

Annex - V: Guidelines for reporting of Credit Information in the UCRF

While reporting credit information to CICs in the Uniform Credit Reporting Format (UCRF), CIs and CICs shall adhere to the following guidelines:

- (i) In the commercial reporting segment, corporate identification number (CIN) and credit history of the directors of the company (based on DIN number) shall be reported by CIs to CICs and included by the CICs in their reports.
- (ii) CIs shall report cases where compromise settlements have taken place and the reason for such compromise settlement, in the prescribed data formats to CICs.
- (iii) With respect to part instalment overdue, the CIs shall submit data as it is, while qualitative information on what filters to apply based on amount and period would be done by the SU and others who make use of the data.
- (iv) The CIs shall use 'settled' status for denoting only specific situations where due to financial inability to repay as per original terms and conditions, either a principal or an interest waiver or both is provided to the customer. CIs need to be aware of such a situation prior to extending fresh credit to such customers. Cases of wrong debits or contested charges shall not be reported as 'settled' but as 'disputed'.
- (v) The information on Commercial Papers (CPs) issued by the companies shall be reported on a fortnightly basis to the CICs by the bank which has been designated as the Issuing and Payment Agent (IPA) for the particular CP issue. If there are multiple IPAs for a single CP issue, each IPA to such issue shall report to the CICs the details pertaining to the portion of the issue which is with them. This information shall be reported in the commercial data format in the fields as mentioned in **Appendix-1** to this Annex. The IPA shall also report any default in the redemption of the relevant CP issue to the CICs. In view of reporting requirement of IPA, it is clarified that investing CIs need not report the information on CPs to the CICs.
- (vi) The information regarding Unhedged Foreign Currency Exposure (UFCE) of individual borrowers shall be reported on a fortnightly basis to the CICs by the lending bank (in the case of solo lenders)/ consortium leader (in the case of consortium arrangements)/ largest lender (in the case of multiple lending arrangements).

- (vii) The Committee set up to Recommend Data Format for furnishing of Credit Information to CICs (Chairman: Shri Aditya Puri) in its **Report**⁹ had recommended certain additional fields for inclusion in the data format in **Annex 5** of the Report. CICs may incorporate the additional fields contained in the **Annex 5** of the Report, except for priority sector indicator field, in the Consumer Data format. For vehicles, only vehicle make and registration number would be compulsory and not the chassis number. The registration number of property registered with Central Registry of Securitisation Asset Reconstruction and Security Interest of India (CERSAI) shall be added by the CICs.
- (viii) The cases admitted with National Company Law Tribunal (NCLT)/ National Company Law Appellate Tribunal (NCLAT) under the Insolvency and Bankruptcy Code, 2016 shall be reported under the suit-filed cases in the Uniform Credit Reporting Format, while reporting to the CICs.
- (ix) The Relationship Segment (RS) details are important in establishing cross-linkages across the three modules, viz., Consumer, Commercial and MFI, while providing comprehensive credit information of a borrower to CIs by CICs. The reporting of RS data by CIs to CICs is mandatory for all accounts opened on or after July 01, 2018. A timeline for reporting of the remainder legacy data would be reviewed by the Technical Working Group (TWG) and the CIs would be advised in due course. CICs shall furnish the list of CIs not adhering to the instructions on reporting of RS data to the Department of Supervision (DoS), Central office, on a monthly basis in the format mentioned in **Appendix-2** to this Annex.

Explanation: The reporting of shareholders' information under the 'relationship' field of the Relationship Segment in the Commercial data format should be done only for those shareholders who are 'Beneficial Owners' as defined under the [Master Direction – Know your Customer \(KYC\) Direction, 2016 dated February 25, 2016](#), as amended from time to time.

⁹ The Report of the Committee can be accessed through the link: <https://website.rbi.org.in/en/web/rbi/-/publications/reports/report-of-the-committee-to-recommend-data-format-for-furnishing-of-credit-information-to-credit-information-companies-763>

- (x) Guidelines for cross reporting, e.g., where individual is borrower and corporate is co-borrower, or vice versa, shall be clearly intimated by CICs. The formats have fields to incorporate the data where consumer data will be reported in the consumer data format and co-borrower will be reported in commercial data format.
- (xi) There shall be only one software format for uploading and reverting reject data from the CICs, as conversions/ reconversions between formats like Excel/TUDF/Notepad, etc., during the process of furnishing data, create validation issues. The Technical Working Group may further deliberate on this issue and make suitable suggestions, if considered necessary to RBI in this regard.

Format for reporting information on Commercial Papers to Credit Information Companies

| "CP" proposed Fields | Available Field in Commercial Data Submission format | Update in the description column of the format, in case of commercial paper |
|-----------------------------|--|--|
| Name of CP issuer | BS Segment - Field No. 4. Field Name: Borrower's Name | "Name of the CP Issuer" |
| CP Amount | CR Segment - Field No. 5. Field Name: Sanctioned Amount/ Notional Amount of Contract | "Amount of CP" to be given |
| Issue Date | CR Segment - Field No. 4. Field Name: Facility / Loan Activation / Sanction Date | "Issue Date" to be given |
| Maturity Date | CR Segment - Field No. 13. Field Name: Loan Expiry / Maturity Date | "Maturity Date" to be given |
| Name of CRA | BS Segment- Field No. 24. Field Name: Assessment Agency / Authority | "Name of CRA" to be reported |
| Rating Agency | BS Segment - Field No. 23. Field Name: Credit Rating | "Rating Assigned" to be reported |
| Amount of Default | CR Segment - Field No. 17. Field Name: Amount Overdue / Limit Overdue | "Amount of Default" to be given |

Appendix -2

Format for reporting data on Relationship Segment (RS) by Credit Information Companies (CICs) to Department of Supervision, RBI, Central Office

Name of the Credit Information
Company (CIC): _____

| Format for reporting data on Relationship Segment (RS) by Credit Information Companies (CICs) to Department of Supervision, RBI, Central Office for the month of | | | | | | | | | | |
|--|-------------------------------------|--|---|---|---|---|---|--|---|---|
| | | New loan Accounts | | | Legacy Data | | | | | |
| Sr no. | Name of the Credit Institution (CI) | Reporting of new loan accounts opened after July 1, 2022 | | | Reporting of accounts opened between July 1, 2021 to June 30, 2022 - To be updated by January 1, 2023 | | | Reporting of accounts opened in past three years (July 1, 2018 to June 30, 2021 - To be updated by July 1, 2023) | | |
| | | Number of new loan Accounts opened during the month | Number of new loan accounts where RS details have either not been submitted or have been incorrectly reported | Percentage (%) of new loan accounts where no RS data/ incorrect RS data has been reported to the total number of new loan accounts opened | Number of loan accounts opened during the period from July 1, 2021 to June 30, 2022 | Number of loan accounts where RS details have either not been submitted or have been incorrectly reported | Percentage (%) of loan accounts where no RS data/ incorrect RS data has been reported to the total number of accounts opened during the period from July 1, 2021 to June 30, 2022 | Number of loan accounts opened during the period from July 1, 2018 to June 30, 2021 | Number of loan accounts where RS details have either not been submitted or have been incorrectly reported | Percentage (%) of loan accounts where no RS data/ incorrect RS data has been reported to the total number of accounts opened during the period from July 1, 2018 to June 30, 2021 |
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