

## Annex XII

### Report on shifting of an office by an Urban Cooperative bank in cases where prior permission of Reserve Bank of India is not required

1	(i) Name of the bank	
	(ii) (a) Address of the head office/Central Administrative office	
	(iii) Total number of bank branches	
	(iv) Name of the office/department(s) which has/have been shifted and date of shifting	
	(v) Old address of the aforesaid office department	
	(vi) Please mention the licence No./Permission No. for opening the office/department(s) referred to at item (iv) above	Licence No.  Permission No.  Dated
	(vii) New address of the aforesaid office/departments	
	(viii) Distance between the old and new addresses	
	(ix) Whether the entire office/all departments functioning at the old address has/have been shifted to the new address or only a part of the office/some departments has/have been shifted?	
	(x) Reasons for shifting	
	(xi) How the premises at the old address {Sr.No. (v) } will be utilized after the shifting? Will they be surrendered to the landlord or disposed of?	
2	(i) Whether the city/town in which the office is located is semi-urban, or urban or metropolitan (as per last Census)? Please specify	
	(ii) Whether the locality to which the office has been shifted is – a) predominantly residential b) predominantly commercial c) an industrial area	

	<p>(iii) Are there any branches of other urban cooperative or commercial banks within 400 meters from the new address? If so, give details (i.e. names and distances from new location)</p> <p>(iv) Is any other urban cooperative or commercial bank also located in the same building wherein the office has now been shifted or in the building adjoining or opposite it? If so, give details.</p>	
3	<p>(i) Have the new premises been acquired on lease/rent or self-constructed or purchased? Please specify</p> <p>(ii) (a) If taken on lease/rent, are the lease/rental terms as per guidelines contained in our circular UBD.No.(PCB) Cir.87/13.05.00-93/94 dated June 30, 1994?</p> <p>(b) If not, what are the deviation(s) ?</p> <p>(c) Reason for permitting the deviation(s)</p> <p>(d) Has the bank's Board passed a resolution allowing the deviations? (If so, enclose a copy of the resolution)</p> <p>(iii) If the new premises have been purchased/self-constructed has the bank obtained permission of the Registrar for investment of funds? (If so, attach a copy of the Registrar's orders). If not, explain the reasons why permission is not obtained?</p>	
4	<p>Shifting of a bank's Head Office/ Administrative Office <u>(within the same locality)</u></p> <p>In case the bank has shifted its Head Office/Administrative office, will the bank's <u>registered address</u> also change? If so, has the bank taken necessary action in this regard as required under the State Cooperative Societies Act?</p> <p>Has the bank sent a separate intimation of change of registered address to Urban Banks Department of Reserve Bank of India (Central Office and Regional Office) as required under the guidelines? Will the bank's bye-law need amendment? (Please attach two copies of the bye-laws).</p>	

5. I hereby certify that the above information is true to the best of my knowledge and belief.

Signature\_\_\_\_\_

(Name of the Bank's Chief Executive Officer)

Date :

Forwarded to :

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

Encls :

Note : Please submit this Annex as also the necessary enclosures/documents/  
sketch-maps etc. in duplicate.