Annex III

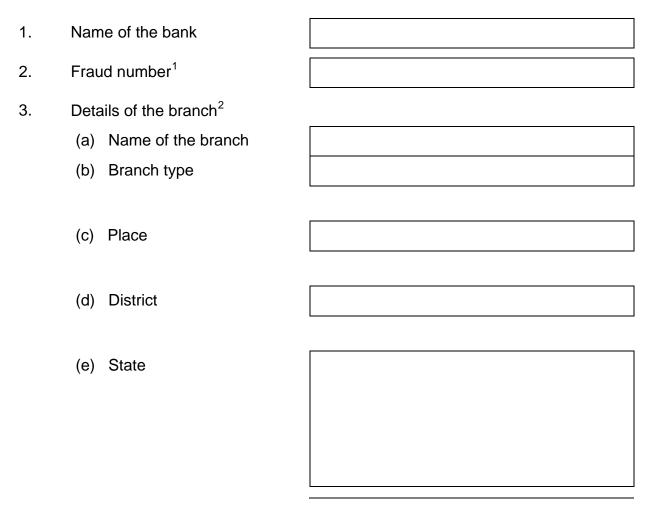
FRAUD MONITORING RETURNS

FMR 1

Report on Actual or Suspected Frauds in Banks

(Vide Paragraph 3)

Part A: Fraud Report

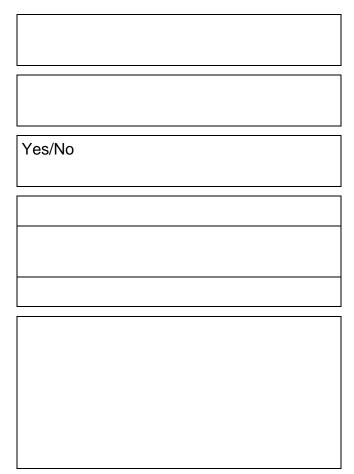


Instructions for compiling the Fraud Report (FMR 1):

¹ <u>Fraud number</u>: This has been introduced with a view to facilitate computerisation and crossreference. The number will be an alphanumeric field consisting of the following: four alphabets (to indicate name of bank), two digits for the year (02, 03, etc.), two digits for the quarter (01 for January – March quarter, etc.) and the final four digits being a distinctive running number for the fraud reported during the quarter.

 2 <u>Name of the branch</u>: In case the fraud relates to more than one branch, indicate the name of only one branch where the amount involved has been the highest and/or which is mainly involved in following up the fraud. The names of the other branches may be given in the brief history/modus operandi against item number 9.

- 4. Name of the Principal party/account³
- 5.a Area of operation where the fraud has occurred⁴
- 5.b Whether fraud has occurred in a borrowal account ?
- 6.a Nature of fraud⁵
- 6.b Whether computer is used in committing the fraud?
- 6.c If yes, details
- Total amount involved⁶ (₹ in million)



³ <u>Name of party</u>: A distinctive name may be given to identify the fraud. In the case of frauds in borrowal accounts, name of the borrowers may be given. In the case of frauds committed by employees, the name(s) of the employee(s) could be used to identify the fraud. Where fraud has taken place, say, in clearing account/inter-branch account, and if it is not immediately possible to identify the involvement of any particular employee in the fraud, the same may be identified merely as "Fraud in clearing/inter-branch account".

⁴ <u>Area of operation where the fraud has occurred</u>: Indicate the relevant area out of those given in column 1 of statement FMR 2 (Part A) (Cash; Deposits (Savings/Current/Term); Non-resident accounts; Advances (Cash credit/Term Loans/Bills/Others); Foreign exchange transactions; Interbranch accounts; Cheques/demand drafts, etc.; Clearing, etc. accounts; Off-balance sheet (Letters of credit/Guarantee/Co-acceptance/Others); Card/Internet - Credit Cards ; ATM/Debit Cards ; Internet Banking ; Others).

⁵ <u>Nature of fraud</u>: Select the number of the relevant category from the following which would best describe the nature of fraud: (1) Misappropriation and criminal breach of trust, (2) Fraudulent encashment through forged instruments/manipulation of books of account or through fictitious accounts and conversion of property, (3) Unauthorised credit facilities extended for reward or for illegal gratification, (4) Negligence and cash shortages, (5) Cheating and forgery, (6) Irregularities in foreign exchange transactions, (7) Others.

⁶ <u>Total amount involved</u>: Amounts should, at all places, be indicated in ₹ million up to two decimal places.

8.a	Date of occurrence ⁷	
b	Date of detection ⁸	
С	Reasons for delay, if any, in detecting the fraud	
d	Date on which reported to RBI ⁹	
е	Reasons for delay, if any, in reporting the fraud to RBI	
9.a b	Brief history modus operandi	
10.	Fraud committed by	
а	Staff	Yes/No
b	Customers	Yes/No
С	Outsiders	Yes/No

⁷ <u>Date of occurrence</u>: In case it is difficult to indicate the exact date of occurrence of fraud (for instance, if pilferages have taken place over a period of time, or if the precise date of a borrower's specific action, subsequently deemed to be fraudulent, is not ascertainable), a notional date may be indicated which is the earliest likely date on which the person is likely to have committed the fraud (say, January 1, 2002, for a fraud which may have been committed anytime during the year 2002). The specific details, such as the period over which the fraud has occurred, may be given in the history/modus operandi.

⁸ <u>Date of detection</u>: If a precise date is not available (as in the case of a fraud detected during the course of an inspection/audit or in the case of a fraud being reported such on the directions of the Reserve Bank), a notional date on which the same may be said to have been recognised as fraud may be indicated.

⁹ <u>Date of reporting to RBI</u>: The date of reporting shall uniformly be the date of sending the detailed fraud report in form FMR 1 to the RBI and not any date of fax or DO letter that may have preceded it.

^{*} Banks have to categorically mention the nature of audit the branch is subjected to viz, concurrent audit, internal inspection, etc.

- Whether the controlling office Yes/No 11.a (Regional/Zonal) could detect the fraud by a scrutiny of control returns submitted by the branch
 - b Whether there is need to improve the information system?
- 12.a Whether internal inspection/ audit (including concurrent audit) was conducted at the branch(es) during the period between the date of first occurrence of the fraud and its detection?
 - b If yes, why the fraud could not have been detected during such inspection/audit.
 - С What action has been taken for fraud non-detection of the during such inspection/audit
- 13. Action taken/proposed to be taken
 - Complaint with Police/CBI а

i) Whether any complaint has lodged with been the Police/CBI?

ii) If yes, name of office/ branch of CBI/ Police

- 1. Date of reference
- 2. Present position of the case



Yes/No

Yes/No*

Yes/No

- 3. Date of completion of Police/CBI investigation
- Date of submission of investigation report by Police/CBI

iii) If not reported to Police/CBI, reasons therefor

b Recovery suit with DRT/Court

i) Date of filing

ii) Present position

c Insurance claim

i) Whether any claim has been lodged with an insurance company

ii) If not, reasons therefor

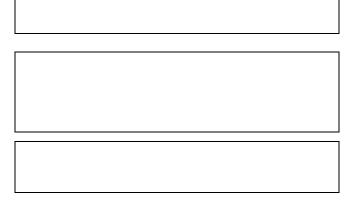
d Details of staff-side action

i) Whether any internal investigation has been/is proposed to be conducted

ii) If yes, date of completion

iii) Whether any departmental enquiry has been/is proposed to be conducted

iv) If yes, give details as per format given below:



Yes/No

internal Yes/No been/is ed etion truental osed to as per

	v) If not, reasons therefor
е	Steps taken/proposed to be taken to avoid such incidents
14.	(a) Total amount recovered
	i) Amount recovered from party/parties concerned
	ii) From insurance
	iii) From other sources
	(b) Extent of loss to the bank
	(c) Provision held(d) Amount written off
15.	Suggestions for consideration of RBI

Staff - side action

No.	Name	Desgn.	issue of charge sheet	Date of commen- cement of domestic inquiry	comple- tion of inquiry	issue of final	ment awar-	Details of prosecution/ conviction/ acquittal, etc.

* Mention the type/s of inspection / audit the branch is subjected to

Part B: Additional Information on Frauds in Borrowal Accounts

(This part is required to be completed in respect of frauds in all borrowal accounts involving an amount of ₹0.5 million and above)

Sr. No.	Type of party	Name of party/account	Party Address

Borrowal accounts details:

Party Sr. No.	Name of party/ account	Borrowal account Sr. No.	Nature of Account	Date of Sanction	Sanctioned limit	Balance outstanding

Borrowal account Director/proprietor details:

Name of party/account	Sr.No.	Name of Director/Proprietor	Address

Associate Concerns:

Name of Sr. No. party/account Associate Concern	Name of Associate Concern	Address
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Associate Concern Director/proprietor details:

Name of Associate Concern	Sr. No.	Name of Director	Address