

## A) Scope of application

### Qualitative Disclosures:

The name of the top corporate entity in the group to which this guidelines applies.

#### International Leasing & Financial Services Limited

An outline of differences in the basis of consolidation for accounting and regulatory purposes, with a brief description of the entities within the group (a) that are fully consolidated; (b) that are given a deduction treatment; and (c) that are neither consolidated nor deducted (e.g. where the investment is risk-weighted).

The ILFSL Group has two wholly owned subsidiaries: International Leasing Securities Limited and IL Capital Limited, which are fully consolidated.

Any restrictions, or other major impediments, on transfer of funds or regulatory capital within the group.

**Not applicable.**

### Quantitative Disclosures:

The aggregate amount of capital deficiencies in all subsidiaries not included in the consolidation that are deducted and the name(s) of such subsidiaries.

**Not applicable.**

## B) Capital structure

### Qualitative Disclosures

Summary information on the terms and conditions of the main features of all capital instruments, especially in the case of capital instruments eligible for inclusion in Tier 1 or in Tier 2.

#### Tier 2 capital includes:

- i) General provision up to a limit of 1.25% of Risk Weighted Asset (RWA) for Credit Risk;
- ii) Revaluation reserves:  
50% Revaluation reserve for fixed assets; 45% Revaluation reserve for securities;
- iii) All other preference shares.

#### Conditions for maintaining regulatory capital:

The calculation of Tier 1 capital, and Tier 2 capital shall be subject to the following conditions:

- i) The amount of Tier 2 capital will be limited to 100% of the amount of Tier 1 capital.  
50% of revaluation reserves for fixed assets and 45% of revaluation reserves for securities are eligible for Tier 2 capital.

**Quantitative Disclosures:**

The amount of Tier 1 capital, with separate disclosure of:

Particulars	Amount in BDT crore
Paid up capital	221.81
Non-repayable share premium account	-
Statutory reserve	45.71
General reserve	-
Retained earnings	(3,482.17)
Minority interest in subsidiaries	-
Non-cumulative irredeemable preference shares	-
Dividend equalization account	-
<b>Total Tier 1 capital</b>	<b>(3,214.75)</b>
<b>(c) The total amount of Tier 2 capital</b>	<b>32.83</b>
(d) Other deductions from capital	-
<b>(e) Total eligible capital</b>	<b>(3,181.92)</b>

**C) Capital Adequacy**

**Qualitative Disclosures**

A summary discussion of the FI's approach to assessing the adequacy of its capital to support current and future activities.

**Risk Weighted Assets (RWA) and Capital Adequacy Ratio (CAR)**

ILFSL has adopted Standardized Approach for computation of Capital Charge for Credit Risk and Market Risk while Basic Indicator Approach for Operational Risk. Total Risk Weighted Assets (RWA) of the Company is determined by multiplying the capital charge for market risk and operational risk by the reciprocal of the minimum capital adequacy ratio i.e. 10% and adding the resulting figures to the sum of risk weighted assets for credit risk. Total RWA is then used as denominator while total Eligible Regulatory Capital as on numerator to derive Capital Adequacy Ratio

**Strategy to achieve the required Capital Adequacy**

**Operational level:**

**Immediate measures:**

- Asking unrated Corporate clients to have credit rating from External Credit Assessment Institutions (ECAIs) recognized by Bangladesh Bank;
- Rigorous monitoring of overdue contracts to bring those under 90 days overdue;

**Continuous measures:**

- Concentrating on SME clients having exposure up to BDT 1 crore as this will carry 75% fixed risk weight (for regular contracts only);
- Financing clients having good credit rating;

- Using benefit of credit risk mitigation by taking eligible financial collaterals against transactions;
- Focusing more on booking high spread earning assets and thus increasing retained earnings.

**Strategic level:**

- Injecting fresh capital by issuing subordinated bond.

**Quantitative disclosures:**

Sl. No.	Particulars	Amount in BDT crore
b)	Capital requirement for Credit Risk	2,626.29
c)	Capital requirement for Market Risk	65.35
d)	Capital requirement for Operational Risk	76.24

- (e) Total and Tier 1 Capital ratio:

Particular	Consolidated	Stand Alone
CAR on Total capital basis (%)	-114.96	-115.12
CAR on Tier 1 capital basis (%)	-116.14	-116.20

**D) Credit Risk**

**Qualitative Disclosures**

- (a) **The general qualitative disclosure requirement with respect to credit risk, including:**

**Definitions of past due and impaired (for accounting purposes)**

As per the Bangladesh Bank's Prudential Guideline on Capital Adequacy and Market Discipline for Financial Institutions, the unsecured portion of any claim or exposure (other than claims secured by residential property) that is past due for 90 days or more, net of specific provisions (including partial write-off) will be risk weighted as per risk weights of respective balance sheet exposures. For the purpose of defining the net exposure of the past due loan, eligible financial collateral (if any) may be considered for Credit Risk Mitigation.

**Description of approaches followed for specific and general allowances and statistical methods;**

Specific and General provisions are maintained according to the relevant Bangladesh Bank guideline. For Example, 0.25% provision is maintained against SME-Standard loan/ lease, 1% provision is maintained against good loans (other than SME-Standard loan/ lease, 5% against SMA loan/ lease, 20% against sub-standard loan/ lease, 50% against doubtful loan/ lease and 100% against bad/loss loan/ lease after deducting the amount of interest expenses and value of eligible securities from the outstanding balance of classified accounts.

**Discussion of the FI's credit risk management policy. Implementation of various strategies to minimize risk:**

To encounter and mitigate credit risk the following control measures are taken place at ILFSL:

- Visiting the client's business premises, conducting all other necessary due diligence required for extending credit facility;
- Assessing the repayment capacity and the past payment performance of customer before financing;
- Analyzing and verifying the provided financial statement & related information as well as financial condition in case of unstructured accounts to identify the risk;
- Annual review of clients;
- Adequate insurance coverage for funded assets;
- Vigorous monitoring and follow up by Special Assets Management and collection Team;
- Follow up of compliance of credit policies by Credit Administration Department;

- Taking collateral and performing valuation and legal vetting on the proposed collateral;
- Seeking legal opinion from internal and external lawyer for any legal issues;
- Maintaining neutrality in politics and following arm's length approach in related party transactions;
- Regular review of market situation and industry exposure;
- Sector-wise portfolio is maintained within specific limits to ensure diversification of loan assets;
- Coordination of all pre and post sanction activities of all necessary loan documents.

In addition to the industry best practices for assessing, identifying and measuring risks, ILFSL also considers Guidelines for Managing Core Risks of financial institutions issued by the Country's Central Bank, Bangladesh Bank; vide FID Circular No. 10 dated September 18, 2005 for management of risks.

#### **Approved Credit Policy by the Board of Directors**

The Board of Directors has approved the Credit Policy for the company where major policy guidelines, growth strategy, exposure limits (for particular sector, product, individual company and group) and risk management strategies have been described/stated in detail.

#### **Separate Credit Risk Management (CRM) Department**

An independent Credit Risk Management (CRM) Department is in place, at ILFSL, to scrutinize projects from a risk-weighted point of view and assist the management in creating a high quality credit portfolio and maximize returns from risk assets. Research team of CRM regularly reviews market situation and exposure of ILFSL in various industrial sub-sectors. CRM has been segregated from Credit Administration Department in line with Central Bank's Guidelines. CRM assess credit risks and suggest mitigations before recommendation of every credit proposal while Credit Administration confirms that adequate security documents are in place before disbursement.

#### **Special Assets Management and Collection Team**

A strong Law and Recovery Team monitors the performance of the loans & advances, identify early signs of delinquencies in portfolio, and take corrective measures to mitigate risks, improve loan quality and to ensure recovery of loans in a timely manner including legal actions.

#### **Credit Approval Process**

To ensure quick service and mitigation of credit risk, the approval process is maintained a standard operating procedure (SOP) developed by the Management of ILSFL.

#### **Credit Quality and Portfolio Diversification**

ILFSL believes in diversification in terms of products as well as sectors. To mitigate the Credit Risk, the company diversifies its loan exposure to different sectors confirming the Central Bank's requirements. Threshold limit is set for any sector so that any adverse impact on any industry has minimum effect on ILFSL's total return. Central Bank's instructions are strictly followed in determining Single Borrower/Large Loan limit. Significant concentration of credit in terms of groups or geographical location is carefully avoided to minimize risk.

#### **Early Warning System**

Performance of loans is regularly monitored to trigger early warning system to address the loans and advances whose performance show any deteriorating trend. It enables the company to grow its credit portfolio with ultimate objective to protect the interest of stakeholders.

#### **NPL Management**

ILFSL measures its loan portfolio in terms of payment arrears. The impairment levels on the loans and advances are monitored regularly.

**As per FID Circular No.3 dated March 15, 2007:**

1. Loan/Lease, classified as bad/loss and with 100% provision, can only be written-off.
  2. Approval from the Board of Directors has to be taken before write-off.
  3. The financial institutions should constantly try to recover the loan/lease written-off amount. If legal action has not been taken against the client, legal charges should be placed before the write off.
  4. To expedite the legal settlement or collection of the due amount, third party agents can be appointed by the financial institutions.
  5. A separate ledger should be maintained for the written off loans/leases and the accumulated written off value should be disclosed separately under the heading of "notes to the account" in the annual report/balance sheet of the financial institutions.
  6. Even if the loan/lease has been written off, the client should be classified as defaulter and reported to CIB accordingly.
- Detail records for all such write off accounts are meticulously maintained and followed up.

**Counterparty Credit Rating**

ILFSL is taking initiatives to rate the Corporate Clients of the company immediately by the External Credit Assessment Institutions (ECAIs)/Rating Agencies duly recognized by the Central Bank.

**Methods used to measure Credit Risk**

As per the directives of Bangladesh Bank, 'The Standardized approach' is applied by the company to measure its Credit Risk.

**Quantitative Disclosures**

**(b) Total gross credit risk exposures broken down by major types of credit exposure.**

Particulars	Amount in BDT Crore
Leasing	166.60
Term loan	3,804.42
Real estate finance	6.13
Work order finance	19.29
Short term loan	42.54
Staff loan	0.32

**(c) Geographical distribution of exposures, broken down in significant areas by major types of credit exposure.**

Particulars	Amount in BDT Crore
Dhaka Division	3,897.00
Chittagong Division	128.38
Rajshahi Division	13.92

**(d) Industry or counterparty type distribution of exposures, broken down by major types of credit exposure.**

Particulars	Amount in BDT Crore
Agriculture	196.04
Textile & Garments	640.84
Transport & Communication	184.23
Food production/processing industry	209.66
Iron, Steel & Engineering industry	48.42

Chemical & Pharmaceuticals	389.52
Service Industry	222.96
Plastic Industry	94.63
Paper, Printing packaging	25.41
Telecommunication/information technology	52.77
Real Estate & Housing	156.13
Ship and Ship making industry	63.83
Education	64.59
Hospital and medical equipment	-
Trade & Commerce	745.95
Power & Energy	216.52
Others	757.79

Beside these, ILFSL group portfolio includes total margin loan to clients by our capital market subsidiaries (International Leasing Securities limited and IL Capital Limited) of amount Tk. 336.99 but does not include Loan to subsidiaries paid by International Leasing and Financial Services Limited of amount BDT 247.92 crore, which should be deducted from the portfolio. Therefore, the total industry exposure amount to 4,039.30.

(e) **Residual contractual maturity breakdown of the whole portfolio, broken down by major types of credit exposure.**

<b>Particulars</b>	<b>Amount in BDT Crore</b>
Repayable on demand	20.09
Over 1 month but not more than 3 months	57.00
Over 3 months but not more than 1 year	258.87
Over 1 year but not more than 5 years	887.67
Over 5 year	2,814.66
<b>Total</b>	<b>4,039.30</b>

(f) **Gross Non Performing Assets ( NPAs)**

Non Performing Assets (NPAs) to Outstanding Loans & advances

**Movement of Non Performing Assets (NPAs)**

<b>Particulars</b>	<b>Amount in BDT Crore</b>
Opening balance	3,501.14
Additions	113.75
Reductions	51.56
Closing balance	3,563.33

**Movement of specific provisions for NPAs**

<b>Particulars</b>	<b>Amount in BDT Crore</b>
Opening balance	2,080.22
Provisions made during the period	154.58
Write-off	-
Write-back of excess provisions	0.48
Closing balance	2,235.27

## E) Equities: banking book positions

### Qualitative Disclosures

The general qualitative disclosure requirement with respect to equity risk, including:

Differentiation between holdings on which capital gains are expected and those taken under other objectives including for relationship and strategic reasons; and

Total equity shares holdings are for capital gain purpose.

Discussion of important policies covering the valuation and accounting of equity holdings in the banking book positions. This includes the accounting techniques and valuation methodologies used, including key assumptions and practices affecting valuation as well as significant changes in these practices.

Quoted shares are valued at cost prices and if the total cost of a particular share is lower than the market value of that particular share, then provision are maintained as per terms and condition of regulatory authority. On the other hand, unquoted share is valued at cost price or book value as per latest audited accounts.

### Quantitative Disclosures

Value disclosed in the balance sheet of investments, as well as the fair value of those investments; for quoted securities, a comparison to publicly quoted share values where the share price is materially different from fair value.

Particulars	Cost Price	Market Price
Quoted shares	42.49	29.30
Unquoted shares	14.62	14.62

The cumulative realized gains (losses) arising from sales and liquidations in the reporting period.

- Nil

Particulars	Cost Price
Total unrealized gains (losses)	(13.19)
Total latent revaluation gains (losses)	-
Any amounts of the above included in Tier 2 capital	-

Capital requirements broken down by appropriate equity groupings, consistent with the FI's methodology, as well as the aggregate amounts and the type of equity investments subject to any supervisory provisions regarding regulatory capital requirements.

**Specific Risk-** Market value of investment in equities is BDT

1.15crore. Capital Requirement is 10% of the said value which stand to BDT 3.27 crore.

**General Risk-** Market value of investment in equities is BDT

1.15crore. Capital Requirement is 10% of the said value which stand to BDT 3.27 crore.

## F) Interest rate in the banking book

### Qualitative Disclosures

The general qualitative disclosure requirement including the nature of interest risk and key assumptions, including assumptions regarding loan prepayments and behavior of non-maturity deposits.

Interest rate risk in the banking book arises from mismatches between the future yield of an assets and their funding cost. Assets Liability Committee (ALCO) monitors the interest rate movement on a regular basis. ILFSL measure the Interest Rate Risk by calculation Duration Gap i.e. a positive Duration Gap affect company's profitability adversely with the increment of interest rate and a negative Duration Gap increase the company's profitability with the reduction of interest rate.

### Quantitative Disclosures

The increase (decline) in earnings or economic value (or relevant measure used by management) for upward and downward rate shocks according to management's method for measuring interest rate risk broken down by currency (as relevant).

### Maturity wise Distribution of Assets-Liabilities

Particulars	1 to 30/31 day (1 month)	Over 1 month to 2 months	Over 2 months to 3 months	Over 1 months to 6 months	Over 6 months to 1 year
1	2	3	4	5	6
A. Total Rate sensitive Liabilities (A)	109.20	109.80	150.12	374.79	994.38
B. Total Rate sensitive Assets (B)	162.52	146.26	211.56	422.01	924.27
C. Mismatch	53.33	36.45	61.44	47.22	-70.11
D. Cumulative Mismatch	53.33	89.78	151.22	198.44	128.33
E. Mismatch (%)	48.84	33.20	40.93	12.60	-7.05

### Interest Rate Risk - Increase in Interest Rate

Magnitude of Shock	Minor	Moderate	Major
	2%	4%	6%
Change in the value of Bond Portfolio	0.00	0.00	0.00
Net Interest Income	2.57	5.13	7.70
Revised Regulatory Capital	-2769.5	-2766.94	-2764.37
Risk Weighted Assets	2767.89	2767.89	2767.89
Revised CAR (%)	-100.96%	-99.97%	-99.87%

### G) Market risk

#### Qualitative Disclosures

#### Views of BOD on trading/investment activities

All the Market Risk related policies/guidelines are duly approved by BOD. The BOD sets limit and review and updates the compliance on regular basis aiming to mitigate the Market risk.

#### Methods used to measure Market risk

Market Risk is the probability of losing assets in balance sheet and off- balance sheet position arising out of volatility in market variables i.e. interest rate, exchange rate and prices of securities. In order to calculate the market risk for trading book purposes the company uses Standardized (rule based) Approach where capital charge for interest rate risk, price and foreign exchange risk is determined separately.

#### Market Risk Management system

#### Policies and processes for mitigating market risk

Market Risk has been managed as per instruction of the Board of Directors of the company where a clear instruction has been given on Loan Deposit Ratio, Liquidity Contingency Plan, Local Regulatory Compliance, Recommendation / Action Plan etc. Treasury manages the Market Risk with the help of Asset Liability Management Committee (ALCO) and Asset Liability Management (ALM) Desk in the following fashion:

#### Interest Risk Management

Treasury Division reviews the risks of changes in income of the Company as a result of movements in market interest rates. In the normal course of business, ILFSL tries to minimize the mismatches between the duration of interest rate sensitive assets and liabilities. Effective Interest Rate Risk Management is done as under:



**Market analysis**

Market analysis over interest rate movements are reviewed by the Treasury of the company. The type and level of mismatch interest rate risk of the company is managed and monitored from two perspectives, being an economic value perspective and an earning perspective.

**GAP analysis**

ALCO has established guidelines in line with central Bank's policy for the management of assets and liabilities, monitoring and minimizing interest rate risks at an acceptable level. ALCO in its regular monthly meeting analyzes Interest Rate Sensitivity by computing GAP i.e. the difference between Rate Sensitive Assets and Rate Sensitive Liability and take decision of enhancing or reducing the GAP according to prevailing market situation aiming to mitigate interest rate risk.

**Continuous Monitoring**

Company's treasury manages and controls day-to-day trading activities under the supervision of ALCO that ensures continuous monitoring of the level of assumed risks.

**Equity Risk Management**

Equity Risk is the risk of loss due to adverse change in market price of equities held by the Company. Equity Risk is managed by the following fashion:

ILFSL minimizes the Equity Risks by Portfolio diversification as per investment policy of the company.

**Quantitative Disclosures**

**The capital requirements for Market Risk:**

Particular	Amount in BDT Crore
Interest rate risk	
Equity position risk	3.27
Foreign Exchange Position and Commodity risk (if any)	

**H) Operational Risk:**

**Qualitative disclosure:**

**(a) Views of Board on system to reduce Operational Risk:**

All the policies and guidelines of internal control and compliances are duly approved by the Board. The Board delegates its authority to Executive Committee and to ManCom members as per company policy of delegation of authority. Audit Committee of the Board directly oversees the activities of internal control and compliance as per good governance guideline issued by Securities and Exchange Commission.

**Performance gap of executives and staffs**

ILFSL's recruitment strategy is based on retaining and attracting the most suitable people at all levels of the business and this is reflected in our objective approach of recruitment and selection. The approach is based on the requirements of the job (both now and in the near future), matching the ability and potential of the individual. Qualification, skills and competency form our basis for nurturing talent. We are proud to state that favorable job responsibilities are increasingly attracting greater participation from different level of employees in the ILFSL family. We aim to foster a sense of pride in working for ILFSL and to be the employer of choice. As such there exists no performance gap in ILFSL.

**Potential external events**

No such potential external event exists to raise operational risk of ILFSL at the time of reporting.

**Policies and procedures for mitigating operational risk:**

ILFSL has also established Internal Control and Compliances Department (ICC) to address operational risk and to frame and implement policies to encounter such risks. ICC assesses operational risk across the Company as a whole and ensures that an appropriate framework exists to identify, assess and manage operational risk in line with the approved policies.

**Approach for calculating capital charge for operational risk:**

Operational risk is defined as the risk of loss resulting from inadequate or failed internal processes, people and system or from external events. ILFSL uses basic indicator approach for calculation capital charge against operational risk i.e. 15% of average positive annual gross income of the company over last three years.

**Quantitative Disclosures:**

**(b) Capital requirement for operational risk:**

<b>Particular</b>	<b>Amount in BDT crore</b>
Capital requirement for operational risk:	7.60