

**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	<p>i) Distance between the base office and the proposed extension counter.</p> <p>ii) Distance between the proposed E.C. and the nearest office of the applicant bank (including E.C., mobile office, satellite office, etc.)</p> <p>iii) Distance between the proposed E.C. and the nearest offices/ extension counters, mobile offices etc. of Other banks* (including urban- Co. op. banks)</p> <p>Name of bank    Type of office    Distance</p> <p>i)</p> <p>ii)</p> <p>* Other than the bank applying for the counter</p> <p>iv) Particulars of Employees' Co-op. Credit Society, if any, functioning in the premises.</p>	
5.	<p>i) Name of the Principal Banker to the institution at which the Extension Counter is sought to be established.</p> <p>ii) Whether the institution has agreed to provide accommodation for housing the E.C?</p> <p>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 therefore.</p> <p>(A letter from the competent authority of the institution as in the prescribed</p>	

	proforma given in part ii of the application Should be enclosed in support of the above)																									
6.	<p>i) Name/s of the banker/s other than the Principal Banker to the Institution referred to in 5(i)</p> <p>ii) The type of accounts &amp; extent of deposits maintained by the institution with each of the above banker/s.</p>																									
7	<p>i) Number &amp; types of clientele specifically attached to the institution whose banking needs are to be catered to (Please give separate figures)</p> <p><u>Staff/Workers/Students/Teachers/Others*</u> (specify)      TOTAL</p> <p>---      -----      -----      -----      -----      ----</p> <p>ii) Estimated No. of other general public etc. whose requirements are to be met</p>																									
8.	<p>(a) Amount of deposits expected within two years of operation at the counter from :</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th rowspan="2"></th> <th colspan="2">First Year</th> <th colspan="2">Second year</th> </tr> <tr> <th>No. of A/cs.</th> <th>Amt.</th> <th>No. of A/cs.</th> <th>Amt.</th> </tr> </thead> <tbody> <tr> <td>i) Staff/Workers/Students/Teachers* of the institution itself</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>ii) The institution</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>iii) The General Public</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(b) Daily quantum of cash transactions</p> <p>Number    Amount    Number    Amount</p> <p>-----    -----    -----    -----</p> <p>* Delete whichever is not applicable</p>		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) The General Public					
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ii) The institution																										
iii) The General Public																										
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.	
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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 (Name of the bank) to open its extension counter in the premises of (Name & full address of the institution) for the benefit of the following persons attached to the above institution<sup>@</sup>.

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

<sup>@</sup>(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) (Name of the bank and place) is our 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 _____)
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 therefore.
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.