

## Annex VII

**Information to be furnished by a bank not complying with provisions of section 11 (1) of the Banking Regulation Act, 1949 (AACS) for obtaining prior approval of the Reserve Bank for shifting of its offices, sale / surrendering of existing premises or for acquisition of new premises on ownership / leased rental basis**

<b>A. Profile of the bank</b>			
(i) Name of the bank			
(ii)(a) Address of the Head Office / Administrative office			
(iii) Registered address of the bank			
Total No. of offices			
<b>B. Financial position of the bank for last three financial years</b>			
	(₹ crore)		
	March 20	March 20	March 20
(i) Share capital			
(ii) Reserve Fund (please furnish details of various funds)			
(iii) Deposits			
(iv) Borrowings			
(v) Loans and advances			
(vi) Gross NPA (amount and % age up to two decimal)			
(vii) Net NPA (amount and % age up to two decimal)			
(viii) CRAR (% up to two decimal)			
(ix) Net Profit (+) / Loss (-)			
(x) Audit classification			
<b>C. Sale of owned premises/surrendering of existing premises taken on lease / rental basis</b>			
(i) Address of the premises proposed to be sold / surrendered			
(ii) Market value / present rent/lease fee			
(iii) Total floor space			

(iv) Whether any of the bank's board members or their relatives or office bearers have financial interest in leased / rented premises	
(v) The reasons for selling / surrendering	
<b>D. Acquisition of new premises on ownership / lease/ rental basis</b>	
(i) Name and address of the premises	
(ii) Name and address of owners from whom premises / property is to be purchased / taken on lease or rental basis	
(iii) Estimated cost / amount of lease or rent / taxes etc.	
(iv) Total floor space	
(v) Whether any of the bank's board members or their relatives or office bearers have financial interest in proposed premises	
<b>E. In case the sale / purchase of the premises at C&amp;D above involves shifting of bank's office</b>	
(i) Name and address of the premises from which office/ departments is / are proposed to be shifted.	
(ii) Licence No. / Permission for opening the above offices / department	
(iii) (a) Name and address of the premises to which above office/department is / are proposed to be shifted. (b) Total floor space of the new premises.	
(iv) Distance between the premises at (i) and (iii) above.	
(v) Whether all departments / entire office of the bank presently functioning at address at (i) above are / is proposed to be shifted.	
(vi) If answer at (v) is "no", please indicate – (a) Name of all departments / offices functioning at existing premises. (b) The departments which will continue to function at	

the existing place after proposed shifting	
(vii) Reasons for shifting (please enclose supporting documents)	
<b>F. In case of proposed shifting of Head Office/Administrative Office</b>	
(i) Will the bank's registered address also be changed or not?	
(ii) Will the bank's byelaw need amendment?	
(Please enclose a copy of the byelaws)	

Date:

Signature \_\_\_\_\_