**FORM 3**

**FORM OF CASH ACCOUNT BOOK**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Entry no. | Description of transaction# | Particulars of Payer## | Loan Account No. | Mode of payment, e.g. cash, cheque, interbank GIRO or others\* | Receipt ($) | Payment ($) | Balance |

# If the transaction is a payment made by, on behalf of, or to a borrower, to state the name of the borrower and loan account number. Please note that this form may also be used to record payments made or moneys received by the licensee.

## To be completed if the payment is made in cash and the payer is not the borrower. If payer is a surety, to state only the full name of the surety. The particulars of the payer (other than a surety) to be entered in this column are –

1. his full name;
2. his personal identification number or incorporation or registration number (as applicable);
3. his address;
4. his contact number.

\*(1) Record transaction ID No. for the payment made, e.g. cheque number, or interbank GIRO transaction number.

 (2) Retain a copy pf the document(s) evidencing the transaction.