

**ANNEX- II  
(Paragraph 5)**

**Particulars to be furnished by the bank in respect of its  
request for an Extension Counter**

**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)

	Name of bank	Type of office	Distance
Distance between the proposed E.C. and the nearest offices/extension counters, mobile offices etc. of Other banks including urban-Co-op. banks	-----	-----	-----
Other than the bank applying for the counter	I	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 IIOF 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 and extent of deposits maintained by the institution with each of the above banker/s
- 7. I) Number & types of clientele specially attached to the institution whose banking needs are to be catered to  
Please give separate figures.

Staff/Workers/Students/Teachers/Others specify	Total
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- ii) Established No. of other general public etc.  
Whose requirements are to be met.

8. (a) Amount of deposits expected within two year of operation at the counter from

	First year	Second year
	No of A/cs- Amt.	No of A/cs- Amt.

- i) Staff/ workers/Students/teachers of The institution itself
- ii) The institution

- iii) General public
- (b) daily quantum of cash transaction                      Number      amounts  
delete whichever is not applicable

- 9. Reason for opening an EC
- 10. Nature of transactions to be  
Conducted at the proposed EC
- 11. Amount of rent, if any, payable  
(Excluding incidentals) by the  
bank, rate of rent areas offered  
for locating the EC
- 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 EC is proposed to be opened.

**Part-II**

**We have requested-----to open the extension counter  
in the**

**(Name of the bank)**

**Premises of-----for the**

**(Name and full address of the institution)**

**Benefit of the following persons attached to the above institution.@**

Workers-----

Please indicate actual Numbers

Staff/Employees-----

Separately

Students -----

Teachers-----

@ ( Where there are more than on institution being managed by the authority issuing this letter which are also to be benefited by the EC, 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 bankers and other bankers as on ----  
--- (latest position please)

Name of the bank	Type of a/cs maintained	amount
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1.

2.

3.

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 therefore.

6. Whether a similar letter to any other bankers 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.