

REPORTING GUIDELINES ON CRIMES/LOSSES
(Annex to Appendix P-2)

1. Pawnshops shall report on the following matters through the appropriate supervising and examining department:

- a. Crimes whether consummated, frustrated or attempted against pawned articles/property/ facilities (such as robbery, theft, swindling or estafa, forgery and other deceits) and other crimes involving loss/destruction of pawn/property of the pawnshop: *Provided*, That if no pawned article is involved, the amount involved in each crime is P20,000 or more.

Crimes involving the pawnshop personnel, regardless of whether or not such crimes involve the loss/destruction of pawned articles/property of the pawnshop, even if the amount involved is less than those above specified, shall likewise be reported to the BSP.

- b. Incidents involving material loss, destruction or damage to the institution's pawned articles/property/facilities, other than arising from a crime: *Provided*, That if no pawned article is involved, the amount involved per incident is P20,000 or more.

2. The following guidelines shall be observed in the preparation and submission of the report.

- a. The report shall be prepared in two (2) copies and shall be submitted within ten (10) business days from knowledge of the crime or incident, the original to the appropriate supervising department and the duplicate to the BSP Security Coordinator, thru the Director, Security Investigation and Transport Department.
- b. Where a thorough investigation and evaluation of facts is necessary to complete the report, an initial report submitted within the ten (10)-business day deadline may be accepted: *Provided*, That a complete report is submitted not later than fifteen (15) business days from termination of investigation.

(Sample format of Report on Crimes/
Losses attached)

Deadline: 10 business days from
knowledge of crime or incident

Submission: Original – ISD I
Duplicate - SITD

Name of Pawnshop

Address

REPORT ON CRIMES/LOSSES

Name and Location of Office		
Name of Pawnshop : Address :		
Nature and Brief Description of the Crime/Incident (State whether crime was consummated, frustrated or attempted)		
Person(s)/Property Involved		
Date and time of Occurrence of Crime/Loss	Amount Involved	Amount and Kind of Insurance Coverage
Date when crime was discovered :	Actual : Estimated :	
Action Taken Upon Knowledge of Crime/Loss and/or Steps/Measures Taken to Prevent Recurrence of Similar Incident in the Future		
Other Relevant Information		

Certified Correct:

Signature of Authorized Officer
over Printed Name

Designation : _____

Date : _____