



SEPTEMBER 9, 2026



9:30 AM - 1:30 PM

CREDIT ADMINISTRATION AND OPERATIONS

Credit administration and documentation are two of the critical components in managing credit and supporting the credit process. Following proper credit administrative and documentation process allow credit analysts to monitor accounts and identify ways to mitigate default risk. This program is designed to elaborate entire practices and concepts in credit operations and administration. In this training required documentation with specific reference to the different types of credit are explained. The concepts of securities along with required SME, Commercial and Corporate financing is narrated with insight to legal principles behind documentation.

COURSE CONTENTS

- What is Credit Administration?
- SBP Risk Management Guidelines and duties of CAD
- CAD functions and practices in different banks
- Types of Credit and operations in;
 - Short Term
 - Medium Term
 - Long Term
- Documentation & Perfection of Securities
- Types of Securities
- Secured Transaction Act 2016
 - Security Interest
 - Registration of moveable properties
- Modes of encumbrance for primary & secondary securities.
 - Pledge
 - Hypothecation
 - Lien.
 - Mortgage
 - Mortgage and lien marking documentation pertaining to Property.
- Property Rights, Records and Documents.
- Exchange, Gift, Will
- Grant lands, GLR
- Agri. Pass Book and its related SBP instructions.
- Limited Companies concepts and documents, first, second and pari passu charge
 - Registration, amendment and satisfaction of charge with SECP

TARGET AUDIENCE

- Branch/Business Managers
- Relationship/Marketing Managers
- Asset Sales/Finance Executives
- Credit Analysts
- Credit Controllers & Recovery Officers
- Compliance Officers • Audit Officers

FACILITATOR

MR. IMRAN ALI SOOMRO is a Master in Business Administration from Institute of Business Administration, Karachi and have completed AIBP from Institute of Bankers Pakistan. Currently he is enrolled in PhD program where he has completed his course work. He has rich experience of working in variety of banking departments including Credit Processing, Security Analysis, Financial Risk Management and Training & Development. Mr. Soomro has been part of Training & Development Division since 2010. Presently, he has been posted to NBP Staff College wherein he is conducting training in various functions of the bank especially in bank's asset side of the balance sheet.



ONLINE TRAINING

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