

### Annex XIV

**Information to be furnished by urban co-operative banks classified as weak i.e. non-viable / under rehabilitation / not complying with provisions of section 11 (1) of the Banking Regulation Act, 1949 (As applicable to Co-operative Societies) for obtaining prior approval of the Reserve Bank of India for shifting of its offices, sale / surrendering of existing premises or for acquisition of new premises on ownership / leased rental basis**

A. (i) Name of the bank			
(ii) Address of the Head Office/ Administrative office			
(iii) Registered address of the bank			
Total No. of offices			
B. Financial position of the bank for last three financial years			
	(₹ Lakh)		
	March 20	March 20	March 20
(i) Share capital			
(ii) Reserve Fund (please furnish details of various funds)			
(iii) Deposits			
(iv) Borrowings			
(v) Loans and advances			
(vi) Overdues			
(vii) Percentage of overdues to loans and advances			
(viii) Working capital			
(ix) Profit (+) / Loss (-)			
(x) Percentage of profit to working capital			
(xi) Percentage to credit deposit ratio			
(xii) Audit classification			
C. Sale of owned premises/ surrendering of existing premises taken on lease / rental basis			
(i) Address of the premises proposed to be sold / surrendered			
(ii) Market value / present rent/ lease fee			

(iii)	Total floor space	
(iv)	No. of staff members	
(v)	Addresses if the lessors/ owners of the premises to be taken on lease/rent	
(vi)	Whether any of the bank's board members or their relatives have financial interest in leased/rented premises	
(vii)	Utilisation of the present premises if retained after shifting.	
(viii)	The reasons for selling / surrendering	
D.	Acquisition of new premises on ownership / lease/ rental basis	
(i)	Name and address of the premises	
(ii)	Name and address of owners from whom premises / property is to be purchased / taken on lease or rental basis	
(iii)	Estimated cost / amount of lease or rent / taxes etc.	
(iv)	Actual floor space	
(v)	Whether any director/office bearers or their relatives have financial interest in the premises	
E	In case the sale / purchase of the premises at C&D above involves shifting of bank's office	
(i)	Name and address of the premises from which office/ departments is/are proposed to be shifted.	
(ii)	Licence No. / Permission for opening the above offices / department	
(iii)	(a) Name and address of the premises to which above office/department is/are proposed to be shifted.	
	(b) Total floor space of the new premises.	

(iv)	Distance between the premises at (i) and (iii) above.	
(v)	(a) Whether all departments/entire office of the bank presently functioning at address at (i) above are / is proposed to shift. (b) No. of staff to be shifted to the premises at (iii) above	
(vi)	If answer at (v) (a) is "no", please indicate –	
	(a) Name of all departments / offices functioning at existing premises.	
	(b) The departments which will continue to function at the existing place after proposed shifting	
	(vii) Reasons for shifting	
F.	(i) Whether the city/town in which the office / department in question is / are located is a 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 co-operative or commercial bank within 400 meters from the new location? If so, give details (i.e. their names and distance from the new location)	

(iv) Is any other urban co-op. or commercial bank also 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. If answer to items (iii) or (iv) is "yes" , please enclose a sketch-map showing location of (a) existing and proposed premises and (b) other banks within 400 meters of the existing and proposed premises)	
(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 inter-alia :	
a. population of the area;	
b. Geographical limits of the area;	
c. No. of offices of urban co-op. and commercial banks in the area (mention names of the banks)	
d. Types of economic activities carried on in the area	
e. Existing level of banking business of the branch which is proposed to be shifted.	
f. Types of estimated banking business expected at the new location	
g. Total volume of banking business expected at the end of 2 years from date of shifting	
(The information against item F(v) is to be submitted only in cases of shifting of a branch or banking departments of a branch to another locality and not in cases of shifting of administrative offices).	
G. Please enclose a map indicating the location / boundaries of the proposed locality.	
H. In case of proposed-shifting of Head Office/Administrative Office	
(i) Will the bank's registered address also be changed or not?	
(ii) Will the bank's bye-law need	

amendment?	
(Please enclose two copies of the bye-laws)	

Date :

Signature : \_\_\_\_\_

(Name of the bank's Chief  
Executive Officer)

Forwarded to –

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

Encl :

NOTE: In terms of circular No.UBD.RBL.77/J (Shifting) – 85/86, dt.12/2/1986 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 ground 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 relevant documents / sketch, maps etc. in duplicate.