

Proforma

Statement for Reporting of Information on Full/Part Time Banking Outlets (BOs) (Brick & Mortar Branch¹ or Fixed-Point Business Correspondent (BC) outlet²)/Offices/Other Fixed Customer Service Points (CSPs) i.e. other than BOs like ATMs, Cash Deposit Machines, Other Customer Services, etc. - Opened/Closed/Conversion, etc.
(Applicable for All Banks and All India Financial Institutions)

1. Bank/Institution Details³ : System Driven
2. Action for Reporting : Addition (Opening of new banking Outlet/unit, etc.)

Opened	<input type="checkbox"/>
Planned ⁴	<input type="checkbox"/>

OR

Updation	<input type="checkbox"/>
Updating of existing Information	<input type="checkbox"/>
Closure	<input type="checkbox"/>
Permanent Closed	<input type="checkbox"/>
Merged	<input type="checkbox"/>
Conversion	<input type="checkbox"/>

3. If proforma is for updating information

3.1. Part-I Code of updating : _____
 [Banking Outlet (Full/ Part-time), Administrative/Back Office (7 digits), NAIOs⁵,
 ATMs, Other Fixed CSPs (16 digits)]

3.2. Effective Date of Change : /_____
 Day Month Year

4. For Conversion⁶

4.1.	Conversion From	: <input type="text"/>
4.2.	Conversion To	: <input type="text"/>
4.3.	Part-1 Code	:
4.4.	Conversion Date	: <input type="text"/> /_____ Day Month Year

5. For addition of a new Banking Outlet, then:

¹ Manned by bank staff

² Including Access Points of Payments Banks

³ Depends on login credentials. Bank Code, Bank Name, Bank Category and Bank Group will be displayed in read only mode by the system.

⁴ In case of Planned, it is mandatory to select location till 'Revenue Center'.

⁵ Non-Administratively Independent Offices

⁶ Conversion from Brick & Mortar (B&M) Branch/Fixed Point BC outlet/Office/NAIO to Fixed Point BC outlet/B&M Branch/Office/NAIO or vice versa

5.1. If B&M Branch (Staffed by bank)

5.1.1. Domestic Banking Unit / Overseas Banking Unit

5.2. If fixed point BC outlet

5.2.1. Corporate BC / Individual BC

5.2.2. Base/controlling branch Part-I Code, if applicable

5.2.3. IBA Registration Number: _____

6. For addition of a new Office⁷,

6.1. Domestic Office Unit / Overseas Office Unit

6.2. Administrative (including Head/ Regional/ Zonal/ etc.) Office

6.3. Training Centre

6.4. Back Office

6.4.1. Central Processing Centres (CPCs) (including Loan/ Deposit/ other liability/ Cheque book issuing, new account opening etc.)

6.4.2. Service Branches

6.4.3. Asset Recovery Branches

6.5. Treasury Branch Office

6.6. Forex Office

6.7. Any Other (Please specify) _____

6.8. Part-I code of the base branch/office, if applicable :

7. If NAIOs:

7.1. Extension Counter⁸

7.2. Satellite Office⁹

7.3. Exchange Bureau

7.4. Representative Office

7.5. Call Centre

⁷ For each type of office, bank will be required to submit separate proforma.

⁸ For applicable categories of bank (foreign banks, RRBs, cooperative banks), may be reported here. For commercial bank, there is no extension counter as they fulfil the criteria of Banking Outlet.

⁹ For applicable categories of bank (foreign banks, RRBs, cooperative banks) may be reported here. For commercial bank, there is no satellite offices as they fulfil the criteria of Banking Outlet.

7.6. Other (Please specify) _____

7.7. Part-I code of the base BO/office :

8. If other Fixed Location CSPs then

8.1. Mode of service

8.1.1. Electronic services

8.1.1.1. ATMs

8.1.1.2. Cash Recycler Machine (CRM)

8.1.1.3. Bunch Note Acceptor Machine (BNAM)/

Cash Deposit Machines (CDMs)

8.1.1.4. Electronic Kiosks

8.1.1.5. E-lobby

8.1.1.6. Other (Please specify)

8.1.2. Manual Services

8.1.2.1. Other Customer Services

8.1.3. Onsite / Off-site

8.2. Part-I code of the base BO/office, if applicable :

9. Details of banking outlets/offices/CSPs

9.1. Name : _____
(of Banking Outlet/ Office/NAIO/Other Fixed CSPs)

9.2. Applicable Category : General Permission
With Authorisation/ Approval/License¹⁰

9.3. If approval/ authorisation or Post-facto authorisation, then
License/ Authorisation Letter Number: _____

9.4. Date of License/ Authorisation Letter :
(See explanation) Day Month Year

9.5. If it is a case of Re-validation¹¹ of License/ Authorisation

9.5.1. The reference number : _____

¹⁰ For banks requiring license/permission (SCBs not having general permission, RRBs, Co-operative banks, etc.).

¹¹ Applicable to banks requiring license/authorisation

- 9.5.2. Date of Re-validation : //
 Day Month Year
- 9.6. Date of Opening (Actual/ Planned) : //
 Day Month Year
- 9.7. Part-I code of the linked currency chest (BO/Office), if not functioning as a
 Currency Chest :
10. Magnetic Ink Character Recognition (MICR) Code :
11. Indian Financial System Code (IFSC) :
12. Bank's Internal System(CBS) Code :
13. Location details
- 13.1. Country :
- 13.2. State :
- 13.3. District :
- 13.4. Sub-District :
- 13.5. Revenue Centre:
- 13.6. Address
- 13.6.1. Address 1 : _____
- 13.6.2. Address 2 : _____
- 13.6.3. Name of the Post Office : _____
- 13.6.4. Pin Code :
- 13.7. Geo-coordinates
- 13.7.1. Longitude (upto 6 decimal place)
- 13.7.2. Latitude (upto 6 decimal place)
- 13.8. Communication Details:
- 13.8.1. Name (in case of fixed point BC outlets): _____

13.8.2. Tel. No./ Telex No. :
 (For landline, include STD Code)
 13.8.3. Mobile No.:
 13.8.4. Fax No. (with STD Code) :
 13.8.5. E-mail Address :

14. Working Days/ Hours

14.1. Full Time OR

14.2. Part Time

Days	Timings	
	From	To
All Days <input type="checkbox"/>	<input :="" type="text"/> <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Monday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Tuesday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Wednesday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Thursday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Friday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Saturday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Sunday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.

15. Additional centres served by Banking Outlets (Hub and Spoke model):

Multiple Selections from Centre Database

16. Service Offered (multiple selections may be made under each category as relevant)

16.1. Customer services offered at Banking Outlet

16.1.1. General banking

16.1.2. Personal banking including housing/consumer durable/vehicle finance

16.1.3. Fully electronic customer self-service branch, manned

- | | |
|--|--------------------------|
| 16.1.4. Locker Facility | <input type="checkbox"/> |
| 16.1.5. Money Transfer Facility | <input type="checkbox"/> |
| 16.1.6. Currency Chest | <input type="checkbox"/> |
| 16.1.7. Small coin depot | <input type="checkbox"/> |
| 16.1.8. Specialised Finance branch | <input type="checkbox"/> |
| 16.1.8.1. Agriculture finance | <input type="checkbox"/> |
| 16.1.8.2. MSME finance | <input type="checkbox"/> |
| 16.1.8.3. Other Corporate finance | <input type="checkbox"/> |
| 16.1.9. Foreign exchange business | <input type="checkbox"/> |
| 16.1.10. Capital market / investment banking services | <input type="checkbox"/> |
| 16.1.10.1. Merchant / Mercantile Banking | <input type="checkbox"/> |
| 16.1.10.2. Share Trading & Dmat Services | <input type="checkbox"/> |
| 16.1.10.3. Mutual Fund ¹² Products/ Services | <input type="checkbox"/> |
| 16.1.11. Insurance Services | <input type="checkbox"/> |
| 16.1.11.1. Life ¹³ | <input type="checkbox"/> |
| 16.1.11.2. Non-life | <input type="checkbox"/> |
| 16.1.12. Government business | <input type="checkbox"/> |
| 16.1.12.1. Public provident fund (PPF) account | <input type="checkbox"/> |
| 16.1.12.2. Pension accounts | <input type="checkbox"/> |
| 16.1.12.3. Franking services | <input type="checkbox"/> |
| 16.1.12.4. Tax Collection | <input type="checkbox"/> |
| 16.1.13. Any Other <input type="checkbox"/> Please Specify _____ | |

- 16.2. Specialised administrative / back office activities handled by Office, if any
- | | | |
|--|--------------------------|----|
| 16.2.1. Treasury | <input type="checkbox"/> | |
| 16.2.2. Forex treasury | <input type="checkbox"/> | |
| 16.2.3. Forex Office | <input type="checkbox"/> | |
| 16.2.3.1. A Category | <input type="checkbox"/> | OR |
| 16.2.3.2. B Category | <input type="checkbox"/> | |
| 16.2.4. Government business, pension, | <input type="checkbox"/> | |
| 16.2.5. Currency chest | <input type="checkbox"/> | |
| 16.2.6. Small coin depot | <input type="checkbox"/> | |
| 16.2.7. Asset recovery / reconstruction | <input type="checkbox"/> | |
| 16.2.8. Clearing and payment services | <input type="checkbox"/> | |
| 16.2.9. Processing centres (deposits, loans, trade finance, forex, cheques etc.) | <input type="checkbox"/> | |
| 16.2.10. Administrative activities (HO / ZO / TC / AO) | <input type="checkbox"/> | |
| 16.2.11. Any Other <input type="checkbox"/> Please Specify _____ | | |

17. If B&M Branch/ Office¹⁴ is doing forex activity, then :

17.1. Authorised Dealer Category : A B C

17.2. Date of Authorisation :
Day Month Year

17.3. In the case of 'C' Category office,
Part-I code of forex transaction settling

¹² Unit linked plans should be treated under Mutual Funds.

¹³ Includes health insurance and other similar products related to life.

¹⁴ Offices doing authorised dealer activities with customer interface will be considered as Banking Outlets.

'A' or 'B' Category B&M Branch/Office:

18. Other Attributes

18.1. If Other Fixed Location CSPs - Electronic Services

- 18.1.1. Manned
18.1.2. Unmanned

19. Remarks :

20. Uniform Codes: Part-I (7/16 digits) :
(To be generated by system)

21. Part-II (7 digits) :
(To be generated by system)