

कैम्पायुटिव बँक



Cooperative Bank

The Hoshiarpur Central Cooperative Bank Limited

PHONE No. :- 01882 224368, 01882 224100 FAX :- 01882 224099

No.Stat.Cell/ 35363 - 35428

Dated: 26/12/2014

All Branch Managers,
C.B.Hoshiarpur.

Subject:- Checklist for KYC Compliance.

Memo:

As per instructions of RBI, bank has drafted a comprehensive policy regarding Know Your Customer (KYC). The policy has already been sent to your Branch Office. The key points of policy are as under:-

- 1) Whether separate file containing KYC policies / instructions is maintained and all instructions issued are filed properly?
- 2) Whether KYC Policy/ Manual is available in the Branch Office ?
- 3) Customer acceptance as per KYC Policy of the Bank.
- 4) Customer Identification and verification as per KYC Policy of the Bank (Record maintained).
 - a) Whether the copies of documents submitted by the Customers are checked by original documents?
 - b) Whether these documents are attested by any official of the Branch duly authorized to do so, If yes, whether stamp mentions the name of attesting officer alongwith employee code ?
- 5) Small Accounts/ No Frill Accounts(check the adherence to KYC/AML/CFT guidelines).
- 6) Procedure followed to ensure Unique Customer Identification Code (UCIC) for customer.
- 7) Procedure followed in closing the accounts other than dormant accounts (check the accounts closed during the period of inspection).
- 8) Dormant Accounts (check the procedure followed for the dormant accounts closed or brought into operation during the period of inspection).
 - a) Closure Procedure
 - b) Operation Procedure.
- 9) Whether following reports are regularly reported by the Branch
 - a) Cash Transaction Report (CTR)
 - b) Suspicious Transaction Report (STR)
 - c) Non Profit Organisation Transaction Report (NTR)
 - d) Counterfeit Currency Report (CCR)
- 10) Mandatory Information Fields (Check the mandatory information Fields filled up in Account Opening Forms as well as in the computer system of all the accounts opened and updated.
- 11) Maintain a Register with regard to Cash Payment/ Receipt of amount of Rs.50000/- and above.
- 12) Letter of thanks to new account holders and Introducer be issued. (Check all the accounts opened during the period of Inspection).
- 13) Threshold Limits as per KYC Policy.
- 14) Risk Categorization of Accounts as per KYC Policy.
- 15) Procedure followed in case of Walk in Customers.
- 16) Compliance with the observation made in the previous Inspection.
- 17) Ensure nomination as per to
- 18) Maintenance of Records as per KYC guidelines (10 Years)

All of you & your staff members are advised to study KYC Policy and if clarification is required be obtained from Head Office or Principal Officer(Sh.Karnail Singh, Sr.Manager)

CC: 35428 - 35431

27/12/14

Distt. Manager.

- 1) Principal Officer & Incharge, Inspection Cell, H.O. to ensure the compliance.
- 2) All Supervisory Staff, H.O. for information .

Distt. Manager.