

## **RIGHTS & DUTIES OF FOREMAN**

### **Rights of the foreman of the company**

- i) To obtain one chit in full without auction and the instalment specified in the agreement.
- ii) To get such commission every month not exceeding 5% of the chit amount as may be fixed in the chit agreement.
- iii) To receive and realise all contributions from the subscribers and to distribute the prized amount and dividend amongst the subscribers.
- iv) To demand sufficient security from the prized subscribers for due payment of future subscription(s).
- v) To substitute subscribers in the place of defaulters, and
- vi) To do all other acts that may be necessary for the due and proper conduct of the chit.

### **Duties of foreman of the company**

- i) To provide a true copy of chit agreement to all the subscribers before the conduct of 1st draw of the chit.
- ii) To intimate all the subscribers about the date, time and amount of subscription of chit every month.
- iii) To pay chit amount to the prized subscribers after getting sufficient security for further installments.
- iv) To allow the subscribers to examine chit record on getting payment of prescribed fee.
- v) To file minutes of proceedings, Form of the transfer of subscribers, Balance Sheets etc. with the Registrar, Chit Funds Delhi within the stipulated time limit.
- vi) To furnish proper securities to the satisfaction of the Registrar, Chit Funds, Delhi in the event of foreman himself becoming a prized subscriber.
- vii) A foreman intending to transfer his right to receive subscription from prized subscriber shall apply in writing to the Registrar, Chit Funds, Delhi for obtaining his sanction thereof.
- viii) To maintain record as prescribed in Rule 25 of Delhi Chit Funds Rules, 2007.
- ix) To produce such records for inspection as and when required by the R.C.F., Delhi.
- x) To preserve all the records pertaining to a chit for a period of at least eight years from the date of termination of the chit.
- xi) To file Balance Sheet of the Chit Fun Company referred to in section 24 of the Chit Funds Act, 1982 with the Registrar within a period of three months from the expiry of the period with reference to which it is prepared.
- xii) To file a receipt and payment account and a statement showing the assets and liabilities of the individual chit group as on the last date of each calendar or financial year, as the case may be, in Form XV of the Delhi Chit Funds Rules, 2007, duly audited either by auditors appointed under the Companies Act, 1956 or by auditors appointed under section 61 of the Chit Funds Act, 1982. The abovesaid documents shall be filed with the Registrar within a period of two

months from the expiry of the period with reference to which it is prepared and also on the termination of the chit.