

PROFORMA - I

Statement of New Branch/office/NAIO to be submitted by banks as and when opened/Quarterly basis

(Please read the Instructions before filling the Proforma-I&II)

Items

1. a) Name of the Commercial Bank/Other Financial Institution/Co-operative Institution : _____)
- b) Proforma for:

Branch/Office of a Bank ()

Not Administratively Independent Office (NAIO) ()

Branch/Office of Other Financial Institution ()

(Put tick mark (/) in appropriate box)

- c) Uniform Codes: Part-I (7/9 digits):

See Instructions I, II, III; see Explanations also) (For NAIOs)

Part-II (7 digits): (To be allotted by RBI)

(See Instructions I, II and III; see Explanations also)

2. (a) Name of the new branch/office/NAIO
- (b) RBI Reference No._____

and Reference Date:

Day / Month / Year

- (c) Licence (Authorization) Number/ Annex Sl. No._____

(As obtained from RBI)

(d) Date of Licence (Authorization): ///

(See explanation) Day / Month / Year

(e) Whether it is a case of Re-Validation of licence (authorization): Yes () No ()

If yes, give the date of re-validation (See explanation)://

Day / Month / Year

3. Date of opening of the New Branch/office/NAIO: ///

Day / Month / Year

4. Postal address:

4.1 Name/Municipal Number of
the building (if any): _____

4.2 Name of the Road (if any): _____

4.3 (a) Name of the Post Office: _____

(b) Pin Code:

4.4 Name of the locality within a

Centre (Revenue unit): _____

(See explanation)

4.5 Name of Tehsil/Taluka/Sub-Division: _____

4.6 Tel. No. / Telex No. (Including STD code): _____

4.7 Fax No.: _____

4.8 E-mail Address: _____

5. (a) Name of the centre(revenue village/town/city/
Municipality/Municipal Corporation) within
the limits of which branch/office is located: _____

(**This is a very important aspect**, please see explanation)

(b) Name of Community Development Block/Development Block/Tehsil/

Taluka/Sub-Division/Mandal/Police Station: _____

(c) Name of the District: _____

(d) Name of the State: _____

(e) Population of the Centre (revenue unit)

as per latest Census report: _____

(See explanation)

6. Is/are there any other administratively Independent bank branch(es)/office(s) other than your branch/office/NAIO in your center: Yes: () No: ()

(See explanation and put tick mark (✓) in appropriate box)

7. (a) Business Status of the new branch/office/NAIO (See explanation):

Code: Status Name: _____

- (b) In case of NAIO, supply the following details (See explanation):

(i) Name of the base branch/office: _____

(ii) Uniform code numbers of the base branch/office

Part-I (7 digits):

Part-II (7 digits):

8. (i)(a) Status of Central Government Business:

(Put tick mark (✓) in appropriate box)

Type of Central Government Business

- (1) () No Govt. Business
- (2) () Direct Taxes
- (3) () Departmentalized Ministries Account (DMA)
- (4) () Pension
- (5) () Bond-Issue
- (6) () Others (Specify, if any):_____

- (b) Status of State Government Business (i.e. Treasury/Sub-treasury business):

(Put tick mark (✓) in appropriate box)

Type of Treasury/Sub-Treasury Business (State Govt.)

- (1) () No Govt. Business
- (2) () Treasury Business
- (3) () Sub-Treasury Business
- (4) () Pension

(5) () Bond-Issue

(6) () Others (Specify, if any): _____

(ii) Whether a currency chest is attached to this branch/office: Yes () No ()
(A) If "Yes" then state:

(a) The type of currency chest: A () B () C ()

(Put a tick mark (\checkmark) in appropriate box)

(b) Date of establishment / /

of currency chest: Day / Month / Year

(8- Digit Code allotted by Department of Currency

Management (DCM) is to be written)

(d) Mention type of area in which currency chest is located:

(State "type of area" code: See the explanation)

Code: Type of Area:

(B) If "NO" then, supply particulars of the nearest

branch/ office having currency chest facility:

(a) Bank Name:

(b) Branch Name:

(d) Distance (in Km):

(e) Centre Name:

Whether there is a repository attached to this branch/office? Yes () No ()

(Put a tick mark () in appropriate box)

(iv) Whether a small coin-depot is attached to this branch/office? Yes () No ()

(Put a tick mark (✓) in appropriate box)

(v) Whether any NAIO is attached to the branch having

Currency Chest/Repository/Small Coin-depot facility? Yes () No ()

(Put a tick mark (/) in appropriate box)

9. Nature of Business conducted by the branch/office/NAIO:
(Put tick mark (✓) in appropriate box/boxes)

Name

- (1) () Banking Business
(2) () Merchant Banking Business
(3) () Exchange
(4) () Deposit
(5) () Insurance
(6) () Administrative/Controlling Office
(7) () Training Centre
(8) () Others (please specify, if any) -----

10. (a) Authorized Dealer Category of the branch/office: A () B () C ()
(Put a tick mark (✓) in appropriate box)

(b) Date of Authorization: □□/□□/□□□□

Day / Month / Year

(c) In the case of 'C' Category office, write name and uniform code numbers of 'A' or 'B' Category branch/office through which its foreign exchange transactions are settled:

(i) Name of the branch/office: _____

(ii) Uniform code Numbers of the branch/office:

Part-I : □□□□□□□ Part-II: □□□□□□□

(7 digits)

(7 digits)

11. Technological facility of Branch/Office:
(Put tick mark (✓) in appropriate box)

Technological Facility

- (1) () Not yet Computerized
(2) () Partially Computerized
(3) () Fully Computerized

12. Communication Facility available in the Branch/Office/NAIO:

(Put tick mark (/) in appropriate box)

Communication Facility

(1) NO NETWORK

(2) INFINET

(3) INTERNET

(4) INTRANET

(5) CORE BANKING SOLUTION

(6) Others (Please specify, if any) _____

13. Magnetic Ink Code Reader:

(MICR Code) number of the branch/office/NAIO: _____

14. Any other particulars (please specify): _____

15. For RBI use only:

(a) AD Region Office Code:

(b) Census Classification Code:

(c) Full Postal Address: