



Annex I

Uniform Credit Reporting Format

Form 1: Uniform Credit Reporting Format (Consumer)

Segments				Fields			
Header	Reporting Member / Processor User ID	Reporting Member / Processor Short Name	Cycle Identification	Date Reported and Certified	Reporting Password	Authentication Method	Member Data
Name		Consumer Name		Date of Birth		Gender	
ID		ID Type	ID Number		Issue Date	Expiration Date	
Telephone		Telephone Number		Telephone Extension		Telephone Type	
Email				E-Mail ID			
Address		Consumer Address	State Code	PIN Code	Address Category		Residence Code
Account	Current/New Reporting Member Code	Current/New Member Short Name	Current / New Account Number	Account Type	Ownership Indicator	Date Opened/ Disbursed	Date of Last Payment
Date Closed	Date Reported and Certified	High Credit/ Sanctioned Amount	Current Balance	Amount Overdue	Number of Days Past Due		Old Reporting Member Code
Old Member Short Name	Old Account Number	Old Account Type	Old Ownership Indicator	Suit Filed/ Wilful Default	Credit Facility Status	Asset Classification	
Value of Collateral	Type of Collateral	Credit Limit	Cash Limit	Rate of Interest	Repayment Tenure	EMI Amount	
Written-off Amount (Total)	Written-off Amount (Principal)	Settlement Amount	Payment Frequency	Actual Payment Amount	Occupation Code	Income	
Net/Gross Income Indicator				Monthly/Annual Income Indicator			

Note: The reporting fields of the Consumer reporting format to incorporate among others the following catalogue values:

Field Name	Remarks
Account Type	Inclusion of additional catalogue values: <ul style="list-style-type: none"> • Short term personal loan • Priority Sector – Gold loan • Temporary Overdraft (account should be considered closed by CICs when it is not reported in subsequent months by CIs in view of credit balance in the said account)



Credit Facility Status	Inclusion of additional catalogue values: <ul style="list-style-type: none">• Restructured due to COVID-19• Post Write Off Closed• Restructured and Closed• Auctioned and Settled• Repossessed and Settled• Guarantee Invoked
Ownership Indicator	Inclusion of additional catalogue value: <ul style="list-style-type: none">• Deceased
Type of Collateral	Inclusion of additional catalogue value: <ul style="list-style-type: none">• Multiple Securities and Others
ID Type	Inclusion of additional catalogue values: <ul style="list-style-type: none">• NREGA card number• CKYC
Payment frequency	Inclusion of additional catalogue values: <ul style="list-style-type: none">• Bullet payment• Daily• Half yearly• Yearly• On Demand
Address Category	Inclusion of additional catalogue value: Mortgage Property address
High Credit/ Sanctioned Amount	The reporting field to be mandatory



Form 2: Uniform Credit Reporting Format (Commercial)

Segments				Fields			
Header	Member ID	Previous Member ID	Date of Creation & Certification of Input File	Reporting / Cycle Date	Information Type	Filler	
Borrower	Member Branch Code	Previous Member Branch Code	Borrower s Name	Borrower Short Name	Company Registration Number	Date of Incorporation	
PAN	CIN	TIN	Service Tax number	Udhyam Registration Number	Borrower s Legal Constitution	Business Category	
Business / Industry Type	Class of Activity 1	Class of Activity 2	Class of Activity 3	SIC Code	Sales Figure	Financial Year	
Number of Employees	Credit Rating	Assessment Agency / Authority	Credit Rating As On	Credit Rating Expiry Date	Filler		
Address	Borrower Office Location Type	Borrower Office DUNS Number	Address Line 1	Address Line 2	Address Line 3	City/Town	District
State/Union Territory	Pin Code	Country	Mobile Number(s)	Telephone Area Code	Telephone Number(s)	Fax Area Code	
E-mail ID				Filler			
Relationship	Relationship DUNS Number	Related Type	Relationship	Business Entity Name	Business Category	Business / Industry Type	Individual Name Prefix
Full Name	Gender	Company Registration Number	Date of Incorporation	Date of Birth	PAN	Voter ID	
Passport Number	Driving License ID	UID	Ration Card No	CIN	DIN	TIN	
Service Tax number	CKYC	Percentage of Control	Address Line 1	Address Line 2	Address Line 3	City/Town	
District	State/Union Territory	Pin Code	Country	Mobile Number(s)	Telephone Number(s)	Telephone Area Code	
Fax Number(s)		Fax Area Code		Filler			
Segments				Fields			
Credit Facility	Account Number	Previous Account Number	Facility / Loan Activation / Sanction Date	Sanctioned Amount/ Notional Amount of Contract	Currency Code	Credit Type	Tenure / Weighted Average maturity period of Contracts
Repayment Frequency	Drawing Power	Current Balance / Limit Utilized /Mark to Market	Notional Amount of Outstanding Restructured Contracts	Loan Expiry / Maturity Date	Loan Renewal Date	Asset Classification / Days Past Due (DPD)	
Asset Classification Date	Amount Overdue / Limit Overdue	Overdue Bucket 01 (1 – 30 days)	Overdue Bucket 02 (31 – 60	Overdue Bucket 03 (61 – 90 days)	Overdue Bucket 04 (91 – 180	Overdue Bucket 05 (Above 180 days)	



			days)		days)		
High Credit	instalment Amount	Last Repaid Amount	Account Status	Account Status Date	Written Off Amount	Settled Amount	
Major reasons for Restructuring ¹	Amount of Contracts Classified as NPA	Asset based Security coverage	Guarantee Coverage	Bank Remark Code	Wilful Default Status	Date Classified as Wilful Default	
Suit Filed Status	Suit Reference Number	Suit Amount in Rupees	Date of Suit	Dispute ID No.	Transaction Type Code	Other_BK	
UFCE (Amount)			UFCE Date				
Guarantor	Guarantor DUNS	Guarantor Type	Business Category	Business / Industry Type	Guarantor Entity Name	Individual Name Prefix	Full Name
Gender	Company Registration Number	Date of Incorporation	Date of Birth	PAN	Voter ID	Passport Number	
Driving License ID	UID	Ration Card No	CIN	DIN	TIN	Service Tax number	
Other ID	Address Line 1	Address Line 2	Address Line 3	City/Town	District	State/Union Territory	
Pin Code	Country	Mobile Number(s)	Telephone Area Code	Telephone Number(s)	Fax Area Code	Fax Number(s)	
Guarantee Invocation Date							
Security	Value of Security	Currency Type	Type of Security	Security Classification	Date of Valuation	Filler	
Dishonour of Cheques	Date of Dishonour	Amount	Instrument / Cheque Number	Number of times dishonoured	Cheque Issue Date	Reason for Dishonour	Filler
File Closure		Number of Borrower Segments		Number of Credit Facility Segments		Filler	

Note: The reporting fields of the Commercial reporting format to incorporate among others the following catalogue values:

Field Name	Additional catalogue values
Account Status	Inclusion of additional catalogue value: <ul style="list-style-type: none"> • Restructured and Closed

¹ This field would help in understanding whether the restructuring of loan of the borrower was due to external/ extraneous factors such as external environment, general downturn in economy, etc., or company/ borrower specific issues such as change in management, performance of promoters, etc.



Credit Type	Inclusion of additional catalogue values: <ul style="list-style-type: none">• Mudra term loan• Mudra working capital• Temporary Overdraft (account should be considered closed by CICs when it is not reported in subsequent months by CIs in view of credit balance in the said account)
Major reasons for restructuring	Inclusion of additional catalogue value: <ul style="list-style-type: none">• Restructured due to COVID-19
Sanction Date	The reporting field to be mandatory
Location Type	Inclusion of additional catalogue value <ul style="list-style-type: none">• Mortgage Property address
Relationship	Inclusion of additional catalogue value <ul style="list-style-type: none">• Karta (HUF)
Asset Classification/ Days Past Due	Removal of catalogue values: <ul style="list-style-type: none">• Special Mention Accounts• Doubtful
Borrower's Legal Constitution	Removal of catalogue value: <ul style="list-style-type: none">• Not Classified
Class of Activity	To be reported as per Basic Statistical Returns 1 and 2



Form 3: Uniform Credit Reporting Format for MFIs (Including SHG)

This document provides description of the file format for Microfinance data to be reported to CICs. This format follows Group, Consumer, Account structure – Multiple Groups, Each Group with Multiple Consumers and Each Consumer if taken credit has an account. It is recommended that a separate file is shared with CIC for SHG accounts and JLG + Individual accounts. All Microfinance borrowings in the names of the individuals, regardless of the purpose, should be included in this format. The data should contain all live loan accounts during the relevant period, all accounts which got closed during the period and all accounts which opened during the period. Irrespective of the frequency of data sharing, the format of data sharing remains the same.

A. Segments in Input File Format

The following table describes the different segments that make up the Data Input File Format

#	Segment	Segment Tag	Option	Occurrences	Field Separator
1	Header	HDR	Required	Occurs once for a file	Fixed length separation
2	Group Segment	GRPCRD	Required	Occurs multiple times, as many Groups in the portfolio (only for SHG Groups)	Separated (␣ or ~ or Pipe ' ')
3	Member/ Consumer Segment	CNSCRD	Required	Occurs multiple times, as many customers in the Portfolio. Multiple Members exist under one Group	Separated (␣ or ~ or Pipe ' ')
4	Address Segment	ADRCRD	Required	One or more for every Consumer	Separated (␣ or ~ or Pipe ' ')
5	Account Segment	ACTCRD	Required	One or more for every Account	Separated (␣ or ~ or Pipe ' ')
6	Trailer	TRL	Required	Occurs once for a file	Fixed length

Note: ␣ is ASCII Character 170.



B. Header Segment (HDR)

The Header Record is the first segment of the data submission file. It is a required segment, only one Header segment is reported for each file and it is reported at the start of the File. It contains information necessary to identify the Member Institution and the Reporting date. It is a fixed length segment.

#	Field Name	Option	Type	Length	Description
1	Segment Identifier	Required	AN	3	Must contain the value 'HDR' to identify the Header Segment.
2	Name of Submission File	Required	AN	5	Contains the name of the submission file, e.g. 'HMMFI' which indicates CRIF High Mark Microfinance Input File.
3	Layout Version Number	Required	AN	3	Indicates Input file format version number. Contains the value '3.2'
4	Submitting MEMBER ID	Required	AN	10	Must contain the unique member ID assigned by the CIC to the Member Institution.
5	Submitting MEMBER Name	Required	AN	30	Must contain the name of Member Institution submitting the file
6	Submitting Branch ID	Required When present	AN	30	Unique Branch ID assigned by CRIF High Mark to the Institution's Branch for a decentralized data submission. Could be left blank, 30 spaces to be added if BLANK.
7	Reported Date	Required	D	8	Must contain the date 'AS OF WHICH' the data is being reported to the CIC. If records in the file are updated on different dates, use the most recent date. Valid calendar date in the DDMMYYYY format



#	Field Name	Option	Type	Length	Description
8	File Creation Date/ Extraction Date	Required	D	8	<p>The date when the file was created, which must be equal to or later than date in the Date Reported Field.</p> <p>Valid calendar date in DDMMYYYY format.</p> <p>For example, Date Reported is August 31, 2007. If the file was extracted on September 7, 2007 and submitted to CRIF High Mark on September 8, 2007, then the file creation date will be September 7, 2007, i.e. 07092007.</p>
9	Organization Data Structure Indicator	Required	AN	3	<p>Contains the organization's account or Customer structure.</p> <p>SHG for SHG data JLG for JLG + Individual Data</p>
10	Password	Required	AN	30	<p>Must contain the encrypted password assigned by CICs to the Member Institution</p>
11	System Vendor Identifier	Required when available	AN	30	<p>A unique identifier agreed upon to identify the vendor of Member Institution, furnishing the data, in case Vendor system is being used. For in- house developed system, specify 'INHOUSE '.</p> <p>Could be left blank, 30 spaces to be added if BLANK</p>
12	Vendor System Version Identifier	Required when available	AN	10	<p>The version of the system used to furnish the data in case Vendor system is being used. For In-house developed system, specify 'INHOUSE '.</p> <p>Could be left blank, 10 spaces to be added if BLANK</p>
13	Reserved for Future Use		AN	20	<p>Reserved for Future Use</p>



C. Group Segment (GRPCRD)

The Group Segment is the second segment in the data submission file. It contains the information necessary to identify the Group (only for SHG). It is present once per Group. Each Group can have many customers/members within it. This is a required segment if Loan Category is T04 or T05 or T06 or T07.

#	Field Name	Type	Length	Option	Description
1	Segment Identifier	A/N	6	Required	Must contain the value 'GRPCRD' to identify the Member/Consumer Segment.
2	Group Identifier	A/N	50	Required	Unique Group Identifier used by the Member Institution to identify the Group uniquely.
3	Group Name	A/N	200	Required	Name of the SHG Group
4	Group Loan Account Number	A/N	30	Required	Loan Account Number of the Group as in the Bank's records
5	Disbursed Amount (Rs)	N	9	Required	Total Disbursed amount for this loan (in Rupees)
6	Outstanding Balance (Rs)	N	9	Required	Total outstanding principal for this loan (in Rupees)
7	Date Opened/Disbursed	D	8	Required	Valid calendar date in DDMMYYYY format
8	Date Closed (if closed)	D	8	Required when present	Valid calendar date in DDMMYYYY format
9	Date of last payment	D	8	Required when present	Valid calendar date in DDMMYYYY format
10	Number of Instalments	N	3	Required When present	Original number of instalments at the time of disbursement



#	Field Name	Type	Length	Option	Description
11	Repayment Frequency	A/N	3	Required	Enumeration: F01- Weekly F02 - Biweekly F03 - Monthly F04- Bimonthly F05- Quarterly F06- Semi-annually F07-Annually F08-Single Payment Loan (bullet / balloon) F10-Other
12	Instalment Amount	N	9	Required	Instalment Amount for the Loan (Rs.)
13	Amount Overdue (Rupees)	N	9	Required	Amount which is due past the payment Date
14	DPD (Days past due)	A/N	3	Required	Enumeration: 000 = 0 payments past due (current account) with Positive Balance 001 to 999 = Number days past due. If an account is above 999 days, mark as 999 XXX = No payment history available for this month
15	Loan Cycle ID	N	3	Required When present	Renewal cycle number of the Group
16	Loan Type (Term or Cash Credit)	A/N	10	Required	C01-Term Loan C02-Cash Credit
17	Write Off Amount (Rupees)	N	9	Required When present	
18	Date Write-Off (if written-off)	D	8	Required When present	
19	Write-off reason (if written off)	A/N	20	Required When present	Enumeration: X01- First Payment Default



#	Field Name	Type	Length	Option	Description
					X02-Death X03-Willful Default Status X04-Suit Filed, Willful Default Status X09-Untagged X10 - Not Applicable
20	Groups' Communication Address	A/N	200	Required when present	Communication Address for the Group - as per address proof document (Number, Village/Taluk, Landmark, District)
21	State Code (Groups' Communication Address)	N	2	Required if Address is provided	Must be a state code as defined under Catalogues
22	Pin Code (Groups' Communication Address)	N	10	Required if Address is provided	Valid 6 digit PIN Code
23	Telephone Number 1 type Indicator	A/N	3	Required When present	Telephone / contact information details Enumeration: P01-Residence P02-Company P03- Mobile P04-Permanent P07-Other P08-Untagged
24	Group Telephone Number 1	A/N	15	Required When present	Group's telephone number (contact)
25	Group's Bank Account - Bank Name	A/N	50	Required	Name of the Bank where the group has a savings bank account
26	Group's Bank Account - Branch Name	A/N	50	Required	IFSC Code (preferred) or Name of the Bank Branch where the group has a savings bank account
27	Group's Bank Account - Account Number	A/N	35	Required	Account Number of group's savings bank account



#	Field Name	Type	Length	Option	Description
28	Group's Bank Account - Account Balance	N	10	Required if available	Account Balance (in Rupees) of group's savings bank account
29	First Created Date	D	8	Required if available	Date when the Group was formed
30	First Linkage Date	D	8	Required if available	Date when the Group was first linked for credit
31	Group Identifier (Govt)	A/N	30	Required if available	Identifier for the Group as captured with Government
32	Linked to a Govt program	A/N	20	Required if available	U01-NRLM U02-NULM U03-SRLM U04-MEPMA U99-Others
33	SHPI/NGO Identifier	A/N	30	Required if available	Identifier for the NGO/SHPI as captured with the Member Institution
34	SHPI/NGO Name	A/N	100	Required if available	Name of NGO/SHPI involved in Group Formation
35	SHPI/NGO Officer Name	A/N	100	Required if available	Name of NGO/SHPI Personnel involved in Group Formation/Linkage
36	SHPI/NGO Address (with State and Pin code)	A/N	100	Required if available	Address of NGO/SHPI involved in Group Formation (Street, Village/Locality, Taluk, District, State, Pin Code)



D. Member/Consumer Segment (CNSCRD)

The Member/Consumer Segment is the third segment in the data submission file. It contains the information necessary to identify the Customer like name, date of birth, the identification numbers like Voters ID, Aadhaar (UID), Driving License and so on. It is present once per Customer. For group loans, Customer means Individual Member within the group.

It is a good practice that the key demographic details of the individual member (name, address, father/spouse name, age, Date of Birth) are captured exactly from one of the standard KYC Identifiers, preferably from UID/Aadhaar, Voter ID, Ration card or MNREGA Job Card.

#	Field Name	Type	Length	Option	Description
1	Segment Identifier	A/N	6	Required	Must contain the value 'CNSCRD' to identify the Member/Consumer Segment.
2	Member Identifier	A/N	35	Required	Unique customer identification number used by the Member institution
3	Branch Identifier	A/N	30	Required when present	Unique branch code of the Member Institution where the customer was originally enrolled. Could be left blank if not available
4	Kendra/Centre Identifier	A/N	30	Required when present	Unique centre code of the Member Institution where the customer was originally enrolled. Could be left blank if not available
5	Group Identifier	A/N	50	Required When present	Unique group Identifier used by the Member Institution where the Customer had originally enrolled. Or Group Name to be provided here. If both are present, then Group ID^Group Name (separator as ^) This is a required field if Loan Category is T01 or T02 or T04 or T05 or T06 or T07
6	Member Name 1	A/N	100	Required	Name of the Customer (First Name)



#	Field Name	Type	Length	Option	Description
7	Member Name 2	A/N	50	Required When present	Name of the Customer (Middle Name)
8	Member Name 3	A/N	50	Required When present	Name of the Customer (Last Name)
9	Alternate Name of Member	A/N	30	Required When present	If any 'alias' or maiden name of the Customer is captured.
10	Member Birth Date	D	8	Required	Date of birth of Customer. Valid Calendar date in DDMMYYYY format. Could be left blank if Age & Age as on is captured
11	Member Age	N	3	Required	If instead of DOB, age is captured then the age as captured at the time of membership. Could be left blank if DOB is captured.
12	Member's age as on date	D	8	Required	Date on which the age was recorded - to identify the current age Valid Calendar date in DDMMYYYY format. Could be left blank if DOB is captured
13	Member Gender Type	A/N	1	Required	Enumerated: F - Female M – Male T - Third/Transgender
14	Marital Status Type	A/N	3	Required when present	Enumerated: M01 - Married M02 - Separated M03- Divorced M04 - Widowed M05 - Unmarried M06 - Untagged Could be left blank if not available
15	Key Person's name*	A/N	100	Required when present	Guardian's name. Either Key Person/Member Relationship/Nominee details need to be filled
16	Key Person's relationship	A/N	3	Required when Key Person's Name is populated	Enumerated: K01 – Father K02 - Husband K03- Mother K04 -Son K05 -



#	Field Name	Type	Length	Option	Description
					Daughter K06-Wife K15 –Other
17	Member relationship Name 1*	A/N	100	Required	Relative name. Either Key Person/Member Relationship/Nominee details need to be filled.
18	Member relationship Type 1	A/N	3	Required when Member Relationship Name 1 is populated	Enumerated: K01 – Father <u>K02 - Husband</u> K03- Mother K04 -Son K05 -Daughter <u>K06-Wife</u> K15 -Other
19	Member relationship Name 2*	A/N	100	Required when present	
20	Member relationship Type 2	A/N	3	Required when Member Relationship Name 2 is populated	Enumerated: <u>K01 – Father</u> K02 - Husband K03- Mother K04 -Son K05 -Daughter K06-Wife K15 –Other
21	Member relationship Name 3*	A/N	100	Required when present	
22	Member relationship Type 3	A/N	3	Required when Member Relationship Name 3 is populated	Enumerated: K01 - Father K02 - Husband K03- Mother K04 -Son K05 -Daughter K06-Wife K15 -Other
23	Member relationship Name 4*	A/N	100	Required when present	
24	Member relationship Type 4	A/N	3	Required when Member Relationship Name 4 is populated	Enumerated: K01 - Father K02 - Husband K03- Mother K04 -Son K05 - Daughter K06-Wife K15 -Other



#	Field Name	Type	Length	Option	Description
25	Nominee Name*	A/N	100	Required when present	Nominee for insurance purposes if defined. Either Key Person/Member Relationship/Nominee details need to be filled
26	Nominee relationship	A/N	3	Required when Nominee Name is populated	Enumerated: K01 - Father K02 - Husband K03- Mother K04 -Son K05 - Daughter K06-Wife K15 -Other
27	Nominee Age	N	3	Required when Nominee Name is populated	In years as of today
28	Voter's ID*	A/N	20	Required When present	
29	UID*	A/N	40	Required When present	Aadhaar
30	PAN*	A/N	15	Required When present	
31	Ration Card*	A/N	20	Required When present	
32	Member Other ID 1 Type description	A/N	20	Required When present	Reserved for NREGA ID. If NREGA ID is captured, then put 'NREGA' in this field 'CKYC' to be reported, if value of CKYC is available
33	Member Other ID 1*	A/N	30	Required When present	If NREGA ID is captured, then Identifier Number to be captured here CKYC value to be reported
34	Member Other ID 2 Type description	A/N	20	Required When present	If any other id is captured, then information about such id
35	Member Other ID 2*	A/N	30	Required When present	If any other id is captured, then information about such id



#	Field Name	Type	Length	Option	Description
36	Other ID 3 Type	A/N	20	Required When present	If any other id is captured, then information about such id
37	Other ID 3 Value*	A/N	30	Required When present	If any other id is captured, then information about such id
38	Telephone Number 1 type Indicator	A/N	3	Required When present	Telephone / contact information details Enumeration: P01-Residence P02-Company P03- Mobile P04-Permanent P07-Other P08-Un tagged
39	Member Telephone Number 1	A/N	15	Required	
40	Telephone Number 2 type Indicator	A/N	3	Required When present	Enumeration : P01- Residence P02-Company P03- Mobile P04- Permanent P07-Other P08-Un tagged
41	Member Telephone Number 2	A/N	15	Required When present	
42	Member's Educational Qualification	A/N	3	Required	Educational Qualification of the Customer (Individual Member) Enumeration: Y01: Illiterate Y02: Passed 5th class Y03: Passed 8th class . Y04: Passed 10th class Y05: Above 10 th
43	Asset ownership indicator/Poverty Index	A/N	3	Required When present	If the customer has any assets, then mark Y Enumeration: Y-Yes N- No If Poverty Index is available,



#	Field Name	Type	Length	Option	Description
					then it is to be directly supplied. Provide poverty index (if calculated internally by the Member Institution) or related details such as BPL, etc
44	Number of Dependents	N	2	Required When present	Dependent family members
45	Bank Account - Bank Name	A/N	50	Required	Name of the Bank where the customer has a savings bank Account
46	Bank Account - Branch Name	A/N	50	Required	IFSC Code (preferred) or Name of the Bank Branch where the customer has a savings bank Account
47	Bank Account - Account Number	A/N	35	Required	Account Number of customer's savings bank account
48	Occupation	A/N	50	Required When present	Occupation/Profession of the Customer Enumeration: Z01- Home Maker Z02- Landless labourer Z03- Marginal Farmer Z04- Small farmer Z05- Non-farming Z06- Others
49	Total Monthly Family Income	N	9	Required	In Rupees, no decimal Erroneous/ Non- submission of data in this field will lead to rejection of the record.
50	Monthly Family Expenses	N	9	Required	In Rupees, no decimal
51	Member's Religion	A/N	3	Required When present	Customer's Religion Enumeration: R01 - Hindu R02 - Muslim R03 - Christian R04 - Sikh R05 - Buddhist R06 - Jain



#	Field Name	Type	Length	Option	Description
					R07 - Bahai R08 -Others R09 - Religion not stated
52	Member's Caste or Social Strata	A/N	30	Required	Customer's Caste Enumeration: V01 – SC V02 - ST V03 - OBC V04 - NT/VJ (Vimukta Jati and Nomadic Tribes) V05 - General V08 - Others V09 – Untagged
53	Member's Role	A/N	3	Required When present	Indicator for the role of Customer within the group Enumeration: L01- Leader/President/Office-bearer L02-Associate/ Secretary L03-Member L04- Untagged
54	Centre Leader indicator	A/N	1	Required when present	Is the customer a centre leader Enumeration: Y- Yes N- No U- Untagged
55	Member's Status	A/N	3	Required when present	Indicator for the engagement status of the Member within the Group Enumeration: W01- Active (Loanee Member) W02-Inactive/Dormant (Non- loanee member) W03-Exited W04-Untagged

* One of Relationship details (Key Person's Name, Member Relationship Name, Nominee Name) or KYC IDs (Voter's ID, UID/Aadhaar, Ration Card, PAN, Other IDs) is required. For the Microfinance customers, UID/Aadhaar, Voter's ID, Ration Card Number and NREGA ID are most widely used identifiers.



E. Address Segment (ADRCRD)

The Address Segment is the fourth segment in the data submission file. It contains the addresses of the customer - permanent address and present address for a customer along with state code and PIN code. One address segment is mandatory per Member segment.

#	Field Name	Type	Length	Option	Description
56	Segment Identifier	A/N	6	Required	Must contain the value 'ADRCRD' to identify the Address Segment.
57	Member's Permanent Address	A/N	200	Required when present	Permanent address of the Customer- as per address proof Document
58	State Code (Permanent Address)	N	2	Required if Permanent Address is provided	Must be a state code as defined under Catalogues
59	Pin Code (Permanent Address)	N	10	Required if Permanent Address is provided	Valid 6-digit PIN Code
60	Member's Current Address	A/N	200	Required	Present or Communication address of the Customer - if not residing in permanent address. If only 1 address is available, provide the same as current address
61	State Code (Current Address)	N	2	Required	Must be a state code as defined under Catalogues
62	Pin Code (Current Address)	N	10	Required	Valid 6-digit PIN Code
63	E-mail ID	A/N	30	Required When present	

Note: It is advisable to capture the address exactly from one of the KYC Identifiers



F. Account Segment (ACTCRD)

The Account Segment is the fifth segment within the data submission file. It contains the financial information related to account such as account number, type of credit product, original and current terms and repayment information. More than one Account segment can be present for one Customer segment.

#	Field Name	Type	Length	Option	Description
64	Segment Identifier	A/N	6	Required	Must contain the value "ACTCRD" to identify the Account Segment.
65	Unique Account Reference number	A/N	35	Required	This field will not change even if the Account number changes, it can have customer ID. This field must be consistent on each submission basis to avoid duplication of information. In case of a branch split or branch join where the account number changes within the tenor of the loan, the original loan account number should be shown here.
66	Account Number	A/N	35	Required	Account number of the loan account. Will be same as previous field if no split or branch combination has happened during the tenor of the loan.
67	Branch Identifier	A/N	30	Required when present	Unique branch code where the loan account is held currently. Could be left blank if not available
68	Kendra/Centre Identifier	A/N	30	Required when present	Unique center code where the loan account is held currently. Could be left blank if not available
69	Loan Officer originating the loan	A/N	30	Required when present	Employee Code of Officer originating the loan. Could be left blank if not available
70	Date of Account Information	D	8	Required	Date on which Account was last updated. Valid calendar date in DDMMYYYY format



#	Field Name	Type	Length	Option	Description
71	Loan Category ²	A/N	3	Required	Enumeration: T01- JLG Group T02- JLG Individual T03 – Individual T04 - SHG Group T05 - SHG Individual T06 - SHG Group - Govt T07 - SHG Intra-Group T08 – Others
72	Group Identifier	A/N	50	Required When present	Required field if Loan Category is T01 or T02 or T04 or T05 or T06 or T07 This is the unique group code assigned by the Member Institution. Group Name to be provided here. If both are present, then provide it as “Group ID^Group Name”
73	Loan Cycle-id	A/N	30	Required When present	Renewal cycle number of the customer with the Member Institution
74	Loan Purpose	A/N	20	Required	Purpose of the loan
75	Account Status	A/N	3	Required	Enumeration: S01 - Loan Submitted S02 - Loan Approved - Not yet disbursed S03 - Loan Declined S04 - Current S05 - Delinquent S06 - Written Off S07 - Account Closed S08- Restructured due to COVID-19 S09-Restructured & Closed S10-Settled S11-Post Write Off Settled S12-Post Write Off Closed S15 – Cancelled
76	Application date	D	8	Required When present	Valid calendar date in DDMMYYYY format
77	Sanctioned Date	D	8	Required When present	Valid calendar date in DDMMYYYY format

² JLG-Individual: JLG loan where lending is being tracked at individual level; JLG-Group: JLG loan where lending is being tracked at group level; Individual: Individual Microfinance loan (not JLG or SHG) – this loan should either be reported in this format or in the consumer data format but not in both formats; SHG Individual: where the amount of lending is being tracked at individual level; SHG – Group: where the lent amount is being tracked at Group level only; SHG Group Govt: same as SHG Group but linked to a Government program; SHG-Group-Intra: same as Group covering intra group lending



#	Field Name	Type	Length	Option	Description
78	Date Opened/Disburse D	D	8	Required	Valid calendar date in DDMMYYYY format
79	Date Closed (if closed)	D	8	Required When present	Required if account status is S07. Valid calendar date in DDMMYYYY format
80	Date of last payment	D	8	Required When present	Valid calendar date in DDMMYYYY format
81	Applied For amount	N	9	Required When present	Amount applied for in the application
82	Loan amount Sanctioned	N	9	Required	Could be replicated with value under Total Amount Disbursed (Rupees)
83	Total Amount Disbursed (Rupees)	N	9	Required	Amount disbursed
84	Number of Instalments	N	3	Required	Original Number of instalments at the time of disbursement Erroneous/ Non- submission of data in this field will lead to rejection of the record.
85	Repayment Frequency	A/N	3	Required	Enumeration: F01- Weekly F02 - Biweekly F03 - Monthly F04- Bimonthly F05- Quarterly F06- Semi-annually F07-Annually F08-Single Payment Loan (bullet / balloon) F10-Other Erroneous/ Non- submission of data in this field will lead to rejection of the record.
86	Minimum Amount Due/Instalment Amount	N	9	Required	Instalment Amount for the Loan Erroneous/ Non- submission of data in this field will lead to rejection of the record.
87	Current Balance (Rupees)	N	9	Required	Only principal outstanding on the loan
88	Amount Overdue (Rupees)	N	9	Required	Amount which is due past the payment



#	Field Name	Type	Length	Option	Description
					Date
89	DPD (Days past due)	A/N	3	Required	Enumeration: 000 = 0 payments past due (current account) with Positive Balance 001 to 999 = Number days past due. If an account is above 999 days, mark as 999 XXX = No payment history available for this month
90	Write Off Amount (Rupees)	N	9	Required When present	Required if account status is S06
91	Date Write-Off (if written-off)	D	8	Required When present	Required if account status is S06. Valid calendar date in DDMMYYYY format
92	Write-off reason (if written off)	A/N	20	Required When present	Enumeration: required if account status is S06 X01- First Payment Default X02- Death X03-Wilful Default Status X04-Suit Filed, Wilful Default Status X09-Untagged X10 - Not Applicable
93	No. of meetings held	N	3	Required When present	Number of center meetings held since the loan disbursement
94	No. of meetings missed	N	3	Required When present	Number of center meetings out of the above which the customer has not attended
95	Insurance Indicator	A/N	1	Required When present	Enumeration: Y- Yes N- No
96	Type of Insurance	A/N	3	Required When present	Enumeration: L01 - Life Insurance L02 - Credit Insurance L03 - Health/Medical Insurance L04 - Property Insurance L05 - Liability Insurance L10 – Other
97	Sum Assured/Coverage	N	10	Required When present	Sum Assured for the Insurance



#	Field Name	Type	Length	Option	Description
98	Agreed meeting day of the week	A/N	3	Required When present	Enumeration: MON - Monday TUE - Tuesday WED - Wednesday THU - Thursday FRI - Friday SAT - Saturday SUN - Sunday
99	Agreed Meeting time of the day	A/N	5	Required When present	Should be in HH:MM format
100	Dummy	A/N	30	Required When present	Reserved for future use



G. Trailer Segment (TRL)

The Trailer Record is the last segment of the credit reporting file. This segment is a required segment, appears only once per file and indicates end of the file. It is a fixed length segment.

#	Field Name	Option	Type	Length	Description
1	Segment Identifier	Required	AN	3	Must contain the value 'TRL' to identify the Trailer Segment.
2	Layout Version Number	Required	AN	3	Indicates Input file format version number. Contains the value '3.0'
3	Submitting Member ID	Required	AN	10	Must contain the unique Member ID assigned by CRIF High Mark to the Member Institution.
4	Reserved for Future Use		AN	20	Reserved for Future Use



Glossary

Term	Description
D	Date
N	Numeric data
A/N	Alphanumeric

Catalogues

A: State

Code	Description	Code	Description
AN	Andaman and Nicobar Islands	LD	Lakshadweep
AP	Andhra Pradesh	MH	Madhya Pradesh
AR	Arunachal Pradesh	ML	Maharashtra
AS	Assam	MN	Manipur
BR	Bihar	MP	Meghalaya
CG	Chandigarh	MZ	Mizoram
CH	Chhattisgarh	NL	Nagaland
DD	Dadra and Nagar Haveli	OR	Orissa
DL	Delhi	PB	Punjab
DN	Daman and Diu	PY	Puducherry
GA	Goa	RJ	Rajasthan
GJ	Gujarat	SK	Sikkim
HP	Haryana	TN	Tamil Nadu
HR	Himachal Pradesh	TR	Tripura
JH	Jammu and Kashmir	TS	Telangana State
JK	Jharkhand	UK (Formerly UA)	Uttarakhand
KA	Karnataka	UP	Uttar Pradesh
KL	Kerala	WB	West Bengal



Sample Structure

Header Segment

Segment Identifier	HDR
Name of Submission File	HMMFI
Layout Version Number	3.2
Submitting MEMBER ID	XXXXXXXXXX
Submitting MEMBER Name	XX
Submitting Branch ID	XX
Reported Date	31032016
File Creation Date/ Extraction Date	12042016
Organization Member Structure Indicator	XXX
Password	XX
System Vendor Identifier	XX
Vendor System Version Identifier	XXXXXXXXXX
Reserved for Future Use	XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Trailer Segment

Segment Identifier	TRL
Layout Version Number	3.0
Submitting Member ID	XXXXXXXXXX
Reserved for Future Use	XXXXXXXXXXXXXXXXXXXXXXXXXXXX



Data Segment

Segment Identifier	A/N	CNSCRD
Member Identifier	A/N	12345678
Branch Identifier	A/N	9003
Kendra/Centre Identifier	A/N	039003
Group Identifier	A/N	039001^INDIRA SHG
Member Name 1	A/N	ANITA JAYANT NATH
Member Name 2	A/N	
Member Name 3	A/N	
Alternate Name of Member	A/N	
Member Birth Date	(DDMMYYYY)	01011975
Member Age	N	39
Member's age as on date	(DDMMYYYY)	31012015
Member Gender Type	A/N	F
Marital Status Type	A/N	M01
Key Person's name	A/N	JAYANT NATH
Key Person's relationship	A/N	K02
Member relationship Name 1	A/N	
Member relationship Type 1	A/N	
Member relationship Name 2	A/N	
Member relationship Type 2	A/N	
Member relationship Name 3	A/N	
Member relationship Type 3	A/N	
Member relationship Name 4	A/N	
Member relationship Type 4	A/N	
Nominee Name	A/N	JAYANT NATH
Nominee relationship	A/N	K02
Nominee Age	N	
Voter's ID	A/N	
UID	A/N	
PAN	A/N	
Ration Card	A/N	
Member Other ID 1 Type description	A/N	VOTER ID
Member Other ID 1	A/N	Value1
Member Other ID 2 Type description	A/N	
Member Other ID 2	A/N	
Other ID 3 Type	A/N	



Other ID 3 Value	A/N	
Telephone Number 1 type Indicator	A/N	P03
Member Telephone Number 1	A/N	8754698XXX
Telephone Number 2 type Indicator	A/N	
Member Telephone Number 2	A/N	
Member's Educational Qualification	A/N	
Asset ownership indicator/ Poverty Index	A/N	
Number of Dependents	N	2
Bank Account - Bank Name	A/N	
Bank Account - Branch Name	A/N	
Bank Account - Account Number	A/N	
Occupation	A/N	
Total Monthly Family Income	N	
Monthly Family Expenses	N	
Member's Religion	A/N	R08
Member's Caste	A/N	
Member's Role	A/N	L01
Centre Leader indicator	A/N	Y
Member's Status	A/N	W01
Segment Identifier	A/N	ADRCRD
Member's Permanent Address	A/N	LAING PART, LAING,RAJGANGPUR,SUNDARGA RH
State Code (Permanent Address)	N	OR
Pin Code (Permanent Address)	N	770017
Member's Current Address	A/N	LAING PART, LAING,RAJGANGPUR,SUNDARGA RH
State Code (Current Address)	N	OR
Pin Code (Current Address)	N	770017
Address	A/N	
Segment Identifier	A/N	ACTCRD
Unique Account Reference number	A/N	039000012
Account Number	A/N	123456
Branch Identifier	A/N	9003
Kendra/Centre Identifier	A/N	039003
Loan Officer for Originating the loan	A/N	ABC XYZ
Date of Account Information	D (DDMMYYYY)	03102015
Loan Category	A/N	T04



Group Identifier	A/N	039001^INDIRA SHG
Loan Cycle-id	A/N	1
Loan Purpose	A/N	SEA
Account Status	A/N	S04
Application date	(DDMMYYYY)	04022014
Sanctioned Date	(DDMMYYYY)	28022014
Date Opened/Disbursed	(DDMMYYYY)	28022014
Date Closed (if closed)	(DDMMYYYY)	
Date of last payment	(DDMMYYYY)	08032016
Applied For amount	N	15000
Loan amount Sanctioned	N	15000
Total Amount Disbursed (Rupees)	N	15000
Number of Instalments	N	24
Repayment Frequency	A/N	F03
Minimum Amt Due/Instalment Amount	N	808
Current Balance (Rupees)	N	4599
Amount Overdue (Rupees)	N	0
DPD (Days past due)	A/N	0
Write Off Amount (Rupees)	N	
Date Write-Off (if written-off)	(DDMMYYYY)	
Write-off reason (if written off)	A/N	
No. of meetings held	N	45
No. of meetings missed	N	22
Insurance Indicator	A/N	
Type of Insurance	A/N	
Sum Assured/Coverage	N	
Agreed meeting day of the week	A/N	
Agreed Meeting time of the day	A/N	
Dummy	A/N	



Format for reporting information on Commercial Papers

'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



Format for reporting data on Relationship Segment (RS)

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 ...										
Sr no.	Name of the Credit Institution (CI)	New loan Accounts			Legacy Data					
		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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Indicative Data Formats for collection of individual SHG members³**Table 1: Information to be collected from individual SHG members where the total amount of loan to be attributed to or to be availed by the SHG member exceeds ₹30, 000⁴**

Particulars required	Particulars provided	Basis
I. Non-Credit information		
1. Name of the SHG		To be provided by the SHG member
2. Savings Bank Account Number of the SHG		To be provided by the SHG member
3. Loan Account Number of the SHG		To be assigned by the bank
4. Name of the SHG member		As it appears on the identity document accepted by the CI or in the records of the CI
5. The identity document accepted by the bank		Aadhaar Card No. /Voter ID/PAN/Driving licence/NREGA Card /Passport ⁵
6. Unique number of the identity document accepted by the bank, if available		Documentary proof needed
7. Father's /Husband's Name		As mentioned in the identity document accepted by the CI
8. Male or Female		As declared by the SHG Member
9. Date of birth (if printed on the identity document)		DD/MM/YYYY
10. Address (Complete address with State Code and PIN Code)		Declaration basis ⁶
11. Information about other existing bank accounts		Declaration basis
12. Educational level	<u>Codes to be used</u> Illiterate: 1 Passed 5 th class: 2	Declaration basis

³ The forms set out in this are meant to indicate the information requirements and could be digitized in any format, subject to all the particulars and details indicated herein being collected.

⁴ To be collected at the time of sanctioning a loan to new SHGs or at the time of renewal of existing loans or granting additional loans to the existing SHGs. With the approval of their boards, the banks with Gross NPA ratio exceeding 10% in the SHG loan segment may fix a lower threshold for collecting the information/data indicated in this Table and the next one. This amount will not include any subsidy or margin out of the member's own savings that goes towards funding the activity or the purpose for which the loan is taken (both either back end or front end).

⁵ The banks may specifically see if any of the SHG members would fall within the purview of [Reserve Bank of India \(Commercial Banks – Know Your Customer\) Directions, 2025](#) (as amended from time to time) relating to introduction of simplified measures for proof of identity by RBI and offer Small Deposit Accounts/Basic Saving Bank Deposit Account to them. Wherever a SHG member is willing to open such an account, the KYC should be done as per RBI circular and reported to the Central KYC Registry and the CICs. No document to be collected if the KYC has already been done at the time of opening of the Savings bank Account of the SHG member, or otherwise.

⁶ The CI to pull out information from Central KYC registry.



	Passed 8 th class: 3 Passed 10 th class: 4 Above 10 th class: 5	
13. Occupation	<u>Codes to be used</u> Home maker: 1 Landless labourer: 2 Marginal Farmer: 3 Small Farmer: 4	Declaration basis
14. Monthly Family income (in Rs.)		Declaration basis
15. Social strata	<u>Codes to be used</u> SC: 1 ST: 2 OBC: 3 General : 5	Declaration basis
16. Mobile Number (if available)		Declaration basis
II. Credit related information⁷		
17. Information about existing loans – through other SHGs where the individual is a member		Based on the CIC report obtained by the CI or a CI report (in the absence of a CIC report)
17.1 <i>Status of the SHG Account</i> <input type="checkbox"/> Name of the SHG <input type="checkbox"/> SHG's loan Account Number <input type="checkbox"/> Name of the lending bank <input type="checkbox"/> Amount borrowed <input type="checkbox"/> Amount outstanding <input type="checkbox"/> Status of the account <input type="checkbox"/> Regular <input type="checkbox"/> Defaulter <input type="checkbox"/> Settled <input type="checkbox"/> Sub-judice		Based on the CIC report obtained by the CI, if available
17.2 <i>If in default, status of the SHG member's loan account if the SHG loan was distributed to him/her⁸</i> · Name of the SHG · Name of the lending bank · Amount borrowed · Amount outstanding		Based on CIC report, if available; in other cases a letter from the SHG to be relied upon
18. The amount of loan proposed to be taken out of the group loan granted by the CI to the SHG ⁹		Letter from the President/Secretary of the SHG. To be verified by the CI later on.

⁷ Not applicable, if the group loan is up to ₹1,00,000/-.

⁸ Until the data base of individual SHG members is available with the CICs, this information may be collected and relied upon based on a letter provided by the SHG concerned. 17.2 will not be applicable if the SHG account is regular.

⁹ All SHGs must decide upfront how they propose to utilize the SHG loan. The actual distribution of the loan to individual members wherever it was agreed to be above Rs. 30,000 or where the actual amount disbursed exceeded Rs.30000 though not agreed at the time of taking loan from the CI, must be reported to the CI by the SHG office bearers. Non-adherence to this condition may be taken into account while extending further loan to the SHG or renewing its cash credit limit next time. The CIs need to incorporate suitable clauses in the loan agreements relating to penal



19. The loans taken by the member in individual capacity from other sources		This information may be collected based on CIC reports, if available. If not available with CICs, individual CI's reports may be sought once the member declares his previous borrowings.
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provisions for providing wrong information regarding the amount of loans taken out of the group loans. Depending upon their experience, CIs may also insist on maintenance of verifiable record of the amounts distributed out of CI loans in cases where the average amount of loan availed by the SHG per member exceeds Rs.20,000/.



Table 2: Information to be collected from individual SHG members where the total amount of loan to be attributed to or to be availed by the SHG member is upto ₹30,000¹⁰

Particulars required	Particulars provided	Basis
I. Non-Credit information		
1. Name of the SHG		To be provided by the SHG member
2. Savings Bank Account Number of the SHG		To be provided by the SHG member
3. Loan Account Number of the SHG		To be assigned by the CI
4. Name of the SHG member		As it appears on the identity document accepted by the bank or record of the CI
5. The identity document accepted by the CI		Aadhaar Card No. / Voter ID/PAN/Driving licence / NREGA No. /Passport ¹¹
6. Unique number of the identity document accepted by the CI, if available		Documentary proof needed
7. Father's /Husband's Name		As mentioned in the identity document accepted by the CI
8. Male or Female		As declared by the SHG member
9. Date of birth (if printed on the identity document)		DD/MM/YYYY
10. Address (Complete address with State Code and PIN Code)		Declaration basis ¹²
11. Information about other existing bank accounts		Declaration basis
12. Educational level	<u>Codes to be used</u> Illiterate: 1 Passed 5 th Class: 2 Passed 8 th Class: 3 Passed 10 th class: 4 Above 10 th : 5	Declaration basis

¹⁰ To be collected at the time of sanctioning a loan to new SHGs or at the time of renewal of existing loans or granting additional loans to the existing SHGs. With the approval of their boards, the banks with Gross NPA ratio exceeding 10% in the SHG loan segment may fix a lower threshold for collecting the information/data indicated in this Table. This amount will not include any subsidy or margin out of the member's own savings that goes towards funding the activity or the purpose for which the loan is taken (both either back end or front end).

¹¹ The banks may specifically see if any of the SHG members would fall within the purview of Reserve Bank of India (Commercial Banks – Know Your Customer) Directions, 2025 (as amended from time to time) relating to introduction of simplified measures for proof of identity by RBI and offer Small Deposit Accounts/Basic Saving Bank Deposit Account to them. Wherever a SHG member is willing to open such an account, the KYC should be done as per RBI circular and reported to the Central KYC Registry and the CICs. No document to be collected if the KYC has already been done at the time of opening of the Savings bank Account of the SHG member, or otherwise.

¹²The CI to pull out information from Central KYC.



13. Occupation	<u>Codes to be used</u> Home maker: 1 Landless Labourer: 2 Marginal farmer: 3 Small Farmer: 4	Declaration basis
14. Monthly Family income (in ₹)		Declaration basis
15. Social strata	<u>Codes to be used</u> SC: 1 ST: 2 OBC: 3 General: 5	Declaration basis)
16. Mobile Number (if available)		Declaration basis
II. Credit information¹³ related		
17. Information about existing loans – through other SHGs where the individual is a member		Based on the CIC report obtained by the CI or a CI report (in the absence of a CIC report)
17.1 <i>Status of the SHG Account</i> <input type="checkbox"/> Name of the SHG <input type="checkbox"/> SHG's loan Account Number <input type="checkbox"/> Name of the lending bank <input type="checkbox"/> Amount borrowed <input type="checkbox"/> Amount outstanding <input type="checkbox"/> Status of the account <input type="checkbox"/> Regular <input type="checkbox"/> Defaulter <input type="checkbox"/> Settled <input type="checkbox"/> Sub-judice		Based on the CIC report obtained by the CI, if available
18. The amount of loan proposed to be taken out of the group loan granted by the CI to the SHG		Based on CIC report, if available
19. The loans taken by the member in individual capacity from other sources		The amount of loan to be verified by the CI from the SHG records.

¹³ Not applicable, if the group loan is up to ₹1,00,000/-.



Table 3¹⁴: Information on individual SHG members to be reported by CIs to CICs as part of the Uniform Credit Reporting Format (MFI)

Particulars to be reported	Corresponding Field in the MFI Reporting Format
I. Non- credit related information	
1. Name (as it appears on the identity document)	Member Segment -Field No. 6,7,8 for Name of the Customer
2. The nature of the identity document accepted by the bank	Member Segment – Field No. 32, 34,36 for Other ID Type Description
3. Unique number of the identity document accepted by the bank, if available	Member Segment - Field No. 33, 35, 37 for Other ID Value; Member Segment – Field No. 28 to 31 should be used for fields such as UID (Aadhaar), Voter’s ID, Ration Card Number
4. Date of birth (DD/MM/YYYY)	Member Segment - Field No. 10 for Member Birth Date
5. Father’s /Husband’s Name	Member Segment - Field No. 17,18,19,20 for Member Relationship Details
6. Address (Complete address with State Code and PIN Code)	Address Segment – Field No. 60, 61, 62 for Address, State Code and PIN Code
7. Male or Female	Member Segment - Field No. 13 for Member Gender Type
8. Name of the SHG of which the person is a member	Member Segment - Field No. 5 for Group Identifier <i>The field has been modified to capture ‘Group Unique ID^Group Name’</i>
9. Savings Account Number of the SHG	Member Segment - Field No. 45,46, 47 for Member’s Savings Bank Details (Bank Name, Branch Code, Account)
10. Loan Account Number of the SHG	Account Segment - Field No. 66 for Account Number
11. Reference number of any other identity document that has been relied upon by the bank	Member Segment - Field No. 28-31 and 35, 37 for Other ID Value
12. Educational level of the SHG member	Member Segment - Field No. 42 on Member’s Educational Qualification
13. Monthly Family income (in Rs.)	Member Segment - Field No. 49 for Total Monthly Family Income
14. Occupation	Member Segment - Field No. 48 for Occupation
15. Social strata	Member Segment - Field No. 52 for Member’s Caste
16. Mobile No.	Member Segment - Field No. 39, 41 for Member’s Phone Number
II. Credit related information¹⁵	
17. Amount of loan availed by the member from the SHG loan	Account Segment - Field No. 83 for Total Amount Disbursed

¹⁴ RBI has set up a Technical Working Group comprising representatives from various CIs and CICs to institutionalise a continuing mechanism for reviewing and making changes where necessary to the data formats. This Group shall suitably adapt Table 3 for the purpose of reporting of data by CIs to the CICs electronically.

¹⁵ Not applicable, if the group loan is up to ₹1,00,000/-.



Table 4: Information on individual SHG members to be collected at the time of opening of new SHG Savings Bank Accounts of the SHG

Particulars required	Particulars provided	Basis
1. Name of the SHG		To be filled in by the SHG member
2. Savings Bank Account Number of the SHG		To be assigned by the bank
3. Name of the SHG member		As it appears on the identity document accepted by the CI
4. The identity document accepted by the bank		Aadhaar Card No. /Voter ID/PAN/Driving licence/NREGA Card /Passport ¹⁶
5. Unique number of the identity document accepted by the bank, if available		Documentary proof Needed
6. Father's /Husband's Name		As mentioned in the identity document accepted by the bank
7. Male or Female		As declared by the SHG member
8. Date of birth (if printed on the identity document)		DD/MM/YYYY
9. Address (Complete address with State Code and PIN Code)		Declaration basis ¹⁷
10. Information about other existing bank accounts		Declaration basis
11. Educational level	<u>Codes to be used</u> Illiterate: 1 Passed 5 th class: 2 Passed 8 th class: 3 Passed 10 th class : 4 Above 10 th : 5	Declaration basis
12. Occupation	<u>Codes to be used</u> Home maker : 1 Landless Labourer: 2 Marginal Farmer : 3 Small Farmer : 4	Declaration basis
13. Monthly Family income (in Rs.)		Declaration basis
14. Social strata	<u>Codes to be used</u> SC: 1 ST: 2 OBC: 3 General : 5	Declaration basis
15. Mobile Number (if available)		Declaration basis

¹⁶ A bank may specifically see if any of the SHG members would fall within the purview of [Reserve Bank of India \(Commercial Banks – Know Your Customer\) Directions, 2025](#) (as amended from time to time) relating to introduction of simplified measures for proof of identity by RBI and offer Small Deposit Accounts/Basic Saving Bank Deposit Account to them. Wherever a SHG member is willing to open such an account, the KYC should be done as per RBI circular and reported to the Central KYC Registry and the CICs.

¹⁷ The bank will pull out information from Central KYC registry.



Consumer Data Quality Index

A. Demographics		
Attributes	Measurement Criteria	Weightage
Name	Availability which satisfies all conditions:	20
	a) Minimum 2 tokens	
	b) 1 token with minimum 2 alphabets	
	c) No numerals present	
DOB	Availability which satisfies all conditions:	20
	a) Right format of ddmmyyy	
	b) Date should be earlier than Jan 1, 1998	
	c) Date should be later than Jan 1, 1928	
Identifier: PAN / Voter ID / UID	Availability of ANY ONE identifier which satisfies ALL respective conditions:	20
	PAN:	
	a) Should be 10 characters in length	
	b) First 5 and last character should be alphabets	
	c) The 4th character has to be either P or H	
	d) The 6th to 9th character should be numerals	
	Voter ID:	
	a) Should be between 10 – 14 characters in length	
	b) First 2 digits should be alphabets	
	UID:	
	a) Should be 12 characters in length	
	b) Should be all numeric	
PINCODE	Availability which satisfies all conditions:	20
	a) Should be 6 numerics in length	
	b) Exclude cases of all digits of same number (0 to 9)	
	c) Exclude 123456	
	d) Exclude cases where last 3 digits are Zeros	
Phone	Availability which satisfies all conditions:	20
	a) Should be minimum 5 numerals in length	



B. Trade Data		
Attributes	Measurement Criteria	Weightage
DPD/ Asset Classification	Availability which satisfies all conditions:	20
	a) Either DPD or Asset Classification is reported; cannot be Blank	
	b) DPD, if reported, has to be a numeral field c) Asset Classification, if reported, has to be 01 (Standard), 02 (Sub-Standard), 03 (Doubtful), 04 (Loss), 05 (Special Mention)	
High Credit / Sanctioned Amount	Availability	20
Date Opened	Availability in right format of ddmmyyyy	20
Balance Amount	Availability; should be reported as 0 if no balance	20
Account Type (1-% of others)	Availability; minimum reporting of 'Others'	20



Commercial Data Quality Index

Sr. No.	Parameters	Total Weightage	Attributes	Measurement Criteria	Individual Attribute Weightage
1	Address	15	Address	Minimum length 5 (total number of letters of the alphabet/characters) and junk not allowed [words like 'Same as above', 'null', '#NA', 'zzzzz', 'none', 'abcde', only special characters (such as \$, * etc.) are not allowed]	3
			City	Valid city/town/district of India*	3
			Pin Code	Valid 6 digit post code applicable for the State	3
			State	State Code as per Data Submission Guide	3
			Telephone	Valid phone with STD Code or Mobile Number	3
2	Borrower	20	Business Category	Catalogue values in Data Submission Guide excluding 07 (Others)	2
			CIN / PAN / TIN / Service Tax	Atleast 1 Valid Identifier, PAN Format check / TIN / Service tax number as per MCA / NSDL approved Format	10
			Class of Activity	Class of Activity/Occupation as per RBI handbook of BSR	2
			Industry Type	Valid Business/Industry type as per Data Submission Guide excluding 11 (Others)	2
			Legal Constitution	Accurate mapping as per Data Submission Guide	4
3	Relationship	20 or 30 (if guarantor segment information is not reported)	Address	Minimum length 5 (total number of letters of the alphabet/characters) and junk not allowed [words like 'Same as above', 'null', '#NA', 'zzzzz', 'none', 'abcde', only special characters (such as \$, * etc.) are not allowed]	2 or 3 (3 if guarantor segment information is not reported)
			City	Valid city/town/district of India	2 or 3 (3 if guarantor segment information is not reported)
			PAN/CIN/Passport /DIN	Valid PAN / CIN / Passport /Directors Identification Number	5
			Pin Code	Valid 6 digit post code applicable for the State	2 or 3 (3 if guarantor segment information is not reported)
			State	State Code as per Data Submission Guide	2 or 3 (3 if guarantor segment information is not reported)



Sr. No.	Parameters	Total Weightage	Attributes	Measurement Criteria	Individual Attribute Weightage
					information is not reported)
			Relationship + Related Type	Quality to be performed in line with these Directions on mandatory reporting of Related Party. Valid Catalogue value excluding 60 (Others) in context of legal constitution; All Related party have a relationship with the Borrower. This Relationship value is based on the legal constitution of the Borrower. For example: For Legal constitution 11 (Private Ltd), the Allowed Relationship values in RS Segments are 10 – Shareholder, 11–Holding Company , 12 – Subsidiary company , 51- promoter director, 52 – Nominee Director, 53-independent director, 54- Director Since resigned, 56- Other Director. Relationship type Data Quality would be evaluated as per data submission Guide	5 or 10 (10 if guarantor segment information is not reported)
			Telephone	Valid phone with STD Code or Mobile Number	2 or 3 (3 if guarantor segment information is not reported)
4	Guarantor	10 (In case member is not reporting Guarantor for atleast 1 trade, then the GS Segment weightage will be 0. The 10% weightage will be added in the Relationship segment)	Address	Minimum length 5 (total number of letters of the alphabet/characters) and junk not allowed [words like 'Same as above', 'null', '#NA', 'zzzzz', 'none', 'abcde', only special characters (such as \$, * etc.) are not allowed]	3
			City	Valid city/town/district of India	2
			PAN/CIN/Passport /DIN	Valid PAN / CIN / Passport /Directors Identification Number	3
			Pin Code + STATE Code	Valid 6 digit post code applicable for the State code furnished. Both to be valid	2
5	Credit Facility	35	Credit Type	Valid Credit Type as per Data Submission Guide excluding 9999 (Others)	8



Sr. No.	Parameters	Total Weightage	Attributes	Measurement Criteria	Individual Attribute Weightage
			Asset Classification /DPD	Accurate Reporting of all Asset Class (SMA 0,1,2; Doubtful-1,2,3) or Valid DPD Reporting	8 or 11 (11 for entities on whom extant instructions on Wilful Defaulter is not applicable)
			Facility / Loan Activation / Sanction Date	Valid Date (DDMMYYYY) + applicable cross validation with Reporting Date for quality	3
			Suit Filed	Suit Filed Related Data Reporting	3
			Wilful Default	Reporting of Wilful default as per data submission Guide	3 or 0 (0 for entities on whom extant instructions on Wilful Defaulter is not applicable)
			Account Status	Reporting of Account Status as per data submission Guide	10
Total Score					100

* Note: CICs to adopt the following validation approach for 'City' attribute:

- (i) Length check minimum 3 and maximum 40 with special characters and alphanumeric values allowed.
- (ii) Validate City name against the junk values created by all CICs based on historical data reported by CIs. Such list may also be circulated amongst all CIs so that they are aware of such junk values which may lead to reduction in DQI score.





Annex VII

Microfinance Data Quality Index

CATEGORY	Validation	Score
Demographic Parameters		
Name	Availability which satisfies all conditions: a) Minimum 2 tokens b) 1 token with minimum 2 letters of the alphabet c) No numerals present	10
DOB / Age	Availability which satisfies all conditions: a) If DOB is shared then date format should be DDMMYYYY; b) If Age is provided then it needs to be numeric value except Zero	7
Identifier: Voter ID (VID)/PAN/CKYC	Availability of ANY ONE identifier which satisfies ALL respective conditions: <u>PAN:</u> a) Should be 10 in length b) First 5 and last character should be alphabets c) The 4 th character has to be either P or H d) The 6 th to 9 th character should be numerals <u>Voter ID :</u> a) Should be between 8 – 16 in length after CIC removes the special characters b) First 2 / 3 digits should be alphabets <u>CKYC:</u> a) Should be 14 in length b) Should be all numeric	8
Phone Number	Availability of mobile number which satisfies all conditions: a) Should be minimum 10 numerals in length b) The first digit needs to start with 6,7,8 and 9 c) Mobile number straight descending/ascending sequence (E.g., 8765432/2345678) or same digits (E.g., 222222) not allowed	7
Address	At least one address of the borrower should meet all the below conditions: <u>Address line:</u> a) Minimum length of 5 character <u>State code:</u> a) Submission as per catalogue value <u>Pin code:</u>	8



CATEGORY	Validation	Score
	a) Should be 6 numeric in length b) Exclude cases of all digits of same number (0 to 9) c) Exclude sequence (E.g., 123456, 456789) d) Exclude cases where last 3 digits are numeric 'ZERO'	
Total Monthly Family Income	Availability for all accounts opened on or after April 01, 2022, Numeric value except zero with a maximum cap of Rs. 25000/= as per the Credit Facilities Directions issued by RBI to CIs, as amended from time to time.	5
Key Person Name and Relationship	At least 1 key person and relationship	5
Trade Parameters		
Loan Category	Submission as per catalogue values	5
Date Opened/Disbursed	Availability in DDMMYYYY and cannot be future date	5
Total Disbursed Amount	Availability of Numeric value except zero and in compliance with the Credit Facilities Directions issued by RBI to CIs, as amended from time to time.	5
Minimum Amt Due/Instalment Amount	Availability for all accounts opened on or after April 01, 2022, Numeric value except zero with a maximum cap of Rs. 12500/= as per the Credit Facilities Directions issued by RBI to CIs, as amended from time to time.	5
Current Balance Amount	Numeric value and can be reported as numeric 'Zero', if there is no balance	5
Repayment Frequency	Submission as per catalogue values except "Other"	5
Account status	Submission as per catalogue values	5
DPD (Days past due)	Submission as per catalogue values	5
Number of Instalments	Numeric value except zero	2
<u>Account level data conflict</u> <u>Parameters to be checked</u> a) Account has amount overdue > 0 but DPD = 0 or blank	In case a single validation is not met among the list of validations in this category for a loan, then the score for the specific loan would be treated as "0". This means all loans must be evaluated against all validation rules in this category and	8



CATEGORY	Validation	Score
<p>b) Account has amount overdue = 0 but DPD > 0 or blank</p> <p>c) Account status delinquent and DPD = 0 or amount overdue = 0</p> <p>d) Account status Active and Current balance =0 or blank</p> <p>e) Account status Closed and (Current Balance > 0 or DPD > 0 or Amount overdue > 0)</p> <p>f) Current Balance / disbursed amount / Amount overdue / Minimum amount due is Negative</p> <p>g) Account status is Closed, and Closed date is Invalid or Blank</p> <p>h) Closed date is reported, and account status is other than {S06-Written Off, S07-Account Closed, S09-Restructured & Closed, S10-Settled, S11-Post Write Off Settled, S12-Post Write Off Closed}</p> <p>i) Account status is S06- Written Off, S11-Post Write Off Settled, S12-Post Write Off Closed and Write-off amount / Write-off date is not provided</p>	<p>any failure to meet a single rule for those specific loans will lead to loss of the score for that specific loan.</p>	
Total Score		100



Annex VIII

Disclosure by CICs

Item 1: Modifications in the Uniform Credit Reporting Format

- (a) The nomenclature of the field 'Fax Number' shall be changed to 'Email ID' in the Commercial Bureau reporting format.
- (b) The nomenclature of the field 'dummy' shall be changed to 'Email ID' under the MFI Bureau reporting format.
- (c) The above fields shall continue to be categorised as 'when available'.

Table 1: Complaints registered with CICs during the year ended March 31, _

Financial Year	Total number of complaints received by the Credit Information Company (CIC) A = B+D	Complaints pertaining to issues at Regulated Entities (REs) level		Complaints pertaining to issues at CIC end	
		Total Number of complaints received (B)	Number of complaints unresolved within TAT (C)	Total Number of complaints received (D)	Number of complaints unresolved within TAT (E)

Note. – The instructions shall be applicable prospectively from the date of issue of regulatory instructions. Last financial year's data shall be displayed by the CIC. CICs shall provide a download link/ option to provide vintage data of previous two (2) financial years, prior to the period displayed above.

Table 2: Complaints registered against the CIs with CICs during the year ended March 31, _____

Sl. No.	Name of the CI (A)	Number of records submitted by the CI during the year (B)	Total number of complaints registered against the CI during the year (C)	Complaints as percentage of total records submitted by the CI (D) [C as a % of B]	Number of complaints unresolved within TAT by the CI as on reference date (E)	Complaints unresolved within TAT as a percentage of total complaints registered against the CI (F) [E as a % of C]
1	CI - 1					
2	CI - 2					
3					

Note – The instructions shall be applicable prospectively from the date of issue of regulatory instructions. Last financial year's data shall be displayed by the CIC. CICs shall provide a download link / option to provide vintage data pertaining to all CIs for previous two financial years, prior to the period displayed above.

CICs shall provide the user an option to choose top ten CIs based on (i) total number of complaints received; (ii) complaints registered as a percentage of total records submitted by the CI; and (iii) unresolved complaints within Turnaround Time (TAT) prescribed as per CICRA, 2005 as a percentage of total number of complaints registered against the concerned CI.