

WESTERN HEMISPHERE CREDIT & LOAN REPORTING INITIATIVE



WORKING PAPER 4:

STANDARD METHODOLOGY FOR COUNTRY TABLES ON CREDIT REPORTING SYSTEMS

This working paper presents a detailed standard methodology for Country Tables on Credit Reporting Systems. This model is part of the methodology used for the assessment of credit reporting systems in the context of the Western Hemisphere Credit and Loan Reporting Initiative (WHCRI). The World Bank and the Centro de Estudios Monetarios Latinoamericanos (CEMLA) lead this Initiative. The objective of the Initiative is to describe and assess the credit reporting systems of the Western Hemisphere with a view to identifying possible improvement measures in their safety, efficiency and integrity. An International Consultative Committee (ICC) has been created in the context of the WHCRI, comprised of several institutions with high expertise in credit reporting systems, to guide its efforts and overall activities.¹

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APRIL 2005

¹ World Bank, CEMLA, Association of Supervisors of Banks of the Americas (ASBA), Bank of Canada, Bank of Spain, Federal Reserve Bank of New York, Inter-American Development Bank (IADB), International Finance Corporation (IFC) of the World Bank Group, International Monetary Fund (IMF).

I. INTRODUCTION

This document presents the detailed standard methodology for Country Tables on Credit and Loan Reporting Systems, which is being used by the WHCRI as a tool for its country assessments and for public country reports (“Orange Books”).

The *Statistical Country Tables* comprise two series prepared by the WHCRI’s Core Team. Series “A” are statistics on credit and loan reporting systems in the country and should be completed following a standardized model of 10 Tables. This methodology was developed for this Table Series.

Series “B” are more general statistics related to the financial sector and might be prepared on a country-by-country basis. However, the general editorial conventions and definitions outlined in Section I of this document ought to be followed.

The rest of the document is organized as follows: Section I presents general conventions; Section II presents the standard Series “A” country tables and the detailed methodology to complete them; Section III presents examples of Series “B” country tables.

SECTION I

GENERAL NOTATION CONVENTIONS AND DEFINITIONS

1. All tables should conform to this methodology.
2. The source or sources of data should be indicated in a footnote for each table.
3. Any clarification that needs be made should be indicated in a note to the table(s) concerned, before the information regarding sources.
4. USD: means U.S. dollars.
5. Figures expressed in USD: if data are stocks, the conversion from the national currency into the USD should be made with the corresponding year-end exchange rate. If data are flows, conversion should be made with the corresponding period's average exchange rate. When available, interbank exchange rates should be used.
6. Indication of decimals and separation of figures with thousands, millions, etc.: figures with decimals should be indicated by a dot. For example, $4\frac{1}{8}$ should be expressed as 4.125. To separate figures with thousands, millions and so on, numbers should be separated by a coma.
7. Billions: in the context of these Tables billions are to be interpreted as figures with ten or more digits, e.g., 1 billion = 1,000,000,000.
8. Estimated data: where data are broadly estimated and thus only indicative, this should be indicated in a footnote to the table(s) concerned.
9. Where data are not available, this should be indicated by "n.a."
10. Where data are not applicable, this should be indicated by ".".
11. Where data are very small relative to other relevant data in the table concerned, this should be indicated by "neg."
12. Where data mean *exactly* zero, this should be indicated by "0".

SECTION II

COUNTRY TABLES (A Series)
– CREDIT REPORTING STATISTICS –

Table A1: Basic Statistical Data

	<i>2000</i>	<i>2001</i>	<i>2002</i>	<i>2003</i>	<i>2004</i>
Population (millions)					
GDP (USD billion)					
GDP <i>per Capita</i> (in USD)					
Exchange Rate vs. USD					
<i>End of Year</i>					
<i>Average</i>					

Source:

Explanation of Table A1

<i>Population</i>	Figures should be averages for the year or at a point in the year as indicated (e.g., June).
<i>GDP</i>	Include nominal GDP expressed in USD.
<i>GDP per capita</i>	This figure equals the <i>GDP</i> figure divided by the <i>population</i> figure.
<i>Exchange rate</i>	The exchange rate of the local currency against the USD. Should be expressed as units of local currency per 1 USD. Provide both the year-end figure and the year average figure.

Table A2: Credit and Loan Reporting Institutions and other Relevant Databases for Credit Activities
(Date)

<i>Name</i>	<i>General Description</i>
Private Credit Bureaus	
Public Credit Registries / Risk Centrals	
Other Databases	
Judicial System Databases	
Corporate Registries	
Collateral Registries	
Property Registries	
Commerce Registries	
Others	

Source:

Explanation of Table 2

This table should contain basic information regarding private and public credit bureaus, and other databases relevant for credit reporting systems.

The table should cover all the institutions involved in the credit and loan reporting system, even existing ones that could potentially take part of it but at the moment of the assessment are not being used with that purpose. Therefore, all institutions belonging to each category should be indicated, even if at the moment of the assessment their role is not much relevant.

Only credit bureaus, registries and other databases existing at the moment of the assessment of the credit and loan reporting system should be included. That date should be informed under the title of the table. Exceptions to this date should be indicated after *Sources*, in a *Note* to Table 2.

In addition to including the name of each credit bureau, registry and database in *Column 1*, *Column 2: General Description* should provide with basic information of each institution regarding sources and users of their information, main products, etc.

Private Credit Bureaus Privately operated firms operating in the country, be they for-profit or not-for-profit endeavors, whose primary objective is to collect and distribute information on borrower behavior received from lenders in the country.

Public Credit Registries/Risk Centrals Publicly operated credit information registries, although there is typically only one in each country operated by the central bank or bank supervisor. These registries may or may not be accessed by the public (financial institutions, borrowers, etc.).

<i>Judicial System Registries</i>	Public and private databases or distributors of information received or collected from courts, be they criminal, civil or commercial: traffic fines, commercial proceedings, etc.
<i>Corporate Registries</i>	Public and private databases with descriptive information of merchants and commercial firms such as: legal status, ownership, business sector, balance sheet information, etc.
<i>Collateral Registries</i>	In general public databases with information on assets guaranteeing any form of credit extension, such as vehicles, real estate, etc. Examples of these are real estate registries, usually run by the central or state public sector. They contain information on liens, ownership, etc.
<i>Commerce Registries</i>	Usually public databases with overall information of firms and merchants such as business sector, financial information, information of commercial proceedings and liens, etc.
<i>Others</i>	Any other registry with relevant information for the credit reporting system, such as rating agencies, databases with information of unpaid taxes, identifications and rejected checks, agencies producing specialized business reports, etc.

Table A3: Private Credit Bureaus – Ownership Structure
(Date)

	<i>Name of Shareholder</i>	<i>Stake</i>
Credit Bureau 1	Shareholder 1	
	Shareholder 2	
	
Credit Bureau 2	Shareholder 1	
	Shareholder 2	
	
.....		

Source:

Explanation of Table 3

This table depicts the ownership structure of all the private credit bureaus in the country.

Only private credit bureaus existing at the moment of the assessment of the credit and loan reporting system should be included.

The number of private credit bureaus included should match those reported in Table 2 as *Private Credit Bureaus*.

The information regarding stakes should reflect the proprietorship structure of the firms at the moment of the assessment. That date should be informed under the title of the table. Exceptions to this date should be indicated after *Sources*, in a *Note* to Table 3.

Column 1: Name of Shareholder Name or denomination of each major shareholder. Shareholders should be introduced in decreasing order according to their corresponding stake.

Major shareholders are those with stakes larger than 10%.

Column 2: Stake Ownership, expressed in percentage, in hands of the corresponding shareholder. Stakes should be expressed in percentage with one decimal, i.e., 24.3%. All stakes should add up to 100%.

Table A4: Number of Institutions Reporting to Private Credit Bureaus

	2000	2001	2002	2003	2004
Credit Bureau 1					
Financial Sector					
Banks					
Others (provide breakdown)					
Non-Financial Sector					
(provide breakdown)					
Total					
Credit Bureau 2					
Financial Sector					
Banks					
Others (provide breakdown)					
Non-Financial Sector					
(provide breakdown)					
Total					

Source:

Explanation of Table 4

This table should detail the number of institutions that furnish information to each private credit bureau.

Should it be the case that as a result of their business activity individuals provide information of their clients to private credit bureaus, they should be included under the category *Individuals* within *Non-Financial Sector*.

The number of private credit bureaus included should match those reported in Table 2 as *Private Credit Bureaus*.

All figures in this table are year-end, i.e., number of reporting institutions at the end of each year.

Reporting Institutions means institutions supposed to report, i.e., clients of the credit bureau. Reporting institutions that failed to do so by the end of any of the years in the table should be counted as if they had furnished their information.

Financial Sector Reporting firms belonging to the financial sector include bank and non-bank financial intermediaries, insurance firms, pension funds, etc.

Banks are financial intermediaries regarded in such way by the national bank supervisor.

Others include non-bank financial intermediaries (supervised by the central bank or bank superintendence, such as *loans and savings* or *financial companies*) as well as other financial

institutions, such as insurance firms and pension funds.

A breakdown of *Others* should be provided.

*Non-Financial
Sector*

All other reporting institutions are to be included: telecoms, utilities, retailers and merchants, etc.

A breakdown should be provided.

Table A5: Number of Institutions Reporting to Public Credit Registries

	2000	2001	2002	2003	2004
Public Credit Registry 1					
Financial Sector					
Banks					
Others (provide breakdown)					
Non-Financial Sector					
(provide breakdown)					
Total					
Public Credit Registry 2					
Financial Sector					
Banks					
Others (provide breakdown)					
Non-Financial Sector					
(provide breakdown)					
Total					

Source:

Explanation of Table 5

This table should detail the number of institutions that furnish information to the public credit registries.

Should it be the case that as a result of their business activity individuals provide information of their clients to the public credit registries, they should be included under the category *Individuals* within *Non-Financial Sector*.

The number of public credit registries included should match those reported in Table 2 as *Public Credit Registries*.

All figures in this table are year-end, i.e., number of reporting institutions at the end of each year.

Reporting Institutions means institutions supposed to report, i.e., clients of the public credit registry or financial institutions compelled to furnish their information. Reporting institutions that failed to do so by the end of any of the years in the table should be counted as if they had furnished their information.

Financial Sector Reporting firms belonging to the financial sector include bank and non-bank financial intermediaries, insurance firms, pension funds, etc.

Banks are financial intermediaries regarded in such way by the national bank supervisor.

Others include non-bank financial intermediaries (supervised by the central bank or bank superintendence, such as *loans and*

savings or financial companies) as well as other financial institutions, such as insurance firms and pension funds.

A breakdown of *Others* should be provided.

*Non-Financial
Sector*

All other reporting institutions are to be included: telecoms, utilities, retailers and merchants, etc.

A breakdown should be provided.

Table A6: Number of Individuals, Firms and Transactions Registered in Private Credit Bureaus

	2000	2001	2002	2003	2004
Credit Bureau 1					
Number of Individuals					
Number of Firms					
Total					
Number of Records (accounts) belonging to Individuals					
Number of Records (accounts) belonging to Firms					
Total					
Credit Bureau 2					
Number of Individuals					
Number of Firms					
Total					
Number of Records (accounts) belonging to Individuals					
Number of Records (accounts) belonging to Firms					
Total					

Source:

Explanation of Table 6

This table should detail the number of individuals, firms and transactions registered in each private credit bureau.

The number of private credit bureaus should match those reported in Table 2 under *Private Credit Bureaus*.

All figures in this table are year-end, i.e., stock of reported individuals, firms and accounts at the end of each year.

Number of Individuals

Number of individuals registered at least once in the corresponding private credit bureau, regardless of them having an outstanding credit or financing (active account) with any provider of information.

For this statistic, individuals reported to the same bureau by many institutions would be considered only once.

Number of Firms

Number of firms registered at least once in the corresponding private credit bureau, regardless of them having an outstanding credit or financing (active account) with any provider of information.

Owners of firms may also be registered separately as individuals; the information of their stake is frequently

included in their credit report.

For this statistic, firms reported to the same bureau by many institutions would be considered only once.

*Number of Records
(accounts)
belonging to
Individuals*

A record or account is all the information regarding the transactions of the individual with a reporting institution.

An individual will have as many accounts as creditors report him to the bureau.

*Number of Records
(accounts)
belonging to Firms*

A record or account is all the information regarding the transactions of the firm with a reporting institution.

A firm will have as many accounts as creditors report her to the bureau.

Table A7: Number of Individuals, Firms and Transactions Registered in Public Credit Registries

	2000	2001	2002	2003	2004
Public Credit Registry 1					
Number of Individuals					
Number of Firms					
Total					
Number of Records (accounts) belonging to Individuals					
Number of Records (accounts) belonging to Firms					
Total					
Public Credit Registry 1					
Number of Individuals					
Number of Firms					
Total					
Number of Records (accounts) belonging to Individuals					
Number of Records (accounts) belonging to Firms					
Total					
<i>Memo: Lower Limit for Reporting Firms, Individuals and Accounts to the Public Credit Registry (in USD)</i>					

Source:

Explanation of Table 7

The table should detail the number of individuals, firms and transactions registered in each public credit bureau, although there is usually only one public credit bureau in each country.

The number of public credit registries included should match those reported in Table 2 as *Public Credit Registries*.

All figures in this table are year-end, i.e., stock of reported individuals, firms and accounts at the end of each year.

Number of Individuals

Number of individuals registered at least once in the corresponding public credit registry, regardless of them having an outstanding credit or financing (active account) with any provider of information or not.

For this statistic, individuals reported to the same registry by many institutions would be considered only once.

Number of Firms

Number of firms registered at least once in the corresponding public credit registry, regardless of them having an outstanding

credit or financing (active account) with any provider of information.

Owners of firms may also be registered separately as individuals; the information of their stake is frequently included in their credit report.

For this statistic, firms reported to the same registry by many institutions would be considered only once.

*Number of Records
(accounts)
belonging to
Individuals*

A record or account is all the information regarding the transactions of the individual with a reporting institution.

An individual will have as many accounts as creditors report him to the registry.

*Number of Records
(accounts)
belonging to Firms*

One record or account is all the information regarding the transactions of the firm with a reporting institution.

A firm will have as many accounts as creditors report her to the registry.

Memo

If there is a floor for reporting, i.e., only credits above a minimum are reported, indicate in the table the amount of the minimum. However, in a *Note* to Table 7, indicate if the floor is compared against the borrower's total indebtedness with the financial institution or against the outstanding value of each of his financings with the institution.

Table A8: Credit Reports Requested to Private Credit Bureaus
(by type of soliciting institution)

	2000	2001	2002	2003	2004
Credit Bureau 1					
Financial Sector					
Banks					
Others (provide breakdown)					
Non-Financial Sector					
Individuals or Firms that requested their own Credit Report					
Others (provide breakdown)					
Total					
Credit Bureau 2					
Financial Sector					
Banks					
Others (provide breakdown)					
Non-Financial Sector					
Individuals or Firms that requested their own Credit Report					
Others (provide breakdown)					
Total					

Source:

Explanation of Table 8

This table should illustrate the number of credit reports distributed by each private credit bureau, with a breakdown by requesting institution.

The number of private credit bureaus should match those reported in Table 2 under *Private Credit Bureaus*.

All figures in this table are yearly totals, i.e., flows of requested reports in each year.

Financial Sector Reporting firms belonging to the financial sector include bank and non-bank financial intermediaries, insurance firms, pension funds, etc.

Banks are financial intermediaries regarded in such way by the national bank supervisor.

Others include non-bank financial intermediaries (supervised by the central bank or bank superintendence, such as *loans and savings* or *financial companies*) as well as other financial institutions, such as insurance firms and pension funds.

A breakdown of *Others* should be provided.

The information distributed in batch files should be considered as one credit report for each individual or firm included in

them, i.e., a batch file with information of 15,000 individuals should be considered as 15,000 credit reports.

*Non-Financial
Sector*

Here all other reporting institutions are included: telecoms, utilities, retail stores, etc.

A breakdown should be provided.

The information distributed in batch files should be considered as one credit report for each individual or firm included in them, i.e., a batch file with information of 15,000 individuals should be considered as 15,000 credit reports.

*Individuals or
Firms that
requested their own
Credit Report*

Number of individuals and firms that requested their own credit report.

A breakdown should be provided, i.e., individuals Y#, firms X#.

Table A9: Credit Reports Requested to Private Credit Bureaus
(by delivery channel)

	2000	2001	2002	2003	2004
Credit Bureau 1					
Direct Connection					
Internet					
Mail					
Fax					
Physical delivery at branch					
Others					
Total					
Credit Bureau 1					
Direct Connection					
Internet					
Mail					
Fax					
Physical delivery at branch					
Others					
Total					

Source:

Explanation of Table 9

This table should illustrate the number of credit reports distributed by each private credit bureau, with a breakdown by delivery channel.

The number of private credit bureaus should match those reported in Table 2 under *Private Credit Bureaus*.

All figures in this table are yearly totals, i.e., flows of requested reports in each year.

For each private credit bureau, the number of credit reports distributed by different channels should equal the number of credit reports distributed to the different soliciting institutions, i.e., for each private credit bureau the total in Table 9 should match the total in Table 8.

<i>Direct Connection</i>	Credit reports obtained with a private connection between the system of the client and that of the private credit bureau.
<i>Internet</i>	Credit reports obtained from the external website of the private credit bureau.
<i>Mail</i>	Credit reports received by mail (paper).
<i>Fax</i>	Credit reports received by fax.

Physical delivery at branch Credit reports obtained in person, at a branch of the corresponding private credit bureau.

Others This category would include credit reports received in batch files, email, or obtained from authorized distributors, or received by telephone, or in CD format, etc.

The information distributed in batch files should be considered as one credit report for each individual or firm included in them, i.e., a batch file with information of 15,000 individuals should be considered as 15,000 credit reports.

This information should not be aggregated.

Within *Others* each additional channel and the number of credit reports distributed through them should be informed.

Table A10: Credit Reports Requested to / Delivered by Public Credit Registries
(by type of soliciting institution)

	2000	2001	2002	2003	2004
Public Credit Registry 1					
Financial Sector					
Banks					
Others (provide breakdown)					
Non-Financial Sector (if applicable)					
Individuals or Firms that requested their own Credit Report (if applicable)					
Total					
Public Credit Registry 2					
Financial Sector					
Banks					
Others (provide breakdown)					
Non-Financial Sector (if applicable)					
Individuals or Firms that requested their own Credit Report (if applicable)					
Total					

* Indicate if credit reports furnished by Public Credit Registries are delivered upon request or are distributed periodically by the operator of the Registry.

Source:

Explanation of Table 10

This table should illustrate the number of credit reports distributed by each public credit bureau, with a breakdown by requesting institution.

The distribution of this information may be either at the request of the clients of the registry (i.e., usually those that furnish their information) or on a regular basis by the registry itself, without the clients requesting the information or not. Either procedure to distribute the information should be informed, before *Sources*, in a *Note* to Table 10.

All figures in this table are yearly totals, i.e., flows of requested reports in each year.

Financial Sector Reporting firms belonging to the financial sector include bank and non-bank financial intermediaries, insurance firms, pension funds, etc.

Banks are financial intermediaries regarded in such way by the national bank supervisor.

Others include non-bank financial intermediaries (supervised by the central bank or bank superintendence, such as *loans and savings* or *financial companies*) as well as other financial institutions, such as insurance firms and pension funds.

A breakdown of *Others* should be provided.

The information distributed in batch files should be considered as one credit report for each individual or firm included in them, i.e., a batch file with information of 15,000 individuals should be considered as 15,000 credit reports.

*Non-Financial
Sector*

Here all other reporting institutions are included: telecoms, utilities, retail stores, etc.

A breakdown should be provided.

The information distributed in batch files should be considered as one credit report for each individual or firm included in them, i.e., a batch file with information of 15,000 individuals should be considered as 15,000 credit reports.

*Individuals or
Firms that
requested their own
Credit Report*

Number of individuals and firms that requested their own credit report.

A breakdown should be provided, i.e., individuals Y#, firms X#.

SECTION III

– CREDIT MARKET AND FINANCIAL SYSTEM STATISTICS (B Series) –

The second series (B) are more general statistics related to the credit market and the overall financial sector and might be prepared on a country by country basis. However, the general editorial conventions and definitions outlined in Section I of this document must be followed.

Below are some examples of Series B tables that can be used as a general guide.

Table B1: Financial Institutions

	2000	2001	2002	2003	2004
Banks					
Private commercial banks					
State-owned commercial banks					
Branches of foreign banks					
Development banks					
Non-banking financial intermediaries					
Financial companies					
Savings and loans associations					
Leasing firms					
Factoring firms					
Deposit warehouses					
Insurance companies					
Bonding companies					
Securities firms					
Mutual funds operators					
Pension funds operators					
Foreign exchange houses					
Credit unions					
Others					
Total					

Source:

Table B2: Credit Granted by Financial Sector Entities
(by main creditor type, in USD)

	2000	2001	2002	2003	2004
Private commercial banks					
State-owned commercial banks					
Development banks					
Financial companies					
Leasing firms					
Factoring firms					
Savings and loans associations					
Credit unions					
Others					
Total					

Source:

Table B3: Credit Granted by Financial Sector Entities
(by main debtor type, in USD)

	2000	2001	2002	2003	2004
Non-financial private sector					
<i>Individuals</i>					
<i>Firms</i>					
Financial sector					
Non-financial public sector					
Total					

Source:

Table B4: Credit Granted by Financial Sector Entities
(by main credit type, in USD)

	2000	2001	2002	2003	2004
Commercial loans					
<i>Short-term (≤ 1 year)</i>					
<i>Long-term (> 1 year)</i>					
Residential mortgage loans					
Personal loans					
Credit card loans					
Others					
Total					

Source:

Table B5: Credit Quality Indicators for Credit Granted by Financial Sector Entities
(in USD)

	2000	2001	2002	2003	2004
Total loans					
Current loans					
Non-performing loans					
Allowance for loan losses					
Total loans classified by credit quality					
AAA					
AA					
A					
B					
C					
D					
E					
Others					

Source:

Table B6: Credit Granted by Non-Financial Entities
(by main creditor type, in USD)

	2000	2001	2002	2003	2004
Non-banking general purpose credit card issuers					
Department stores and supermarkets					
Official housing financing institutions*					
Official consumption financing institutions*					
Others					

* Not belonging to the financial sector

Source: