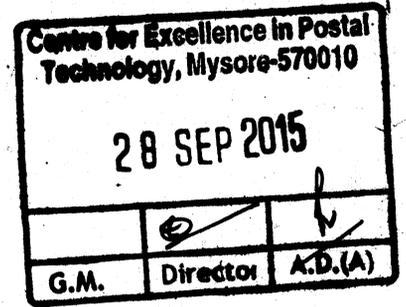


NO.- 02474.

No. 16-01/2013-Inspn.(Pt-II)
Government of India
Ministry of Communications & IT
Department of Posts
(Inspection Unit)
Dak Bhavan, Sansad Marg,
New Delhi, Dated 27/09/2015



To,

1. All Heads of Postal Circles.
2. All Postmasters General.
3. All Directors, Postal Training Centres.
4. Director, RAKNPA, Ghaziabad.
5. Army Postal Directorate.

**Subject: Supplementary Inspection Questionnaire for AML/CFT in r/o BO, SO, HO,
DO, RO & CO.**

Sir/Madam,

Inspection Division in consultation with PMLA/CFT Division have developed a set of Supplementary Inspection Questionnaire pertaining to AML/CFT guidelines for the inspection of following offices:-

1. Supplementary Inspection Questionnaire for Branch Office
2. Supplementary Inspection Questionnaire for Sub Office
3. Supplementary Inspection Questionnaire for Head Office
4. Supplementary Inspection Questionnaire for Divisional Office
5. Supplementary Inspection Questionnaire for Regional Office
6. Supplementary Inspection Questionnaire for Circle Office

2. The copy of the Supplementary Inspection Questionnaire for implementation of AML/CFT guidelines is enclosed.

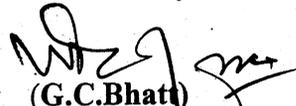
3. Circles are requested to circulate the Supplementary Inspection Questionnaire to its subordinate units for using the same while inspecting the respective offices.

4. Receipt of this letter may be acknowledged.

5. This issues with the approval of Member (PLI) Postal Services Board.

Enclosure:- **Supplementary Inspection Questionnaire.**

Yours faithfully,


(G.C.Bhatt)
Asstt. Director (Inspection)

Copy to:-

1. PPS to Secretary (Posts).
2. PPS to All Members, Postal Services Board.
3. DDG/PCO(PMLA), Dak Bhavan New Delhi-110001.
4. Shri Ravi Babu, Director, CEPT Mysore to upload the above questionnaires on the website for information to all concerned.
5. File No. 16-01/2012-Inspn. & 5. 16-02/2014-Inspn.

*Supplementary Inspection
Questionnaire for Prevention of
Money laundering And
Combating Financing of
Terrorism*

Department of Posts Dak Bhawan

Supplementary Inspection Questionnaire

for

Prevention of Money laundering

And

Combating Financing of Terrorism

Department of Posts

Inspection of BC

Inspection Questionnaire for BO

1. *Check with the Branch Post master and other staff, if any, if they are aware of Money Laundering/Financing of Terrorism and their relation with financial services offered by the department.*
2. *If no, then explain in detail.*

3. Postal Life Insurance:

- (1) *Has the Circle/Region offices revised the PLI/RPLI proposal forms having KYC norms into use? Are the revised proposal forms available?*
- (2) *Check some proposals forms (all for high value policies i.e. above 20 lakhs) to ensure that all entries regarding financial underwriting are complete?*
- (3) *Has documentary support in respect of identity, address and PAN number been provided and checked before accepting proposal - text check 5 cases.*

4. iMO:

- (1) *Whether all necessary up-to-date operational guidelines/ Circulars on AML/KYC/CFT are available .*
- (2) *Whether all instances of single customer booking iMOs for a large number of payees of one payee receiving money from a large number of senders are being promptly reported as per the (STR) Suspicious Transaction.*