## R. Poudel \& Co.

## Chartered Accountants

## AUDI TOR'S REPORT TO THE SHAREHOLDERS OF <br> MACHHAPUCHCHHRE BANK LI MITED

1. We have audited the accompanying Balance Sheet of Machhapuchchhre Bank Limited as of Ashad 31,2062 (July 15, 2005), and the related Statement of Income, and Cash Flows for the year then ended. These financial statements are the responsibility of the Bank's management. Our responsibility is to express an opinion on these financial statements based on our audit.
2. We conducted our audit in accordance with Nepal Standards on Auditing or other applicable standards. Those Standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.
3. On the basis of our examination, we would like to report that:
i. We have obtained all the information and explanations, which to the best of our knowledge and belief were necessary for the purpose for our audit.
ii. The Balance Sheet, Cash Flow Statement, Income Statement and attached Schedules dealt with by this report are in agreement with the books of account maintained by the Bank.
iii. In our opinion, proper books of accounts as required by law have been kept by the Bank in so far as it appears from our examination of those books of account.
iv. The returns received from branches of the Bank were adequate for the purpose of our audit.
v. In our opinion and to the best of our information and according to the explanations given to us and from our examination of the books of account of the Bank, we have not come across the cases where the Board of Directors or any member thereof or any employee of the Bank has acted contrary to the provisions of law or caused loss or damage to the Bank.
4. In our opinion, the financial statements give a true and fair view of the financial position of the Bank as of Ashad 31, 2062(July 15, 2005), and of the results of its operations and its cash flows for the year then ended in accordance with applicable Accounting Standards and comply with Company Act 2053, Bank and Financial Institutional Ordinance, 2062 and Nepal Rastra Bank's Directives.
5. In addition to above report, we further report that:
i. The Bank has made provision for possible losses in its investment as per Nepal Rastra Bank's directives,
ii. The operations of the Bank were within its jurisdiction,
iii. The Bank has acted as per Nepal Rastra Bank's directives, and
iv. The operations were carried out in the interest of the Bank and its depositors.

## Sd. Rajesh Poudel, FCA

R. Poudel \& Co

Chartered Accountants

## MACHHAPUCHCHHRE BANK LIMITED

## BALANCE SHEET AS AT 31 ASHADH 2062 (JULY 15, 2005)

| CAPITAL AND LIABILITIES |  |  |  |  |
| ---: | :--- | :---: | :---: | :---: |
| Previous Year Rs. | Particulars | Schedule | This Year Rs. |  |
| $550,000,000.00$ | 1. Share Capital | 1 | $550,000,000.00$ |  |
| $4,221,843.14$ | 2. Reserves and Funds | 2 | $87,739,384.31$ |  |
| $102,167,330.15$ | 3. Borrowings | 3 | $154,217,473.95$ |  |
| $2,754,632,089.65$ | 4. Deposits | 4 | $5,586,802,644.09$ |  |
| $5,135,728.39$ | 5. Bills Payable | 5 | $9,327,537.95$ |  |
| $32,477,259.67$ | 6. Other Liabilities | 6 | $68,373,780.29$ |  |
| $\mathbf{3 , 4 4 8 , 6 3 4 , 2 5 1 . 0 0}$ | Total Capital and |  | $\mathbf{6 , 4 5 6 , 4 6 0 , 8 2 0 . 5 9}$ |  |


| ASSETS |  |  |  |
| :---: | :--- | :---: | ---: |
| Previous Year Rs. | Particulars | Schedule | This Year Rs. |
| $65,256,535.68$ | 1. Cash Balance | 7 | $121,550,140.40$ |
| $345,488,631.64$ | 2. Balance with Banks | 8 | $609,583,135.59$ |
| $150,000,000.00$ | 3. Money at Call and Short Notice | 9 | $15,000,000.00$ |
| $274,406,945.26$ | 4. Investments | 10 | $468,612,174.63$ |
| $2,493,107,931.72$ | 5. Loans, Advances and Bills Purchased | 11 | $5,061,433,055.67$ |
| $62,412,573.50$ | 6. Fixed Assets | 12 | $86,212,339.78$ |
| $57,961,633.20$ | 7. Other Assets | 13 | $94,069,974.52$ |
| $\mathbf{3 , 4 4 8 , 6 3 4 , 2 5 1 . 0 0}$ | Total Assets |  | $\mathbf{6 , 4 5 6 , 4 6 0 , 8 2 0 . 5 9}$ |


| Contingent Liabilities | Schedule 14 |
| :--- | :--- |
| Directors' Declaration | Schedule 23 |
| Capital Adequacy | Schedule 24 |
| Key Indicators | Schedule 25 |
| Cash Flow Statement | Schedule 26 |
| Significant Accounting Policies | Schedule 27 |
| Notes to Accounts | Schedule 28 |

## MACHHAPUCHCHHRE BANK LIMITED

PROFIT AND LOSS ACCOUNT FOR THE PERIOD OF 1st Srawan to 31 Ashadh 2062 (16 JULY 2004 TO 15 JULY 2005)

| EXPENSES |  |  |  |
| :---: | :---: | :---: | :---: |
| Previous Year Rs. | Particulars | Schedule | This Year Rs. |
| 113,579,092.57 | 1. Interest Expenses | 15 | 187,027,981.93 |
| 19,872,459.80 | 2. Employees Expenses | 16 | 29,581,861.23 |
| 42,357,601.73 | 3. Office Overhead Expenses | 17 | 59,973,169.84 |
| - - | 4. Exchange Loss | 20 | - |
| 2,259.51 | 5. Non Operating Expenses | 21 | - |
| - - | 6. Bad Debts Written Off |  | - |
|  | 7. Provision for Non Banking Assets |  | 1,451,250.00 |
| 15,980,436.11 | 7. Provision for Loan Loss | 11 | 21,455,883.28 |
| 5,187,771.70 | 8. Provision for Staff Bonus |  | 12,868,390.67 |
| - | 9. Provision for Income Tax |  | 30,945,488.72 |
| 46,689,945.30 | 10. Net Profit Carried Down |  | 84,870,027.30 |
| 243,669,566.72 | Total |  | 428,174,052.97 |


| INCOMES |  |  |  |
| ---: | :--- | :---: | ---: |
| Previous Year Rs. | Particulars | Schedule | This Year Rs. |
| $215,206,843.76$ | 1. Interest Income | 18 | $381,930,447.91$ |
| $14,840,269.37$ | 2. Commission and Discount | 19 | $21,391,062.43$ |
| $12,621,092.27$ | 3. Exchange Gain | 20 | $11,359,386.97$ |
| - | 4. Non Operating Incomes | 21 | $286,968.96$ |
| $1,001,361.32$ | 5. Other Incomes | 22 | $13,206,186.70$ |
| - | 6. Net Loss Carried Down |  | - |
| $\mathbf{2 4 3 , 6 6 9 , 5 6 6 . 7 2}$ | Total |  | $\mathbf{4 2 8 , 1 7 4 , 0 5 2 . 9 7}$ |

## PROFIT AND LOSS APPROPRIATION ACCOUNT FISCAL YEAR 2061/62 (2004/05)

| Previous Year Rs. | Particulars | This Year Rs. |
| :--- | :--- | :--- |
| $45,529,599.32$ | 1. Accumulated Loss up to Last Year | $9,530,129.21$ |
| - | 2. Loss for the Year | - |
| $9,337,989.06$ | 3. General Reserve Fund | $16,974,005.46$ |
| - | 4. Contingent Reserve | - |
| - | 5. Banking Development Fund | - |
| - | 6. Dividend Equalization Fund | - |
| - | 7. Employees Related Fund | - |
| - | 8. Interim and Proposed Dividend | - |
| - | 9. Issue of Bonus Shares | - |
| - | 10. Special Reserve Fund | - |
| $1,352,486.13$ | 11. Exchange Equalization Fund | - |
| - | 12. Paid Up Capital Reserve | $55,000,000.00$ |
| $\mathbf{-}$ | 13. Accumulated Profit | $\mathbf{-}$ |
| $\mathbf{5 6 , 2 2 0 , 0 7 4 . 5 1}$ |  | $\mathbf{8 4 , 8 7 0 , 0 2 7 . 3 0}$ |


| Previous Year Rs. | Particulars | This Year Rs. |
| :--- | :---: | :---: |
| - | 1. Accumulated Profit up to Last Year |  |
| $46,689,945.30$ | 2. Profit for the year | $84,870,027.30$ |
| $9,530,129.21$ | 3. Accumulated Loss |  |
| $\mathbf{5 6 , 2 2 0 , 0 7 4 . 5 1}$ | Total | $\mathbf{8 4 , 8 7 0 , 0 2 7 . 3 0}$ |

STATEMENT OF LOANS AND ADVANCES EXTENDED TO DIRECTORS/CHIEF EXECUTIVE OFFICER/PROMOTERS/EMPLOYEES AND SHAREHOLDERS HOLDING MORE THAN 1\% SHARES

| $\begin{array}{\|c\|} \hline \text { Name of Promoter/Director/ } \\ \text { CEO/Employee } \end{array}$ | Outstanding up to Last Year |  | Recovered in Current Year |  | Additional Lending in this year | Outstanding as of Asadh End 2062 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  | Principal | Interest | Principal | Interest |  | Principal | Interest |
| A. Directors | - | - | - | - | - |  | - |
| 1. ............................. | - | - | - | - | - | - | - |
| 2. ............................ | - | - | - | - | - |  |  |
| 3. ............................ | - | - | - | - | - | - | - |
| B. Chief Executive Officer | - | - | - | - | - | - | - |
| C. Promoters |  | - | - | - | - |  |  |
| 1. ............................. | - | - | - | - | - | - | - |
| 2. ............................ | - | - | - | - | - | - | - |
| 3. ............................. | - | - | - | - |  |  |  |
| D. Employees | - | - | - | - | - | - | - |
| 1. ............................ | - | - | - | - | - | - | - |
| 2. ............................. | - | - | - | - | - | - | - |
| 3. ............................. | - | - | - | - | - | - | - |
| E. Shareholder holding | - | - | - | - | - | - | - |
| more than 1\% Shares | - | - | - | - | - | - | - |
| 1. ............................. | - | - | - | - | - | - | - |
| 2. ............................. | - | - | - | - | - | - | - |
| 3. ............................. | - | - | - |  | - |  |  |
| Total | - | - | - | - | - | - | - |

## CAPITAL ADEQUACY TABLE <br> As of Ashadh End 2062 (15 July, 2005)

| Particulars |  | Rs. '000 |
| :---: | :---: | :---: |
|  | Previous Year | This Year |
| A. Core Capital | 552,869 | 637,739 |
| 1. Paid Up Capital | 550,000 | 550,000 |
| 2. Share Premium | - | - |
| 3. Non-Redeemable Preference Shares | - | - |
| 4. General Reserve Fund | 12,399 | 29,373 |
| 5. Accumulated Profit/Loss (Up to previous year) | $(45,530)$ | $(9,530)$ |
| 6. Current Year's Profit/Loss as per Balance Sheet | 35,999 | 67,896 |
| B. Supplementary Capital | 26,511 | 51,104 |
| 1. Loan Loss Provision | 25,158 | 51,104 |
| 2. Exchange Equalization Fund | 1,352 | - |
| 3. Asset Revaluation Reserve | - | - |
| 4. Hybrid Capital Instrument | - | - |
| 5. Unsecured Subordinated Term Debt | - | - |
| 6. Interest Spread Reserve Fund | - | - |
| 7 Other Free Reserves | - | - |
| C. Total Capital Fund ( $\mathrm{A}+\mathrm{B}$ ) | 579,380 | 688,843 |
| D. Minimum Capital Fund required to be maintained on the basis of Risk Weighted Assets |  |  |
| Total Capital Fund (11\%) | 357,573 | 666,944 |
| Core Capital | 178,786 | 333,472 |
| Total Capital Fund (Excess/Short) (Excess 6.82\%) | 221,807 | 21,899 |
| Core Capital (Excess/Short) (Excess 11.51\%) | 374,083 | 304,267 |


| Particulars |  |  |  | Asadh End 2061 |  | Asadh End 2062 |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Weight \% | Amount | Risk Weighted Assets | Amount | Risk Weighted Assets |
| A | Bala | nce -Sheet Item |  |  |  |  |  |
|  | 1 | Cash Balance | - | 65,257 | - | 121,550 | - |
|  | 2 | Gold (Tradable) | - | - | - |  | - |
|  | 3 | Balance with Nepal Rastra Bank | - | 136,657 | - | 463,233 | - |
|  | 4 | Investments in Government Securities | - | 71,320 | - | 127,336 | - |
|  | 5 | Investments in N.R.B. Bonds | - | - | - |  | - |
|  | 6 | Fully secured loan against own Fixed Deposit Receipt | - | 600 | - | 12,722 | - |
|  | 7 | Fully secured loan against Government Securities | - | - | - |  | - |
|  | 8 | Balances with Domestic Banks and Financial Institutions | 20 | 54,774 | 10,955 | 102,475 | 20,495 |
|  | 9 | Fully secured loan against FDR of other Commercial Banks | 20 | - | - | - | - |
|  | 10 | Balances with Foreign Banks | 20 | 154,057 | 30,811 | 43,875 | 8,775 |
|  | 11 | Money at Call | 20 | 150,000 | 30,000 | 15,000 | 3,000 |
|  | 12 | Loan against Guarantees of Internationally Rated Banks | 20 | - | - | - | - |
|  | 13 | Other Investments in Internationally Rated Banks | 20 | 44,694 | 8,939 | 274,317 | 54,863 |
|  | 14 | Investment in Shares, Debentures and Bonds | 100 | 8,943 | 8,943 | 9,296 | 9,296 |
|  | 15 | Other Investments | 100 | 149,450 | 149,450 | 57,663 | 57,663 |
|  | 16 | Loans, Advances and Bills Purchased/Discounted | 100 | 2,540,188 | 2,540,188 | 5,117,501 | 5,117,501 |
|  | 17 | Fixed Assets | 100 | 62,413 | 62,413 | 86,212 | 86,212 |
|  | 18 | All Other Assets | 100 | 57,962 | 57,962 | 94,070 | 94,070 |
|  |  | Total (A) |  | 3,496,315 | 2,899,661 | 6,525,250 | 5,451,875 |
| B | Off - | Balance -Sheet Item |  |  |  |  |  |
|  | 1 | Bills Collection | 0 | 1,108 | - | 85,621 | - |
|  | 2 | Forward Foreign Exchange Contract | 10 | 22,335 | 2,234 | - | - |
|  | 3 | Letter of Credit with maturity of less than 6 months (Full Amount) | 20 | 206,361 | 41,272 | 257,668 | 51,534 |
|  | 4 | Guarantee issued against counter guarantee of Internationally Rated Foreign Banks | 20 | - | - | - | - |
|  | 5 | Letter of Credit with maturity of more than 6 months | 50 | 64,845 | 32,423 | 102,074 | 51,037 |
|  | 6 | Bid Bond | 50 | 27,886 | 13,943 | 5,598 | 2,799 |
|  | 7 | Performance Bond | 50 | 131,072 | 65,536 | 302,711 | 151,356 |
|  | 8 | Advance payment Guarantee | 100 | 11,416 | 11,416 | 10,802 | 10,802 |
|  | 9 | Financial Guarantee | 100 | 140,900 | 140,900 | 267,300 | 267,300 |
|  | 10 | Other Guarantee | 100 | 33,834 | 33,834 | 1,999 | 1,999 |
|  | 11 | Irrevocable Loan Commitment | 100 | - | - | - | - |
|  | 12 | Contingent Liabilities in respect of Income Tax | 100 | - | - | - | - |
|  | 13 | All Other Contingent Liabilities | 100 | 9,446 | 9,446 | 74,429 | 74,429 |
| Total (B) |  |  |  | 649,203 | 351,003 | 1,108,202 | 611,255 |
|  |  | Total Risk Weighted Assets ( $\mathrm{A}+\mathrm{B}$ ) |  | 4,145,518 | 3,250,664 | 7,633,452 | 6,063,130 |

KEY INDICATORS OF LAST FIVE YEARS

| Particulars | Indicators | $\begin{gathered} \text { F. Y. } \\ \text { 2000/01 } \end{gathered}$ | $\begin{gathered} \text { F. Y. } \\ 2001 / 02 \end{gathered}$ | $\begin{gathered} \text { F. Y. } \\ 2002 / 03 \end{gathered}$ | $\begin{gathered} \text { F.Y. } \\ \text { 2003/04 } \end{gathered}$ | $\begin{gathered} \text { F. Y. } \\ \text { 2004/05 } \end{gathered}$ |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| 1. Net Profit/Total Income | \% | (43.84) | (54.87) | 10.13 | 19.16 | 19.82 |
| 2. Earnings Per Share | Rs. | (18.36) | - | 2.81 | 8.49 | 15.43 |
| 3. Market Value per Share | Rs. | - | - | 100.00 | 125.00 | 256.00 |
| 4. PE Ratio | Ratio | - | - | 35.55 | 14.72 | 16.59 |
| 5. Dividend (Including Bonus Shares) | \% | - | - | - | - | - |
| 6. Cash Dividend | \% | - | - | - | - | - |
| 7. Interest Income/Loans \& Advances | \% | 6.32 | 10.70 | 8.39 | 7.87 | 3.84 |
| 8. Employee Expenses/Total Operating Expenses | \% | 35.82 | 33.75 | 13.66 | 11.30 | 10.70 |
| 9. Interest Expenses/Total Deposit and Borrowings | \% | 3.45 | 6.48 | 4.08 | 3.98 | 3.26 |
| 10. Exchange Fluctuation Gain/Total Income | \% | 2.87 | 4.82 | -0.25 | 2.22 | 2.65 |
| 11. Staff Bonus/ Total Employee Expenses | \% | - | - | 9.76 | 26.11 | 43.50 |
| 12. Net Profit/Loans \& Advances | \% | (3.13) | (6.47) | 1.02 | 1.84 | 1.65 |
| 13. Net Profit/ Total Assets | \% | (1.97) | (3.83) | 0.64 | 1.35 | 1.31 |
| 14. Credit/Deposit | \% | 70.47 | 65.85 | 84.09 | 92.24 | 91.83 |
| 15. Total Operating Expenses/Total Assets | \% | 2.73 | 3.17 | 5.32 | 5.10 | 4.28 |
| 16. Capital Fund/Risk Weightage Assets |  |  |  |  |  |  |
| a. Primary Capital | \% | 7.75 | 7.99 | 23.98 | 17.01 | 10.52 |
| b. Supplementary Capital | \% | 0.60 | 2.69 | 0.77 | 0.82 | 0.84 |
| c. Total Capital Fund | \% | 8.35 | 10.68 | 24.75 | 17.82 | 11.36 |
| 17. Liquidity (CRR) | \% | 3.11 | 3.41 | 4.98 | 4.91 | 8.27 |
| 18. Non Performing Loans/Total Loans | \% | 0.91 | 10.45 | 2.08 | 0.98 | 0.39 |
| 19. Weighted Average Interest Rate Spread | \% | 3.99 | 4.36 | 2.50 | 3.78 | 3.97 |
| 20. Book Net worth | Rs. | 68,722,599 | 79,544,033 | 501,705,898 | 554,221,843 | 637,739,384 |
| 21. Total Shares | Number | 840,000 | 1,362,001 | 5,441,740 | 5,500,000 | 5,500,000 |
| 22. Total Employees | Number | 52 | 66 | 75 | 85 | 137 |
| 23. Book Value per Share |  | 81.81 | 58.40 | 92.20 | 100.77 | 115.95 |

CASH FLOW STATEMENT
Fiscal Year 2061/62 (2004/05)

| Previous Year Rs. | Particulars | This Year Rs. |
| :---: | :---: | :---: |
| 68,401,309.33 | A. Cash Flow from Operating Activities | 139,052,204.75 |
| 236,590,472.52 | 1. Cash Receipt | 411,726,101.16 |
| 208,127,749.56 | 1.1 Interest Income | 365,482,496.10 |
| 14,840,269.37 | 1.2 Commission and Discount Income | 21,391,062.43 |
| 12,621,092.27 | 1.3 Exchange Income | 11,359,386.97 |
| - | 1.4 Non-Operating Income | 286,968.96 |
| 1,001,361.32 | 1.5 Other Incomes | 13,206,186.70 |
| 168,189,163.19 | 2. Cash Payments | 272,673,896.41 |
| 113,579,092.57 | 2.1 Interest Expenses | 187,027,981.93 |
| 19,872,459.80 | 2.2 Employee Expenses | 29,581,861.23 |
| 29,549,839.12 | 2.3 Operating Expenses | 43,195,662.58 |
| - | 2.4 Exchange Loss | - |
| - | 2.5 Non-Operating Loss | - |
| 5,187,771.70 | 2.6 Other Expenses | 12,868,390.67 |
| (1,057,953,261.83) | B. Cash Flow from Investing Activities | (3,019,837,856.96) |
| (189,406,264.96) | 1. (Increase)/Decrease in Bank Balance | (264,094,503.95) |
| 70,000,000.00 | 2. (Increase)/Decrease in Money at Call and Short Notice | 135,000,000.00 |
| 123,949,254.75 | 3. (Increase)/Decrease in Investment | (194,205,229.37) |
| (1,044,922,912.24) | 4. (Increase)/Decrease in Loans, Advances and Bills Purchased | (2,589,781,007.22) |
| $(10,306,885.71)$ | 5. (Increase)/Decrease in Fixed Assets | $(33,702,064.58)$ |
| (7,266,453.67) | 6. (Increase)/Decrease in Other Assets | (73,055,051.84) |
| 1,009,166,305.79 | C. Cash Flow from Financing Activities | 2,937,079,256.93 |
| 5,826,000.00 | 1. Increase in Share Capital | - |
| 12,167,330.15 | 2. Increase/(Decrease) in Borrowings | 52,050,143.80 |
| 975,845,800.38 | 3. Increase/(Decrease) in Deposits | 2,832,170,554.44 |
| 1,178,988.06 | 4. Increase/(Decrease) in Bills Payable | 4,191,809.56 |
| - | 5. Increase/(Decrease) in Reserve Funds | (1,352,486.13) |
| 14,148,187.20 | 6. Increase/(Decrease) in Other Liabilities | 50,019,235.26 |
| 19,614,353.30 | D. Net Cash Flow for the year | 56,293,604.72 |
| 45,642,182.38 | E. Opening Cash Balance | 65,256,535.68 |
| 65,256,535.68 | F. Closing Cash Balance | 121,550,140.41 |

## SI GNIFICANT ACCOUNTING POLICIES

The followings are the significant accounting policies adopted by the bank:

## 1.Basis Of Accounting

The Financial Statements have been prepared in historical cost basis and based on Nepal Accounting Standard and other Generally Accepted Accounting Standards, Company Act - 2062, Bank and Financial Institutions Ordinance - 2062 and Nepal Rastra Bank's Directives.

## 2.Depreciation On Fixed Assets

Fixed Assets have been accounted on historical cost concept. Fixed Assets are depreciated on diminishing balance method at the rates specified in the Accounting Policy of the Bank, which was approved by the Board.

| Type of Property | Depreciation in \% |
| :--- | :---: |
| Building | 5 |
| Vehicle | 15 |
| Wooden Furniture | 15 |
| Metal Furniture | 10 |
| Office Equipment | 15 |
| Computer | 20 |
| Generator | 15 |

Depreciation for the purpose of Income Tax is calculated at the rates and manner prescribed by the Income Tax Act, 2058 which comes to Rs. 9,902,298.29 whereas the depreciation computed on the above approved rates for the period is Rs. $13,585,026.49$. Due to this, the accounting profit has increased by Rs. 3,682,728.20.

## 3. Provision for I ncome Tax

Provision for Income Tax is provided on the basis of Income Tax Act, 2058.

## 4. I nvestments

Investments made for trading and other purpose has been accounted separately. Investments are valued at Cost or Market Value whichever is lower and has complied with NRB Directives in this regard.

## 5. Foreign Currency Transactions

Income/Loss from foreign currency transactions have been separately shown as Trading Income/Loss and Foreign Exchange Revaluation Income/Loss. Twenty Five percent of such revaluation gain has been transferred to Exchange Fluctuation Reserve as per the directives of Nepal Rastra Bank through Profit and Loss Appropriation Account.

## 6. Non Banking Assets

The Bank has the practice of acquiring the properties obtained as security of the loans and advances granted if such assets could not be disposed off due to unsatisfactory bids received at the time of auction.
The Bank has adopted the policy of valuing such assets at the amount equal to the sum of loans and interest due as on the date. Such assets are disposed within 7 years from the date of acquisition or as specified in present Bank and Financial Institution Ordinance, 2061 and if the sale proceeds are different from the value of the asset as acquired, the same is charged to profit and loss account. If in case the market value of the acquired property during the year is less than sum of loans and
interest receivable, such acquired property is valued at the market value and the balance if any of the loans and interest receivable is charged to the profit and loss account during the year.

## 7. Consumable Items

The Bank has adopted the policy of charging assets costing up to Rs. 2,000.00 to the profit and loss account during the year of acquisition instead of capitalizing the same.

## 8. Cash Basis of Accounting

Interest Expenses on Deposits and Interest Income on Loans and Advances are computed on the basis of 365 days a year. Similarly, Interest Income in respect of Investment is also computed on the basis of 365 days a year. However, in case of Hire Purchase Loans interest is computed on the basis of 360 days a year.
Interest income on loans and advances are recognized on cash basis. As per the Nepal Rastra Bank's Directive, interest collected during the first month of the following fiscal year.
Interest expenses on interest bearing deposit and liabilities are accounted on accrual basis.

## 9. Provision for Possible Losses and Write Off Policy

Provision for possible losses has been made as per Nepal Rastra Bank's Directives to cover risk inherent in Bank's Loan Portfolio.
The bank has not written off any loans till date.
10. Contingent Liability in respect of Letter of Credit issued have been shown in full amount as of the year end.

## 11. Other Policies

a. Commission Income Recognition:

Commission Income is accounted on Cash Basis except in cases of Bank Guarantees issued whose commission income is more than Rs. 50,000.00. In such cases, the commission so earned has been accrued over the period of such Guarantee.

## b. Preliminary Expenses, Pre Operating Expenses and Differed Expenses

Preliminary Expenses, Pre Operating Expenses, Computer Software Expenses and Share Issue Expenses are written off during a period of 5 years or where the period is ascertainable, the same is written off during the period so ascertained.

## c. Stock and Stationary

Stocks of Stationery have been valued on FIFO (First In First Out) basis and the same has been shown under Other Assets.

## d. Provision for Gratuity

Based on policies of the Bank and the no. of qualified staffs Nrs. 1,814,250.00 is provisioned in staff gratuity fund.

## e. Provision of bonus to employees

Bonus to staff is provided at $10 \%$ of the net profit after loan loss provision before tax.

## f. Employees Housing Scheme

As per the practice followed by other financial institutions, provision for employees housing fund as required under the Labor Act 2048 has not been provided.

## g. Provision for Staff leave

As per the banking rules payments for employee leave is calculated on accural basis
h. Previous years figures have been regrouped and rearranged wherever necessary.

