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No.C.G.(3) 26835/2009

Office of the Registrar of Co-operative Societies,  
Thiruvananthapuram, dated: 16-6-2011.

**CIRCULAR NO. 39/2011**

Sub: Co-operative Department – Opening of branches/extension counters by Primary Urban Co-operative Banks which undertake banking business with license obtained from Reserve Bank of India – Norms regarding – instructions issued.

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The Reserve Bank of India has framed norms for opening of new branches of the existing licensed Primary Co-operative Urban Banks. As per byelaws of the Urban banks, permission to open branches has to be obtained from Registrar of Co-operative Societies also. In the above circumstances, the following instructions are issued for permitting Urban Co-operative Banks for opening branches of the bank.

1. Before opening new branches, the Primary Co-operative Urban Banks should obtain license from the Reserve Bank of India, for opening branches.
2. Even though Reserve Bank of India issued license for opening new branches, permission of Registrar of Co-operative Societies is also essential to open the new braches as envisaged in the byelaws of the bank.
3. Adequate security measures should be provided for the proposed branch building.



4. The Joint Registrars are instructed that, while forwarding the proposal recommending sanction to open branches, they should make sure that the licensed Primary Co-operative Urban Bank has satisfied the byelaw provisions and adequate security measures. They also ensure that the copy of the registered byelaws of the bank, Board resolution, the copy of the last Statutory audit report and the copy of the license issued by Reserve Bank of India should also be enclosed with the application in Proforma 'A' appended to this circular, duly filled up by the Chief Executive of the bank, and countersigned by the Joint Registrar of Co-operative Societies.

Sd/-

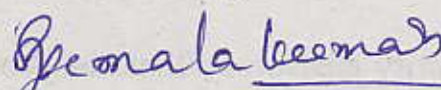
K.V. Suresh Babu

Additional Registrar (Credit)

holding charge of Registrar of Co-operative Societies

1. All Urban Co-operative Banks,
2. Director of Co-operative Audit, Trivandrum.
3. All Joint Registrar (General)
4. All Joint Registrar (Audit)
5. All Concurrent Auditors of Primary Licensed Urban Co-operative Bank  
(Through Joint Director of Audit)
6. All Assistant Registrar (General) (Through Joint Registrar (General))
7. All Assistant Directors (Audit) (Through Joint Director (Audit))
8. Editor, Sahakarana Veedhi/Journal
9. General Section, Office of the Registrar of Co-operative Societies
10. All Officers and Section heads, Office of the Registrar of Co-operative Societies
11. Table of the Registrar
12. Stock file
13. Spare.

//Forwarded by Order//



Deputy Registrar (Credit)



**PROFORMA**

1. Name of the Bank :
2. Address of the Registered Office/Head Office :
3. Area of Operation :
4. Whether the Bank has an elected Board :
5. Number of existing branches (list to be attached) :
6. Number of existing extension counters if any (list to be attached) :
7. Number of Branches fully computerized :
8. Whether the proposed branch is within the area of operation of the bank :
9. Latest Audit Classification  
(a) Year :  
(b) Class :
10. Share Capital  
(a) Authorised Share Capital :  
(b) Paid up Share Capital :  
(c) Members other than Government :  
(d) Government Share :  
Total(a+b+c) :

11. 

<b><u>Owned Funds</u></b>	<b><u>Amount as on 31<sup>st</sup> March of the</u></b> <b><u>Preceding Year</u></b>
(a) Statutory Reserve Fund	:
(b) Dividend Equilisation Fund	:
(c) Building Fund	:
(d) Standard Assets Provision	:
(e) Undisbursed Profit	:
(f) Total of (10+11 (a to e))	:
(g) Other funds	:
Total Owned Funds (f + g)	:

**Chief Executive of the Bank**

**Countersigned**

Place :  
Date :

**Joint Registrar of Co-operative Societies**