



**INSTRUCTIONS FOR CONSOLIDATED REPORTS OF CONDITION
AND INCOME FOR LEASING INSTITUTIONS**

The following instructions are designed to aid a Reporting Entity the person in charge (“Officer”) of filing the corresponding reports with the Office of the Commissioner of Financial Institutions (“hereinafter, the “OCFI” and/or “Office”).

A financial report for a Leasing Institutions requires the filing of **five (5) Schedules** detailed in the Index (***Refer to document #2 for Index***).

We encourage the Officer to follow the specific instructions for each Schedule as well as the following general instructions:

1. This Office emphasizes that the reports must include only the financial information of Reporting Entities within Puerto Rico. Branches located outside of Puerto Rico are exempt from the filing requirement. However, the local (domestic) institutions must report in some cases as specified in the report, those transactions originated in Puerto Rico with outside banks or foreign branches in the U.S.
2. Timely and appropriate filing of quarterly reports in accordance with the applicable circular letters, specifically for Leasing Institutions, Circular Letter #96-1. Proper filing must be made within the next thirty (30) days after closing of the reporting quarter. It is the sole responsibility of the Reporting Entity to file in a timely manner.
3. Some reports require the Reporting Entity to report information that corresponds to the current reporting period. Such is the case of “Schedule A - Loans and Leases,” which requires to report actual quarterly loans closed during the period. (***Refer to document #4 – Schedule A – Loans and Leases***).
4. The OCFI encourages the Officer at a Reporting Entity to read the instructions of each report carefully to make sure to include correct and accurate financial information. Keep in mind that the information provided in these reports will later be subject to examination by this Office. This information needs to be true, correct, accurate, corroborated by the institution and most certainly valid.
5. The financial information submitted by an Officer responsible for the quarterly report must sign the Sworn Statement attached.



6. The dollar amount included in a report must be submitted in thousands (000).
7. In those instances where the information requires percentages as decimals, round figures up to two decimals.
8. All information furnished by a Reporting Entity must be accurate and not misleading. Appropriate efforts should be taken by the submitting bank to ensure the reporting accuracy.

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