

**Format of authority of the institution in the premises
of which the extension counter is to be opened**

Date :

1. We have requested _____ to open its
(Name of the bank)

extension counter in the premises of _____
(Name and full address) of the institution)

_____ for the benefit of the following persons attached to the
above institution. @

- * Workers)
- * Staff/Employees) Please indicate actual
- * Students) numbers separately
- * Teachers)

@ (where there are more than one institution being managed by the authority issuing this letter which are also to be benefited by the extension counter, 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
_____ 200 .
(latest position please)

Name of the bank	Type of account/s Maintained	Amount Rs. lakh
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- 1.
- 2.
- 3.
- 4.

3. We undertake to provide necessary accommodation for the extension counter within the premises of our institution (mentioned at Sr.No.1 above)
4. We have no objection to the bank to provide safe deposit lockers and allow outsiders also to have access to the extension counter.
5. If the extension counter is allowed to a bank other than the principal banker, the reasons therefor.
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)