



## Proforma

**Statement for Reporting of Information on Full/Part Time Banking Outlets (BOs) (Brick & Mortar Branch<sup>1</sup> or Fixed-Point Business Correspondent (BC) outlet<sup>2</sup> )/Offices/Other Fixed Customer Service Points (CSPs) i.e. other than BOs like ATMs, Cash Deposit Machines, Other Customer Services, etc. - Opened/Closed/Conversion, etc.**

1. Bank/Institution Details<sup>3</sup> : System Driven  
2. Action for Reporting : Addition (Opening of new banking Outlet/unit, etc.) ☐

Opened ☐

Planned<sup>4</sup> ☐

OR	Updation	<input type="checkbox"/>
	Updating of existing Information	<input type="checkbox"/>
	Closure	<input type="checkbox"/>
	Permanent Closed	<input type="checkbox"/>
	Merged	<input type="checkbox"/>
	Conversion	<input type="checkbox"/>

3. If proforma is for updating information

3.1. Part-I Code of updating :

[Banking Outlet (Full/ Part-time), Administrative/Back Office (7 digits), NAIOS<sup>5</sup>, ATMs, Other Fixed CSPs (16 digits)]

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

- #### 4. For Conversion<sup>6</sup>

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 : / / 

<sup>1</sup> Manned by bank staff

<sup>2</sup> Including Access Points of Payments Banks

<sup>3</sup> Depends on login credentials. Bank Code, Bank Name, Bank Category and Bank Group will be displayed in read only mode by the system.

<sup>4</sup> In case of Planned, it is mandatory to select location till 'Revenue Center'.

<sup>5</sup> Non-Administratively Independent Offices

6 Conversion from Brick & Mortar (B&M) Branch/Fixed Point BC outlet/Office/NAIO to Fixed Point BC outlet/B&M Branch/Office/NAIO or vice versa



Day Month Year

5. For addition of a new Banking Outlet, then:

5.1. If B&M Branch (Staffed by bank) ☐

5.1.1. Domestic Banking Unit ☐ / Overseas Banking Unit ☐

5.2. If fixed point BC outlet ☐

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<sup>7</sup>,

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 Centres (CPCs) (including Loan/ Deposit/ other liability/ Cheque book issuing, new account opening etc.) ☐

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<sup>8</sup> ☐

7.2. Satellite Office<sup>9</sup> ☐

<sup>7</sup> For each type of office, bank will be required to submit separate proforma.

<sup>8</sup> For applicable categories of bank (foreign banks, RRBs, cooperative banks), may be reported here. For commercial bank, there is no extension counter as they fulfil the criteria of Banking Outlet.

<sup>9</sup> 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.



7.3. Exchange Bureau ☐

7.4. Representative Office ☐

7.5. Call Centre ☐

7.6. Other ☐ (Please specify) \_\_\_\_\_

7.7. 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 BO/office, if applicable : ☐☐☐☐☐☐☐☐

9. Details of banking outlets/offices/CSPs

9.1. Name : \_\_\_\_\_  
(of Banking Outlet/ Office/NAIO/Other Fixed CSPs)

9.2. Applicable Category : General Permission ☐  
With Authorisation/ Approval/License<sup>10</sup> ☐

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

<sup>10</sup> For banks requiring license/permission (SCBs not having general permission, RRBs, Co-operative banks, etc.).





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 <input type="checkbox"/>	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs. and
	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.
Monday <input type="checkbox"/>	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs. and
	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.
Tuesday <input type="checkbox"/>	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs. and
	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.
Wednesday <input type="checkbox"/>	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs. and
	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.
Thursday <input type="checkbox"/>	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs. and
	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.
Friday <input type="checkbox"/>	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs. and
	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.
Saturday <input type="checkbox"/>	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs. and
	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.
Sunday <input type="checkbox"/>	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs.	<input type="text"/> <input type="text"/> : <input type="text"/> <input type="text"/> Hrs. and



	<input type="text"/> : <input type="text"/> Hrs.	<input type="text"/> : <input type="text"/> Hrs.
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15. Additional centres served by Banking Outlets (Hub and Spoke model):

Multiple Selections from Centre Database

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

- 16.1. Customer services offered at Banking Outlet ☐
- 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 & Dmat Services ☐
- 16.1.10.3. Mutual Fund<sup>12</sup> Products/ Services ☐
- 16.1.11. Insurance Services ☐
- 16.1.11.1. Life<sup>13</sup> ☐
- 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 ☐

<sup>12</sup> Unit linked plans should be treated under Mutual Funds.

<sup>13</sup> Includes health insurance and other similar products related to life.



- 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) ☐  
16.2.11. Any Other ☐ Please Specify \_\_\_\_\_

17. If B&M Branch/ Office<sup>14</sup> 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)

<sup>14</sup> Offices doing authorised dealer activities with customer interface will be considered as Banking Outlets.