

Spandana Sphoorty Financial Limited

MOVEMENT REGISTER

| Date | Name of the Employee | Designation | From / To Branch Office | | Place of Leaving | Place of Visit | Purpose | Sign |
|------------|----------------------|-------------|-------------------------|--------------|------------------|-----------------|-----------|------|
| | | | Time of leaving | Arrival Time | | | | |
| 17-07-2025 | Amrita | B/M | 6:30 | 1:35 | B/O | Gratia House | | |
| 17-07-25 | Rudra P. Sahu | L.O | 6:30 | 1:20 | B/O | Lucknow | PC | RS |
| 17-07-25 | Nikhil Kumar | L.O | 6:30 | 1:35 | B/O | Jamunaganj | V/C | A |
| 17-07-25 | Santay K | L.O | 6:30 | 1:40 | B/O | To di | od/kyc | (S) |
| 18-07-25 | Santay K | L.O | 9:00 | 6:15 | B/O | Changrhat Bazar | od/kyc | (S) |
| 18-07-25 | Nikhil Kumar | L.O | | 6:15 | B/O | B/O | Reporting | A |
| 18-07-25 | Santay K | L.O | | 6:15 | B/O | B/O | Reporting | (S) |
| 18-07-25 | Rudra P. Sahu | L.O | | 6:15 | B/O | B/O | R.P. | (S) |
| 18-07-25 | Nitish Kumar | L.O | | 6:05 | B/O | B/O | Rep | (S) |
| 18-07-25 | Rani Kumar | L.O | | 6:15 | B/O | B/O | Rep | (S) |
| 18-07-25 | Chandan Kumar | TLO | | 6:15 | B/O | B/O | Rep | (S) |
| 18-07-25 | Mamta K | L.O | | 6:15 | B/O | B/O | Rep | (S) |
| 18-07-25 | Santay K | L.O | 6:30 | 1:20 | B/O | Changrhat Bazar | od/kyc | (S) |
| 18-07-25 | Nitish Kumar | L.O | 6:30 | 1:35 | B/O | Changrhat Bazar | od/PC | (S) |
| 18-07-25 | Rani Kumar | L.O | 6:30 | 1:20 | B/O | Changrhat Bazar | od/PC | (S) |
| 18-07-25 | Chandan Kumar | TLO | 6:30 | 1:40 | B/O | Mohania | od/PC | (S) |
| 18-07-25 | Mamta K | L.O | 6:30 | 1:35 | B/O | Sonepur | od/PC | (S) |
| 18-07-25 | Nikhil Kumar | L.O | 6:30 | 1:20 | B/O | Jatapur | PC | A |
| 18-07-2025 | Rudra P. Sahu | L.O | 6:30 | 1:30 | B/O | Khaini | PC | (S) |
| 18-07-25 | Amrita | B/M | 6:30 | 7:00 | B/O | Jamunaganj | Home | |
| 18-07-25 | Nikhil Kumar | L.O | 9:15 | 6:20 | B/O | Home | Home | (S) |
| 21-07-25 | Rani Kumar | L.O | | 6:15 | B/O | B/O | Rep | (S) |
| 21-07-25 | Amrita | B/M | | 6:15 | B/O | B/O | Reporting | (S) |
| 21-07-25 | Rudra P. Sahu | L.O | | 6:15 | B/O | B/O | Rep | (S) |
| 21-07-25 | Nitish Kumar | L.O | | 6:15 | B/O | B/O | Rep | (S) |
| 21-07-25 | Nitish Kumar | L.O | 6:30 | 6:00 | B/O | B/O | od/PC | (S) |
| 21-07-25 | Rudra P. Sahu | L.O | 6:30 | 9:00 | B/O | Shahar | ad/PC | (S) |
| 21-07-25 | Rani Kumar | L.O | 6:45 | 6:30 | B/O | Mohania | od/PC | (S) |

Spandana Sphoorty Financial Limited

KEY REGISTER

Key Holder 1

Key Holder 2

| Date | Time | Name | Designation | Key No. | Sign. | Name | Designation | Key No. | Sign. |
|------------|---------|---------------|-------------|---------|-------|---------------|-------------|---------|-------|
| 25/05/2025 | 8:00 | Pradeep Singh | L.O | 01.1 | | Anvita | BPM | 012 | |
| 28-06/25 | 8:00 | Mitish Kumar | L.O | 01.2 | | Pradeep Singh | L.O | 01.1 | |
| 02-07/2025 | 9:00 | Pradeep Singh | L.O | 01.2 | | Anvita | BPM | 01.1 | |
| 11-7/25 | 9:00 | Mitish Kumar | L.O | 01.2 | | Anil Kumar | BPM | 01.1 | |
| 01-08/25 | 9:00 | Anil Kumar | BPM | 01.1 | | Mitish Kumar | L.O | 01.2 | |
| 01-09/25 | 8:00 | Anil Kumar | BPM | 01.1 | | Mitish Kumar | L.O | 01.2 | |
| 01-09/25 | 8:30 pm | Anil Kumar | BPM | 01.1 | | Sudhir Singh | BPM | 01.2 | |
| 02-09/2025 | 7:10 | Pradeep Singh | L.O | 01.1 | | Sudhir Singh | BPM | 01.2 | |
| 14/09/25 | 8:30 | Mitish Kumar | L.O | 01.1 | | Sudhir Singh | BPM | 01.2 | |
| 16-09/25 | 6:20 | Anil Kumar | BPM | 01.1 | | Sudhir Singh | BPM | 01.2 | |
| 29-09/25 | 9:09 | Mitish Kumar | L.O | 01.1 | | Anil Kumar | BPM | 01.2 | |
| 03/10/25 | 8:00 pm | Anil Kumar | BPM | 01.1 | | Sudhir Singh | BPM | 01.2 | |
| 13-10/2025 | 9:00 | Pradeep Singh | L.O | 01.1 | | Sudhir Singh | BPM | 01.2 | |
| 15-10/25 | 8:00 pm | Anil Kumar | BPM | 01.1 | | Sudhir Singh | BPM | 01.2 | |
| 01/11/25 | 8:00 AM | Anil Kumar | BPM | 01.1 | | Sudhir Singh | BPM | 01.2 | |
| 02/11/25 | 7: AM | Mitish Kumar | L.O | 01.1 | | " | " | " | " |
| 04/11/25 | 8:00 AM | Anil Kumar | BPM | 01.1 | | " | " | " | " |
| 03-11/25 | 7:00 pm | Mitish Kumar | L.O | 01.1 | | " | " | " | " |
| 09/11/25 | 8:00 | Anil Kumar | BPM | 01.1 | | Sudhir Singh | BPM | 01.2 | |

8/9/25
30/09/2025
8/10/25 pm
01/11/25
14/11-25
13-11/25
19/11/25

Spandana Sphoorty Financial Ltd.

Book No.: 222515 Receipt No.: 194
 Branch: Bhabug Date: 20/11/25
 CA Name: T.R.R. Day:

| S. No. | Center No. | Collection Received Rupees |
|--------|------------|----------------------------|
| | L.R. | 290 |
| | ... | 3460+2400 |
| | ... | 3470 |
| | | 12230 |

| Denomination | Number | Total Rupees |
|--------------|--------|--------------|
| 2000x | | |
| 500x | 24 | 12000 |
| 200x | | |
| 100x | 2 | 200 |
| 50x | | |
| 20x | | |
| 10x | 3 | 30 |
| Coin | | |
| Total | | 12230 |

BM Name: Sudhis Smer BM Sign: [Signature]
 CA Sign:
 Cashier / Receiver Name: [Signature] Sign: [Signature]

Spandana Sphoorty Financial Ltd.

Book No.: 222515 Receipt No.: 193
 Branch: Bhabug Date: 20/11/25
 CA Name: closing Day:

| S. No. | Center No. | Collection Received Rupees |
|--------|------------|----------------------------|
| | opening. | 00 |
| | T.R.R. | 12230 |
| | dep. | 240 |
| | closing. | 9830 |

| Denomination | Number | Total Rupees |
|--------------|--------|--------------|
| 2000x | | |
| 500x | 12 | 6000 |
| 200x | 2 | 400 |
| 100x | 33 | 3300 |
| 50x | 1 | 50 |
| 20x | 3 | 60 |
| 10x | | |
| Coin | 20 | 20 |
| Total | | 9830 |

BM Name: Sudhis Smer BM Sign: [Signature]
 CA Sign:
 Cashier / Receiver Name: [Signature] Sign: [Signature]

Spandana Sphoorty Financial Ltd.

Book No.: 222515 Receipt No.: 196
 Branch: Date:
 CA Name: Day:

| S. No. | Center No. | Collection Received Rupees |
|--------|------------|----------------------------|
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| Denomination | Number | Total Rupees |
|--------------|--------|--------------|
| 2000x | | |
| 500x | | |
| 200x | | |
| 100x | | |
| 50x | | |
| 20x | | |
| 10x | | |
| Coin | | |
| Total | | |

BM Name: BM Sign:
 CA Sign:
 Cashier / Receiver Name: Sign:

Spandana Sphoorty Financial Ltd.

Book No.: 222515 Receipt No.: 195
 Branch: Date:
 CA Name: Day:

| S. No. | Center No. | Collection Received Rupees |
|--------|------------|----------------------------|
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| Denomination | Number | Total Rupees |
|--------------|--------|--------------|
| 2000x | | |
| 500x | | |
| 200x | | |
| 100x | | |
| 50x | | |
| 20x | | |
| 10x | | |
| Coin | | |
| Total | | |

BM Name: BM Sign:
 CA Sign:
 Cashier / Receiver Name: Sign:

Spandana Sphoorty Financial Limited

Internal Audit Department

| Branch Code | Branch Name | Cluster Name | Area | Region |
|-------------|---------------------------------------|--|----------------------------------|--|
| BH2931 | Bhabua | Sasaram | Aurangabad(BH) | Gaya |
| State | FIMO Opening Balance Date (DD-MMM-YY) | Denomination Register Date (DD-MMM-YY) | Date of Verification (DD-MMM-YY) | Time of Verification (24 Hrs.) (HH:MM) |
| Bihar 2 | 21-Nov-25 | 20-Nov-25 | 21-Nov-25 | 6:45 AM |

Physical Cash Verification Certificate

| Note Denomination | Cash as per FIMO | | Cash as per Physical Verification | |
|-------------------|------------------|----------------|-----------------------------------|----------------|
| | Number | Amount (Rs.) | Number | Amount (Rs.) |
| 2000 | | | | 0 |
| 500 | 12 | 6,000 | 12 | 6,000 |
| 200 | 2 | 400 | 2 | 400 |
| 100 | 33 | 3,300 | 33 | 3,300 |
| 50 | 1 | 50 | 1 | 50 |
| 20 | 3 | 60 | 3 | 60 |
| 10 | 0 | 0 | 0 | 0 |
| 5 | 0 | 0 | 0 | 0 |
| All Coins | 20 | 20 | 20 | 20 |
| | Total | ₹ 9,830 | Total | ₹ 9,830 |

| | | | |
|--|---------|--|--|
| Denomination Register Opening Cash Balance | ₹ 9,830 | Petty Expenses | |
| Collection Amount | | Bank Deposit Amount | |
| Counter Fiat Notes (If Any) Mention Denomination in Remarks | | Availability of Deposit Slip (Drop Down) | |
| Difference (Excess/Short) | ₹ 0 | Digital payment in Branch staff personal a/c Amount | |

Auditor Remarks for the Differences

Explanation provided by Branch Manager

Physical Cash Siphoned Off Details

| Cash Siphoned Off by EMP Name | Cash Siphoned Off by Emp ID | Cash Siphoned Off by Emp Designation | Cash Siphoned Off (Drop Down) | Complaint Number |
|--|-----------------------------|--------------------------------------|---------------------------------------|------------------|
| | | | | |
| Cash Siphoned Off Amount (Gross Fraud) | Recovery Amount | Cash Siphoned Off Amount (Net Fraud) | Cash Siphoned Off Details (Drop Down) | |
| | | 0.00 | | |

Satendra Kumar Singh

