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05.09.2012 07:30



05.09.2012 07:42



05.09.2012 07:33

1. The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The text also notes that records should be kept for a sufficient period to allow for a thorough audit.

2. The second part of the document outlines the specific requirements for record-keeping. It states that all transactions must be recorded in a clear and concise manner, and that the records should be organized in a way that allows for easy retrieval. The text also mentions that records should be kept in a secure location and that access should be restricted to authorized personnel only.

3. The third part of the document discusses the role of the auditor in the record-keeping process. It notes that the auditor is responsible for verifying the accuracy and completeness of the records and for reporting any discrepancies to the appropriate authorities. The text also mentions that the auditor should maintain a separate set of records to document the audit process.

4. The fourth part of the document concludes by reiterating the importance of record-keeping and the need for strict adherence to the requirements outlined in the document. It states that proper record-keeping is a fundamental responsibility of all individuals involved in the financial system and that failure to comply with these requirements can result in severe consequences.