

**BENKI KUU YA TANZANIA**  
S.L.P. 2939  
DAR ES SALAAM  
TANZANIA  
Simu ya mdomo: 2234494/2234495  
2234497/2235481



**BANK OF TANZANIA**  
P.O.BOX 2939  
DAR ES SALAAM  
TANZANIA  
Phone: 2234494/2234495  
2234497/2235481  
Facimile: 2234192  
CABLE "BENKUU"

{ *Kumbukumbu* }  
{ Ref.No. } FB.237/293/016

4<sup>th</sup> May, 2012

To All Community Banks

RE: **ANNUAL GENERAL MEETINGS (AGM)**

Reference is made to the above captioned subject.

Bank of Tanzania would like to know the dates and issues discussed at your AGMs conducted during the year ended 31.12.2011 and the expected dates for the AGM to be held in this year. In this regard you are required to submit within fourteen days from the date of this letter, minutes of the AGMs conducted during the year ended 31.12.2011.

Further, from now onwards, you are directed to invite Bank of Tanzania representatives to attend AGMs of your institution twenty one days prior to the meeting. The invitation should be accompanied with the agenda for the meeting.

In addition to the normal agenda items for AGMs, the following reports should be presented to the AGM:

1. Capital position- indicating adequacy and trend;
2. Profitability- extent ;
3. Asset quality- NPL level and trend;
4. Annual returns and Annual reports filed with BRELA;
5. Governance- Directors' attendance in meetings ; and
6. Litigation- nature of litigation and the amount involved.

Your early response will be highly appreciated.

Yours faithfully,  
**BANK OF TANZANIA**

  
S. A. Kazimoto

  
A. N. Hotay

**DIRECTORATE OF BANKING SUPERVISION**