

SCHEDULE 3

Regulation 8 (1)(m)

QUESTIONNAIRE ON PREMISES

	YES	NO	COMMENTS
<p>1.1 THE DEED/LEASE AGREEMENT</p> <p>(a) Title Deed Is the institution registered as the owner of the premises? (Obtain a copy of the title deed.)</p> <p>(b) Lease Agreement (Obtain a copy of the lease agreement.) Is the lease signed by both parties? Is the lease registered?</p> <p>What is the duration of the lease and is it long enough to allow for economical use of permanent improvements?</p> <p>Is the landlord's approval for interior design/alteration obtained and other conditions satisfied?</p>			
<p>1.2 APPROVAL BY RELEVANT AUTHORITIES</p> <p>Have the following approvals been obtained where necessary-</p> <ul style="list-style-type: none"> * Local Authority; * Security firm-regarding physical security of staff, premises and assets; * Approval by UEDCL for electrical wiring of the premises. 			
<p>1.3 BUSINESS HALL</p> <p>Does the business hall suit the type of business to be undertaken in the premises?</p>			

	YES	NO	COMMENTS
1.4 STAFF OPERATING AREA			
Is the space allowed for each individual employee adequate ?			
Are sufficient and suitable sanitary conveniences for employees provided and kept clean?			
1.5 VENTILATION			
Is ventilation adequate for security and circulation of fresh air in the premises?			
1.6 LIGHTING			
Is there sufficient and suitable lighting in every part of the premises?			
2.1			
Are the outer doors of heavy duty metal or reinforced wood?			
Are there a minimum of two locks of good quality?			
Are windows and glass walls reinforced with metal grills or made of anti-burglar/bullet proof glass?			
2.2 STRONGROOM (SAFE/VAULT)			
Is there a strong room?			
Is it conveniently situated i.e. does it boarder with the outside walls?			
Is there adequate space to cater for the needs of the institution?			
Are the duplicate keys stored off the premises?			
Is there dual control for entry?			
2.3 FREE - STANDING SAFE			
Is the safe fire proof?			
Is access to the safe and the room where the safe is kept under the control of more than one person?			

	YES	NO	COMMENTS
Is the safe in a window-less room and secured by a heavy duty lock door of fire resistant material?			
2.4 RECORD ROOM AND STATIONERY STORE Is it fire proof?			
2.5 CASH LOADING AREA Is it protected from public view and access? Is cash in transit protected by police/security firm? Are there security guards at the premises at all times - day and night?			
2.6 CASHIER'S TILL Is it restricted to the individual cashiers during working hours?			
2.7 ALARM SYSTEM Is there an alarm system installed in the premises? If yes, Is it connected to police/security firm? Switches to be located in the- * Strong room * Cashiers' cubicles * Manager's office			
2.8 EMERGENCY PLAN Is there an emergency plan? Is it documented? Are there fire extinguishers at appropriate places? i.e.,- * Water type * Non-water type			