
PROFIT/(LOSS) AFTER TAXATION		xxxxxxx	xxxxxxx
Unappropriated/unremitted profit/(Loss) brought forward		xxxxxxx	xxxxxxx
Profit available for appropriation/unremitted profit/ (loss)		xxxxxxx	xxxxxxx
APPROPRIATIONS:			
Transfer To:			
Statutory reserve		xxxxxxx	xxxxxxx
Capital Reserve		xxxxxxx	xxxxxxx
Revenue Reserve		xxxxxxx	xxxxxxx
Proposed Cash dividend Rs.____ per share (Prior year Rs.____ per share)/Remittance to Head Office		xxxxxxx	xxxxxxx
Others (to be specified)		xxxxxxx	xxxxxxx
		(xxxxxxx)	(xxxxxxx)
Unappropriated/Unremitted profit/(Loss) carried forward		xxxxxxx	xxxxxxx
Basic Earnings/(Loss) per share	31	xxxxxxx	xxxxxxx
Diluted Earnings/(Loss) per share	32	xxxxxxx	xxxxxxx

The annexed notes form an integral part of these accounts.

President/Chief Executive

Director

Director

Director

STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED _____

	Share capital/ Head office capital account	Capital reserve (to be specified)	Statutory reserve	Revenue reserve (to be specified)	Unappropriated/ Unremitted profit/(loss)	Total
	Rupees in '000					
Opening Balance (Prior year)	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Profit for the Prior year	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Remittances made to/ received from head office	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Transfer to Statutory reserve	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Other appropriations (to be specified)	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Issue of share capital	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Exchange adjustments on revaluation of capital	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Opening Balance (Current year)	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Profit for the Current year	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Remittances made to/ received from head office	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Transfer to Statutory reserve	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Other appropriations (to be specified)	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Issue of share capital	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Exchange adjustments on revaluation of capital	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx
Closing Balance (Current Year)	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx

Capital reserves shall include capital redemption reserve, profit prior to incorporation, share premium, proposed issue of bonus shares or any reserve not regarded free for distribution by way of dividend (to be specified).

Revenue reserves shall include general reserve, dividend equalization reserve, contingencies reserve including general banking risks reserve and other reserves created out of profits (to be specified).

Disclose a description of the nature and purpose of each reserve, if not apparent, in the notes to the accounts.

President/Chief Executive

Director

Director

Director

CASH FLOW STATEMENT FOR THE YEAR ENDED _____

	<i>Note</i>	(Current Year)	(Prior Year)
		Rupees in '000	
CASH FLOW FROM OPERATING ACTIVITIES			
Profit/(Loss) before taxation		XXXXXXXXXX	XXXXXXXXXX
Less: Dividend income		XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
Adjustments for non-cash charges			
Depreciation		XXXXXXXXXX	XXXXXXXXXX
Amortization		XXXXXXXXXX	XXXXXXXXXX
Provision Against Non-performing Advances		XXXXXXXXXX	XXXXXXXXXX
Provision for Diminution in the value of investments/ other assets		XXXXXXXXXX	XXXXXXXXXX
Loss/ (Gain) on sale of fixed assets		XXXXXXXXXX	XXXXXXXXXX
Finance charges on leased assets		XXXXXXXXXX	XXXXXXXXXX
Others (to be specified)		XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
(Increase)/ Decrease in operating assets			
Lendings to financial institutions		XXXXXXXXXX	XXXXXXXXXX
Held-for-trading securities		XXXXXXXXXX	XXXXXXXXXX
Advances		XXXXXXXXXX	XXXXXXXXXX
Others assets (excluding advance taxation)		XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
Increase/ (Decrease) in operating liabilities			
Bills Payable		XXXXXXXXXX	XXXXXXXXXX
Borrowings from financial institutions		XXXXXXXXXX	XXXXXXXXXX
Deposits		XXXXXXXXXX	XXXXXXXXXX
Other liabilities (excluding current taxation)		XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX
Payments of provision against off-balance sheet obligations		XXXXXXXXXX	XXXXXXXXXX
Income tax paid		XXXXXXXXXX	XXXXXXXXXX
<i>Net cash flow from operating activities</i>		XXXXXXXXXX	XXXXXXXXXX
CASH FLOW FROM INVESTING ACTIVITIES			
Net investments in available-for-sale securities		XXXXXXXXXX	XXXXXXXXXX
Net investments in held-to-maturity securities		XXXXXXXXXX	XXXXXXXXXX
Dividend income		XXXXXXXXXX	XXXXXXXXXX
Investments in operating fixed assets		XXXXXXXXXX	XXXXXXXXXX
Sale proceeds of property and equipment disposed-off		XXXXXXXXXX	XXXXXXXXXX
<i>Net cash flow from investing activities</i>		XXXXXXXXXX	XXXXXXXXXX
CASH FLOW FROM FINANCING ACTIVITIES			
Receipts/ Payments of Sub-ordinated loan		XXXXXXXXXX	XXXXXXXXXX
Receipts/ Payments of lease obligations		XXXXXXXXXX	XXXXXXXXXX
Issue of share capital		XXXXXXXXXX	XXXXXXXXXX
Dividend paid		XXXXXXXXXX	XXXXXXXXXX
Remittances made to/ received from head office		XXXXXXXXXX	XXXXXXXXXX
<i>Net cash flow from financing activities</i>		XXXXXXXXXX	XXXXXXXXXX
Effects of exchange rate changes on cash and cash equivalents		XXXXXXXXXX	XXXXXXXXXX
Increase/(Decrease) in cash and cash equivalents		XXXXXXXXXX	XXXXXXXXXX
Cash and cash equivalents at beginning of the year	33	XXXXXXXXXX	XXXXXXXXXX
Cash and cash equivalents at end of the year	33	XXXXXXXXXX	XXXXXXXXXX

President/Chief Executive

Director

Director

Director

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED _____

1. STATUS AND NATURE OF BUSINESS

Disclose the domicile and legal form of the bank, its country of incorporation and the address of the registered office (or principal place of business, if different from the registered office); a description of the nature of bank's operations and its principal activities; the name of the parent enterprise and the ultimate parent enterprise of the group; and number of branches at year-end.

2. BASIS OF PRESENTATION

3. STATEMENT OF COMPLIANCE

These accounts have been prepared in accordance with the directives issued by the State Bank of Pakistan, the requirements of the Banking Companies Ordinance, 1962, Companies Ordinance, 1984 and the accounting standards issued by the International Accounting Standards Committee (IASC) and interpretations issued by Standing Interpretations Committee of the IASC, as adopted in Pakistan.

4. BASIS OF MEASUREMENT

5. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, such as:

Cash and cash equivalents

Revenue recognition

Advances (including policy which describes the basis on which uncollectable advances are recognized as an expense and written off).

Investment (including policy for valuation of trading, available for sale and held to maturity securities)

Operating fixed assets

Capital work-in-progress
Property and equipment (owned and leased)
Intangible

Taxation

Current
Deferred

Staff retirement benefits

Defined benefit plan
Defined contribution plan

Foreign currencies

Others (to be specified)

6. CASH AND BALANCES WITH TREASURY BANKS

(Current Year) (Prior Year)
Rupees in '000

In hand		
Local currency		
Foreign currency		
With State Bank of Pakistan in		
Local currency current account		
Local currency deposit account (to be specified)		
Foreign currency deposit account (to be specified)		
With other central banks in		
Foreign currency current account		
Foreign currency deposit account		
With National Bank of Pakistan in		
Local currency current account		
Local currency deposit account (to be specified)	_____	_____
	=====	=====

Disclose information about the extent and nature of the deposit accounts, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows.

7. BALANCES WITH OTHER BANKS

In Pakistan		
On current account		
On deposit account		
Outside Pakistan		
On current account		
On deposit account	_____	_____
	=====	=====

Disclose information about the extent and nature of the deposit accounts, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows. Nostro accounts with branches outside Pakistan should be classified here.

8. LENDINGS TO FINANCIAL INSTITUTIONS

Call money lendings		
Repurchase agreement lendings(Reverse Repo)	8.1	
Others (to be specified)	_____	_____
	=====	=====

Disclose information about the extent and nature, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows.

8.1 SECURITIES HELD AS COLLATERAL AGAINST LENDING TO FINANCIAL INSTITUTIONS	(Current Year)			(Prior Year)		
	Held by bank	Further given as collateral	Total	Held by bank	Further given as collateral	Total

Market Treasury Bills
Pakistan Investment Bonds
Federal Investment Bonds
Others (to be specified)

Rupees in '000

_____	_____	_____	_____	_____	_____
=====	=====	=====	=====	=====	=====

9. INVESTMENTS

	(Current Year)			(Prior Year)		
	Held by bank	Given as collateral	Total	Held by bank	Given as collateral	Total

Rupees in '000

9.1 INVESTMENTS BY TYPES:

Held-for-trading securities

(To be specified)

Available-for-sale securities

(To be specified)

Held-to-maturity securities

(To be specified)

Associates

(To be specified)

Subsidiaries

(To be specified)

_____	_____	_____	_____	_____	_____
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Less: Provision for Diminuation in value of Investments
Investments (Net of Provisions)

_____	_____	_____	_____	_____	_____
=====	=====	=====	=====	=====	=====

(Current Year) (Prior Year)
Rupees in '000

9.2 INVESTMENTS BY SEGMENTS :

Federal Government Securities:

- Market Treasury Bills
- Pakistan Investment Bonds
- Federal Investment Bonds
- Others (to be specified)

Provincial Government Securities

Fully Paid up Ordinary Shares:

- Listed Companies
- Unlisted Companies

Term Finance Certificates, Debentures,

Bonds and Participation Term Certificates:

- Listed TFC's etc.
- Unlisted TFC's etc.

Other Investments

_____	_____
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Less: Provision for Diminuation in value of Investments
Investments (Net of Provisions)

9.3	_____	_____
	=====	=====

9.3 Particulars of Provision for Diminuation in value of Investments

Opening balance
Charge for the year
Reversals
Closing balance

_____	_____
=====	=====

Disclose information about the extent and nature, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows; amount and nature of securities pledged/ deposited and nature of facilities (other than repurchase agreement borrowings) availed against such pledge; and securities eligible for rediscounting with the State Bank of Pakistan.

Cont'd P/8

There shall be stated the name of each company, modaraba, firm, government, municipal committee and local authority; in case of shares, various classes and different paid-up values together with the terms of redemption, if any, in case of preference shares; in case of modaraba and redeemable capital the number of certificates and the nominal value of each certificates; and in case of debentures and bonds the terms of redemption, if any, and the rate of interest.

If investment is made in unlisted companies and modarabas (other than associates and subsidiaries) there shall be stated the name of the chief executive, managing agent or modaraba company. Percentage of the equity held by the bank in an investee company or modaraba or a controlled firm or other associated undertaking, where it exceeds ten percent of the investee's total equity, shall be disclosed.

Value of investments in unlisted investees in which the bank holds ten percent or more of the investee's total equity should be calculated by reference to net assets of the investee on the basis of the last available audited accounts in the case of unlisted companies and modarabas and last available accounts in case of other investees together with the period of such accounts shall be disclosed.

Investments made against any specific fund or other item shown on the liabilities side especially those required to be made under any law shall be stated separately for each item.

10. ADVANCES		(Current Year)	(Prior Year)
		Rupees in '000	
Loans, cash credits, running finances, etc.			
In Pakistan			
Outside Pakistan			
Net investment in finance lease	<i>10.2</i>		
In Pakistan			
Outside Pakistan			
Bills discounted and purchased (excluding treasury bills)			
Payable in Pakistan			
Payable outside Pakistan			
Provision for non-performing advances	<i>10.4</i>		

10.1 Particulars of advances

10.1.1 In local currency			
In foreign currencies			
10.1.2 Short Term (for upto one year)			
Long Term (for over one year)			

10.2 NET INVESTMENT IN FINANCE LEASE	(Current Year)				(Prior Year)			
	Not later than one year	Later than one and less than five years	Over five years	Total	Not later than one year	Later than one and less than five years	Over five years	Total
	Rupees in '000							
Lease rentals receivable								
Residual value								
Minimum lease payments								
Financial charges for future periods								
Present value of minimum lease payments								

10.3 Advances include Rs. _____ which have been placed under non-performing status as detailed below:-

Category of Classification	Domestic	Overseas	Total	Provision Required	Provision Held
	Rupees in '000				
Other Assets Especially Mentioned					
Substandard					
Doubtful					
Loss					

10.4 Particulars of provision against non-performing advances

	(Current Year)			(Prior Year)		
	Specific	General	Total	Specific	General	Total
	Rupees in '000					
Opening balance						
Exchange adjustments						
Charge for the year						
Amounts written off		10.5				
Reversals						
Other movements (to be specified)						
Closing balance						

10.5 PARTICULARS OF WRITE OFFS:

	(Current Year)	(Prior Year)
	Rupees in '000	
10.5.1 Against Provisions	10.4	
Directly charged to Profit & Loss account		
10.5.2 Write Offs of Rs. 500,000 and above	10.6	
Write Offs of Below Rs. 500,000		

10.6 DETAILS OF LOAN WRITE OFF OF Rs. 500,000/- AND ABOVE

In terms of sub-section (3) of Section 33A of the Banking Companies Ordinance, 1962 the Statement in respect of written-off loans or any other financial relief of five hundred thousand rupees or above allowed to a person(s) during the year ended 31st December/30th June, 20xx is given at Annexure-1.

10.7 PARTICULARS OF LOANS AND ADVANCES TO DIRECTORS, ASSOCIATED COMPANIES, ETC.

	Balance as at 31st Dec/30th June, _____	*Max. total amt. of advances including temporary advances granted during the year
		Rupees in '000
Debts due by directors, executives or officers of the bank or any of them either severally or jointly with any other persons		
Debts due by companies or firms in which the directors of the bank are interested as directors, partners or in the case of private companies as members		
Debts due by subsidiary companies, controlled firms, managed modarabas and other related parties		

* The maximum amount to be calculated by reference to month-end balances.

11. OTHER ASSETS

(Current Year) (Prior Year)
Rupees in '000

Income/ Mark-up accrued in local currency			
Income/ Mark-up accrued in foreign currency			
Advances, deposits, advance rent and other prepayments			
Advance taxation (payments less provisions)			
Non-banking assets acquired in satisfaction of claims	11.1		
Branch adjustment account			
Unrealized gain on forward foreign exchange contracts			
Suspense Account			
Deferred Costs			
Others (to be specified, if material)			
Less: Provision held against other assets	11.2		
Other Assets (Net of Provision)			

11.1 Market value of Non-banking assets acquired in satisfaction of claims

11.2 PROVISIONS AGAINST OTHER ASSETS

Opening balance			
Charge for the year			
Reversals			
Amount Written off			
Closing balance			

Deferred costs shall include preliminary, formation and pre-operating expenses, discount allowed on the issue of shares, if any, and expenses incurred on the issue of shares including any sums paid by way of commission or brokerage on the issue of shares, to the extent not written off or adjusted and each of these items shall be stated separately.

In respect of each material item of prepayments and deferred costs, the basis on which each item is being amortized or written off shall be stated and in respect of each item of deferred cost the reasons for carrying forward such cost shall be stated. Deferred cost shall be written off during a period not exceeding five years commencing from the financial year in which the costs were incurred.

12. OPERATING FIXED ASSETS

Capital work-in-progress	12.1		
Property and equipment	12.2		
Intangible assets	12.3		

12.1 Capital work-in-progress

Civil works			
Equipments			
Advances to suppliers and contractors			
Others (to be specified)			

12.2 Property and equipment

	COST			DEPRECIATION			Book value at closing	Rate of depreciation
	Opening Balance (Current Year)	Additions/ (Deletions)/ Revaluations	Closing Balance (Current Year)	Opening Balance (Current Year)	Charge/ Impairment	Closing Balance (Current Year)		
Free hold land								
Lease hold land								
Building on free hold land								
Building on lease hold land								
Furniture and fixture								
Electrical, office and computer equipments								
Vehicles								
Others (to be specified)								
Rupees in '000								
Assets held under finance lease:								
Furniture and fixtures								
Electrical, office and computer equipments								
Vehicles								
Others (to be specified)								

Where assets have been revalued, the first balance sheet subsequent to the revaluation shall show the original cost; the revalued amount; the date and amount of the revaluation and the basis thereof; name and qualification of the valuer who should be an independent person competent to do so; the nature of any indices used to determine revaluation; and the carrying amount of each class of property and equipment that would have been included in the financial statements had the assets not been carried at revalued amount. Every balance sheet subsequent to the revaluation shall show the total amount of the revaluation; the element thereof included in the profit & loss account during the year; and the carrying amount of each class of property and equipment that would have been included in the financial statements had the assets not been carried at revalued amount.

In the case of sale of fixed assets (otherwise than through a regular auction) made to chief executive or a director or an executive or a shareholder holding not less than ten percent of the voting shares of the bank or any related party, irrespective of the value, and in the case of any other person if the original cost or the book value of the asset or assets in aggregate exceeds Rupees one million or two hundred fifty thousands respectively (whichever is lower) disclose (a) particulars of the assets (b) cost or revalued amount (c) the book value (d) the sale price (e) the mode of disposal (e.g. by tender or negotiation) and (f) the particulars of the purchaser.

Disclose the existence of any restrictions/ discrepancies on the title along-with amount involved; and the existence of any pledge/ mortgage along-with the nature of facilities obtained against such pledge/ mortgage.

Disclose the carrying amount of temporarily idle property and equipment; the gross carrying amount of any fully depreciated property and equipment that is still in use; the carrying amount of property and equipment retired from active use and held for disposal; and the fair value of property and equipment if materially different from the carrying amount.

Disclose the depreciation methods and the depreciation rates used for fixed assets under each sub-head.

12.3 Intangible assets

COST			AMORTIZATION			Book value at closing	Rate of amortization %
Opening Balance (Current Year)	Additions/ (Deletions)/ Re-valuations	Closing Balance (Current Year)	Opening Balance (Current Year)	Amortization/ Impairment	Closing Balance (Current Year)		
Rupees in '000							
Computer software							
Others (to be specified)							

Disclose description, the carrying amount and remaining amortization period of any individual intangible asset that is material to the financial statements as a whole; the existence and carrying amounts of intangible assets whose title is restricted and the carrying amounts of intangible assets pledged as security for liabilities; a description of any fully amortized intangible asset that is still in use; and a brief description of significant intangible assets controlled by the enterprise but not recognized as assets because they did not meet the recognition criteria.

13. DEFERRED TAX ASSETS

(Current Year) (Prior Year)
Rupees in '000

Deferred debits arising in respect of

(To be specified)

Deferred credits arising due to

(To be specified)

=====

Disclose the amount of deferred tax assets and the nature of the evidence supporting its recognition when the utilization of the deferred tax asset is dependent on future taxable profits in excess of the taxable profits arising from the reversal of existing taxable temporary differences and the bank has suffered a loss in either the current or preceding period(s).

Disclose the amount of (and expiry date, if any) deductible temporary differences and unused tax losses for which no deferred tax asset is recognized in the balance sheet.

14. CONTINGENT ASSETS

Where an inflow of economic benefits is probable, disclose a brief description of the nature of the contingent assets at the balance sheet date, and, where practicable, an estimate of their financial effect. Where any of the information required above is not disclosed because it is not practicable to do so, disclose that fact.

15. BILLS PAYABLE **(Current Year)** **(Prior Year)**
Rupees in '000

In Pakistan		
Outside Pakistan		
	<hr/>	<hr/>
	<hr/>	<hr/>

16. BORROWINGS FROM FINANCIAL INSTITUTIONS

In Pakistan		
Outside Pakistan		
	<hr/>	<hr/>
	<hr/>	<hr/>

16.1 Particulars of borrowings from financial institutions

(Current Year) **(Prior Year)**
Rupees in '000

In local currency		
In foreign currencies		
	<hr/>	<hr/>
	<hr/>	<hr/>

16.2 Details of borrowings from financial institutions

(Current Year) (Prior Year)
Rupees in '000

Secured

Borrowings from financial institutions
 Borrowings from subsidiary companies, managed modarabas
 and associated undertakings
 Borrowings from directors (including chief executive) of the bank
 Borrowings from State Bank of Pakistan
 Under export refinance scheme
 Others (to be specified)
 Repurchase agreement borrowings
 Others (to be specified)

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Unsecured

Call borrowings
 Overdrawn nostro accounts
 Others (to be specified)

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Disclose information about the extent and nature, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows. Further, disclose the nature and carrying amount of the assets pledged as security.

17. DEPOSITS AND OTHER ACCOUNTS

Customers

Fixed deposits
 Savings deposits
 Current Accounts - Remunerative
 Current Accounts - Non-remunerative
 Others (to be specified)

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Financial Institutions

Remunerative deposits
 Non-remunerative deposits

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Vostro accounts of branches outside Pakistan should be classified here.

17.1 Particulars of deposits

In local currency
 In foreign currencies

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18. SUB-ORDINATED LOANS

Disclose information about the extent and nature, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows. Further, disclose the nature and carrying amount of assets given (if any) as security and a description of sub-ordination to other creditors.

19. LIABILITIES AGAINST ASSETS SUBJECT TO FINANCE LEASE

	(Current Year)			(Prior Year)		
	Minimum lease payments	Financial charges for future periods	Principal outstanding	Minimum lease payments	Financial charges for future periods	Principal outstanding
Not later than one year						
Later than one year and not later than five years						
Over five years						

Rupees in '000

Disclose the interest rates used as the discounting factor; the existence and terms of renewal or purchase options and escalation clauses; restrictions imposed by lease arrangements, such as those concerning dividends, additional debt and further leasing; and any other material terms.

20. OTHER LIABILITIES

(Current Year) (Prior Year)

Rupees in '000

Mark-up/ Return/ Interest payable in local currency		
Mark-up/ Return/ Interest payable in foreign currency		
Unearned commission and income on bills discounted		
Accrued expenses		
Advance payments		
Current taxation (provisions less payments)		
Unclaimed dividends		
Unpaid dividends		
Proposed dividend		
Unrealized loss on forward foreign exchange contracts		
Branch adjustment account		
Unremitted head office expenses		
Payable to defined benefit plan		
Payable to defined contribution plan		
Provision against off-balance sheet obligations	20.1	
Security deposits against lease		
Others (to be specified, if material)		

20.1 Provision against off-balance sheet obligations

Opening balance		
Charge for the year		
Reversals		
Amount Written off		
Closing balance		

Disclose the nature of off-balance sheet obligations; expected timing of any resulting outflows of economic benefits; indication of the uncertainties about the amount or timing of those outflows; and the amount of any expected reimbursement, stating the amount of any asset that has been recognized for the expected reimbursement. Further, disclosure should include the increase during the period in the discounted amount arising from the passage of time and the effect of any change in the discount rate.

21. DEFERRED TAX LIABILITIES

Deferred credits arising due to

(To be specified)

Deferred debits arising in respect of

(To be specified)

Disclose the amount of (and expiry date, if any) taxable temporary differences for which no deferred tax liability is recognized in the balance sheet.

22. SHARE CAPITAL/ HEAD OFFICE CAPITAL ACCOUNT

22.1 Authorized Capital (for banks incorporated in Pakistan)

	(Current Year)	(Prior Year)
	Rupees in '000	
_____ Ordinary shares of Rs. _____ each	_____	_____

22.2 Issued, subscribed and paid up (for banks incorporated in Pakistan)

<u>Ordinary shares</u>		
_____ Fully paid in cash	_____	_____
_____ Issued as bonus shares	_____	_____
_____ Issued for consideration other than cash	_____	_____
_____	_____	_____

Disclose various classes of shares and their number and value separately; particulars of any option on un-issued shares, such as amount of option, class of shares, issue price, period during which option is exercisable, etc; and in the case of subsidiaries, the number of shares of each class held by the holding company. Issued, subscribed and paid-up capital may either be shown separately or as one item.

22.3 Head Office Capital Account (for banks incorporated outside Pakistan only)

Capital held as:

1. Interest free deposit in cash in Pak Rupees	_____	_____
2. Interest free deposit in Approved foreign exchange	_____	_____
i) Remitted from Head Office (also disclose amount in foreign currency)	_____	_____
ii) Revaluation surplus allowed by the State Bank	_____	_____
3. Deposit of un-encumbered approved securities	_____	_____
	_____	_____

Details of unencumbered approved securities should be disclosed e.g. Nature of security, market value as on balance sheet date, date of maturity, etc.

23. SURPLUS/(DEFICIT) ON REVALUATION OF ASSETS

23.1 Surplus on revaluation of Fixed Assets

23.2 Surplus/(Deficit) on revaluation of Securities

i) Federal and Provincial Government securities		
ii) Quoted shares		
iii) Other securities		
	_____	_____
	_____	_____

24. CONTINGENCIES AND COMMITMENTS**(Current Year) (Prior Year)**
Rupees in '000**24.1 Direct Credit Substitutes**

(including general guarantees of indebtedness, bank acceptance guarantees and standby letters of credit serving as financial guarantees for loans and securities)

24.2 Transaction-related Contingent Liabilities

(including performance bonds, bid bonds, warranties, advance payment guarantees, shipping guarantees and standby letters of credit related to particular transactions)

24.3 Trade-related Contingent Liabilities

(short-term self-liquidating trade-related arising from the movement of goods, such as documentary credits where the underlying shipment is used as security)

24.4 Other Contingencies

Unless the possibility of any outflow in settlement is remote, disclose for each class of contingent liability (including taxation contingency) at the balance sheet date a brief description of the nature of contingent liability and, where practicable an estimate of its financial effect; an indication of the uncertainties relating to the amount or timing of any outflow; and the possibility of any reimbursement. Where any of the information required above is not disclosed because it is not practicable to do so, disclose that fact.

24.5 Commitments in respect of forward lending

Forward call lending
Forward repurchase agreement lending
Commitments to extend credit
Others (to be specified)

--	--

Commitments to extend credit are those commitments that are irrevocable because they cannot be withdrawn at the discretion of the bank without the risk of incurring significant penalty or expense.

24.6 Commitments in respect of forward exchange contracts

Purchase
Sale

For forward exchange contracts, disclose information about the extent and nature, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows.

24.7 Commitments in respect of operating leases

Not later than one year
Later than one year and not later than five years
Later than five years

--	--

Disclose a general description of the lessee's significant leasing arrangements including, but not limited to, the basis on which contingent rent payments are determined; the existence and terms of renewal or purchase options and escalation clauses; and restrictions imposed by lease arrangements, such as those concerning dividends, additional debt, and further leasing.

24.8 Commitments for the acquisition of operating fixed assets**24.9 Other commitments**

(To be specified)

In respect of items 24.1, 24.2 and 24.3, disclose guarantees favouring Government, financial institutions and others. Also disclose guarantees given on behalf of directors or officers or any of them (severally or jointly) with any other person, subsidiaries and associated undertakings

28.1 In the case of donations, disclose the names of donees (along-with amount) to whom total donation made during the year were made in excess of Rupees one hundred thousands. Further, in case of donations where any director/ executive or their spouse has interest in the donee, disclose the names of such directors / executive, their interest in the donee and the names and addresses of all donees irrespective of the amount of donation.

28.2 Auditors' remuneration	(Current Year)	(Prior Year)
	Rupees in '000	
Audit fee		
Fee for audit of foreign branches (for banks incorporated in Pakistan)		
Fee for audit of provident, pension, gratuity and other funds		
Special certifications and sundry advisory services		
Tax services		
Out-of-pocket expenses	_____	_____
	=====	=====

In case of joint auditors the above information should be shown separately for each of the joint auditors.

29. OTHER CHARGES

Penalties imposed by State Bank of Pakistan (to be specified)		
Others (to be specified, if material)	_____	_____
	=====	=====

30. TAXATION

For the year		
Current		
Deferred	_____	_____
For the prior year(s)		
Current	[]	[]
Deferred	[]	[]
	=====	=====

Distinguish, where applicable, between the provision for Pakistan taxation and the provision for taxation elsewhere.

30.1 Relationship between tax expense and accounting profit

An explanation of the relationship between tax expense (income) and accounting profit in either or both of the following forms:

- (i) a numerical reconciliation between tax expense (income) and the product of accounting profit multiplied by the applicable tax rate(s), disclosing also the basis on which the applicable tax rate(s) is (are) computed; and/ or
- (ii) a numerical reconciliation between the average effective tax rate and the applicable tax rate, disclosing also the basis on which the applicable tax rate is computed.

Disclose an explanation of changes in the applicable tax rate compared to the previous accounting period.

31. BASIC EARNINGS/ (LOSS) PER SHARE	(Current Year)	(Prior Year)
	Rupees	
Profit for the year	=====	=====
Weighted average number of ordinary shares	=====	=====
Basic earnings per share	=====	=====
32. DILUTED EARNINGS/ (LOSS) PER SHARE		
Profit for the year	=====	=====
Weighted average number of ordinary shares (adjusted for the effects of all dilutive potential ordinary shares)	=====	=====
Diluted earnings per share	=====	=====
33. CASH AND CASH EQUIVALENTS	(Current Year)	(Prior Year)
	Rupees in '000	
Cash and Balance with Treasury Banks	=====	=====
Balance with other banks	=====	=====
Others (To be specified)	=====	=====
34. STAFF STRENGTH	(Current Year)	(Prior Year)
	Number	
Total number of employees at the end of the year	=====	=====

35. DEFINED BENEFIT PLAN

35.1 General description

Disclose a general description of the type of plan; employees covered; and the accounting policy for recognizing actuarial gains and losses.

35.2 Principal actuarial assumptions

Disclose principal actuarial assumptions used at the balance sheet date, including, where applicable the discount rate; the expected rates of return on any plan assets for the periods presented in the financial statements; the expected rates of salary increases (and of changes in an index or other variable specified in the formal or constructive terms of a plan as the basis for future benefit increases); and any other material actuarial assumptions used. Each actuarial assumption is disclosed in absolute terms (e.g. as an absolute percentage). Further, disclose latest actuarial valuation date and actuarial cost method.

35.3 Reconciliation of payable to defined benefit plan

(Current Year) (Prior Year)
Rupees in '000

Present value of defined benefit obligations
Fair value of any plan assets
Net actuarial gains or losses not recognized
Past service cost not yet recognized
Any amount not recognized as an asset

=====

35.4 Movement in payable to defined benefit plan

Opening balance
Charge for the year
Contribution to fund made during the year
Closing balance

=====

Disclose the amount included in the fair value of plan assets for each category of the reporting bank's own financial instruments; and any property occupied by, or other assets used by, the reporting bank.

35.5 Charge for defined benefit plan

Current service cost
Interest cost
Expected return on plan assets
Actuarial gains and losses
Past service cost
Amortization of transitional obligations

=====

35.6 Actual return on plan asset:

=====

36. DEFINED CONTRIBUTION PLAN

Disclose a general description of the type of plan; employees covered; and the rate of contribution made by the bank and its employees.

37. REMUNERATION OF DIRECTORS AND EXECUTIVES

	President/Chief Executive		Directors		Executives	
	(Current Year)	(Prior Year)	(Current Year)	(Prior Year)	(Current Year)	(Prior Year)
	Rupees in '000					
Fees						
Managerial remuneration						
Charge for defined benefit plan						
Contribution to defined contribution plan						
Rent and house maintenance						
Utilities						
Medical						
Conveyance						
Others (to be specified, if material)						
Number of persons						

Executives mean employees, other than the chief executive and directors, whose basic salary exceed five hundred thousand rupees in a financial year.

38. MATURITIES OF ASSETS AND LIABILITIES

	(Current Year)				
	Total	Upto three months	Over 3 months to one year	Over one year to five years	Over five years
	Rupees in '000				
Assets					
Cash and balances with treasury banks					
Balances with other banks					
Lending to financial institutions					
Investments					
Advances					
Other assets					
Operating fixed assets					
Deferred tax assets					
Liabilities					
Bills payable					
Borrowings from financial institutions					
Deposits and other accounts					
Sub-ordinated loans					
Liabilities against assets subject to finance lease					
Other liabilities					
Deferred tax liabilities					
Net assets					
Share capital/ Head office capital account					
Reserves					
Unappropriated/ Unremitted profit					
Surplus/(Deficit) on revaluation of assets					

Some assets/ liabilities of a bank do not have a contractual maturity date. The period in which these assets/ liabilities are assumed to mature should be taken as the expected date on which the assets/ liabilities will be realized/ settled. The above maturity analysis should be based on the remaining period at the balance sheet date to the contractual maturity date. Further, the analysis should be expressed in terms of contractual maturities even though the contractual repayment period is often not the effective period because contractual dates reflect the liquidity risks attaching to the bank's assets and liabilities.

39. YIELD/INTEREST RATE RISK

(Yield/ Interest rate sensitivity position for on-balance sheet instruments is based on the earlier of contractual re-pricing or maturity date and for off-balance sheet instruments is based on settlement date)

Effective Yield/ Interest rate	Total	(Current Year)				Not exposed to Yield/ Interest Risk
		Exposed to Yield/ Interest risk				
		Upto three months	Over 3 months to one year	Over one year to five years	Over five years	
On-balance sheet financial instruments						
<i>Assets</i>						
Cash and balances with treasury banks						
Balances with other banks						
Lendings to financial institutions						
Investments						
Advances						
Other assets						
<i>Liabilities</i>						
Bills payable						
Borrowings from financial institutions						
Deposits and other accounts						
Sub-ordinated loans						
Liabilities against assets subject to finance lease						
Other liabilities						
On-balance sheet gap						
Off-balance sheet financial instruments						
Forward Lendings (including call lending, repurchase agreement lending, commitments to extend credit, etc.)						
Forward borrowings (including call borrowing, repurchase agreement borrowing, etc.)						
Off-balance sheet gap						
Total Yield/Interest Risk Sensitivity Gap						
Cumulative Yield/Interest Risk Sensitivity Gap						

Yield Risk is the risk of decline in earnings due to adverse movement of the yield curve.

Interest rate risk is the risk that the value of the financial instrument will fluctuate due to changes in the market interest rates.

In the case of off-balance sheet financial instruments, disclose information about the extent and nature, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows. Further, disclose the bank's Yield/ Interest risk management objectives and policies.

40. CURRENCY RISK

	(Current Year)			
	Assets	Liabilities	Off-balance sheet items	Net foreign currency exposure
	Rupees in '000			
Pakistan rupee				
United States dollar				
Great Britain pound				
Deutsche mark				
Japanese yen				
Euro				
Other currencies (to be specified, if material)				

Currency risk is the risk that the value of a financial instrument will fluctuate due to changes in foreign exchange rates.

Disclose the bank's foreign exchange risk management objectives and policies.

41. FAIR VALUE OF FINANCIAL INSTRUMENTS

41.1 On-balance sheet financial instruments

	(Current Year)		(Prior Year)	
	Book value	Fair value	Book value	Fair value
	Rupees in '000			
Assets				
Cash balances with treasury banks				
Balances with other banks				
Lendings to financial institutions				
Investments				
Advances				
Other assets				
Liabilities				
Bills payable				
Borrowings from financial institutions				
Deposits and other accounts				
Sub-ordinated loans				
Liabilities against assets subject to finance lease				
Other liabilities				

41.2 Off-balance sheet financial instruments

Forward purchase of foreign exchange				
Forward agreements for borrowing				
Forward sale of foreign exchange				
Forward agreements for lending				

Fair value is the amount for which an asset could be exchanged, or a liability settled, between knowledgeable willing parties in an arm's length transaction.

For financial instruments carried at fair value, disclose whether carrying amounts are determined from quoted market prices, independent appraisals, discounted cash flow analysis or another appropriate method; and significant assumptions made in applying these methods, which include prepayment rates, rates of estimated credit losses, and interest/mark-up or discount rates.

42. CONCENTRATION OF CREDIT AND DEPOSITS

Credit risk is the risk that one party to a financial instrument will fail to discharge an obligation and cause the other party to incur a financial loss. Concentration of credit risk arises when a number of counter-parties are engaged in similar business activities, or activities in the same geographical region, or have similar economic features that would cause their ability to meet contractual obligations to be similarly affected by changes in economic, political or other conditions.

The disclosure to credit risk should include the amount that best represents its maximum credit risk exposure at the balance sheet date without taking account of the fair value of any collateral, in the event other parties fail to perform their obligations under financial instruments. Further, disclosure should be made regarding the banks' credit risk management objectives and policies.

42.1 Segment by class of business	(Current Year)					
	Advances		Deposits		Contingencies and Commitments	
	Rupees in '000	Percent	Rupees in '000	Percent	Rupees in '000	Percent
Chemical and Pharmaceuticals						
Agribusiness						
Textile						
Cement						
Sugar						
Shoes and leather garments						
Automobile and transportation equipment						
Financial						
Insurance						
Electronics and electrical appliances						
Production and transmission of energy						
Individuals						
Others						

All those business classes should be disclosed in which concentration is equal to or exceeds 10 percent of exposure. The above classes of business are for reference purposes only and other classes can be included or deleted.

42.2 Segment by sector

(Current Year)

	Advances		Deposits		Contingencies and Commitments	
	Rupees in '000	Percent	Rupees in '000	Percent	Rupees in '000	Percent
Public/ Government						
Private						

43. GEOGRAPHICAL SEGMENT ANALYSIS

(Current Year)

	Profit before taxation	Total assets employed	Net assets employed	Contingencies and commitments
		Rupees in '000		
Pakistan				
Asia Pacific (including South Asia)				
Europe				
United States of America and Canada				
Middle East				
Others				

Total assets employed include intra group items of Rs. _____ million

Total assets employed shown above mean total assets shown on the balance sheet and intra group items. Net assets employed mean net assets shown on the balance sheet. The geographical distribution shown above should be based primarily upon the location of the office recording the transaction.

44. TRUST ACTIVITIES

Banks commonly act as trustees and in other fiduciary capacities that result in the holding or placing of assets on behalf of individuals, trusts, retirement benefit plans and other institutions. Provided the trustees or similar relationship is legally supported, these assets are not assets of the bank and, therefore, are not included in its balance sheet. If the bank is engaged in significant trust activities, disclosure of that fact and an indication of the extent of those activities should be made in its financial statements because of the potential liability if it fails in its fiduciary duties. For this purpose, trust activities do not encompass safe custody functions.

45. RELATED PARTY TRANSACTIONS

Related party relationship exists when parties are considered to be related if one party has the ability to control the other party or exercise significant influence over the other party in making financial and operating decisions. Related party transaction means a transfer of resources or obligations between parties, regardless of whether a price is charged. Control refers to an ownership, directly, or indirectly through subsidiaries, of more than one half of the voting power of an enterprise, or a substantial interest in voting power and the power to direct, by statute or agreement, the financial and operating policies of the management of the enterprise. Significant influence refers to the power to participate in the financial and operating policy decisions of an enterprise, but not control of those policies. Significant influence may be exercised in several ways, usually by representation on the board of directors but also by, for example, participation in the policy making process, material inter company transactions, interchange of managerial personnel or dependence on technical information. Significant influence may be gained by share ownership, statute or agreement.

Disclose related party relationships where control or significant influence exists, irrespective of whether transactions have taken place between the parties. If there have been transactions between related parties, disclose:

- a) the nature of the related party relationship;
- b) the type of transactions;
- c) amount or appropriate proportions of (this should be disclosed in the foot note to the relevant outstanding items in the notes to the accounts):
 - i) each of loans and advances, deposits and acceptances and promissory notes; disclosure may include the aggregate amounts outstanding at the beginning and end of the period, as well as advances, deposits, repayments and other changes during the period;
 - ii) each of principal types of income/mark-up, interest expense and commissions paid;
 - iii) the amount of the expense recognized in the period for losses on loans and advances and the amount of the provision at the balance sheet date; and
 - iv) irrevocable commitments and contingencies and commitments arising from off-balance sheet items; and
- e) the elements of transactions necessary for an understanding of the financial statements of the bank including lending policy and pricing policy.

President/Chief Executive

Director

Director

Director

46. GENERAL

- 46.1** The note numbers given are for reference purposes. Further details may be given, if considered necessary, by way of additional note(s).
- 46.2** Except for the first financial statements laid before the shareholders of the bank financial statements shall also give the corresponding figures for the immediately preceding financial year. This requirement shall, in case of banks required to prepare half yearly financial statements, be applicable to the immediately preceding corresponding period.
- 46.3** The figures in the financial statements may be rounded off to the nearest thousand.
- 46.4** The following shall be disclosed in the financial statements namely:
- i) All material information necessary to make the financial statements clear and understandable;
 - ii) If a fundamental accounting assumption, namely, going concern, consistency and accrual is not followed in preparation of financial statement, that fact together with the reason thereof;
 - iii) Particulars of any charge on the assets of the bank to secure the liabilities of any other person including, where practicable, the amount so secured (particulars of beneficiary alongwith relationship to the bank or directors).
 - iv) Change in an accounting policy that has material effect in the current year or may have a material effect in the subsequent years together with reasons for the change and the financial effect of the change, if material.
- 46.5** The surplus on revaluation of fixed assets shall be treated and shown as specified in section 235 of the Companies Ordinance, 1984. Additions to, and deductions from, adjustments in or applications of the surplus on revaluation, whether resulting from disposal of the revalued asset(s) or otherwise (detail to be provided) shall also be stated.
- 46.6** Where any material item shown in the financial statements or included in amounts shown therein cannot be determined with substantial accuracy, an estimated amount described as such shall be included in respect of that item together with the description of the item.
- 46.7** No liability shall be shown in the balance sheet or the notes thereto at a value less than the amount at which it is repayable (unless the quantum of repayment is at the option of the bank) at the date of the balance sheet or if it is not then repayable, at the amount at which it will first become so repayable thereafter, less, where appropriate, reasonable deduction for discount until that date.
- 46.8** If in the opinion of the directors any of the current assets have, on realization in the ordinary course of the bank's business, a value less than the amount at which they are stated in the financial statements, a disclosure of the fact that the directors are of that opinion together with their estimates of the realizable value and the reasons for assigning higher values in the balance sheet shall be required.
- 46.9** Terms and expressions not defined in the Banking Companies Ordinance, 1962 have the same meaning as in the Companies Ordinance, 1984 unless there is anything repugnant in the subject or context.
- 46.10** Wherever the words "to be specified" have been used in the Notes, it connotes that only such amounts are to be disclosed which are material.
- 46.11** Disclose, together with a commentary by management, the amount of significant cash and cash equivalent balances held by the bank that are not available for use by the bank.
- 46.12** The amount at which any asset or liability is stated in the balance sheet should not be off-set by the deduction of another liability or asset unless a legal right of set off exists and the off-setting represents the expectation as to the realization or settlement of the asset or liability.
- 46.13** Income and expense items should not be off-set except for those relating to hedges and to assets and liabilities which have been offset in accordance with note 46.12.

- 46.14** When income and expense items are presented on a net basis, even though the corresponding financial assets and financial liabilities on the balance sheet have not been offset, disclose the reason for that presentation if the effect is significant.
- 46.15** When the presentation or classification of items in the financial statements is amended and comparative amounts are reclassified, disclose the nature, amount of, and reason for any reclassification. When the presentation or classification of items in the financial statements is amended, but it is impracticable to reclassify comparative amounts, disclose the reason for not reclassifying and the nature of the changes that would have been made if amounts were reclassified.
- 46.16** Where any property and equipment or asset, acquired with the funds of the bank, is not held in the name of the bank or is not in the possession and control of the bank, this fact shall be stated, and the description and value of the property or asset, the person in whose name and possession or control it is held shall be disclosed.
- 46.17** Where information is required about the extent and nature, including significant terms and conditions that may affect the amount, timing and certainty of future cash flows, terms and conditions that may warrant disclosure include:
- a) the principal, stated, face or other similar amount which, for some derivative instruments, may be the amount (referred to as the notional amount) on which future payments are based;
 - b) the date of maturity, expiry or execution;
 - c) early settlement options held by either party to the instrument, including the period in which, of date at which, the options may be exercised and the exercise price or range of prices;
 - d) options held by either party to the instrument to convert the instrument into, or exchange it for, another financial instrument or some other asset or liability, including the period in which, or date at which, the options may be exercised and the conversion or exchange ratio(s);
 - e) the amount and timing of scheduled future cash receipts or payments of the principal amount of the instrument, including installment repayments and any sinking fund or similar requirements;
 - f) stated rate or amount of interest/mark-up, dividend or other periodical return on principal and the timing of payments;
 - g) collateral held, in the case of a financial asset, or pledged, in the case of a financial liability;
 - h) in the case of an instrument for which cash flows are denominated in a currency other than the bank's reporting currency, the currency in which receipts or payments are required;
 - i) in the case of an instrument that provides for an exchange, information described in items (a) to (h) for the instrument to be acquired in the exchange; and
 - j) any condition of the instrument or an associated covenant that, if contravened, would significantly alter any of the other terms (for example, a maximum debt-to-equity ratio in a bond covenant that, if contravened, would make the full principal amount of the bond due and payable immediately).
- 46.18** Any information required to be given in respect of any of the items in the financial statements shall, if it cannot be included in such statements, be furnished in a separate note, schedule or statement to be attached to, and which shall be deemed to form an integral part of the financial statements.
- 46.19** All banks operating in Pakistan (whether incorporated in Pakistan or outside Pakistan and whether listed or not) shall prepare their accounts in accordance with the directives issued by the State Bank of Pakistan from time to time, the Banking Companies Ordinance 1962 and the International Accounting Standards as notified in the official Gazette by the Securities and Exchange Commission of Pakistan for listed companies under section 234(3)(i) of the Companies Ordinance 1984.
- 46.20** Captions in respect of which no amounts exist may not be reproduced in the financial statements except in case of Balance Sheet and Profit & Loss account.

**STATEMENT SHOWING WRITTEN-OFF LOANS OR ANY OTHER FINANCIAL RELIEF
OF FIVE HUNDRED THOUSAND RUPEES OR ABOVE PROVIDED
DURING THE YEAR ENDED _____**

S. No.	Name and address of the borrower	Name of individuals/ partners/ directors (with NIC No.)	Father's/ Husband's name	Outstanding Liabilities at beginning of year				Principal written-off	Interest/ Mark-up written-off	Other financial relief provided	Total (9+10+11)
				Principal	Interest/ Mark-up	Others	Total				
1	2	3	4	5	6	7	8	9	10	11	12

Rupees in '000

TOTAL:											
---------------	--	--	--	--	--	--	--	--	--	--	--