



Pursuant to Article 35, paragraph 1, sub paragraph 1.1 of the Law No. 03/L-209 of the Central Bank of the Republic of Kosovo (Official Gazette of the Republic of Kosovo, No. 77/16 August 2010), and Articles 102 and 114 of the Law No. 04/L-093 on Banks, Microfinance Institutions and Non-Bank Financial Institutions (Official Gazette of the Republic of Kosovo, No. 11/11 May 2012), the Board of the Central Bank of the Republic of Kosovo at the meeting held on March 31, 2016, approved the following:

REGULATION ON REPORTING OF MICROFINANCE INSTITUTIONS

Article 1 Purpose and Scope

1. The purpose of this Regulation is to determine the terms, conditions and rules of reporting of Microfinance Institutions (hereinafter MFI) to the CBK.
2. This Regulation applies to all MFI's that are registered by the CBK to operate in the Republic of Kosovo.

Article 2 Definitions

All terms used in this regulation have the same meaning as defined in Article 3 of Law No. 04/L093 for banks, microfinance institutions and non-bank financial institutions (hereinafter: the Law on Banks) and / or by the following definitions for the purpose of this regulation:

- a) Regulatory Reporting System for Off Site Supervision (RRS) - is a software system for the collection and processing of data reported or the CBK system where the financial institutions report.
- b) Reporting instructions means the instructions approved by the CBK for reporting of the financial institutions to the CBK which are specified in reporting forms, the detailed instructions for completing the forms, in accordance with International Standards for Financial Reporting (IFRS) and the CBK regulations as well as other elements.

Article 3

General requirements

1. Each MFI operating in Kosovo shall submit to the CBK reports dealing with their financial condition, administration and operations.
2. Reports shall be prepared in format and instructions set by the CBK.
3. If the reporting date is not a business day in Kosovo, the reporting date will be the first working day.

Article 4

Reports and reporting periods

1. MFIs must submit to the CBK Banking Supervision Department, no later than fifteen (15) calendar days after the end of each month, the following reports:

- a) First page (FP);
- b) The main accounting diary (MAD);
- c) Balance Sheet generated by MAD (BS);
- d) Income statement generated by MAD (IS);
- e) Balance sheet (F01);
- f) Income statement (F02);
- g) Equalization of credit exposures (F11);
- h) Loan-losses equalization (F12);
- i) Deposits and placements with financial institutions (F14);
- j) Large exposures (F16);
- k) Institution related persons (F17);
- l) Main depositors (F18);
- m) Deposits and placements from financial institutions (F19);

2. MFIs must submit to Banking Supervision Department of the CBK no later than fifteen (15) calendar days after the end of each quarter, in addition to reports specified in paragraph 1 of this Article, the following reports:

- a) Loans and advances according to economic activity, classified and restructured loans (F09);
- b) Compliance with the requirements of provision (F10);
- c) Positions in foreign currency (F24);

3. MFIs, shall in addition to the reports specified in paragraphs 1 and 2 of this article, submit to the Banking Supervision Department of the CBK, no later than fifteen (15) calendar days after the end of each semester, the following reports:

- a) Comprehensive income statement (F03);
- b) Statement of changes in equity (F04);
- c) Cash Flow Statement (F05);

Article 5

Annual Report

1. MFIs should submit to the CBK the audited financial statements and management letter for the previous year no later than 4 months after the end of the financial year.
2. MFIs after the external auditor's report must resubmit the reports specified in Article 4 of this regulation in accordance with the terms set out in paragraph 1 of this Article.

Article 6

Additional Reporting

The CBK may, on an ad hoc basis, increase the frequency of reporting and/or expand reporting requirements as it considers necessary to carry out its supervisory responsibilities.

Article 7

MFIs obligations and way of reporting

1. MFIs shall submit the reports within the terms and on the required form specified by the CBK in accordance with the guidelines (instructions) approved for reporting system RRS.
2. MFIs reporting under this Regulation shall be made in electronic form to the RRS reporting system in XLS (Excel) format using the e-robot (defined by the CBK) as a way of transferring of reports to the RRS server managed by the CBK.
3. The cover letter, in hard copy (pursuant to Annex 1) for reports sent electronically pursuant to paragraph 2 of this Article shall be submitted to the CBK stamped and signed by the Chief Executive Officer, Chief Financial Officer and the Person responsible for reporting in the system.

Article 8

Responsibility for the accuracy of reporting

1. Reporting MFIs take all necessary measures to ensure the accuracy of data reported and are responsible for their accuracy, in accordance with Article 7 of this regulation.
2. Persons directly responsible for ensuring the accuracy of reporting, in accordance with Article 7 of the regulation, are the Chief Executive Officer and Chief Financial Officer.
3. If the reporting MFIs identify that there is any inaccuracy in the data reported after submitting them to the CBK, they are obliged to immediately notify the Banking Supervision Department of the CBK regarding these inaccuracies.

4. If the CBK determines that the data reported are incorrect, shall order the reporting banks to correct them and to re-report after corrections.
5. Pursuant to paragraph 3 of this Article MFIs should perform appropriate corrections and report them within the next working day, in accordance with Article 7 of this Regulation.

Article 9
Final provisions

For the purpose of implementation of this regulation the CBK Executive Board shall issue instructions and forms that determine the way and form of reporting.

Article 10
Remedial Measures and Civil Penalties

Any violation of the provisions of this Regulation shall be subject to the remedial measures and penalties as defined by legislation in force.

Article 11
Abrogation

With the entry into force of this Regulation, the Regulation for microfinance institutions reporting to the CBK, adopted on August 29, 2013 and any other provision that may be in contradiction to this regulation is abrogated.

Article 12
Annex

Part of this Regulation is Annex 1.

Article 13
Entry into Force

This Regulation shall enter into force on April 1, 2016.

Chairman of the Board of Central Bank of Republic of Kosovo

Prof. Dr. Bedri Peci

Annex 1

Cover letter in hard copy



Banking Supervision Department Cover letter

Name of Institution:

Code of Institution:

Address:

Type of the Institution:

Reporting period:

Form (frequency) of reporting:

Date of reporting:

Audited:

Date and time of report loading:

Name of report:

Reporting forms:

Code	Name of form	√
DKLL	Main accounting diary - MAD	<input type="checkbox"/>
BS	Balance sheet generated from MAD - BSH	<input type="checkbox"/>
IS	Income statement generated from MAD - BSH	<input type="checkbox"/>
F01	Balance sheet	<input type="checkbox"/>
F02	Income statement	<input type="checkbox"/>
F03	Comprehensive income statement	<input type="checkbox"/>
F04	Statement on changes in equity	<input type="checkbox"/>
F05	Cash flow statement	<input type="checkbox"/>
F06	Regulatory capital statement	<input type="checkbox"/>
F07	Risk exposures, risk-weighted assets (RWA) and credit risk capital	<input type="checkbox"/>

	requirements	
F08	Risk-weighted assets and operational risk capital requirement	
F09	Loans and advances by economic activity, classified and restructured loans	
F10	Compliance with provisioning requirements	
F11	Credit exposure reconciliation	
F12	Loan loss provision reconciliation	
F13	Liquid assets report	
F14	Deposits and placements with banks	
F15	Investment portfolio	
F16	Large exposures	
F17	Bank- related persons	
F18	Bigger depositors	
F19	Deposits and placements from banks	
F20	Liquidity reserve calculation	
F21	Liquidity reserve maintenance	
F22	Liquidity gap	
F23	Repricing gap	
F24	Foreign currency positions	
F25	Report on residential mortgage loans and commercial mortgage loans	

Statement of the Chief Executive Officer, Chief Financial Officer and the Person responsible for reporting:

Through this letter we declare that reports uploaded in RRS are prepared in accordance with the CBK requirements and reporting instructions. Reports accurately reflect bank's conditions until the reporting date. It is understandable that any deliberate and incorrect declaration in this report can result in sanctions in accordance with legislation in force to be applied against a chief executive officer, chief financial officer and the person responsible for reporting and / or the reporting MFI.

Chief Executive Officer:

(Signature)

Person responsible for reporting :

(Signature)

Chief Financial Officer:

(signature)