

**Instructions for Filling Proforma**

- I. Proforma should be submitted for
  - a. opening of new bank branch / Offices / NAIOs / other fixed customer service points (CSPs) like ATMs etc.)
  - b. for reporting change in status / postal address, closure / merger/ conversion / relocation / upgradation, etc. of existing bank branch /offices / NAIOs / CSPs.
- II. Uniform Code Number (UCN) comprises two parts as Part-I code and Part-II code of 7 digit each.
  - a. **Part-I code** is defined as follows:
    - i. for branches / offices of commercial banks and other financial institutions: **7** digits alphanumeric code of which:
      - ❖ first three digits from the left stand for bank code
      - ❖ next four digits stand for branch code
    - ii. for branches / offices of state / district central co-op. banks, state / central land development banks: **7** digits alphanumeric code of which:
      - ❖ first four digits from the left stand for bank code
      - ❖ next three digits stand for branch code
    - iii. for branches / offices of other co-op. banks, state financial corporations and tours, travels, finance & leasing companies: **7** digits alphanumeric code of which:
      - ❖ first five digits from the left stand for bank code
      - ❖ next two digits stand for branch code
    - iv. Non-Administratively Independent Offices (NAIOs - temporary offices), such as stand-alone extension counter / satellite office/ representative office / cash counter / inspectorate / collection counter / mobile office / Airport counter / Hotel counter / Exchange Bureau: **16 digit** [Out of 16 character code first 5 places are reserved for Bank code (in case bank code is less than 5 digit left places will be padded with 0) next 3 digit will be "NAI" and then alphanumeric for remaining 8 places]. Each NAIO is linked to some independent branch called base branch, Part-I code of base branch should also be provided while applying for NAIOs.
    - v. ATMs, FBCs, Other fixed Customer Service Points: **16 digits** [New BSR code of 16 characters to Fixed Location Business Correspondent, ATMs/CSP (16 characters code which will consist of Bank Code, followed by string "FBC" or "ATM" or "CSP" and then alphanumeric for remaining 8 places. Out of 16-character code first 5 places are reserved for Bank code, in case bank code is less than 5 digit left places will be padded with 0].
  - b. **Part-II code** (of 7 digits alphanumeric code) irrespective of different categories of banks, is defined as follows:
    - ❖ first three digits *from the left* stand for district code
    - ❖ next three digits stand for centre code within the district
    - ❖ Last single digit stands for population range code
- III. However, Proforma for Temporary Office opened at the site of a fair / exhibition, etc. should not be submitted.
- IV. All the banks including Public Sector Banks should generate Part-I and Part-II code through system only after submitting the complete proforma. No bank can pre-assign the Part-I code.

- V. Upgradation of an NAIIO into a full-fledged branch/office or vice-versa will be treated as conversion. Accordingly, proforma for conversion should be filled in the application. After conversion old record will be closed and new Part-I code will be generated for new unit.
- VI. Banks will be solely responsible for updating their information in the system.
- VII. Once the information is submitted cannot be deleted. It can only be updated with the history remaining in the system.
- VIII. Relationship between population range code and population group code is shown below:

<b>Last digit of Part II of the Uniform Code Number (Population Range code)</b>	<b>Population range</b>	<b>Tier</b>	<b>Population Group</b>	<b>Population Group Code</b>
<b>1</b>	<b>Up to 4999</b>	<b>6</b>	<i>Rural</i>	<i>1</i>
<b>2</b>	<b>5000 to 9999</b>	<b>5</b>		
<b>3</b>	<b>10,000 to 19,999</b>	<b>4</b>	<i>Semi-Urban</i>	<i>2</i>
<b>4</b>	<b>20,000 to 49,999</b>	<b>3</b>		
<b>5</b>	<b>50,000 to 99,999</b>	<b>2</b>		
<b>6</b>	<b>1,00,000 to 1,99,999</b>	<b>1</b>	<i>Urban</i>	<i>3</i>
<b>7</b>	<b>2,00,000 to 4,99,999</b>	<b>1</b>		
<b>8</b>	<b>5,00,000 to 9,99,999</b>	<b>1</b>		
<b>9</b>	<b>10 lakhs and above</b>	<b>1</b>	<i>Metropolitan</i>	<i>4</i>

**EXPLANATIONS OF ITEMS IN PROFORMA**

**Item No.1:**

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

**Item No. 2:**

To be chosen from dropdown for addition of new or updating of existing one.

**Item No. 3.1 & 3.2:**

If proforma is for updating information in the existing unit based on Part-I code, unit may be selected and as per requirement information may be updated with effective date of change.

**Item No. 4:**

Based on Part-I code unit may be selected, and conversion process for converting branch to office, branch to NAIIO or office to NAIIO or vice-versa should be run and effective date of conversion should be mentioned.

**Item No. 5.1:**

If proforma is for addition of a new Branch

**Item No. 5.2:**

Not applicable for Co-operative Banks

**Item No. 6:**

If proforma is for new office, type of Office need to be selected from 6.2, 6.3, 6.4 6.5, 6.6. If any other type of, not mentioned here, then 6.7 is to be selected and details of its activity need to be mentioned. If Administrative office, mentioned in 6.2, performing any activity mentioned in 6.3,6.4,6.5 or 6.6 then 6.2 is to be selected and accordingly, activities performed by them need to be selected in 16.2.

**Item No.7**

If proforma is for new NAIO, correct type of NAIO must be selected from 7.1, 7.2, 7.3, 7.4, 7.5, 7.6. For each type of NAIO separate proforma must be submitted. If any other type of NAIO not mentioned here, then 7.7 need to be selected and details of the NAIO & its activity need to be mentioned.

NAIO are Offices for which separate books of accounts are not maintained and not required to submit BSR returns to RBI. Name of the base branch/office and its Uniform Code Numbers are to be provided with which the accounts of NAIO(s) will be maintained.

**Item No.7.8:**

Part-I code of the base branch/office is to be mentioned.

**Item No. 8:**

If proforma is for new other Fixed Location CSP, type of Fixed Location Customer Service Points (CSPs) need to be selected from.

**Item No. 8.1:**

Mode of service through which services are provided. Electronic (8.1.1) or Manual (8.1.2) need to be selected.

**Item No.8.1.1.1, 8.1.1.2, 8.1.1.3, 8.1.1.4 & 8.1.1.5:**

If mode of service Electronic (8.1.1) is selected then type of electronic service need to be selected from ATM (8.1.1.1), CRM (8.1.1.2), CDM (8.1.1.3), Electronic Kiosk (8.1.1.4), E-lobby (8.1.1.5). For each type of electronic service separate proforma must be submitted.

**Item No. 8.1.1.6:**

If electronic Fixed Location CSP performing any other activity not mentioned here, then 8.1.1.6 need to be selected and details of its activity should be mentioned.

**Item No. 8.1.2.1:**

If Fixed Location CSP delivering services through manual mode, then item no. 8.1.2.1 need to be selected.

**Item No.8.1.3:**

Whether Fixed Location CSP is Onsite / Off-site, correct position need to be ticked.

**Item No.8.2:**

Part-I code of the base branch/office is to be mentioned, if applicable.

**Item No.9.1:**

The name of the branch/Office/NAIO/ Other Fixed Location CSPs is to be written.

**Item No.9.2:**

If bank is having permission to open branch/Office/NAIO/ Other Fixed Location CSPs under General Permission system will automatically select and such banks need not be fill 9.3, 9.4, 9.5, and 9.6. Otherwise with Authorisation / Approval / License to be ticketed.

**Item No.9.3:**

The Licence / Authorisation number, if already available (as obtained from concerned Central / Regional Office of RBI) is to be written, otherwise the same should be update later.

**Item No.9.4:**

The exact date of Licence / Authorisation is to be written.

**Item No.9.5 & 9.6:**

In case the branch/office/NAIO/ Other Fixed Location CSPs is opened after expiry of one year of authorization or date prescribed by RBI from the date of issuing of licence, please indicate whether licence was re-validated or not and if revalidated please mention the reference number and date of re-validation.

**Item No.9.7:**

Part-I code of the linked currency chest (Branch/Office) is to be mentioned, if it is not functioning as a Currency Chest.

**Item No.10:**

Magnetic Ink Character Recognition (MICR) Code of the branch/office/NAIO/ Other Fixed Location CSP is to be mentioned.

**Item No.11:**

Indian Financial System Code (IFSC) of the branch/office/NAIO/ Other Fixed Location CSP is to be mentioned.

**Item No.12:**

Bank's Internal System (CBS) Code of the branch/office/NAIO/ Other Fixed Location CSP is to be mentioned.

**Item No.13.1, 13.2, 13.3, 13.4 & 13.5:**

Name of Country, State, District, Sub-District and Revenue Centre should be selected from the drop-down. In case of overseas Banking Unit, only Name of Country is mandatory.

**Item No.13.6.1 & 13.6.2:**

Detailed address should be written for both domestic as well as overseas banking unit.

**Item No.13.6.3 & 13.6.4:**

Name of the Post Office and its Pin Code to be written for domestic banking unit.

**Item No.13.7:**

Geo-coordinate i.e. Longitude and Latitude (up to 6 decimal place) to be written.

**Item No.13.8.1:**

In case of branch/office/NAIO designation of the In-charge of branch/office/NAIO shall be given.

**Item No.13.8.2, 13.8.3,13.8.4 & 13.8.5:**

Landline number, including STD code, Mobile number, Fax number (if any), and E-mail ID shall be given.

**Item No.14:**

Whether banking unit is Full Time OR Part Time need to be selected and time during which it is open shall be mentioned for each day.

**Item No.15:**

Additional centres served by the banking unit need to be selected from drop-down menu. Corresponding to each centre, state, district and sub-district also need to be selected.

**Item No.16.1:**

Services offered by the branches need to be selected. Multiple selections may be made in case it is offering more than one services. If any other services offered by it, which is not mentioned here then 16.1.13 also need to be selected and its detail description should also be mentioned.

**Item No.16.2:**

Services offered by the office need to be selected. Multiple selections may be made in case it is offering more than one services. If any other services offered by it, which is not mentioned here then 16.2.11 also need to be selected and its detail description should also be mentioned.

**Item No.17:**

If Branch / Office is doing forex activity {must have already selected Foreign exchange business (16.1.9) or Forex Office (16.2.3)} then must mentioned Authorised dealer category in 17.1 and give date of authorisation in 17.2.

**Item No.17.3:**

In case Authorised Dealer Category "C" is selected in 17.1 then Part-I code of its link office must be mentioned.

**Item No.18:**

Other Attributes

**Item No.18.1:**

If proforma is for Other Fixed Location CSPs – Electronic Services (8.1.1), whether it is manned or unmanned is to be mentioned.

**Item No.19:**

If anything left for sharing with RBI or any other additional information, this must be given in detail.

**Item No.20:**

Part-I will be generated by the system after approval of DCBR / DCBS

**Item No.21:**

Part-II will be generated by the system

Note: For further clarification contact or write to

**The Director,  
Bank Branch Statistics Division,  
Department of Statistics and Information Management,  
Reserve Bank of India, Central Office,  
C-9, 6th floor, Bandra-Kurla Complex,  
Bandra (East), Mumbai - 400 051.**