

**CIRCULAR LETTER No. 3298, DATED FEBRUARY 22, 2008**

(DOU (Federal Register) OF 02.25.2008)

Provides clarifications on the issuing of reports by the director or the administrator responsible for the Ombudsman Division referred to in Circular Letter no. 3370, of 2007.

Pursuant to provisions of art. 4 of Circular Letter no. 3370, dated 10.23.2007, it is hereby clarified that information provided in its art. 1 should be supplied, exclusively via Internet, within the terms of the instructions contained in the present Circular Letter.

2 - For supply of reports referred to in art. 4, paragraphs 4, 5 and 6 of Resolution no. 3477, dated 07.26.2007, and art. 4, paragraphs 4 and 5 of Circular Letter no. 3359, dated 08.23.2007, document 5100 - Report on the Ombudsman Division Activities should be used, the layout of which is available for download at the web page of Banco Central (the Brazilian Central Bank) in Internet: [www.bcb.gov.br](http://www.bcb.gov.br), in the following menu: *Sisbacen/transferência de arquivos/ Exemplo de documentos que podem ser enviados e respectivos leiautes* (Sisbacen/file transfer/Example of documents that may be sent and their respective layouts).

3 - The periodicity and the deadline for sending of this document are defined in art. 4, paragraphs 4 and 5, subparagraph II, and art. 8 of Circular Letter no. 3359, dated 08.23.2007, for the consortium administration companies and in art. 4, paragraphs 4 and 5, subparagraph II, and art. 8 of Resolution no. 3477, dated 07.26.2007, for the financial institutions and other institutions authorized to operate by Banco Central do Brasil.

4 - The report should meet the following coding of Cadoc - the Document Catalog:

SEGMENT	CADOC CODE
Fomentation Agencies	05.1.6.019-6
Savings and Loans Associations	12.1.6.077-0
Commercial Banks	20.1.6.078-6
Exchange Brokerage Companies	21.1.6.001-5
Development Banks	22.1.6.078-4
Investment Banks	24.1.6.078-2
Multiple Banks	26.1.6.091-7
Foreign Exchange Banks	27.1.6.001-9
BNDES (the national economic and social development bank)	28.0.6.081-9
The Federal Savings Bank ("Caixa Econômica Federal")	38.0.6.078-2
Mortgage Companies	39.1.6.077-7
Central Credit Cooperatives	43.1.6.002-4
Credit Cooperatives	44.1.6.041-8
Consortium Administration Companies	59.1.6.061-6
<b>Leasing Companies</b>	<b>77.1.6.055-7</b>
Stock and Security Brokerage Companies	79.1.6.051-7
Credit, Financing and Investment Company	81.1.6.077-8

Real Estate Credit Companies	83.1.6.077-8
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Micro-entrepreneur Credit Companies	84.1.6.002-1
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Stock and Security Distribution Companies	85.1.6.055-6
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5 - The report relating to important occurrence referred to in art. 4, paragraph 4 of Resolution no. 3477/2007 and art. 4, paragraph 4 of Circular Letter no. 3359/2007, should be sent to:

a) Technical Management of the Supervision Department of Banks and Bank Conglomerates (Desuc), at the respective jurisdiction, in the case of multiple banks, commercial banks, development banks, investment banks, foreign exchange banks, federal savings banks and financial conglomerates authorized to operate by Banco Central do Brasil, which contain in their composition at least one of the bank institutions mentioned; or

b) Technical Management of the Supervision Department of Cooperatives and of Non-banking Institutions (Desuc), at the respective jurisdiction, in the case of credit cooperatives, micro-entrepreneur credit companies, consortium administration companies, fomentation agencies, mortgage companies, real estate credit companies, **leasing companies**, credit, financing and investment companies, exchange brokerage companies, stock and security brokerage companies, stock and security distribution companies, savings and loans associations and financial conglomerates which are not integrated by banks of any kind.

6 - Failure to send, late sending or untimely rectification of information shall subject the defaulter institution to the penalties set forth in the effective regulation.

7 - The subject matters referred to in clause "a", subparagraph II of art. 1 of Circular Letter no. 3370, dated October 23, 2007, are hereby defined, within Table I attached to this circular letter, for provision of the information set forth therein.

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Substitute