

DOCUMENTS REQUIRED FOR RELOCATION OF OUTLETS

For Branches, Company Owned Payment Booths/Currency Exchange Booths.

- i. Complete address of the proposed location including building/property number.
- ii. Copy of Property purchase documents or lease/tenancy agreement.
- iii. Confirmation regarding establishment/renovation, hiring of staff, installation of appropriate IT systems, particulars of the manager/staff hired etc.
- iv. Board Resolution for relocation of outlet.

For Franchises, Third Party Payment Booths.

- i. Request letter from the entity/proprietor.
- ii. Complete address of the proposed location including building/property number.
- iii. Copy of Property purchase documents or lease/tenancy agreement.
- iv. Confirmation regarding establishment/renovation, hiring of staff, installation of appropriate IT systems, particulars of the manager/staff hired etc.
- v. Copy of revised Franchise/Payment Booth agreement
- vi. Board Resolution for relocation of outlet.