

From:	Report	16
	Bank	
	Branch	
	Subject	Gold Loan
	Date of Review	

Gold Loan:		
Sr. No.		Reply
1.0	Storage:	
1.1	Where Gold Loan envelopes are kept? (Gold Safe / Safe deposit Lockers)	
1.2	Who is holding keys of Gold Safe/Lockers?	
1.3	Whether entry has been made in Key Register?	
1.4	Whether movements of Gold safe keys are also recorded in Key Register?	
1.5	When drawers of Gold Safe were arranged last?	
1.6	Whether copy of Banker's Indemnity Policy is on record?	
1.7	Whether Gold Ornaments have been covered under the said Policy?	
2.0	Documents / Records:	
2.1	Whether Gold Valuer's agreement is on record?	
2.2	Name of the Gold Valuer:	
	➤	
2.3	What is the validity of Gold Valuer's agreement?	
2.4	Whether branch is having electronic weighing scale?	Yes/No
2.5	If Yes, date of purchase:	
2.6	Whether weighing scale servicing and certification of weights is on record?	
2.7	If yes, next service is due on	
2.8	Whether the said certificate has been displayed?	Yes/No
3.0	Registers:	
3.1	Whether following registers are made and If yes, whether updated regularly?	
a	Gold Packets Register	
b	Gold Valuation Charges	
c	Gold Rate Register (Gold Rate Pres Cuttings)	
4.0	Verification of Gold Packets:	
4.1	When Gold packets were physically verified last?	
4.2	Who carried out the verification?	
4.3	Whether any discrepancy was observed on such verification?	

5.0	Post Disbursement Jobs:	
5.1	Whether Gold envelopes are packed in presence of borrower?	
5.2	How gold envelopes are packed?	
	➤	
5.3	Whether the thread passes through the Gold envelope?	
5.4	Whether Metal Seal is affixed on the knot?	
5.5	Whether Metal Seal bears Bank's Name?	Yes/No
5.6	Who is responsible for custody of Metal Seal?	
5.7	When said envelopes are kept in Gold safe?	
6.0	Gold Loan:	
6.1	Gold Loan Outstanding as on	
6.2	Number of Gold loan borrowers:	
6.3	Gold Loan Overdue:	
6.4	Overdue %	
6.5	At what rate Gold Loan is given? Rs/10 gram	
6.6	At what rate Gold Valuation Charges are recovered?	
	➤	
6.7	When recovery notices were sent last?	
6.8	How many?	
6.9	Whether sale notice has been served to defaulters?	
6.10	If yes, When?	
7.0	Documentation:	
7.1	List of documents obtained:	
	➤ Application	
	➤ Demand Promissory Note	
	➤ Pledge Bond	
	➤ Letter of lien and set off	
7.2	Whether Pledge bond is stamped @ % of Gold loan?	@
7.3	Whether Pledge bond duly stamped is executed?	
7.4	Whether Pledge bonds are stamped (Franked) after execution?	
@	Existing stamp duty rate is 0.5 % in respect of Pledge deed.	

