

**FMR – 1**

**Report on Actual or Suspected Frauds in Banks**

(Vide Paragraph 3)

**Part A: Fraud Report**

1.	Name of the bank	
2.	Fraud number <sup>1</sup>	
3.	Details of the branch <sup>2</sup>	
	(a) Name of the branch	
	(b) Branch type	
	(c) Place	
	(d) District	
	(e) State	
4.	Name of the Principal party/account <sup>3</sup>	
5.a	Area of operation where the fraud has occurred <sup>4</sup>	
5.b	Whether fraud has occurred in a borrowal account?	Yes/No
6.	Nature of fraud <sup>5</sup>	
7.	Total amount involved <sup>6</sup> (Rs. in lakh)	
8.a	Date of occurrence <sup>7</sup>	
b	Date of detection <sup>8</sup>	
c	Reasons for delay, if any, in detecting the fraud	

d	Date on which reported to RBI <sup>9</sup>	
e	Reasons for delay, if any, in reporting the fraud to RBI	
9.a	Brief history	
b	modus operandi (be precise, clear in description)	
10.	Fraud committed by	
a	Staff	Yes/No
b	Customers	Yes/No
c	Outsiders	Yes/No
11.a	Whether the controlling office (Regional/Zonal) could detect the fraud by a scrutiny of control returns submitted by the branch	Yes/No
b	Whether there is need to improve the information system	Yes/No
12.a	Whether internal inspection/audit (including concurrent audit) was conducted at the branch(es) during the period between the date of first occurrence of the fraud and its detection.	Yes/No *
b	If yes, why the fraud could not have been detected during such inspection/audit.	
c	What action has been taken for non-detection of the fraud during such inspection/audit	
13.	Action taken/proposed to be taken	
a	Complaint with Police/ Investigative agency	

	i) Whether any complaint has been lodged with the Police/ Investigative agency	Yes/No
	ii) If yes, name of office/ branch of Investigative agency	
1	Date of reference	
2	Present position of the case	
3	Date of completion of investigation	
4 a	i) Date of submission of investigation report by Police/Investigative agency	
	ii) If not reported to Police/ Investigative agency, reasons therefor	
b	Recovery suit with Co-op. Court/Court	
	i) Date of filing	
	ii) Present position	
c	Insurance claim	
	i) Whether any claim has been lodged with the insurance company	Yes/No
	ii) If not, reasons therefor	
d	Details of staff-side action	
	i) Whether any internal investigation has been/is proposed to be conducted	Yes/No
	ii) If yes, date of completion	

iii) Whether any departmental enquiry has been/is proposed to be conducted

iv) If yes, give details as per format given below:

v) If not, reasons therefor

No.	Name	Desgn.	Whether suspended	Date of issue of charge sheet	Date of commencement of domestic inquiry	Date of completion of inquiry	Date of issue of final orders	Punishment awarded	Details of prosecution / conviction/ acquittal, etc.

e	Steps taken/proposed to be taken to avoid such incidents	
14.	(a) Total amount recovered	
	i) Amount recovered from party/parties concerned	
	ii) From insurance	
	iii) From other sources	
	(b) Extent of loss to the bank	
	(c) Provision held	
	(d) Amount written off	
15.	Suggestions for consideration of RBI	

\* Banks have to categorically mention the nature of audit the branch is subjected to viz. concurrent audit, statutory audit, internal inspection, etc.

**Part B: Additional Information on Frauds in Borrowal Accounts**

(This part is required to be completed in respect of frauds in all borrowal accounts)

1. (a) Business address of the party in whose account fraud has taken place

--

(b) Names and addresses of the proprietors/ partners/ directors

No.	Name of proprietor/ partner/ director	Address

2. Details of account/s

No.	Nature of account	Date of sanction	Sanctioned Limit	Balance outstanding

3. Details of associate concerns

No.	Name and address of associate concern	Name of proprietor/ partner/ director	Address of proprietor/ partner/ director

---

## Instructions for compiling the Fraud Report (FMR 1):

<sup>1</sup> Fraud number: This has been introduced with a view to facilitate computerisation and cross-reference. The number will be an alphanumeric field consisting of the following: four alphabets (to indicate name of bank), two digits for the year (02, 03, etc.), two digits for the quarter (01 for January – March quarter, etc.) and the final four digits being a distinctive running number for the fraud reported during the quarter.<sup>4</sup>

<sup>2</sup> Name of the branch: In case the fraud relates to more than one branch, indicate the name of only one branch where the amount involved has been the highest and/or which is mainly involved in following up the fraud. The names of the other branches may be given in the brief history/modus operandi against item number 9.

<sup>3</sup> Name of party: A distinctive name may be given to identify the fraud. In the case of frauds in borrowal accounts, name of the borrowers may be given. In the case of frauds committed by employees, the name(s) of the employee(s) could be used to identify the fraud. Where fraud has taken place, say, in clearing account/inter-branch account, and if it is not immediately possible to identify the involvement of any particular employee in the fraud, the same may be identified merely as "Fraud in clearing/inter-branch account".

<sup>4</sup> Area of operation where the fraud has occurred: Indicate the relevant area out of those given in column 1 of statement FMR 2 (Part A) (Cash; Deposits (Savings/Current/Term); Non-resident accounts; Advances (Cash credit/Term Loans/Bills/Others); Foreign exchange transactions; Inter-branch accounts; Cheques/demand drafts, etc.; Clearing, etc. accounts; Off-balance sheet (Letters of credit/Guarantee/Co-acceptance/Others); Others)

<sup>5</sup> Nature of fraud: Select the number of the relevant category from the following which would best describe the nature of fraud: (1) Misappropriation and criminal breach of trust, (2) Fraudulent encashment through forged instruments/manipulation of books of account or through fictitious accounts and conversion of property, (3) Unauthorised credit facilities extended for reward or for illegal gratification, (4) Negligence and cash shortages, (5) Cheating and forgery, (6) Irregularities in foreign exchange transactions, (7) Others.

<sup>6</sup> Total amount involved: Amounts should, at all places, be indicated in Rs. lakh up to two decimal places.

<sup>7</sup> Date of occurrence: In case it is difficult to indicate the exact date of occurrence of fraud (for instance, if pilferages have taken place over a period of time, or if the precise date of a borrower's specific action, subsequently deemed to be fraudulent, is not ascertainable), a notional date may be indicated which is the earliest likely date on which the person is likely to have committed the fraud (say, January 1, 2002, for a fraud which may have been committed anytime during the year 2002). The specific details, such as the period over which the fraud has occurred, may be given in the history/modus operandi.

<sup>8</sup> Date of detection: If a precise date is not available (as in the case of a fraud detected during the course of an inspection/audit or in the case of a fraud being reported such on the directions of the Reserve Bank), a notional date on which the same may be said to have been recognised as fraud may be indicated.

<sup>9</sup> Date of reporting to RBI: The date of reporting shall uniformly be the date of sending the detailed fraud report in form FMR 1 to the RBI and not any date of fax or DO letter that may have preceded it.

\* Banks have to categorically mention the nature of audit the branch is subjected to viz. concurrent audit, statutory audit, internal inspection, etc.