

PROFORMA - I

**Statement of New Branch/office/NAIO to be submitted by banks as and when opened/Quarterly basis**

(Please read the Instructions before filling the Proforma-I&II)

**Items**

1. a) Name of the Commercial Bank/Other Financial Institution/Co-operative Institution : \_\_\_\_\_)

b) Proforma for:

Branch/Office of a Bank ( )

Not Administratively Independent Office (NAIO) ( )

Branch/Office of Other Financial Institution ( )

***(Put tick mark (✓) in appropriate box)***

c) Uniform Codes: Part-I (7/9 digits):

See Instructions I, II, III; see Explanations also) (For NAIOs)

Part-II (7 digits): (To be allotted by RBI)

(See Instructions I, II and III; see Explanations also)

2. (a) Name of the new branch/office/NAIO

(b) RBI Reference No. \_\_\_\_\_

and Reference Date:

Day Month Year

(c) Licence (Authorization) Number/ Annex Sl. No. \_\_\_\_\_

(As obtained from RBI)

(d) Date of Licence (Authorization): / /

(See explanation)

Day Month Year

(e) Whether it is a case of Re-Validation of licence (authorization): Yes ( ) No ( )

If yes, give the date of re-validation (See explanation): / /

Day Month Year

3. Date of opening of the New Branch/office/NAIO: / /

Day Month Year

4. Postal address:

4.1 Name/Municipal Number of  
the building (if any): \_\_\_\_\_

4.2 Name of the Road (if any): \_\_\_\_\_

4.3 (a) Name of the Post Office: \_\_\_\_\_

(b) Pin Code:

4.4 Name of the locality within a

Centre (Revenue unit): \_\_\_\_\_

(See explanation)

4.5 Name of Tehsil/Taluka/Sub-Division: \_\_\_\_\_

4.6 Tel. No./ Telex No. (Including STD code): \_\_\_\_\_

4.7 Fax No.: \_\_\_\_\_

4.8 E-mail Address: \_\_\_\_\_

5. (a) Name of the centre(revenue village/town/city/  
Municipality/Municipal Corporation) within  
the limits of which branch/office is located: \_\_\_\_\_

**(This is a very important aspect, please see explanation)**

(b) Name of Community Development Block/Development Block/Tehsil/  
Taluka/Sub-Division/Mandal/Police Station: \_\_\_\_\_

(c) Name of the District: \_\_\_\_\_

(d) Name of the State: \_\_\_\_\_

(e) Population of the Centre (revenue unit)  
as per latest Census report: \_\_\_\_\_

(See explanation)

6. Is/are there any other administratively  
Independent bank branch(es)/office(s) other  
than your branch/office/NAIO in your center: Yes: ( ) No: ( )

(See explanation and put tick mark (√) in appropriate box)

7. (a) Business Status of the new branch/office/NAIO (See explanation):  
Code:  Status Name: \_\_\_\_\_

(b) In case of NAIO, supply the following details (See explanation):

(i) Name of the base branch/office: \_\_\_\_\_

(ii) Uniform code numbers of the base branch/office

Part-I (7 digits):

Part-II (7 digits):

8. (i) (a) Status of Central Government Business:

***(Put tick mark (✓) in appropriate box)***

*Type of Central Government Business*

(1) ( ) No Govt. Business

(2) ( ) Direct Taxes

(3) ( ) Departmentalized Ministries Account (DMA)

(4) ( ) Pension

(5) ( ) Bond-Issue

(6) ( ) Others (Specify, if any):\_\_\_\_\_

(b) Status of State Government Business (i.e. Treasury/Sub-treasury business):

***(Put tick mark (✓) in appropriate box)***

*Type of Treasury/Sub-Treasury Business (State Govt.)*

(1) ( ) No Govt. Business

(2) ( ) Treasury Business

(3) ( ) Sub-Treasury Business

(4) ( ) Pension

(5) ( ) Bond-Issue

(6) ( ) Others (Specify, if any):\_\_\_\_\_

(ii) Whether a currency chest is attached to this branch/office: Yes ( ) No ( )

(A) If "Yes" then state:

(a) The type of currency chest: A ( ) B ( ) C ( )

(Put a tick mark (✓) in appropriate box)

(b) Date of establishment //

of currency chest: Day Month Year

(c) Currency chest code Number:

(8- digit Code allotted by Department of Currency

Management (DCM) is to be written)

(d) Mention type of area in which currency chest is

located:

(State "type of area" code: See the explanation)

Code:  Type of Area: \_\_\_\_\_

(B) If "NO" then, supply particulars of the nearest

branch/office having currency chest facility:

(a) Bank Name: \_\_\_\_\_

(b) Branch Name: \_\_\_\_\_

(c) Part-I of Uniform code:

(d) Distance (in Km.): \_\_\_\_\_

(e) Centre Name: \_\_\_\_\_

(iii) Whether there is a repository

attached to this branch/office?

Yes ( ) No ( )

(Put a tick mark (✓) in appropriate box)

(iv) Whether a small coin-depot is

attached to this branch/office?

Yes ( ) No ( )

**(Put a tick mark (√) in appropriate box)**

(v) Whether any NAIO is attached to the branch having  
Currency Chest/Repository/Small Coin-depot facility?

Yes ( ) No ( )

**(Put a tick mark (√) in appropriate box)**

9. Nature of Business conducted by the branch/office/NAIO:

**(Put tick mark (√) in appropriate box/boxes)**

**Name**

(1) ( ) Banking Business

(2) ( ) Merchant Banking Business

(3) ( ) Exchange

(4) ( ) Deposit

(5) ( ) Insurance

(6) ( ) Administrative/Controlling Office

(7) ( ) Training Centre

(8) ( ) Others (please specify, if any)

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10. (a) Authorized Dealer Category

of the branch/office:

A ( ) B ( ) C ( )

(Put a tick mark (√) in appropriate box)

(b) Date of Authorization:

□□/□□/□□□□

Day Month Year

(c) In the case of 'C' Category office, write name and

uniform code numbers of 'A' or 'B' Category

branch/office through which its foreign exchange

transactions are settled:

(i) Name of the branch/office: \_\_\_\_\_

(ii) Uniform code Numbers of the branch/office:

Part-I:            Part-II:

(7 digits)

(7 digits)

11. Technological facility of Branch/Office:

**(Put tick mark (✓) in appropriate box)**

Technological Facility

(1) ( ) Not yet Computerized

(2) ( ) Partially Computerized

(3) ( ) Fully Computerized

12. Communication Facility available in the Branch/Office/NAIO:

**(Put tick mark (✓) in appropriate box)**

Communication Facility

(1) ( ) NO NETWORK

(2) ( ) INFINET

(3) ( ) INTERNET

(4) ( ) INTRANET

(5) ( ) CORE BANKING SOLUTION

(6) ( ) Others (Please specify, if any) \_\_\_\_\_

13. Magnetic Ink Code Reader:

(MICR Code) number of the branch/office/NAIO: \_\_\_\_\_

14. Any other particulars (please specify): \_\_\_\_\_

15. For RBI use only:

(a) AD Region Office Code:

(b) Census Classification Code:

(c) Full Postal Address: