

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 (√) in appropriate box)
- (b) Date of establishment //
of currency chest: Day / Month / Year
- (c) Currency chest code Number:
(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: _____
- (c) Part-I of Uniform code:
- (d) Distance (in Km.): _____
- (e) Centre Name: _____
- (iii) 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: