ANNEX- II
(Paragraph 5)

Particulars to be furnished by the bank in respect of its request for an Extension Counter

PART - I

1. Name of the bank

2. Name of the institution & its full postal address where Extension Counter is sought to be opened.

3. Name & address of the base office of the bank to which E.C. is proposed to be attached.

4. i) Distance between the base office and the proposed extension counter.

   ii) Distance between the proposed E.C. and the nearest office of the applicant bank (including E.C., mobile office, satellite office, etc.

   iii) Distance between the proposed E.C. and the nearest offices/extension counters, mobile offices etc. of Other banks including urban-Co-op. banks

<table>
<thead>
<tr>
<th>Name of bank</th>
<th>Type of office</th>
<th>Distance</th>
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   Other than the bank
   I
   applying for the
   ii
   counter
   iii

iv) Particulars of Employees' Co-op. Credit Society, if any, functioning in the premises.

5. i) Name of the Principal Banker
to the institution at which the
Extension Counter is sought
to be established.

ii) Whether the institution has
agreed to provide accommodation
for housing the E.C.?

iii) Whether the institution has any
objection to the members of the
public other than the staff/
employees/workers/institution
being allowed access for availing
of banking facilities within the
campus/premises at the extension
counter? If so, the reasons therefor.

(A) LETTER FROM THE COMPETENT AUTHORITY OF
THE INSTITUTION AS IN THE PRESCRIBED PROFORMA
GIVEN IN PART II OF THE APPLICATION SHOULD BE
ENCLOSED IN SUPPORT OF THE ABOVE

6. i) Name/s of the banker/s other
Than the principal Banker to the
Institution referred to in (5)
i) the type of accounts and extent
of deposits maintained by the institution
with each of the above banker/s

7. i) Number & types of clientele specially
attached to the institution whose banking
needs are to be catered to
Please give separate figures.

Staff/Workers/Students/Teachers/Others specify Total

ii) Established No. of other general public etc.
Whose requirements are to be met.

8. (a) Amount of deposits expected within
two year of operation at the counter from First year Second year
No of A/cs- Amt. No of A/cs- Amt.
i) Staff/workers/Students/teachers of 
The institution itself
ii) The institution
iii) General public

(b) daily quantum of cash transaction
Number amounts

9. Reason for opening an EC

10. Nature of transactions to be
Conducted at the proposed EC

11. Amount of rent, if any, payable
(Excluding incidentals) by the
bank, rate of rent areas offered
for locating the EC

12. Amount of Commercial rate of rent as
prevalent in the area or as approved
by state/Central Govt.

13. Brief calculations as to the viability/
economics of the proposal for a period
of 3 years

Date----------------  (Signature Seal of the applicant bank)

Declaration to be made by the competent authority of the institution in the premises
of which the EC is proposed to be opened.

Part-II

We have requested-------------------------to open the extension counter in the

(Name of the bank)

Premises of-----------------------------------------------for the

(Name and full address of the institution)

Benefit of the following persons attached to the above institution.@

Workers----------------------------------

Staff/Employees-----------------------

Please indicate actual Numbers
Separately

Students-------------------------------------

Teachers--------------------------------

@ (Where there are more than one institution being managed by the authority issuing this letter which are also to be benefited by the EC, the names of these institutions, their distance from the proposed location of the extension counter, the number of students/staff etc. attached separately to each of the institutions, the name and the distance of their bankers should also be indicated separately)

- Strike out whichever is not applicable

2. (a)----------------------------------------------------------------------------------------is our
   (Name of the bank and place)

   principal banker

   We also deal with the following bankers (give names of bankers and their distance from the institution)

   1. -------------------------------

   2---------------------------------------

   3--------------------------------------

   (b) Extent of our accounts with the principal bankers and other bankers as on -------
       (latest position please)

       Name of the bank        Type of a/cs maintained      amount

       1.                       

       2.                       

       3.                       

   3. We undertake to provide necessary accommodation for the extension counter within
      the premises of our institution (mentioned at S.No 1 above)

   4. We have no objection to allow outsiders to have access to the extension counter.
5. If the extension counter is proposed to be allowed to a bank other than the principal banker, the reasons therefore.

6. Whether a similar letter to any other bankers for the purpose has been issued:

(Signature of Competent authority on behalf of the institution mentioning designation and seal, if any)

To be filled in by the applicant bank

The information furnished by the institution in para 1 is verified by us and found to be correct.

(Signature & seal of the applicant bank)

This certificate should be submitted in original, by the applicant bank to Reserve Bank of India along with its application for E.C, in the prescribed proforma.