REF:RBSL/ADMIN/INTER-BR_VSIT/01 APRIL/666/06

..... Branch Visiting Report

BM/EBM…… VISITING DATE & TIME:.....

1. Branch Address Updated:☐ Yes ☐ No; Manager`s Mobile No. Updated: ☐ Yes ☐No

2. Location In District/Upazilla Proper:☐ Yes ☐ No; Apprx. Distance From Proper☐ km.

3. Office Space: Sq. Feet..... Total Rooms.....

4. Furniture: Total Table: .....Chair: ..... Fan: .....File Cabinet: ..... Notice Board: .....

White Board: ..... Sign Board: ..... Projector…… Air-condition……. Others: .....

5. Office Time:.....AM To.....PM ; Day Off:.....

6. Notice Informed System:☐ Team Meeting☐ Training☐Others, Last Notice No In Board☐

7. Company Legal Docs:☐Govt. License☐ Trade License ☐ TIN☐ Court Order ☐ Incorporation

8. Branch Legal Docs: ☐ Trade License☐Office Rental Deed☐ BM Deed

Govt. License Hang On:.....; Legal Docs Collect & License Must Hang Within 07 Days.

9. Various Register Maintaining Report:

.9.1 Membership Register: ☐Yes ☐ No 9.2 Return Joining Form & Purchase Card:☐Yes☐ No

9.3 ADB & MB Register:☐ Yes ☐ No; 9.4 Investment Return Reg: Yes ☐No ☐

9.5 Various Notice, Appl & Report Received Reg:☐Yes☐ No 9.6 Delivery Reg:☐ Yes☐No

10. Commission & Other Income Paid System:☐Satisfied ☐Not Satisfied

11. Incomplete Transection With Members: TK.....Purpose.....

12. BM Regular Maintains Office:☐ Yes ☐No; Overall Sevevice:☐ Satisfied☐ Not Satisfied

13. Remarks Of Branch Manager: .....

.....

14. Remarks With Name & CID Of Sr. Leaders (Branch, BM & Business Related):

14.1.....
..... _____
Name, CID Signature & Date

14.2.....
..... _____
Name, CID Signature & Date

15. Incomplete Condition:.....

.....

Last Date For Completing Condition & Transection: .....

Signature Of BM **Visited By** **AGM(HR & ADMIN)** **Managing Director**