

DATE: [Insert Date]

TO:

The Board of Directors / Chief Executive Officer
[Insert Institution Name]
[Insert Institution Address]

**RE: STATUTORY NOTICE OF NON-COMPLIANCE AND ENFORCEMENT OF
MEMORANDUM ON LIQUIDITY RATIO REPORTING REQUIREMENTS**

Dear Sir/Madam,

This letter serves as a formal statutory notice regarding your institution's obligations under the Memorandum on Liquidity Ratio Reporting Requirements, issued pursuant to [Insert Applicable Act/Regulation Section].

Upon review of our records, it has been determined that [Institution Name] has failed to adhere to the prescribed reporting standards as outlined below:

- **Reporting Period:** [Insert Period]
- **Nature of Default:** [Select: Late Submission / Inaccurate Data / Failure to Report]
- **Regulatory Requirement:** [Insert Specific Clause of the Memorandum]

Maintaining the Liquidity Ratio is a critical prudential requirement to ensure the stability of the financial system. Failure to provide accurate and timely reports hinders the ability of the regulatory authority to monitor systemic risk and institutional solvency.

Required Action:

You are hereby directed to remedy this default by performing the following actions within [Number] business days of the date of this letter:

1. Submit the outstanding Liquidity Ratio reports via the approved electronic portal.
2. Provide a written explanation signed by the Chief Financial Officer detailing the cause of the non-compliance.
3. Outline the internal controls implemented to prevent future reporting failures.

Statutory Sanctions:

Please be advised that pursuant to [Insert Section of Law], continued non-compliance may result in the imposition of administrative penalties, including but not limited to, daily fines of [Insert Amount], suspension of specific operating licenses, or further supervisory intervention.

We expect your immediate cooperation in this matter.

Yours faithfully,

[Signature]

[Name of Authorized Signatory]

[Title/Designation]

[Regulatory Department Name]