

Template for Circular

Circular - [Name of Instrument], [Year of Publication]

Circular No: [●]

Category: [Amending instrument/ substantive instrument/ [information]

Date of Issue: [●]

Updated until: [●]

PART 1

Purpose: *The background for issuance of the instrument and its objective to be included here.*

A. Powers exercised:

This clause should set out statutory powers under which this instrument is being issued.

B. Application:

This clause should specify the entities to whom the instruction is applicable, e.g., This Circular applies to:

(a) Scheduled Banks (other than Regional Rural Banks)

(b) Non-banking financial company

C. Commencement

This clause should state the date on which the instruction becomes effective. If the Circular comes into effect subsequent to the date of issuance of the Circular, provide the date of commencement as well as the time period after which it will come into effect. If specific clauses come into force at a different date, provide the clause number and the date of commencement of such clause in this provision.

For example: This instrument comes into force on *[[Month (in words)] [Day (in numerals)], [year (in numerals)]]*.

This instrument shall be applicable retrospectively from *[[Month (in words)] [Day (in numerals)], [year (in numerals)]]*

D. Reference number and citation:

By order of [Name]

[Designation, Department]

PART 2

SUBSTANTIVE/ OPERATIONAL PROVISIONS

This section will contain operational clauses and will constitute the main body of the regulatory instrument. Since these provisions would depend on the subject matter of the Circulars, this section will be drafted and/ or updated by the relevant department with the necessary clauses for that Circular.

PART 3

A. Repeal and Transitional Arrangements

Drafting instructions for repeal: *This clause should specify if any earlier instructions are being repealed.*

For Example:

- (a) [Name of instruction (reference number), [date]] stands repealed.
- (b) The following instructions stand repealed:
 - (i) [Name of instruction (reference number), [date]]

Drafting instructions for transitional arrangement: *This clause should include details on (i) status of matters initiated under previous instructions which are now repealed; (ii) status of matters which have been initiated but are now covered under the provisions of this instrument; and (iii) if the instrument is commencing with a lag, status of matters which may be initiated or take place during this time.*

B. Exemptions

Drafting instructions: *This clause should specify the grounds on which exemption should be provided and the process for applying for such exemption.*

C. Non-compliance

Drafting instructions: *This clause should specify the consequences for non-compliance such as penalties, non-recognition of a particular transaction etc. If there are different consequences for non-compliance with different provisions of the directions, mention those specifically.*