

## **Reporting Guidelines for Pawnbroker's Monthly Report**

- 1) What is to be filed?

The Pawnbroker's Monthly Report.

- 2) Who is to file a report?

All licensed Pawnbrokers.

- 3) Where to file?

Reports are to be filed at the Department of Commerce, Banking Section, Capital Hill, Saipan.

- 4) When is the report due?

The report is due on the 5<sup>th</sup> day (or next business day if it falls on a weekend or holiday) following the last day of the preceding month. For example, the January report is due on February 5<sup>th</sup>, the February report is due on March 5<sup>th</sup>, etc.

- 5) What should the report contain?

At a minimum, the report should contain the date, full name of customer, complete description of property pledged, amount of loan, and term of loan. Attached is a copy of the report form that licensed pawnbrokers may use.