

**EXPLANATORY NOTES FOR COMPLETION OF STATEMENT  
OF ADVANCES, LOANS OR CREDIT FACILITIES  
TO MERCHANT BANK DIRECTORS, STAFF AND RELATED CONCERNS**

**Column (1) – Names of Borrowers**

Under this column, show the names of the persons to whom, or firms or companies to which, your merchant bank has granted advances, loans or credit facilities required to be reported.

**Column (2) – Relationship to Merchant Bank**

Under this column, state whether the borrower is a merchant bank director, officer or employee or is a related company.

If the borrower is a firm in which the merchant bank or any of the merchant bank directors is a partner, manager or agent, or if the borrower is an individual or firm of whom or of which any of the merchant bank directors is a guarantor, state the nature of the merchant bank's interest, the name of the merchant bank director concerned and the nature of his interest.

If the borrower is a private or public company in which the merchant bank or any of the bank directors, officers or employees or other persons receiving remuneration has an interest as a director, manager, agent, or guarantor, state the nature of his interest.

If the borrower is an individual in whom, or a firm or company in which, the merchant bank director has an interest, whether directly or indirectly, state the name of the merchant bank director concerned, and the nature of his interest.

For new credit facilities, in the case of a firm or a company, give a full list of the partners or directors.

For accounts once reported,

- a) If there are no changes in the list of directors or partners, details need to be updated only half yearly. In the interim months, please indicate "No Change".
- b) If there are any changes, please disclose full list of directors or partners again.

**Column (3) – Credit Facilities and Approved Limits**

Under this column, show separately the various types of credit facilities and their limits granted by the merchant bank, such as loans and overdrafts, discount facilities, letters of credit, trust receipts, shipping guarantees, packing credits and other facilities. Please add them up to obtain the total credit facilities granted to each borrower.

**Column (4) – Amounts Utilised**

Under this column, show the amounts utilised against each type of credit facility referred to in column (3) as at the end of the month under reference. Please add them up to obtain the total amount utilised.

**Column (5) – Types and Values of Securities**

Under this column, state whether each line of credit facility is fully or partly secured, or unsecured. In the case of secured facility, give types of collateral and description such as stocks and shares, immovable properties, commodities, floating or fixed charges under debenture, ships, fixed deposit receipts, etc.

For stocks and shares, give the market value as at the same date of reporting. For immovable properties, state whether secured by legal mortgage or registered equitable mortgage (ie registered with Registrar of Titles or Registrar of Deeds) or simple deposit of title deeds, amounts charged, and their estimated market values or valuation by professional valuers or the cost price. In the case of commodities and ships, state also valuation or cost price.

For new credit facilities, disclose full particulars as described above.

For accounts once reported,

- a) If there are no changes in column (5), details need to be updated only half yearly. In the interim months, please indicate "No Change".
- b) If there are any changes in any of the items under this column, please disclose full details of securities again.

**Column (6) – Remarks**

Under this column, supply any information concerning the credit facilities which you deem useful for appraisal, or any action that has been taken by the merchant bank or which the merchant bank intends to take regarding the credit facilities. The purpose of the loan should be indicated. For loans granted to companies or firms, please disclose the nature of business of the company or firm.