

Proforma**Statement for Reporting of Information on Bank Branches, Offices, NAIOs¹ (Extension Counters, Satellite Offices, etc.), Customer Service Points (ATMs etc.) - Opened / Closed / Conversion etc. - Applicable to all Co-operative Banks**

1. Institution Details² : System Driven
2. Action for Reporting : Addition (Opening of new banking /branch/office/NAIOs etc.)

Opened
Planned³

OR

Updation
Updating of existing Information
Closure
Permanent Closed
Merged
Conversion

3. If proforma is for updating information

3.1. Part-I Code of updating : _____
(Branch, Administrative/Back Office (7 digits), NAIOs, ATMs, and Other Fixed CSPs (16 digits))

3.2. Effective Date of Change : //
Day Month Year

4. For Conversion⁴

4.1. Conversion From :
4.2. Conversion To :
4.3. Part-1 Code : _____
4.4. Conversion Date : //
Day Month Year

5. For addition of a new Branch, then:

- 5.1. If Branch (Staffed by bank)
5.1.1. Domestic Banking Unit / Overseas Banking Unit
5.2. If fixed location BC⁵

¹Non-Administratively Independent Offices

² Depends on login credentials. Bank Code, Bank Name, Bank Category and Bank Group will be displayed in read only mode by the system.

³ In case of Planned it is mandatory to select location till 'Revenue Center'.

⁴ Conversion from Branch/Office/ /NAIO to Branch/Office/NAIO

⁵ Not applicable for Co-operative Banks

5.2.1. Corporate BC / Individual BC

5.2.2. Base / controlling branch Part-I Code, if applicable

5.2.3. IBA Registration Number: _____

6. For addition of a new Office⁶,

6.1. Domestic Office Unit / Overseas Office Unit

6.2. Administrative (including Head/ Regional/ Zonal/ etc.) Office

6.3. Training Centre

6.4. Back Office

6.4.1. Central Processing (including Loan/ Deposit/ other liability/ Cheque book issuing, new account opening etc.) Centres(CPCs)

6.4.2. Service Branches

6.4.3. Asset Recovery Branches

6.5. Treasury Branch Office

6.6. Forex Office

6.7. Any Other (Please specify) _____

6.8. Part-I code of the base branch/office, if applicable :

7. If NAIOs:

7.1. Extension Counter

7.2. Satellite Office

7.3. Exchange Bureau

7.4. Representative Office

7.5. Call Centre

7.6. Part Shifted Administrative/ Back Offices

7.7. Other (Please specify) _____

7.8. Part-I code of the base branch/office :

8. If other Fixed Location CSPs then

⁶ For each type of office, bank will be required to submit separate proforma.

8.1. Mode of service

- 8.1.1. Electronic services
- 8.1.1.1. ATMs
- 8.1.1.2. Cash Recycler Machine (CRM)
- 8.1.1.3. Bunch Note Acceptor Machine (BNAMs)/
Cash Deposit Machines (CDMs)
- 8.1.1.4. Electronic Kiosks
- 8.1.1.5. E-lobby
- 8.1.1.6. Other (Please specify) _____
- 8.1.2. Manual Services
- 8.1.2.1. Customer Service Center (CSC)
- 8.1.3. Onsite / Off-site

8.2. Part-I code of the base branch/office, if applicable :

9. Details of branch/office/NAIOs/CSPs

9.1. Name : _____
(of Branch/ Office/NAIO/Other Fixed CSPs)

9.2. Applicable Category: General Permission
With Authorisation/ Approval/Post facto authorisation⁷

9.3. If approval/ authorisation or Post-facto authorisation, then
License/ Authorisation Number: _____

9.4. Date of License/ Authorisation : //
(See explanation) Day Month Year

9.5. If it is a case of Re-validation of License/ Authorisation

9.5.1. The reference number : _____

9.5.2. Date of Re-validation : //
Day Month Year

⁷ For banks requiring license/permission (SCBs not having general permission, RRBs, Co-operative banks, etc.).

9.6. Date of Opening (Actual/ Planned) : / /
Day Month Year

9.7. Part-I code of the linked currency chest (Branch/Office), if not functioning as a Currency Chest :

10. Magnetic Ink Character Recognition (MICR) Code :

11. Indian Financial System Code (IFSC) :

12. Bank's Internal System(CBS) Code :

13. Location details

13.1. Country :

13.2. State :

13.3. District :

13.4. Sub-District :

13.5. Revenue Centre:

13.6. Address

13.6.1. Address 1 : _____

13.6.2. Address 2 : _____

13.6.3. Name of the Post Office : _____

13.6.4. Pin Code :

13.7. Geo-coordinates

13.7.1. Longitude (upto 6 decimal place)

13.7.2. Latitude (upto 6 decimal place)

13.8. Communication Details:

13.8.1. Name : _____

13.8.2. Tel. No./ Telex No. :
(For landline, include STD Code)

13.8.3. Mobile No.:

13.8.4. Fax No. (with STD Code) :

13.8.5. E-mail Address : _____

14. Working Days/ Hours

14.1. Full Time OR

14.2. Part Time

Days	Timings	
	From	To
All Days <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Monday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Tuesday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Wednesday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Thursday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Friday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Saturday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
Sunday <input type="checkbox"/>	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs. and
	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.

15. Additional centres served by bank branch (Hub and Spoke model)⁸:

Multiple Selections from Centre Database

16. Service Offered (multiple selections may be made under each category as relevant)

- 16.1. Customer services offered at bank branch (Full/Part time)
 - 16.1.1. General banking
 - 16.1.2. Personal banking including housing/consumer durable/vehicle finance
 - 16.1.3. Fully electronic customer self-service branch, manned
 - 16.1.4. Locker Facility
 - 16.1.5. Money Transfer Facility
 - 16.1.6. Currency Chest

⁸ Not applicable for Co-operative Banks

- 16.1.7. Small coin depot
- 16.1.8. Specialised Finance branch
 - 16.1.8.1. Agriculture finance
 - 16.1.8.2. MSME finance
 - 16.1.8.3. Other Corporate finance
- 16.1.9. Foreign exchange business
- 16.1.10. Capital market / investment banking services
 - 16.1.10.1. Merchant / Mercantile Banking
 - 16.1.10.2. Share Trading & D-mat Services
 - 16.1.10.3. Mutual Fund⁹ Products/ Services
- 16.1.11. Insurance Services
 - 16.1.11.1. Life¹⁰
 - 16.1.11.2. Non-life
- 16.1.12. Government business
 - 16.1.12.1. Public provident fund (PPF) account
 - 16.1.12.2. Pension accounts
 - 16.1.12.3. Franking services
 - 16.1.12.4. Tax Collection
- 16.1.13. Other Please Specify _____

16.2. Specialised administrative / back office activities handled by Office, if any

- 16.2.1. Treasury
- 16.2.2. Forex treasury
- 16.2.3. Forex Office
 - 16.2.3.1. A Category OR
 - 16.2.3.2. B Category
- 16.2.4. Government business, pension,
- 16.2.5. Currency chest
- 16.2.6. Small coin depot
- 16.2.7. Asset recovery / reconstruction
- 16.2.8. Clearing and payment services
- 16.2.9. Processing centres (deposits, loans, trade finance, forex, cheques etc.)
- 16.2.10. Administrative activities (HO / ZO / TC / AO)
- 16.2.11. Other Please Specify _____

17. If Branch/ Office¹¹ is doing forex activity, then :

- 17.1. Authorised Dealer Category : A B C
- 17.2. Date of Authorisation : / /
Day Month Year
- 17.3. In the case of 'C' Category office,
Part-I code of forex transaction settling
'A' or 'B' Category Branch/Office :

18. Other Attributes

⁹ Unit linked plans should be treated under Mutual Funds.

¹⁰ Includes health insurance and other similar products related to life.

¹¹ Offices doing authorised dealer activities with customer interface will be considered as branches.

18.1. If Other Fixed Location CSPs - Electronic Services

18.1.1. Manned

18.1.2. Unmanned

19. Remarks :

20. Uniform Codes: Part-I (7/16 digits) :
(To be generated by system)

21. Part-II (7 digits) :
(To be generated by system)