



# **HOW TO READ YOUR CREDIT REPORT (INDIVIDUALS)**



# Reference Guide to Self-inquiry Report

This guide explains the contents of the Self-inquiry Report issued to the individuals by the Credit Information Bureau. If you have any doubt or require further information regarding this report, you may contact Credit Information Bureau at 3012164 or email to [credit.bureau@mma.gov.mv](mailto:credit.bureau@mma.gov.mv).

## Section 1: Report Details

Report Number	Refers to the unique sequence number generated by the system.
Report Generated On	Refers to the date on which the report was generated.

## Section 2: Subject Details

This section provides the subject's personal information such as the Subject's Name, Gender, Date of Birth, Nationality, Marital Status, Phone Number and Address as provided by the member institutions. For Maldivians, National Identity Card Number will be provided with 'Department of National Registration' as the Issuing Authority. For Foreigners, Passport Number will be provided with 'Department of Immigration and Emigration' as the issuing authority.

## Section 3: Credit Profile Overview

This section provides a summary of the Subject's credit profile.

Total Number of Performing Credit Facilities	Refers to the total number of active Credit Facilities of which payments of interest and principal are on time or less than 90 days past due.
Total Number of Non Performing Credit Facilities	Refers to the total number of non-performing Credit Facilities that is in default. Normally, a credit facility become non-performing after being in default for 90 days.
Maximum number of days overdue in the last 12 months	Refers to the Maximum Number of Days by which the Payment for a Credit Facility account is overdue in last 12 months.
Maximum Number of Facilities Overdue in last 12 months	Refers to the Maximum Number of Credit Facilities which was in default in last 12 months.

Number of Secured Open Accounts	Refers to the total number of Credit Facilities that are backed by collateral that the lender can take if the loan is not repaid.
Number of Suits Filed	Refers to the total number of suits filed by the lender against the Subject.
Number of Cheques Dishonors	Refers to the total number of cheques issued by the Subject which has been refused by the bank.
Number of Guaranteed Loans	Refers to the total number of loans guaranteed by the Subject to take on the responsibility of the loan in case the borrow defaults.
Number of Inquiries in last 6 months	<p>Refers to the Inquiries made by member institutions by generating a Subject's credit report.</p> <p>As per the Credit Information Regulation (2011/R-29), member institutions should generate a credit report strictly for the following purposes;</p> <ul style="list-style-type: none"> <li>• Evaluating or ascertaining the creditworthiness of any Person;</li> <li>• Reviewing or monitoring the information of existing customers; or</li> <li>• Collection of outstanding credit of existing customers.</li> </ul>

## Section 4: Credit Facilities Based on Institution Type

This section provides the details of the credit facilities obtained by the subject based on 'Institution Type'.

Institution Type	Refers to the business nature of the member institution who has provided the data (Example: Bank and Financial Institution).
Currency	Refers to the currency in which the credit facilities were obtained.

Number of Accounts	Refers to the total number of credit facilities obtained by the Subject.
Performing Facilities	Refers to the total number of active Credit Facilities of which payments of interest and principal are on time or less than 90 days past due.
Non-Performing Facilities	Refers to the total number of non-performing Credit Facilities that is in default. Normally, a credit facility become non-performing after being in default for 90 days.
Sanction Amount	Refers to the total credit facility amount granted to the Subject.
Outstanding Amount	Refers to the total amount of credit facility (including the Current and Arrears portion if any, together with interest and all other charges) outstanding as of the Reporting date.
Amount Overdue	Refers to the amount in arrears as at reported date.

## Section 5: Credit Facilities Based on Product Type

This section provides the details of the credit facilities obtained by Subject based on the 'Product Type'. The same fields provided in the section 4 is provided based on the 'Product Type'

## Section 6: Asset Classification (24 months)

The section provides a graphical illustration of the asset classification for the past 24 months. For the purpose of the Credit Information Bureau, credit exposures are classified as follows:

- Pass (Up to 59 Days)
- Special Mention (60 – 89 Days)
- Substandard (90 – 179 Days)
- Doubtful (180-359 Days)
- Loss ( more than 360 Days)

## Section 7: Amount Overdue (Last 24 months)

The section provides a graphical illustration of the Amount Overdue for the past 24 months.

## Section 8: Credit Facility Details (Open Accounts)

This section provides the following details for all the credit facilities obtained by the Subject. The first 2 rows of the table provides the credit facility information such as the Lender Name, Currency, Credit Facility Type, Reported Date, Credit Facility Account Number, Credit Facility Status, Approved Date, First Disbursement Date, Expiring Date and Last Payment Date as provided by the member institutions.

Ownership Indicator	<p>Refers to the ownership type of the Credit Facility by indicating whether the account is;</p> <ul style="list-style-type: none"> <li>• Own/Primary Card Holder</li> <li>• Joint</li> <li>• Authorized User/ Supplementary Card Holder</li> </ul>
Sanction Amount	<p>Refers to the total credit facility amount granted to the Subject.</p>
Repayment Type	<p>Refers to the types of repayment of the credit facility as follows;</p> <ul style="list-style-type: none"> <li>• Bullet</li> <li>• Demand</li> <li>• Deferred</li> <li>• Payroll or deduction</li> <li>• Weekly (due every week)</li> <li>• Biweekly (due every two weeks)</li> <li>• Semi-monthly (due twice a month)</li> <li>• Monthly (due every month)</li> <li>• Bimonthly (due every two months)</li> <li>• Quarterly (due every three months)</li> <li>• Triennially (due every four months)</li> <li>• Semi-annually (due twice a year)</li> <li>• Annually (due every year)</li> <li>• Unspecified</li> <li>• Variable payment</li> </ul>

Number of Installment	Refers to the total number of payments to be made by the Subject to the Data Provider for the repayment of the Credit Facility.
Installment Amount	Refers to the amount of fixed, periodic payments to be provided by the Subject to the Data Provider for the repayment of the Credit Facility.
Security Coverage	Indicates whether the Credit Facility is covered by a Security or not.
Guarantee Coverage	Indicates whether the Facility is covered by a Guarantee or not.
Asset Classification	Refers to the classifications of credit exposures: <ul style="list-style-type: none"> <li>• Pass (Up to 59 Days)</li> <li>• Special Mention (60 – 89 Days)</li> <li>• Substandard (90 – 179 Days)</li> <li>• Doubtful (180-359 Days)</li> <li>• Loss ( more than 360 Days)</li> </ul>
Total Outstanding Amount	Refers to the total amount of credit facility (including the Current and Arrears portion if any, together with interest and all other charges) outstanding as at the Reporting date.
Amount Overdue	Refers to the amount in arrears as at reported date.
Interest Outstanding	Refers to the Interest Outstanding amount on the Credit Facility as at the Reporting date.
Last Paid Amount	Refers to the amount last paid by the Subject towards the Credit Facility.
Restructuring Date	Refers to the date on which the Credit Facility was restructured (only if the status of the credit facility indicates 'Restructured').

## Reason for Restructuring

Refers to the reason for which the credit facility being reported was restructured.

In addition to the above information, Joint Holder Details, Guarantor Details and Security Details are provided for each Credit Facility Open Account.

## Section 9: Credit Facility Details (Closed Accounts)

This section provides the following details for all the credit facilities obtained by the Subject that has been closed within past 5 years.

## Institution Name

Refers to the name of the member institution who has provided the data.

## Credit Facility Type

Refers to the Credit Facility Type such as Auto Loan, Bank Guarantee, Bills Discounted, Charge Card, Credit Card, Education Loan, Gold Loan/ Pawning, Hire Purchase (Consumer Durables), Housing Loan, Leasing, Letter of Credit, Loan against Bank Deposit, Loan against Employee Provident Fund, Loan against Life Insurance, Loan against Salary, Loan against Shares and Securities, Loan to Professional, Mortgage, Overdraft, Personal Loan, Pledge Loan, Property Loan, Tax Line, Travel Finance, Vehicle Financing and others.

## Sanction Amount

Refers to the total credit facility amount granted to the Subject.

## Max Value in Six months before Closure Security Coverage

**Days Past Due:** Refers to maximum days past due in 6 months before the closure of the Credit Facility.

**Asset Classification:** Refers to the classifications of credit exposures in 6 months before the closure of the Credit Facility.

## Asset Classification at Closure

Refers to the classifications of credit exposures at closure of the Credit Facility classified as follows:

- Pass (Up to 59 Days)
- Special Mention (60 – 89 Days)
- Substandard (90 – 179 Days)
- Doubtful (180-359 Days)
- Loss ( more than 360 Days)



Date Closed	Refers to the Date on which the Data Provider or Subject closed the Credit Facility.
Reason for Closure	Refers to the reason for Credit Facility closure such as By Credit Grantor, Balance Transfer, Death, End of Loan Tenure, Merger of Loans, Loan Prepaid by Subject, Restructuring and others.
Status	Refers to the status of the closed Credit Facility Account as at the reporting date.
Written Off Amount/ Reason	Refers to the amount that has been written off, in relation to the credit facility being reported and the reason for writing off.

## Section 10: Credit Facilities Guaranteed by the Subject

This section provides the following details for all the credit facilities guaranteed by the Subject. The first 2 rows of the table provides the guaranteed credit facility information such as the Lender Name, Currency, Credit Facility Type, Reported Date, Credit Facility Account Number, Credit Facility Status, Approved Date, First Disbursement Date, Expiring Date and Last Payment Date as provided by the member institutions.

Guaranteed Subject Name	Refers to the Name of the Person (Individual or Company) whose Credit facility was guaranteed by the Subject.
Ownership Indicator	Refers to the ownership type of the Credit Facility by indicating whether the account is; <ul style="list-style-type: none"> <li>• Own/Primary Card Holder</li> <li>• Joint</li> <li>• Authorized User/ Supplementary Card Holder</li> </ul>
Sanctioned Amount	Refers to the total credit facility amount granted to the Guaranteed Subject.
Total Outstanding Amount	Refers to the total amount of the guaranteed credit facility (including the Current and Arrears portion if any, together with interest and all other charges) outstanding as at the Reporting date.

Amount Overdue	Refers to the amount in arrears as at reported date.
Last Paid Amount	Refers to the amount last paid by the Guaranteed Person towards the Guaranteed Credit Facility.

## Section 11 to 17: Alternate Data Source

This information is currently not available as alternate data sources are not incorporated in to the Credit Information System.

## Section 18: Suit Filed Details

This section provides the following details on suits filed by the Data Provider against the subject.

Credit Facility Type / Account Number	Refers to the Credit Facility Type such as Auto Loan, Bank Guarantee, Bills Discounted, Charge Card, Credit Card, Education Loan, Gold Loan/ Pawning, Hire Purchase (Consumer Durables), Housing Loan, Leasing, Letter of Credit, Loan against Bank Deposit, Loan against Employee Provident Fund, Loan against Life Insurance, Loan against Salary, Loan against Shares and Securities, Loan to Professional, Mortgage, Overdraft, Personal Loan, Pledge Loan, Property Loan, Tax Line, Travel Finance, Vehicle Financing and others.
Reporting Institution	Refers to the name of the member institution who has provided the data.
Reference Number	Refers to Suit Reference Number associated with the suit filed.
Reason	Refers to cause of the Suit such as Loan Recovery, Fraudulent Activity and General Disputes.

Suit Status	Refers to the current status of legal action as at the Reporting Date.
Suit Filed Date	Refers to the date when the suit was filed in the court.
Suit Amount	Refers to the amount for which the suit was filed.

## Section 19: Cheques Dishonor Details

This section provides the following details of the Dishonored Cheques issued by the subject.

Cheque Number	Refers to the cheque number of the dishonored cheques.
Reporting Institution	Refers to the name of the member institution who has provided the data.
Date of Issue	Refers to the date when the cheque was issued.
Cheque Amount	Refers to the value of the dishonored cheque.
Dishonor Date	Refers to the current status of legal action as at the Reporting Date.
Reason for Dishonor	Refers to the reason for which the cheques were dishonored such as Insufficient funds, Stop payment instructions, Account Closed and Technical Reason.

## **Section 20: Inquiry History (Last 12 months)**

This section provides the list of inquiries made by the member institutions during the past 6 months explaining the Inquiry Date, Institution Name, Credit Facility Type and Purpose of the Inquiry.

## **Section 21: Employment History**

This section provides the last three employment history of the subject as provided by the member institutions explaining the Employer Type, Designation, Hiring Date, Employer Name, Own Business Name, Own Business Registration Number and Date Reported.

## **Section 22: Address History**

This section provides the address history of the subject as provided by the member institutions explaining the Address Type, Address Details and Date Reported.

## **Section 23: Contact History**

This section provides the contact history of the subject as provided by the member institutions explaining the Contact Type, Contact Details and Date Reported.

## **Section 24: Dispute History**

This section provides the following details of the disputes lodged to correct the erroneous data of the subject explaining the Dispute Raised Date, Dispute Type, Dispute Remarks, Status and Date Updated.

## Section 25: Legend

This section provides the following details of the disputes lodged to correct the erroneous data of the subject explaining the Dispute Raised Date, Dispute Type, Dispute Remarks, Status and Date Updated.

CIR	Credit Information Report
DPD	Days Past Due
STO	State Trading Organization
S.No.	Serial Number
ND	No Data