

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			
2.2	CARPET AREA (Floorwise carpet area)	Floor	Area - sq.m	
	Total			
2.3	Position of lease deed	Executed on :		
		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.				
	<p style="text-align: center;">* Photograph of existing premises to be provided</p>			
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			

BUSINESS SUPPORT DEPARTMENT, CENTRAL OFFICE, MUMBAI

	Total Monthly outflow		
4.3	Rent per annum		

5	<u>Business parameter</u>	(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

Field General Manager/Zonal Manager

_____, Regional Office

_____, Zonal Office