

Broker Template  
Name of the Broker

(Figures in INR)

**Bank Balance as per Bank Book**

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Add : Cheques issued but not presented

Date	Chq no	Particulars	Amount
<b>Less : Cheque Deposited But not Cleared</b>			
Date	Chq no	Particulars	Amount

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**Bank Balance as per Bank statement**

0.00

<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>(i)</i>			<i>(ii)</i>	<i>(iii)=(i-ii)</i>	<i>(iv)=(i-ii)</i>
							-
							-
							-
		<b>Total</b>				-	-

**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.