

**Information to be furnished by an Urban Co-operative Bank for obtaining prior approval of the Reserve Bank of India for shifting its office/departments to a different locality/Municipal Ward**

1.	(i) Name of the bank	
	(ii)(a)Address of the Head Office/Central Administrative Office	
	(b) Registered address of the bank	
	(iii) Total no. of bank's offices	
	(iv) Name of the office/department/s which is/are proposed to be shifted.	
	(v) Licence No./Permission No. for opening the office/department/s referred to at Sr.No.(iv) above	Licence No. Permission No. Dated :
	(vi) Address of the present location of office/department/s at Sr.No.(iv)	
	(vii) Address of the location to which office/department/s at Sr.No.(iv) is/are proposed to be shifted.	
	(viii) Distance between the old and new address	
	(ix) Whether all departments/entire office of the bank presently functioning at address at Sr.No.(vi) above are/ is proposed to be shifted?	Yes/No.
	(x) If answer at item (ix) is "No", please mention  (a) Names of all departments/offices functioning at existing premises. (b) the departments which will continue to function at the existing place after the proposed shifting.	
	(xi) Reasons for shifting	
2.	(i) Whether the city/town in which the office/department/s in question is/are located in semi-urban, urban or a metropolitan centre? Please specify.  (ii) Whether the locality to which the office/department is to be shifted is- (a) predominantly residential (b) Predominantly commercial (c) industrial area  (iii) Are there any branches of another urban cooperative or commercial bank within 400 meters from the new location ? If so, details (i.e. their names and distances from the new location)  (iv) Is any other urban cooperative or commercial bank also	

	<p>located in the same building to which the office/ department is proposed to be shifted or in a building adjoining or opposite to it? If so, give details.</p> <p>(If answer to items (iii) or (iv) is "yes", please enclose a sketch-map showing location of (i) existing and proposed premises, and (ii) other banks within 400 meters of the existing and proposed premises).</p> <p>(v) @ The bank may conduct a quick survey of the area to which it proposes to shift its office, and enclose a survey report indicating-</p> <p>(a) Population of the area</p> <p>(b) Geographical limits of the area</p> <p>(c) No. of offices of urban coop. and commercial banks in the area (Mention names of the banks)</p> <p>@ The information against item 2(v) is to be submitted <u>only</u> in cases of shifting of a branch (or, banking departments of a branch) to <u>another locality</u>. The information is not to be submitted in cases of shifting of <u>administrative offices</u>.</p> <p>(d) Types of economic activities carried on in the area</p> <p>(e) Existing level of banking business of the branch, which is proposed to be shifted.</p> <p>(f) Type/s of fresh banking business expected at the new location.</p> <p>(g) Total volume of banking business expected at the end of 2 years from shifting-</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Old Business</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">New Business</td> <td></td> <td></td> </tr> <tr> <td style="text-align: right;">Total :-</td> <td></td> <td></td> </tr> </table> <p>(vi) Please enclose a map indicating the location/ boundaries of the proposed locality.</p>	Old Business			New Business			Total :-			<p style="text-align: center;">(Rs. in lakhs)</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"><u>Deposits</u></td> <td style="width: 50%; text-align: center;"><u>Advances</u></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td style="text-align: center;">(Rs. in lakhs)</td> <td></td> </tr> <tr> <td style="text-align: center;"><u>Deposits</u></td> <td style="text-align: center;"><u>Advances</u></td> </tr> <tr> <td style="height: 20px;"></td> <td style="height: 20px;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">-----</td> </tr> <tr> <td colspan="2" style="text-align: center;">=====</td> </tr> </table>	<u>Deposits</u>	<u>Advances</u>			(Rs. in lakhs)		<u>Deposits</u>	<u>Advances</u>			-----		=====	
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3.	<p>(i) Whether the bank proposes to acquire the premises on lease/rent or on ownership or construct own building ?</p> <p>(ii) In case of purchase/self-construction-</p> <p>(a) Whether the bank has obtained permission/applied to the Registrar of Coop. Societies for investment of funds?</p> <p>(b) If so, please indicate reference No./date of such letter and enclose a copy thereof.</p> <p>(iii)* Has the bank already incurred any expenditure <u>or</u> made a firm</p>																								

	commitment or entered into an agreement for acquisition of proposed premises?	
4	<u>In case of proposed shifting of Head Office / Administrative Office</u> Will the bank's registered address also change or not? Will the bank's bye-law need amendment? (Please attach two copies of bye-laws)	

Date :

Signature \_\_\_\_\_  
(Name of the Chief Executive Officer)

Forwarded to

The  
Reserve Bank of India  
Urban Banks Department  
\_\_\_\_\_ Office

Encls.

- \* In terms of circular No.UBD.RBL.77/J (Shifting) –85/86 dated February 12, 1986 the bank should not enter into any firm commitment for acquisition of premises for shifting an office thereat, until Reserve Bank's prior approval has been obtained. Therefore, if a bank has inadvertently made any such commitment, it should in its own interest take steps to cancel or nullify it. Reserve Bank of India will not consider any request for reconsidering its decision in such cases on the grounds that the bank has already acquired the premises or entered into an agreement for the same.

**Note:** Please submit this annex as also the necessary enclosures /documents / sketch maps etc. in duplicate.