

**BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI**

Annexure 8

Proposal for seeking permission for Surrender / Shifting to alternative premises, during the currency of lease deed

1. Basic information and

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.1 | Name of the Branch |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 1.2 | Address of the branch |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 1.3 | Category |  |  | Small/Medium/Large/ Very Large/ELB | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
| 1.4 | Classification |  |  | Rural / Semi-urban / Urban / Metro | | | | |  |
|  |  |  |  |  |  |  |  |  |  |
| 1.5 | Date of opening of Branch |  |  |  |  |  |  |  |  |
|  |  | |  |  |  |  |  |  |  |
|  | 2. Present status of the existing premises | | | | | | |  |  |
|  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| 2.1 | Existing premises occupied | since | |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | CARPET AREA |  | Floor |  |  | Area - sq.m | |  |  |
|  | (Floorwise carpet area) |  |  |  |  |  |  |  |  |
| 2.2 | Total |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |
|  |  |  |  | |  |  |  |  |  |
|  | Position of lease deed |  | Executed on : | | |  |  |  |  |
| 2.3 |  |  |  |  |  |  |  |  |  |
|  |  |  | Registered on : | | |  |  |  |  |
|  |  |  |  |  |  |  | |  |  |
| 2.4 | Lease details : |  | From |  | To | Rent p.m ` | |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Certain period |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  | Ist option |  |  |  |  |  |  |  |  |
|  | IInd option |  |  |  |  |  |  |  |  |
|  | Expiring on |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |

3. Reasons for shifting of branch to alternate premises / surrender of existing premises.

\* Photograph of existing premises to be provided

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 4 | Prevailing present rate in the vicinity where the new premises is proposed | | |  | ₹ \_\_\_\_\_\_ per |  |
|  |  |  |  | sq.m / sq.ft. |  |
|  |  |  |  |  |  |
|  | Particulars | Present Premises | Proposed premises | | |  |
|  |  |  |
| 4.2 | Monthly rent |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Taxes, if any |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Service taxes, if any |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  | Other charges, if any |  |  |  |  |  |
|  |  |  |  |  | |  |
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|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | Total Monthly outflow | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
| 4.3 |  | Rent per annum | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |  |  |
| 5 |  | Business parameter | | | (Rs. In lacs) | |  |  |  |  |  |
|  |  |  |  |  |  |  |  | |  |  |  |
| 5.1 |  |  |  |  |  |  | Actual (3 years) | | |  |  |
|  |  | As of March | |  | 2010 |  | 2011 |  |  | 2012 | as on date |
|  |  |  | |  |  |  |  |  |  |  |  |
|  |  | Deposits(excluding bulk | |  |  |  |  |  |  |  |  |
|  |  | Deposit) | |  |  |  |  |  |  |  |  |
|  |  | Advances | |  |  |  |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |  |  |  |
|  |  | Business Growth % (Dep | |  |  |  |  |  |  |  |  |
|  |  | (exld. Bulk)+ Adv) | |  |  |  |  |  |  |  |  |
|  |  | Profit/loss (yearly) | |  |  |  |  |  |  |  |  |
|  |  | NPA | |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  | |  |  |  |
| 5.2 |  |  |  |  |  |  | projections(3 years) | | |  |  |
|  |  |  | |  |  |  |  |  |  |  |  |
|  |  | As of March | |  | 2013 |  | 2014 |  |  | 2015 |  |
|  |  |  | |  |  |  |  |  |  |  |  |
|  |  | Deposits(excluding bulk | |  |  |  |  |  |  |  |  |
|  |  | Deposit) | |  |  |  |  |  |  |  |  |
|  |  | Advances | |  |  |  |  |  |  |  |  |
|  |  | Business Growth % (Dep | |  |  |  |  |  |  |  |  |
|  |  | (exld. Bulk)+ Adv) | |  |  |  |  |  |  |  |  |
|  |  | Profit/loss (yearly) | |  |  |  |  |  |  |  |  |
|  |  | NPA | |  |  |  |  |  |  |  |  |
|  |  |  | | |  |  |  |  |  |  |  |
| 6.1 |  | COST BENEFIT ANALYSIS | | |  |  |  |  |  |  |  |
| Addition burden of rent on account of | | | |  |  |  |  |  |  |  |  |
| premature surrendering of the present | | | |  |  |  |  |  |  |  |  |
| premises (i.e addition rent being borne | | | |  |  |  |  |  |  |  |  |
| till the expiry of the present lease | | | |  |  |  |  |  |  |  |  |
| deed) |  |  |  |  |  |  |  |  |  |  |  |
| Increase in profit on account of | | | |  |  |  |  |  |  |  |  |
| growth in business for the period | | | |  |  |  |  |  |  |  |  |
|  | | | |  | | |  |  |  |  |  |
| Specific recommendation of Regional Head / Zonal Head | | | | | | |  |  |  |  |  |

Sr. Regional Manager / Regional Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Regional Office

Field General Manager/Zonal Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , Zonal Office

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