



BANK OF GHANA
COLLATERAL REGISTRY DEPARTMENT

REFORMS IN THE SUBMISSION OF MONTHLY SECURED CREDIT RETURNS
TO THE COLLATERAL REGISTRY DEPARTMENT

Institutions in the business of lending are required under the Borrowers and Lenders Act 773 to register their security interest in assets with the Collateral Registry. The registration is done via the Registry's online portal. In addition, financial institutions are required to submit monthly Returns on all secured loans granted in a particular month (with reference to our letter dated February 05, 2016 with subject; SUBMISSION OF PRUDENTIAL RETURNS).

The Collateral Registry Department is by this directive bringing to your attention some revisions that have been made on the template for the secured credits returns.

Changes to the mode of sending Secured Credit Returns

1. All Returns on secured credits for a month should be submitted in the prescribed MS Excel format to cr@bog.gov.gh not later than the 10th of the subsequent month (Only Soft copies). The hard copy of the excel sheet is attached. For instance, Collateral Returns for the month of August, 2018 should be sent by 10th September, 2018.
2. **THE FILE NAMING CONVENTION** (MS Excel format):
Each Excel file sent must always conform to the following file naming convention:

"BoG_CR>Returns_*INSTITUTION-NAME***_REPORTING MONTH_***REPORTING YEAR***".**

Eg: *BoG_CR>Returns_**INSTITUTION-NAME**_JANUARY_2018*

The file name has four parts:

- a. BoG_CR>Returns: This indicates the type or purpose of the file where *BoG* stands for Bank of Ghana and *CR* stands for Collateral Registry.
 - b. Institution-Name: The full name of the institution spelt in UPPERCASE.
 - c. Reporting Month – The Month for which the Returns on Secured Credits (Collateral Returns) is being submitted. The Month should be written in full and in UPPERCASE.
 - d. Reporting Year – The Year for which the Returns on secured credits (Collateral Returns) is being submitted. The format should be "YYYY"
3. **EMAIL SUBJECT**: The subject of the email should follow the convention below:
- MONTH-YEAR*: SECURED CREDIT RETURNS FOR *INSTITUTION-NAME*'.**
- Eg. **AUGUST-2018**: SECURED CREDIT RETURNS FOR ***INSTITUTION-NAME***
4. Institutions are to communicate in writing (scanned and emailed) to the Collateral Registry, the primary email address that would be used for the submission of their institution's monthly Secured Credit Returns. This email address could either be the institution's email or the email of the officer in charge of sending the returns. The soft copy of the new excel template would be sent to this email address. Institutions should always endeavor to communicate to the Collateral Registry Department should there be a change in representative's email address in the future.
 5. In month(s) where an Institution does not grant any secured loan, the report in the form of the Returns should be submitted and should indicate NILL RETURNS in the first row of the excel template.

6. Institutions are being reminded to continue to comply with the law by registering their security interest in asset(s) pledged as collateral(s) on the Collateral Registry's system accessible via <https://www.collateralregistry.gov.gh> .

The Registrar,
Collateral Registry Department,
11th floor, Cedi house Building,
Bank of Ghana.
Accra.

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