

# MIZORAM COOPERATIVE APEX BANK LTD.

TUIKUAL SOUTH, AIZAWL  
MIZORAM - 796001. POST BOX No. 138  
Email : mcabho@mizoapex.com  
Website: www.mizoapex.com  
FAX: 0389-2327764.



Ph: 0389- 2312307 (Chairman)  
2322744(CEO)2323045  
(DGM )2325632/2313544  
(FIN)2327514 (LA) 2317190  
**INSP- 0389 2313544**

No. MCAB/Insp/E-62/2020-21/17

Dated Aizawl, the 1<sup>st</sup> May, 2020

## CIRCULAR


Kan Bank Financial Year 2019-20 chu H K Agrawala & Associates (Charter Accountants) Guwahati ten Statutory Audit 01.05.2020 atangin an rawn nei tan mek a. Tunlai hrileng, COVID-19 leh Lockdown kal pui mekah inkal pawh harsatna a awm avangin **Online** in statutory audit kalpui a ni. Kum hmasa lama Statutory Audit Report a defect leh deficiency an rawn tarlan te lo ennawn lehin siam that leh bawhzui ngai ang chi te lo tifel vek tura hriattir in ni a. *Audit check list* branch tin, web-mail ah dah a ni. Heng check list-a tarlan te hi audit ten an mamawh avangin photo copy/scanning/screen shot hmangin emaw, a rem chang dang kan hriat ang anga lo inbuatsaih tur leh an mamawh huna pe/entir thei tura lo in ruahman vek tura hriattir kan ni a. Audit Team te mamawh ngai pawimawh a, thataka tawiawm theuh turin kan inhriattir a ni e.

Sd/-LALZUAHLIANA  
Chief Executive Officer

Memo No. MCAB/Insp/E-62/2020-21/17 Dated Aizawl, the 1<sup>st</sup> May, 2020

- Copy to :
- 1) The Chairman, Mizoram Cooperative Apex Bank Ltd., Aizawl for favour of information
  - 2) All Heads of Departments, Mizoram Cooperative Apex Bank Ltd., H O Aizawl for information.
  - 3) All Chief/Branch Manager, Mizoram Cooperative Apex Bank Ltd. for information and necessary action

IT  
For circulation

  
Deputy General Manager  
Inspection Department

**CHECKLIST OF DOCUMENTS FOR  
STATUTORY BRANCH AUDIT FOR 2019-20 FOR  
MIZORAM COOPERATIVE APEX BANK LTD.**

1. Insurance register.
2. Loan renewal register
3. Compliances of Statutory Audit Report of FY 2018-19
4. Bank premises rent agreement.
5. Bank guarantee register.

Outstanding Bank Guarantees should be reported in the following format (including expired and not renewed)

Sl. No.	BG No.	Name of Borrower	Name of Beneficiary	Amount	Date of Expiry	Security Coverage

6. Inspection register
7. Security Document Register
8. Inventory/Stationery Register
9. Stock Statement Register.
10. Account Renewal Register
11. Balance confirmations with other banks/financial institutions.

Balance as per Books	Xxx
Balance as per Confirmation statement form Bank	Xxx
Difference (with breakup of pending transaction)	xxx

In case of difference prepare reconciliation statement with subsequent date of clearance.

12. Transaction wise details of bills sent for collection (as on 31.03.2020)

Transaction date	IBC No.	Customer Name	Amount	Subsequent date of realisation
xx/xx/xxxx	xxxx	xxxxx	xxxxxxx	xx/xx/xxxx
Total of bills sent for collection as per Balance sheet as on 31.03.2020			xxxxxxx	