

OTHER FINANCIAL INSTITUTIONS DEPT.
PENALTIES FOR BUREAUX DE CHANGE(BDCs)

S/N	OFFENCES	PENALTIES
1	Operating without a valid licence	Outright closure of the institution and prosecution of the individuals behind the institution.
2	Engaging in activities outside the approved business.	A fine of ₦1000 for each day of the default with a maximum of ₦1 million. In addition , the institution should forfeit the estimated profit
3	Failure to attain the prescribed minimum paid-up share capital within the time allowed.	Revocation of licence.
4	Failure to obtain the approval of the CBN for the appointment of new Directors and top management staff	A fine of ₦10, 000 for each of the Directors or top management staff so appointed. In addition, the appointee should cease to function in that position.
5	Late rendition of prudential returns	A fine of ₦500 for each day of the default
6	Late submission of audited annual accounts.	A fine of ₦2000 for each month during which default occurs.
7	Non-submission of audited annual accounts to CBN/NDIC after 12 months of end year.	A fine of ₦20,000 for the accounting year concerned.
8	Submission of false/Inaccurate information to the CBN/NDIC.	For the Institution, a fine of ₦20,000. For individuals, a fine of ₦10,000. All the Officers involved should be sanctioned.
9	Non-rendition of regulatory returns for more than 6 months or 2 quarters consecutively.	A fine of ₦10,000 for each quarter outstanding.
10	Failure to publish annual accounts.	A fine of ₦10,000 and thereafter display in a conspicuous position in the office.
11	Failure to disclose contraventions and penalties in the audited annual accounts.	A fine of ₦10,000.

12	Failure to maintain proper books of accounts and records.	A fine of ₦10,000.for each Director
13	Failure to provide any information required by the CBN in the prescribed manner.	In the case of the institution, a fine not more than ₦10,000. In the case of individuals, a fine not more than ₦5,000 in addition to other disciplinary action deemed necessary by the CBN.
14	Failure to report dismissed staff to the CBN/NDIC	A fine of ₦10,000 payable by the institution.
15	Failure to report fraud and forgeries to CBN/NDIC.	A fine of ₦5,000 payable by the institution..
16	(a)Opening of branch or cash centre without the approval of the CBN. (b) Closing of branch or cash centre without the approval of the CBN.	A fine of ₦20,000 and the closure of such branch/cash centres. A fine of ₦10,000 and in addition the branch should be re-opened.
17	Revaluation of fixed assets without CBN approval.	Reversal to the previous value and letter of warning.
18	Change in ownership, take over or amalgamation without CBN approval.	A fine of not less than ₦50,000.
19	Failure to pay annual licence renewal fees within 12 months	Revocation of licence
20	Late payment of annual licence renewal fees.	A fine of 25% of the renewal fee.
21	Change of name without the approval of the CBN.	A fine of ₦25,000 and an immediate reversal to the formal name.
22	Non-display of operating licence and the interest rate in a conspicuous location in the Head-Office/Branches/ Cash centres.	A fine of ₦5,000 and the immediate display of the licence/exchange rate in a conspicuous location.

23	<p>(i) Persistent failure/refusal to render the required returns in the prescribed form for a period of twelve months.</p> <p>(ii) Persistent failure to comply with any other requirement of the monetary policy guidelines, provisions of the Banks and Other financial Institutions Act (BOFIA) 1991 as amended, as well as other circulars issued by the CBN for a period of twelve months.</p> <p>(iii) Engaging in activities prejudicial to the Nigerian economy.</p> <p>(iv) Any other act which in the opinion of the CBN constitutes a serious offence.</p>	<p>Revocation of licence.</p> <p>Revocation of licence.</p> <p>Revocation of licence.</p> <p>Revocation of licence.</p> <p>Revocation of licence.</p>
24	Failure to convene a special meeting of the Board of Directors for the presentation of an Examination Report within four weeks and failure to convey the reaction of the Directors to the CBN within two weeks of the presentation.	A fine of ₦10,000 for each week during which the offence continues.
25	Failure to implement the recommendations contained in the examination report	A fine of ₦500 for each day of the default.
26	Change of External Auditors without the approval of the CBN.	A warning letter to the Board. In addition the External Auditor should be re- instated.
27	Non-display of the buying and selling rate of foreign currency.	A fine of ₦10,000 payable by the institution.
28	Failure by Directors to complete the code of conduct forms.	Removal of the Director from Office
29	Non-compliance with the code of conduct by the Directors	Removal of the Director from Office
30	Holding AGM without approved accounts	A fine of ₦75,000.