

**Internal Circular-04/June/2017/House Keeping Policy**

**From: Compliance Department**

**To: All Branches**

**Reg.: HOUSE KEEPING POLICY UPDATED AS ON 06-06-17**

Dear Branches,

Please find enclosed updated House Keeping Policy (last amended on 06-06-17) with amendment related to requirement of maintaining of register of Cheque issued and received by the company for Money Changing branches and for maintaining the photo copy of all cheque received from the clients.

Kindly refer following Annexure 6A and 6B in the policy (please refer page no. 13 of the enclosed policy) and start maintaining these registers. Other clauses and features of policy are unchanged.

**Annexure-6A**

**Register of cheques received by the Branch (For cheques received from clients)**

Branch	Name of Party from whom the cheque was received	Purpose of receiving cheque (Sale Voucher No. and date of sales)	Date of receiving the cheque	Cheque Number, Bank name and date of cheque	Amount (in Rs.)	Date of presenting the cheque	Date of clearance of cheque

**Annexure-6B**

**Register of Cheques issued by the Branch**

Branch	Name of Party to whom the cheque was issued	Purpose of issuing Cheque	Cheque Number, Bank name and date of cheque	Amount (in Rs.)

Please note maintaining of above registers is an auditable item hence must be followed without fail. Photocopies of cheques received from the clients for money changing transactions must be kept for 8 years and must be filed along with other documents related to transactions.