

Annexure-I

Broker Template
Name of the Broker

| Bank Reconciliation Statement | | | |
|--|--------|-------------|------------------|
| | | | (Figures in INR) |
| Bank Balance as per Bank Book | | | - |
| <i>Add : Cheques issued but not presented</i> | | | |
| Date | Chq no | Particulars | Amount |
| | | | |
| | | | |
| | | | |
| <i>Less : Cheque Deposited But not Cleared</i> | | | - |
| Date | Chq no | Particulars | Amount |
| | | | |
| | | | |
| | | | |
| Bank Balance as per Bank statement | | | <u>0.00</u> |

| <i>Premium Receipt Date</i> | <i>Name of Insurer</i> | <i>Reinsurance Order Premium Received (INR)</i> | <i>Remittance Date</i> | <i>Name of RI Broker/ Reinsurer to whom premium is remitted</i> | <i>RI Premium Remitted (INR)</i> | <i>Reinsurance Order Premium Received but not settled (INR)</i> | <i>Commission (If no Reinsurance Premium Pending to be settled)</i> |
|-----------------------------|------------------------|---|------------------------|---|----------------------------------|---|---|
| | | (i) | | | (ii) | (iii)=(i-ii) | (iv)=(i-ii) |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | - |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | Total | | | | - | - |

Balance as per Bank Book (iii+iv)

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Principal Officer

Chartered Accountant

NOTE: As indicated above (i) - (ii) is Commission but for any reinsurance remittance pending. Hence the indication of (iv) = (i - ii)
Reinsurance remittance pending would be on account of want of documents to come , once the documents are complete the remittance will flow through and then the commission will be transferred to our regular Bank account from the premium Account.