|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part I: Annex-IV** | | | | | | | | |
| **FLM 2** | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| **Daily Summary and Balance Book** | | | | | | | | |
| (Travellers’ cheques) | | | | | | | | |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
|  |  | | | **Pound Sterling** | **U.S. Dollar** | **Euro** | **Yen** | **Other (Pl.specify)** |
| **I.** | **Opening Balance** | | |  |  |  |  |  |
| **II.** | **Add:** | 1) | Purchases from the public |  |  |  |  |  |
|  |  | 2) | Purchases from others (including fresh stock received) |  |  |  |  |  |
|  | **Total (I + II)** | | |  |  |  |  |  |
| **III.** | Less: | **1)** | Sales to public |  |  |  |  |  |
|  |  | 2) | Surrender to ADs/FFMCs |  |  |  |  |  |
|  |  | 3) | Exports |  |  |  |  |  |
| **IV.** | **Closing Balance (I + II - III)** | | |  |  |  |  |  |
| Pre-paid cards sold | | | | No. |  | Amount. |  |  |
|  |  |  |  |  |  |  |  |  |
| Date: | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
|  |  |  |  |  |  |  |  |  |
| Note: - Stock register of blank travelers’ cheques/ smart cards in various denominations obtained from authorized dealers/ TC issuers/ other agencies for sale to travelers under Basic Travel Quota or for business visit should be maintained and balanced on a daily basis. | | | | | | | | |