

Fax:
Email:
Website:

Branch Profile

1. **General:**

- i. Name of the Branch: _____
- ii. Date of Establishment: _____
- iii. Branch Inaugurated by: _____

2. **Address:**

3. (i) **Telephone Nos:** _____

(ii) **Fax No.** _____

(iii) **E-mail Address:** _____

4. **Branch Premises:**

- i. Whether premises is Owned / Rented by the Bank? Owned / Rented
- ii. If rented, name of the landlord; _____
- iii. Rent payable per month Rs. _____
(Including service charges)
- iv. Municipal Taxes payable per annum Rs. _____
- v. Any other outgoings agreed by the Bank? _____
(Please specify)
- vi. Area in use: _____ sq. feet (Carpet / Built up)
- vii. If owned, the investment in premises with Date: _____
Rs. _____

5. **Facilities available at Branch:**

- i. Safe Deposit Lockers Yes / No
- ii. ATM Yes / No
- iii. Touch Screen Kiosk Yes / No
- iv. Cheque / Bill Deposit Yes / No
- v. Bill Centre Yes / No
- vi. BEST Collection Yes / No
- vii. Demat Yes / No

6. **Authorization / Licenses:**

- i. RBI Branch License Date: _____
- ii. Shops & Establishment Act License No.: _____
- iii. To maintain NRE / NRO Accounts: Yes / No
- iv. Full Fledged Money Changer License (FFMC) Yes / No
- v. RTGS Yes / No

7. **Branch Working Hours:**

Days	Business Hours	Working Hours
Monday to Friday		
Saturday		
Sunday		

Locational Survey1. **Locational Information:**

- i. Area under command of Branch: _____
(e.g. suburb area, colony, town / village, Road, etc)
- ii. Nearest Post Office: _____
- iii. Nearest Railway Station: _____
Approximate distance from Branch: _____ km.
- iv. Nearest Bus Stop:
Approximate distance from Branch: _____ km.
Bus Nos.: _____
Route: _____

- v. Approximate population of the area: _____
vi. Economical Class: _____
vii. Locality: _____
viii. Common Language: _____

2. **Educational / Commercial / Government. & Other Officers' in the area:**

- i. Whether there are any educational institutions (e.g. School, Colleges, Technical Institutes, etc.) in the area? If yes, please give the following details:

Name	Type	Distance From Branch

- ii. Whether there is any Commercial Organisation (e.g. Banks, FIs, etc.) in the area? Please give the following details:

Name	Type	Distance From Branch

- iii. Whether there are any Government / Semi-Government Offices, Corporate Offices, Medium / Large Manufacturing Companies, Industrial Estates, Petrol Pumps, etc. in the area? Please give following details:

Name	Type	Distance From Branch

- iv. Whether there any other business enterprises like Hospitals / Nursing Homes, Hotels, Restaurants, Commercial Complexes or any other activities in the area? Please give following details:

Name	Type	Distance From Branch

Security Arrangements

1. **Security Arrangements:**

- i. Security Guards Day / Night
- ii. Armed Guards Yes / No
- iii. Burglary Alarm Yes / No

2. **Insurance:****Bankers' Blanket Policy:**

Name of the Insurance Company: _____

Policy No.: _____

Date: _____

Amount Rs.: _____

Types of risks covered: _____

3. Any other matter pertaining to security of Branch Premises, Furniture & Fixtures, Computers & Other Electronic Device, etc. (please specify)

i. _____

ii. _____

iii. _____

4. Cash Retention Limit: Rs. _____

5. Branch is in which police station jurisdiction: _____

6. Important Contact Numbers:

Particulars	Contact Person	Phone Number
Police Station		
Fire		
Hospital		
Doctors		

Financial Position

1. **Financial Position:**

(Rs. in lacs)

Particulars	2001-02		2002-03		2003-04	
	No.	Amt.	No.	Amt.	No.	Amt.
(a) <u>Deposits</u>						
Savings						
Current						
Term						
Sr. Citizen Term Deposit						
(b) <u>Loans & Advances:</u>						

3. **List of Institutional / Society Depositors (All types of Deposits)**

Serial No.	Name of the Institution	Nature of Activity	Type of Account	Remarks

Fixed Assets with the Branch

1. **List of Fixed Assets of the Branch:**

Serial No.	Item	No.	WDV as on	Remarks
1	Branch Premises			
2	Furniture & Fixtures			
3	Vehicles			
4	Air Conditioners			
5	Safe Deposit Lockers			
6	Computers			
7	ATM			
8	Cash Counting Machines			
9	Note Bundling Machine			
10	Cheque Depositing Machines			
11	Touch Screen kiosk			
12	ISDN / Leased Line			
13	Router			
14	Scanners			
15	Printers			
16	Terminals			
17	Fake Note Detector			
18	Tea Vending Machine			
19	Water Cooler			
20	Acquagard			
21	Vacuum Cleaner			

