

Particulars to be furnished by the bank in respect of its request for an Extension Counter (E.C.)

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)

	Name of bank	Type of office	Distance
(i)	_____	_____	_____
* Other than the bank applying for the counter	(ii)		
	(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 there for.

(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)
- ii) The type of accounts & extent of deposits maintained by the institution with each of the above banker/s.
7. i) Number & types of clientele specifically attached to the institution whose banking needs are to be catered to (Please give separate figures)
Staff/Workers/Students/Teachers/Others* (specify) TOTAL

 =====
- ii) Estimated No. of other general public etc. whose requirements are to be met =====
8. (a) Amount of deposits expected within two years of operation at the counter from :
- | | <u>First Year</u> | | <u>Second year</u> | |
|--|-------------------|---------------|--------------------|---------------|
| | No. of
A/cs. | Amt. | No. of
A/cs. | Amt. |
| | ----- | ----- | ----- | ----- |
| i) Staff/ Workers/ Students / Teachers * of the institution itself | | | | |
| ii) The institution | | | | |
| iii) The General Public | | | | |
| (b) Daily quantum of cash transactions | Number | Amount | Number | Amount |
| * Delete whichever is not applicable | | | | |
9. Reasons for opening an E.C.
10. Nature of transactions to be conducted at the proposed E.C.
11. Amount of rent, if any, payable (excluding incidentals) by the bank, rate of rent & areas offered for locating the extension counter.
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 E.C. is proposed to be opened

PART - II

Date:_____

1. We have requested_____ to open its extension counter in the _____ in
(Name of the bank)
The premises of _____ for the
(Name & full address of the institution)
benefit of the following persons attached to the above institution. @

- | | | |
|-------------------|-------|---|
| * Workers | | } Please indicate actual numbers separately |
| * Staff/Employees | | |
| * Students | | |
| * Teachers | | |

@(Where there are more than one institution being managed by the authority issuing this letter which are also to be benefitted by the E.C., 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 banker and other bankers as on _____
(latest position please)

Name of the bank	Type of account(s) maintained	Amount (Rs. in _____)
1. _____		
2. _____		
3. _____		
4. _____		

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 therefor.
6. Whether a similar letter to any other banker 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.