Proforma

Statement for Reporting of Information on Bank Branches, Offices, NAIOs[1] (Extension Counters, Satellite Offices, etc.), Customer Service Points (ATMs etc.) Opened/Closed/Conversion, etc.

1. Institution Details[2]   :   System Driven
2. Action for Reporting   :   Addition (Opening of new branch/office/NAIOs, etc.) ☐

                                  Opened   ☐
                                  Planned[3]   ☐

                       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, Other Fixed CSPs (16 digits)]

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

4. For Conversion[4]

    4.1.   Conversion From   : To be selected from database
    4.2.   Conversion To   : To be selected from database
    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 ☐

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[1] Non-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

5.2.   If fixed location BC[5]   ☐

        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 Office[6],

    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]   ☐

    7.3. Exchange Bureau   ☐

    7.4. Representative Office   ☐

    7.5. Call Centre   ☐

    7.6. Part Shifted Administrative/ Back Offices ☐

    7.7. Other ☐ (Please specify) _____

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[5] Not applicable to Cooperative Banks
[6] For each type of office, bank will be required to submit separate proforma.
[7] For applicable categories of bank (foreign banks, RRBs, cooperative banks) may be reported here. For commercial bank, there is no satellite offices as they fulfil the criteria of Banking Outlet.

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

8. If other Fixed Location CSPs then

    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 (BNAM)/

                      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. Other Customer Services ☐

        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/License[8] ☐

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

    9.4.   Date of License/ Authorisation Letter   :   ☐☐/☐☐/☐☐☐☐
           (See explanation)   Day Month Year
    9.5.   If it is a case of Re-validation[9] of License/ Authorisation

        9.5.1. The reference number   :   _____

        9.5.2. Date of Re-validation   :   ☐☐/☐☐/☐☐☐☐

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[8] For banks requiring license/permission (SCBs not having general permission, RRBs, Co-operative banks, etc.).
[9] Applicable to banks requiring license/authorisation

Day Month Year

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   :   To be selected from database

13.2.   State   :   To be selected from database

13.3.   District   :   To be selected from database

13.4.   Sub-District   :   To be selected from database

13.5.   Revenue Centre: To be selected from database Display population range group from database

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 (in case of fixed point BC outlets):_____

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 ☐	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs. and
	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs.
Monday ☐	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs. and
	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs.
Tuesday ☐	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs. and
	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs.
Wednesday ☐	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs. and
	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs.
Thursday ☐	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs. and
	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs.
Friday ☐	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs. and
	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs.
Saturday ☐	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs. and
	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs.
Sunday ☐	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs. and
	☐☐:☐☐ Hrs.	☐☐:☐☐ Hrs.

15. Additional centres served by Banking Outlets (Hub and Spoke model)[10]:

> Multiple Selections from Centre Database

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

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[10] Not applicable for Cooperative Banks

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   ☐
   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 Fund[11] Products/ Services   ☐
   16.1.11. Insurance Services   ☐
      16.1.11.1.   Life[12]   ☐
      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. Any 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) ☐

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[11] Unit linked plans should be treated under Mutual Funds.
[12] Includes health insurance and other similar products related to life.

16.2.11. Other ☐　　　Please Specify _____

17. If Branch/ Office[13] 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 B&M Branch/Office:　☐☐☐☐☐☐☐

18. Other Attributes
　　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)

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[13] Offices doing authorised dealer activities with customer interface will be considered as Banking Outlets.