

ANNEXURE - II

[Pragraph 10.2]

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 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)

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 : First Year Second year

No. of Amt.

No. of Amt.

A/cs.

A/cs.

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 _____
(Name of the bank)
premises of _____ for the benefit of the _____
(Name & full address of the institution)
following persons attached to the above institution. @

* Workers	?	Please indicate
* Staff/Employees	?	actual numbers
* Students	?	separately
* 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) <u>maintained</u>	Amount (Rs. in _____)
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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 alongwith its application for E.C. in the prescribed proforma.