

PROCESS OF BSA EMPANELMENT IN BANK OF INDIA

Step 1. Notice regarding empanelment will be displayed on the Notice Board of the Retail Business centers (RBC), Area Manager Offices (AMO) and Zonal offices (ZO) of Bank of India, seeking applications from prospective BSAs, publicized through various channels.

BSA may contact the nearest Bank of India Retail Business centers (RBC), Area Manager Offices (AMO) and Zonal offices (ZO) for enquiry purpose.

Step 2. Submission of application by BSA in response to the Notice displayed at RBC/AMO/ZO/HO.

The application of the prospective BSA should be supplemented with the following documents:

- a) A copy of the PAN/Aadhaar card
- b) Address Proof (Latest Telephone/Post-paid Mobile Bill, Electricity Bill, Gas Bill or Ration Card)
- c) Two Passport Size Photographs of recent date
- d) Copy of Income Proof/IT Return of the applicant.
- e) The applicant should not be an empaneled BSA for more than three Banks (including our Bank)
- f) Bank statement of the applicant for last 12 months.
- g) Enrolment/opinion letter, if they are already enrolled with other institution.
- h) Satisfactory reference letter of two reputed persons from the locality.
- i) Satisfactory External due diligence report in case of non-individuals.
- j) Inspection report duly signed RBC Head.
- k) Proprietorship firm:
 - Sole Proprietorship letter.
 - Last two years ITRs
- l) Partnership firm:
 - Partnership deed
 - Authority letter in favour of one of the partners of the firm by all other partners, authorizing him /her to act on behalf of all such partners.
 - Balance sheet for the last 3 years or from the date of inception whichever is earlier
- m) Private Limited Company:
 - Memorandum of Association and Articles of Association
 - Certificate of Incorporation
 - Certificate of Commencement of Business
 - Relevant Board Resolutions
 - Balance Sheet for last 3 years or from the date of inception whichever is later

Step 3. After receiving the applications along with above mentioned list of documents, Retail Business Center will carry out Scoring of BSA based on the applicable scoring sheet before shortlisting for interview.

Minimum marks to be scored: Minimum marks of 18 out of 30 to be scored for becoming eligible for interview.



Step 4. The Individual candidates/Representatives who are shortlisted, will be interviewed by the Empanelment committee.

Step 5. After selection and approval, BSA has to enter into an agreement with the Bank.

Step 6. BSA will be allotted a BSA code from the Bank.

Step 7. After receipt of BSA code for each selected BSA, the concerned Zonal office shall issue identity Cards to the BSAs clearly stating therein the validity period.

