

**Service charges (Revised) w.e.f. 15.11.2015**

Service Tax and Education Cess extra

**Tax Applicable:**

Current Service Tax	14.50%
Total Tax Recoverable	14.50%

**A] SAVINGS /CURRENT ACCOUNT CHARGES**

<b>1 Minimum Balance Amount</b>	<b>SB A/c</b>	Rs.200/- for accounts without cheque book facility
	<b>SB A/c</b>	Rs.1000/- for accounts with cheque book facility
	<b>No frills A/c</b>	Rs.100/- without cheque book facility
	<b>CD A/c</b>	Rs.2000/- for all accounts
	<b>ATM Linked SB A/C</b>	Rs.1000/-
<b>2 Minimum Balance Charges</b>	<b>SB A/c (Operative)</b>	Rs.25/- per month
	<b>SB A/c (Inoperative)</b>	Nil
	<b>No frills A/c</b>	Nil
	<b>CD A/c</b>	Rs.100/ per month
	<b>ATM Linked SB A/C</b>	Rs.100/- per month
<b>3 Mode of calculation of Minimum balance charges :</b>		Once a month for the entire month if the average balance for the month is less than the minimum balance
<b>4 Duplicate passbook charges with previous entries per month</b>	<b>SB A/c</b>	Rs.50/- per instance
	<b>No frills A/c</b>	Nil
<b>5 Duplicate statement charges</b>		Rs.50/- per ledger page
<b>6 Issue of duplicate Term Deposit Receipt, duplicate interest certificate, duplicate remittance certificate</b>		Rs.50/-per instance
<b>7 For issue of photocopy of a cheque or other documents, per instance</b>		Rs.100/- for records of more than 1yr and Rs.25/- for records less than a year. Xerox charges extra
<b>8 Change in operational instructions for current/overdraft account - addition/deletion of name of partners/ directors (other than Co-op. Societies)</b>		Rs.25/- per occasion
<b>9 Account Service Charges</b>	<b>OD/CD/ CC A/c s</b>	
<u>Average Balance</u>		
Upto Rs. 25000/-		Rs.50/- per folio per quarter
Rs.25,001/- upto Rs.50,000/-		Rs.40/- per folio per quarter
Rs.50,001/- upto Rs.1 lac		No charges
Rs.100,001/- upto Rs.2 lacs		No charges
Above Rs.2 lacs		No charge
Account Service Charges on Overdraft against Term Deposits		Nil
Current and Overdraft accounts having average credit quarterly balance of over `50,000/-		Nil

**B] Payorder charges**

1 Upto Rs.500/-	Rs.10/-
2 Rs.501/- upto Rs.1,000/-	Rs.20/-
3 Rs.1,001/- upto Rs.5,000/-	Rs.30/-
4 Rs.5,001/- upto Rs.10,000	Rs.50/-
5 Rs.10,001/- upto Rs.1 lac	Rs.1/- per Rs.1000/- or part thereof minimum Rs.50/-
6 Above Rs.100,000/-	Rs.1/- per Rs.1000/- or part thereof minimum Rs.100/-

<b>Payorder Cancellation charges</b>	Rs.25/- per payorder
<b>Payorder Revalidation charges</b>	Rs.25/- per payorder
<b>Duplicate Payorder charges</b>	Rs.50/- per payorder

**Payorder for Non-customers (cash handling)**

Upto Rs.1000/-	Rs.40/-
Rs.1001/- upto Rs.5000/-	Rs.60/-
Rs.5001/- upto Rs.10000	Rs.100/-
Rs.10001/- upto Rs.50,000/-	Rs.3 per Rs.1000/-or part thereof min Rs.100/-
Maximum payorder to be issued to non customers by way of cash should be less than Rs.50,000/-	

**C] Demand Draft/ At par instrument Charges**

From ICICI bank	Rs.2/- per Rs.1000/- subject to minimum of Rs.20/-
From Other banks	Other bank charges + Rs.50/-
	Reimbursement of out of pocket expenses at actuals

<b>DD/ At par Cancellation charges of ICICI</b>	Rs.50/- per DD
<b>DD Cancellation charges of other banks</b>	Other bank charges + Rs.25/- per DD
<b>DD Revalidation charges</b>	Rs.50/-per DD

**D] National Electronic Fund Transfer (NEFT)**

Inward	Free
Outward	
Upto Rs.10,000/-	Rs.2.50 per transaction
Rs.10,001/- to Rs.1.00 lakh	Rs.5/- per transaction
Above Rs.1.00 lakh to Rs.2.00 lakhs	Rs.15/- per transaction
Above Rs.2.00 lakhs	Rs.25/- per transaction

**E] RTGS**

Inward	Free
Outward	
Above Rs.2.00 lakhs to Rs.5.00 lakhs	Rs.25/- per transaction + time varying tariff subject to a maximum of Rs. 30/-
Above Rs.5.00 lakhs	Rs.50/- per transaction + time varying tariff subject to a maximum of Rs. 55/-
<b>Time Varying Tariff.</b>	
<b>Block</b>	<b>Settlement Time at RBI</b>
Block 1	9.00 to 12.00 hrs Nil
Block 2	12.00 to 15.30 hrs Rs.1/- per transaction
Block 3	15.30 to 17.30 hrs Rs.5/- per transaction
Block 4	17.30 onwards Rs.10/- per transaction

**F] BANK GUARANTEE**

	Commission will be recovered as per BG period
	BG period will be rounded off in multiples of 3 months
Fully Secured by Cash/Bank Term deposits	Rs.100/- +0.50%p.a. of Bank Guarantee Amount
Guarantee secured by security other than cash / Bank's Term deposits	Rs.100/- +2%p.a. of Bank Guarantee Amount. Minimum one quarter commission non refundable

(Minimum commission on a guarantee - Rs.100/- + charges applicable for a period of minimum 6 months in case BG period is less than 6 months)

RENEWAL - Bank guarantee	Same as for issue of fresh guarantee. If renewal is during claim period of original BG then the claim period already charged will not be charged at the time of renewal.
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**G] Foreign Exchange Transactions**

Inward - Direct  
- FCC

Remittances - Inward & Outward

Rs.100/- + other bank charges

Other bank+ 0.25% of the cheque (min Rs. 50/-)

TC-Selling, Encashing & Foreign currency At current rates

Telegraphic Transfer Rs.200/-+Other bank charges

Foreign Demand Drafts Rs.200/-+Other bank charges

**Additional Service Tax and Cess applicable on all Forex Transactions -****Gross Amount of Currency Exchanged****Service Tax inclusive of Cess rates mentioned below**

Upto Rs.1 Lac 0.145% of Gross Amount of currency exchanged subject to a minimum of Rs.37/-

Rs.1 Lac to Rs.10 Lac Rs.145 + 0.0725% of Gross Amount of currency exchanged exceeding Rs.1 lac

Rs.10 Lacs & Above Rs.798/- + 0.0145% of Gross Amount of currency exchanged exceeding Rs.10 lacs subject to a maximum Rs.7250/-

Service charges on buying & selling of Foreign Exchange Rs.25/-

**H] Cheque Collection**

Local

Free

**Outstation Cheques for Collection (OBC)****Maximum OBC charges -per instrument- of postage/courier, out of pocket expenses.**

inclusive

OBC charges per instrument

**Savings A/c Customer**

**Other Customers**

Upto Rs.500/- Rs.5

25.00

50.00

Upto Rs.1000/- Rs.10

25.00

50.00

Rs.1001/- upto Rs.5000/- Rs.20

25.00

50.00

Rs.5001/- upto Rs.10000 Rs.30

50.00

50.00

Rs.10001/- upto Rs.1 lac : Rs.3 per Rs. 1000

100.00

100.00

Above Rs.100000/-

150.00

150.00

**IBC:**

Upto Rs.1000/-

Rs.20/- + postage

Rs.1001/- upto Rs. 5000/-

Rs.40/- + postage

Rs.5001/- upto Rs.10000/-

Rs.60/- + postage

Rs.10001/- upto Rs.1 lac

Rs.6/- per Rs.1000 or part thereof min. Rs.60/-

Above Rs.100000/-

Rs.5/- per Rs.1000 or part thereof min Rs.600/- Max Rs.5000/-

**I] Handling charges for Cheques / Bills / ECS returned unpaid**

1 Outward Returns

a) For Technical Reason: No Charge

(Cheque deposited by our customers)

b) For Other Reason: Rs.100/- per cheque returned

(Registered A.D / Courier charges for returning the cheque to the customer)

2 Inward Returns (Cheques drawn by our customer on their accounts)

a) For Technical Reasons : No Charge

b) For Other Reason:

Cheque return upto Rs.1 lakh-Rs.300/- per cheque (No interest to be charged)

Cheque return above Rs.1 lakh Rs.300/- per cheque + interest@4%above Bank's PLR for the time the bank is out of funds.

Rs.300/- per ECS return

3 ECS - Debit returns

4 Outstation cheques

50% of collection charges (min Rs.25/- +Actual Courier / Registered A.D charges)

5 Local bills

Rs.25/- per bill + Actual Courier / Registered A.D charges

6 Outstation bills

50% of collection charges (min Rs.25/- + Actual Courier / Registered A.D charges)

7 Inter-branch cheque returns

Outward Returns

Rs.100/- per cheque return

Inward Returns

Rs.300/- per cheque return

**J] ADVANCES**Processing Charges**i) Upfront Processing charges (Non refundable) Except for MSME loans upto Rs.5.00 lakhs**

Upto Rs.50,000/-	Rs.250/-
Upto Rs.1,00,000/-	Rs.500/-
Upto Rs.5,00,000/-	Rs.1,000/-
Above Rs.5,00,000/-	Rs.2,000/-
Above Rs.1,00,00,000/-	Rs.10,000/-

**ii) Processing charges (inclusive of upfront charges)****Type of Loan**

MSME loans upto Rs.5.00 lakhs	NIL
MSME loans above Rs.5.00 lakhs to Rs.100 lakhs	0.60%
Other Business Loans upto Rs.100 lakhs	0.60%
MSME & Other Business Loans above Rs.100 lakhs	0.60% of loan amount subject to maximum of Rs.1.00 lakh
Gold Loan upto Rs.50,000/-	Rs.5/- per thousand (minimum Rs.100/-)
Gold Loan above Rs.50,000/-	0.30% of loan amount (min. Rs.250/- and maximum Rs.5000/-)
Top Up Loan	0.30% of the loan amount.

**For Other Loans other than those mentioned above**

Upto Rs.50,000/-	Rs.10/- per thousand (min Rs.250/- including upfront charges)
Above Rs.50,000/-	0.60% of loan amt (min Rs.500/- including upfront charges)

**In case of recovery of upfront processing charges, balance charges to be recovered on acceptance of sanction letter****Prepayment Charges**

Pre-Payment charges on floating rate term loans to individual borrowers.	Nil
Pre Payment charges for non individual borrowers on floating rate term loans (in case of takeover by other Insitutions)	2% of outstanding amount

**No dues certificate**

(a) For borrowal accounts	Free
(b) For non-borrowal accounts	Rs.50/-
Solvency Certificate	Rs.100/-+0.25% of the solvency amount subject to a minimum of Rs.250/- maximum of Rs.
Late payment of EMI/ instalment/ interest	2% penal interest on overdue amount of principal/ interest

Non review of limits	2% penal interest on the Balance outstanding
Commitment charges	1% p.a. of the advance amount not availed of within 3 months of the sanction date
Stamp documents	At Government applicable rates
Nominal Membership fees	Rs.100/- per applicant & guarantor
Non-submission of Stock, Book debts, Creditors statement and Audited Financials	2% penal interest for the period of delay

Review of CC/OD/MOD	0.20% of the loan amount min Rs.500/- maximum Rs.25,000/-
Inspection of stock/book debts/ factory/ plant & machinery	Rs.100/- per visit + actuals
Reminders for stock statements and renewal of CC/ OD limits	Rs.100/- per instance
Recovery visit charges/other recovery proceeding charges	Rs.100/- + actuals per instance.
For charges for unsuccessful execution of SI's/return of installment/EMI	Above Rs.5000/- Rs.50/- for every instance
Safe custody charges gold loans closed but pledged ornaments not	Rs.100/- per month to be charged every month till collection
For Loans/overdrafts any change / substitution / release of security	Rs.200/- per instance
Sealing taking charge of immovable property	Rs.1000/- + actual expenses incurred.

**Registration of charges with CERSAI****Form I Creation & Modification of security interest in favour of secured creditors**

Upto Rs.5 lacs	Rs.250/-
Above Rs.5 lacs	Rs.500/-

**Form II Satisfaction of existing Security Interest**

Rs.250/-

**Form III Particulars for Securitization or Reconstruction of Financial Assets (for acquisition of financial assets for the purpose of securitization or reconstruction of Financial Assets)**

Rs.1000/-

**Form IV Satisfaction of Securitization or Reconstruction of Financial Assets**

Rs.250/-

Any application for condonation of delay upto 30 days Not exceeding Rs.2,500/- in case of creation of security interest for a loan upto Rs.5 lacs & not exceeding Rs.5000/- in other cases

Any application for information recorded / maintained in the register by any person ₹50

**K] MISCELLANEOUS**

1 Balance enquiry	Nil	
2 Balance Certificate	Free	
3 Interest Certificate	Free	
4 Account closure		
Within 14 days from the 1st deposit	Nil	
Above 14 days to 6 months (SB)	Rs.100/-	
Above 14 days to 6 months (CD)	Rs.500/-	
5 Photo attestation / Identity verification charges	Rs.25/- per verification per instance	
6 Cheque clearance confirmation	Free	
7 Stop payment charges	Rs.100/- per cheque per instance	Rs.300 for loss of entire book
8 Signature attestation charges	Rs.25/- per verification per instance	
9 Postage charges		
(a) Registered Post	Actuals	
(b) Courier charges	Actuals	
(c) Ordinary post	Actuals	
10 Cheque book charges		
(a) Savings Bank account Cheque Book =30 leaves	(i) No charge for issuance of first two cheque books during the Financial Year. For issue of 3rd book charge for the financial year will be Rs.2/- per leaf (only one cheque book will be issued at a time) (ii) Registered AD charges as applicable will be borne by the customer if the cheque book is not collected within 5 working days from the branch.	
(b) Current/Overdraft account Cheque book =30 leaves	Rs.2/- per cheque leaf	
11 Withdrawal limitation in SB a/c's	60 withdrawals free - Incidental charges of Rs.2/- per excess withdrawal	
12 ECS Charges	Nil	

**L] Depository Services****w.e.f. 01.4.2015**

Account opening / closing	Nil	
SPEED-e Agreement	Rs.100	
SPEED-e REGISTRATION	Rs.1000/- Registration	
KYC Registration Charges	Rs.50/- per form	
SPEED-e FACILITY		
a) Transaction Charges	@ 0.03% of the transaction value (minimum Rs.30/- per scrip)	
b) Freeze Instruction	Rs. 100/- per transaction (only for e-token users)	
c) E-token (USB device)	At Cost	
Transaction Charges		
a) All Purchase	Nil	
b) Market/ off-market Sale	@0.04% of the transaction value (min Rs.40/- per scrip)	
c) Interdepository Sale	@0.04% of the transaction value (min Rs.40/- per scrip)	
Demat Charges	Rs.3.00 per certificate	(subject to min Rs.50)
Remat Charges	Rs.50/- per certificate	
Annual Maintenance charges- Individual	Rs.480/- p.a. (to be recovered upfront )	
Annual Maintenance charges- corporate	Rs.800/- p.a. (to be recovered upfront )	
Annual Maintenance charges- BSDA	NIL for value of holdings upto Rs.50,000	
	Rs.100/- for value of holdings Rs.50,001-2 lacs	
Pledge / Hypothecation		
Creation/ Closure/ Invocation	@0.03% of the transaction value (min Rs.50/- per scrip)	
Failed Instructions	Rs.25/- per scrip	
Late Charges	Rs.100/- per occasion	
Stop Charges	Rs.100/- per scrip	
Additional statement	Rs.25/- per statement for a maximum of 10 pages and more than 10 pages Rs.5/- per page to a max of Rs.100/- per statement	

**Note:**

1. Transaction and Pledge will be billed on a monthly basis. All other charges will be recovered on spot
2. Minimum charges for Demat is as per Dematerlisation Form submitted
3. Courier / Postage for demat requests and Fax charges will be on actuals
4. Additional copy of statements at Rs. 25/- per statement (Maximum of 10 pages). Thereafter Rs.5/- per additional page, subject to a maximum of Rs.100/- per statement.
5. Rates subject to change from time to time as per Bank's discretion on a prior notice of 30 days.
6. The above charges are exclusive of service tax which is currently @14.50%
7. Any service not quoted above will be charged separately.
8. \*Annual Maintenance Charge are refundable and will be levied upfront for a period of one year at the beginning of the financial year w.e.f. 01.04.2010. For accounts opened during the year, AMC will be recovered upfront from the month in which the account is opened to the end of the financial year
9. Value of the transaction will be in accordance with rates provided by NSDL as on the transaction date or the preceding working day in case of transaction done on a Saturday.
10. If the value of the securities held in the BSDA a/c any day exceeds the cutoff limits (ie Rs 50,000/- and Rs 2,00,000/- ) AMC as applicable will be charged from that date onwards for the entire year.

<b>M] FRANKING CHARGES</b>	Rs.10/- per document (inclusive of Service Tax and Education Cess)	
<b>N] LOCKER CHARGES</b>		
(a) Key Deposits		Rs.1000/- (Refundable at the time of surrender)
(b) Rent charges		Paid in advance-3 yrs
1) Small Size	6" x 4" x 18"	Rs.900/- per annum
2) Medium Size	13" x 4" x 18"	Rs.2000/- per annum
3) Large Size	13" x 10" x 18"	Rs.3500/- per annum
(c) Agreement charges		Rs.100/-
Delay in payment of locker rent		Small Rs.25/- p.m. Medium Rs.50/- p.m. Large Rs.75/- p.m. to be charged monthly till rent is received.
Locker operation charges for use of locker exceeding 10 operations per month		Rs.100/- per instance per month
Reminder for locker rent		Rs.25/- + actual postage charges

<b>O] ATM CHARGES</b>		
Annual Fees for ATM Card	Free	
Card Replacement within India	Rs.150/- + S.T.	
Card Replacement (Abroad)	Rs.150/- + S.T.+ Actual courier charges	
PIN Regeneration	Rs.100/-+ S.T..	
Cash withdrawal & Balance enquiry	Free for Citizencredit Co-op Bank ATM' s card holders	
<b>NFS/Rupay Member Bank ATMs</b>		
Cash withdrawal & Balance enquiry	5 Transactions a month Free. Thereafter Rs.15/- per transaction + S.T. for financial transaction i.e. cash withdrawal and Rs.5/- + S.T. for non financial transactions i.e. mini statement, balance enquiry and pin change.	

**P] THIRD PARTY MOTOR INSURANCE UPFRONT SERVICE CHARGES (ONLY FOR BANKS CUSTOMERS)**

2 Wheeler	Rs.100/- + S.T.
3 Wheeler	Rs.150/- + S.T.
4 Wheeler	Rs.250/- + S.T.
Commercial vehicle	Rs.400/- + S.T.

**ANNEX - II**

As per RBI circular RBI/2005-06/392 - UBD(PCB) Cir. No.54/09/.39.000/05-06

**Service rendered free of charge :-**

Cheque Collection - Local	ECS Mandate	No due certificate-Borrowal accounts
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**MISCELLANEOUS**

Balance enquiry	Balance Certificate	Interest Certificate
Savings Cheque book ( 2 books)	Cheque clearance	Passbook updation / Statement of Account

**Depository Services**

Account opening / closing	Market Purchase Transaction	Interdepository Purchase Transactions
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**OTHER SERVICES**

<b>Minimum Balance Amount</b>	<b>SB A/c</b>	Rs.200/- for accounts without cheque book facility Rs.1000/- for accounts with cheque book facility
	<b>No frills A/c</b>	Rs.100/- without cheque book facility
	<b>CD A/c</b>	Rs.2000/- for all a/c's
	<b>ATM Linked SB A/C</b>	Rs.1000/-

<b>Minimum Balance Charges</b>	<b>SB A/c</b>	Rs.25/- per month
	<b>No frills A/c</b>	Nil
	<b>CD A/c</b>	Rs.100/ per month
	<b>ATM Linked SB A/C</b>	Rs.100/-

**Mode of calculation of Minimum balance charges :** Once a month for the entire month if the average balance for the month is less than the minimum balance

**Demand Draft / At par instrument Charges**

From ICICI bank	Rs.2/- per 1000/- subject to minimum of Rs.20/-
From Other banks	Other bank charges + Rs.50/-

(Reimbursement of out of pocket expenses(if any) would be on actuals.

<b>DD/ At par Cancellation charges of ICICI</b>	Rs.50/- per DD
<b>DD Cancellation charges of other banks</b>	Other bank charges + Rs.25/- per DD
<b>DD Revalidation charges</b>	Rs.50/-per DD

**Payorder charges**

Upto Rs.500/-	Rs.10/-
Rs.501/- upto Rs.1000/-	Rs.20/-
Rs.1001/- upto Rs.5000/-	Rs.30/-
Rs.5001/- upto Rs.10000	Rs.50/-
Rs.10001/- upto Rs.1 lac	Rs.1 per 1000/- or part thereof minimum Rs.50/-
Above Rs.100000/-	Rs.1/- per 1000/- or part thereof min Rs.100/- max Rs.500/-

**Outstation Cheques for Collection (OBC)****Maximum OBC charges -per instrument- inclusive of postage/courier, out of pocket expenses.**

OBC charges per instrument	Savings A/c Customer	Other Customers
Upto Rs.500/- Rs.5	Rs.25	Rs.50
Upto Rs.1000/- Rs.10	Rs.25	Rs.50
Rs.1001/- upto Rs.5000/- Rs.20	Rs.25	Rs.50
Rs.5001/- upto Rs.10000 Rs.30	Rs.50	Rs.50
Rs.10001/- upto Rs.1 lac : Rs.3 per Rs. 1000	Rs.100	Rs.100
Above Rs.100000/-	Rs.150	Rs.150

**Issue of cheque book**

(a) Savings Bank account (30 leaves)	No charge for issuance of first two cheque books during the Financial Year. For issue of 3rd book charge for the financial year will be Rs.2/- per leaf (only one cheque book will be issued at a time)
(b) Current/Overdraft account (30 leaves)	Rs.2/- per cheque leaf

**Account closure**

Within 14 days from the 1st deposit	NIL
Above 14 days to 6 months (SB)	Rs.100/-
Above 14 days to 6 months (CD)	Rs.500/-