

(Paragraph 5)
Particulars to be furnished by the bank in respect of its
request for an Extension Counter
PART - I

1. Name of the bank
2. Name of the institution
& its full postal address
where Extension Counter
is sought to be opened.
3. Name & address of the base
office of the bank to which
E.C. is proposed to be
attached.
4. i) Distance between the base
office and the proposed
extension counter.
- ii) Distance between the
proposed E.C. and the
nearest office of the
applicant bank (including
E.C., mobile office,
satellite office, etc.

iii) Distance between the proposed E.C. and the nearest offices/extension counters, mobile offices etc. of Other banks including urban-Co-op. banks	Name of bank	Type of office	Distance
	-----	-----	-----
Other than the bank applying for the counter	I	ii	iii

- iv) Particulars of Employees'
Co-op. Credit Society, if
any, functioning in the
premises.

5. i) Name of the Principal Banker to the institution at which the Extension Counter is sought to be established.
- ii) Whether the institution has agreed to provide accommodation for housing the E.C.?
- iii) Whether the institution has any objection to the members of the public other than the staff/ employees/workers/institution being allowed access for availing of banking facilities within the campus/premises at the extension counter ? If so, the reasons therefor.

(A) LETTER FROM THE COMPETENT AUTHORITY OF THE INSTITUTION AS IN THE PRESCRIBED PROFORMA GIVEN IN PART IIOF THE APPLICATION SHOULD BE ENCLOSED IN SUPPORT OF THE ABOVE

6. I) Name/s of the banker/s other Than the principal Banker to the Institution referred to in (5)
 - ii) the type of accounts and extent of deposits maintained by the instituion with each of the above banker/s
7. I) Number & types of clientele specially attached to the institution whose banking needs are to be catered to
Please give separate figures.

Staff/Workers/Students/Teachers/Others specify

Total

- ii) Established No. of other general public etc. Whose requirements are to be met.

8. (a) Amount of deposits expected within two year of operation at the counter from

	First year	Second year
	No Amount	No Amount
	Of	of
	A/cs	A/cs

i) Staff/ workers/Students/teachers of
The institution itself

ii) The institution

iii) General public

(b)daily quantum of cash transation
delete whichever is not applicable

Number amounts

9.Reason for opening an EC

10 Nature of transactions to be
Conducted at the proposed EC

11. amount of rent,if any, payable
(excluding incidentals) by the
bank, rate of rent areas offered
for locating the EC

12. Amount of Commercial rate of rent as
prevalent in the area or as approved
by state/ Central Govt.

13. Brief calculations as to the viability/ economics of the
proposal for aperiod of 3 years

Date-----

(Signature Seal of the applicant bank)

Declaration to be made by the competent authority of the institution in the premises of
which the EC is proposed to be opened.

Part-II

**We have requested-----to open the extension
counter in the**

(Name of the bank)

Premises of-----for the

(Name and full address of theinstitution)

Benefit of the following persons attached to the above institution.@

Workers-----

Please indicate actual Numbers

Staff/Employees-----

Separately

Students -----

Teachers-----

@ (Where there are more than on institutionbeing managed by the authority issuing this letter which are also to be benefited by the EC, 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 bankers and other bankers as on ----
---(latest position please)

Name of the bank	Type of a/cs maintained	amount
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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 S.No 1 above)
4. We have no objection to allow outsiders to have access to the extension counter.
5. If the extension counter is proposed to be allowed to a bank other than the principal banker, the reasons therefore.
6. Whether a similar letter to any other bankers for the pupose has been issued:

(Signature of Competent authority on behalf of
the institution mentioning designation and
seal ,if any)

To be filled in by the applicant bank

The information furnished by the institution in para 1 is verified by us
and found to be correct.

(Signature & seal of the applicant bank)

This certificate should be submitted in original, by the applicant
bank to Reserve Bank of India alongwith its applicationm for E.C, in
the prescribed proforma.