

Internal Circular-06/June/2017/MCD-Documents to be kept for RBI inspection-2017

From: Compliance Department
To: All Money Changing Branches

Reg.: Documents to be kept for RBI inspection-2017

Dear Branches,

Reserve Bank of India will shortly start the inspections of our branches. Please find enclosed following documents to be kept ready all the time for showing the RBI inspectors:-

1. Turnover details for financial year 2016-2017
2. Details of appointment of Designated Director i.e. Mr. Amitava Ghosh
3. Detail of appointment of Mr. Dilip Kumar Morwal as Principal Officer (AMCL)
4. Certificate from Statutory Auditors on KYC, AML and CFT compliances for financial year 2016-2017
5. Certificate from Statutory Auditors on concurrent audit and internal control system
6. Certificate of NOF as on 31.03.2017
7. Broacher/Pamphlet showing the limits and rules for money changing business
8. AML & KYC Manual for MCD

Apart from above following documents must also be available at the branch:-

1. Concurrent Audit report of the particular branch for last 2 financial years along with compliance proof of all the observation found during the concurrent audit report
2. Circular file containing all the RBI circulars related to money changing business. Please download all the circulars from link <https://www.sendspace.com/file/o3v49n> and save the same on your desktop.

Please keep all your records and documents up to date and accurate and handle the inspectors properly and resolve all their queries. Please make sure inspection reports of all branches must be absolutely clean and there should not be any observation in the same.

Please intimate the undersigned immediately on commencement of inspection from RBI.