

SERVICE CHARGES ON CREDIT RELATED TRANSACTIONS – NON PRIORITY ADVANCES (OTHER THAN RETAIL LENDING SCHEMES) - COMMISSION AND OTHER CHARGES – REVISION W.E.F. 04.09.2015

I. PROCESSING CHARGES ON WORKING CAPITAL LIMITS INCLUDING SHORT TERM LOANS REPAYABLE WITHIN 12 MONTHS:

Fund Based + Non-Fund Based Limits

SLAB - Limits	RATE
Upto Rs. 50000/-	Rs.250
> Rs. 50000/- and upto Rs.2 lakhs	0.35% with a minimum of Rs.550/-
> Rs.2 lakhs	Rs.350 per lakh with a minimum of Rs.1000/- and a maximum of Rs.35 lakhs in a year

II. UPFRONT FEE / REVIEW CHARGES ON TERM LOANS

SLAB	RATE
Upto Rs. 50000/-	Rs.250/-
Above Rs. 50000/- and upto Rs 2 lakhs	0.50% of the loan amount with a minimum of Rs. 500/-
Above Rs. 2 lakhs and upto Rs.25 Crore	1.25% of the loan amount
Above ₹25 crore	1.00% of the loan amount Min Rs.30 lakhs maximum Rs.75 lakhs

A) ANNUAL REVIEW CHARGES (APPLICABLE FOR TERM LOANS ABOVE RS.1 CR.)

Review Charges shall be collected on the exposure (i.e., outstanding liability plus unavailed limits) annually commencing from completion of one year from the date of first disbursement

Liability upto Rs.1 Crore	Nil
Liability above Rs.1 Cr.	Rs.100 per Lakh; Minimum Rs.10,000/- Maximum Rs.5 lakh

III. (A) REVALIDATION OF SANCTIONS

SLAB	RATE
Upto Rs.1 crore	0.75% of the limit with minimum of Rs.15,000/- for each revalidation
Above Rs.1 crore	0.50% of the limit with a minimum of Rs.75000/- and maximum Rs.2,50,000/- for each revalidation

(B) MODIFICATION OF SANCTION TERMS & CONDITIONS/NOCs/ APPROVALS ETC.

SLAB	RATE
Upto Rs.10 Cr.	NIL
Above Rs.10 Crore and upto Rs.50 Cr.	Rs.1,00,000/- for each modification
Above Rs.50 Cr.	Rs.2 lac for each modification

Note : NOC may be on account of ceding of charge on assets; approval for investment, mergers and acquisitions; and other miscellaneous approvals, charges as applicable to Modification of Sanction Terms and Conditions furnished above shall be collected.

1. Loans/Advances exclusively against government securities (Primary) - 0.10% of the loan amount with a minimum of Rs 50/- and maximum of Rs 250/- .
2. Loan against third party deposits - as per schedule of charges in I above.
3. Substitution of shares / securities - Rs.100/- for each occasion.

IV. ADHOC CREDIT FACILITY

(INCLUDES ADHOC / ADHOC OVERLIMIT / TOD IN CURRENT ACCOUNT BUT EXCLUDING OVERDRAWINGS IN SB ACCOUNTS)

1. If the Adhoc facility permitted is for a period not exceeding 15/30 days, processing charges should be collected @ 0.20% p.a of the amount of overdrawn allowed with a minimum of Rs 200/- and maximum of Rs 10000/-. Such charges shall not be collected for overdrawings in Savings Bank account.
2. If Adhoc facility is permitted for a period exceeding 15/30 days as referred above, normal processing charges as in I above for the period permitted.

V GODOWN CHARGES:

(a) In case of pledge transactions, charges to be collected are as under:

Upto Rs.2 lacs	NIL
Above Rs.2 lacs upto Rs.10 lacs	Rs.100 per inspection
Above Rs.10 las	Rs.300 per inspection

(b) In case of other than pledge transactions, the charges to be collected are:

SLAB	RATE
Limits Upto and inclusive of Rs 5000/-	NIL

SLAB	RATE
Limits Above Rs 5000/- and upto and inclusive of Rs 25000/-	Rs 50/- per inspection with a maximum of Rs.750/- per year
Limits Above Rs 25000/- and upto and inclusive of Rs 2 lakhs	Actual expenses incurred with a minimum of Rs 100/- per inspection and a maximum of Rs 1500/- per year
Limits Above Rs 2 lakhs and upto and inclusive of Rs 10 lakhs	Actual expenses incurred with a minimum of Rs 200/- per inspection and a maximum ceiling of Rs.2500/- in a year
Limits Above Rs 10 lakhs upto Rs.10 crore	Actual expenses incurred with a minimum of Rs 500/- per inspection and a maximum ceiling of Rs.6000/- in a year
Limits above Rs.10 crore	Actual expenses incurred with a minimum of Rs.10000/- per visit

VI. PROJECT APPRAISAL FEE (to be collected on project cost)

Project Cost	Schedule of Fees where Appraisal Report is strictly for Bank's internal use	Schedule of Fees where Appraisal Report is to be shared with the customer/ other lenders
Rs.2 Crore & above and upto Rs.10 Crore	0.50% of the project cost with minimum of Rs.1 lac; maximum Rs.5 lac	1.00% of the project cost with minimum of Rs.2 lac; maximum RS.10 lacs
Above Rs.10 Crore and upto Rs.50 Crore	0.40% of the project cost with minimum of Rs.5.00 lacs; maximum Rs.20 lac	0.75% of the project cost with minimum of Rs.10.00 lacs; Maximum Rs.37.50 lacs
Above Rs.50 Crore and upto Rs.100 Crore	0.35% of the project cost with minimum of Rs.20 lacs; maximum Rs.35 lacs	0.60% of the project cost with minimum of Rs.37.50 lacs; maximum Rs.60 lacs
Above Rs.100 Crore	0.30% of the project cost with minimum of Rs.35 lacs Maximum of Rs.3 Cr.	0.50% of the project cost with minimum of Rs.60 lacs; maximum Rs.5 Cr.

VII. VETTING OF INFORMATION MEMORANDUM/TEV REPORT PREPARED BY OTHER BANKS/FINANCIAL INSTITUTIONS(collected upfront)

Project Cost	Charges
Rs.2 Crore & above and upto Rs.10 Crore	Rs.50,000/-
Above Rs.10 Crore and upto Rs.50 Crore	Rs. 1 lac
Above Rs.50 Crore and upto Rs.100 Crore	Rs.2 lacs
Above Rs.100 Crore	Rs.3 lacs

VIII. MISCELLANEOUS PROPOSALS HANDLED BY PAG / PAC – giving opinion on assessment of impact on cash flows in case of extension of DCCO, delay in achieving financial closure etc. in case of projects earlier appraised by PAG/PAC (collected upfront)

Project Cost	Charges
Rs.2 Crore & above and upto Rs.10 Crore	Rs.50,000/-
Above Rs.10 Crore and upto Rs.50 Crore	Rs. 1 lac
Above Rs.50 Crore and upto Rs.100 Crore	Rs.2 lacs
Above Rs.100 Crore	Rs.3 lacs

IX. ISSUE OF PROJECT APPRAISAL CERTIFICATES

Wherever project appraisal Certificates are issued on behalf of our customers one time fee of Rs.15000/- should be collected per Certificate.

X. WAIVER OF PROJECT APPRAISAL

(Note : Wherever vetting of Information Memorandum / TEV Report of other banks / FIs is involved, charges applicable for vetting / waiver, whichever is higher shall be collected).

Flat charge of Rs.1 lakh per waiver

XI. DOCUMENTATION CHARGES

SLAB	RATE
	CLEAN
Not over Rs.2.00 lac	Rs.100/-
Above Rs.2.00 lac	0.10% with a minimum of Rs. 500 and maximum of Rs. 35,000
	SECURED
Not over Rs. 2.00 lac	Rs.100/-
Above Rs. 2.00 lac	0.15% with a minimum of Rs.750 and maximum of Rs.50,000

MORTGAGE CHARGES (BOTH FOR ORIGINAL AND EXTENSION/ ADDITIONAL MORTGAGES) (Applicable for all kinds of mortgages)

1	2	3	4
Per borrowing entity with limits (FB+NFB) upto Rs.10 lakh	Upto 3 mortgages	More than 3 mortgages and upto 6 mortgages	Above 6 mortgages
	Rs.1000/- (Flat charges)	Rs.2000/- (Flat Charges)	Charges as per column (3) plus Rs.1000/- per mortgage beyond 6 mortgages
Rs.10 lakh to Rs.1 crore	Rs.50/- per lac with a minimum of Rs.1000; maximum Rs.5000/-	Rs.75/- per lac with a minimum of Rs.2000; maximum Rs.7500/-	Charges as per column (3) plus Rs.1000/- per mortgage beyond 6 mortgages
Above Rs.1 crore	Rs.75/- per lac with a minimum of Rs.7500; maximum of Rs.25000/-	Rs.100/- per lac with a minimum of Rs.10000; maximum of Rs.35000/-	Charges as per column (3) plus Rs.1000/- per mortgage beyond 6 mortgages

In respect of renewal of existing limits, without any change in terms and conditions of sanction, 50% of applicable documentation charges to be collected.

XII. CHARGES FOR CANCELLATION OF BANK'S LIEN ON GOVERNMENT SECURITIES / LI POLICIES ON CLOSURE OF THE LOAN:

1. Within 1 month from the date of closure of loan at the rate of Rs.100/- per instrument + OPE
2. If lien cancellation is sought after 1 month from the date of closure of loan charges will be Rs 200/- per instrument + OPE.

XIII.CHARGES FOR COPY OF DOCUMENTS:

The Bank shall invariably furnish a copy of the loan agreement along with a copy of all enclosures quoted in the loan agreement to all the borrowers at the time of sanction / disbursement of loans, even in the absence of specific request from the borrower.	
Charges if copy of documents is for submission to any statutory authority	Rs 1000/- + Actual photocopying charges
Charges if presence of bank official is required along with the documents for obtention of photo copies.	Rs 2000/- + Actual photocopying charges + OPE

XIV. PREPAYMENT CHARGES

2% of the prepaid amount (loans prepaid from own sources will not attract prepayment/pre-closure charges). No charges will be levied if credit facility is sanctioned in individual name.

XV. FEE FOR OPENING / OPERATING ESCROW / TRA ACCOUNTS**(To be collected upfront) :**

Our share in limits :	
i) Upto Rs.5 Cr.	Rs.1 lakh p.a.
ii) >Rs.5 Cr. & upto Rs.10 Cr.	Rs.2 lakh p.a.
iii) >10 Cr.	Rs.5 lakh p.a.

XVI. LEAD BANK FEE

Wherever we are the leaders in a consortium/Joint Lending Arrangement (JLA), the lead bank fee is to be collected on the total assessed fund and non fund based working capital credit limits from the consortium as a whole at the following rates, to be collected on annual basis.

Upto Rs.10 crores	0.30% subject to a maximum of Rs.3.00 lacs
> Rs.10 crore to Rs. 50 crore	0.25% subject to a minimum of Rs.3.00 lacs and maximum of Rs.12.50 lacs
> Rs.50 crore	0.20% subject to a minimum of Rs.12.50 lacs and <i>maximum of Rs 50 lacs</i>

XVII. COMMITMENT CHARGES

1% p.a. on the committed line of credit and / or unutilized / unavailed sanctioned WC limits or ST limit for WC purposes and also TL.

XVIII. GUARANTEE COMMISSION:

A) Nature of BG	Commission
Performance Guarantee	<p>Minimum Commission - Rs.600/-</p> <ul style="list-style-type: none"> - Upto Rs.10 Crore – 2.40% p.a. (With Minimum Margin of 25%) - Above 10 Crore -1.80% p.a. (With Minimum Margin of 15%) <p>Note : If margin is reduced, additional commission of 0.25% p.a. is applicable.</p> <p>Minimum Commission for 3 months to be collected irrespective of amount.</p>
Other than Performance Guarantee	<p>Minimum Commission - Rs.600/-</p> <ul style="list-style-type: none"> - Upto Rs.5 Crore – 3.00% p.a. (With Minimum Margin of 25%) - Above Rs.5 Crore Upto Rs.10 Crore -3.00% p.a. (With Minimum Margin of 25%) - Above Rs.10 Crore - 1.80% p.a. (With Minimum Margin of 15%) <p>Note : If margin is reduced, additional commission of 0.25% p.a. is applicable.</p>

A) Nature of BG	Commission
	Minimum Commission for 3 months to be collected irrespective of amount
Guarantee secured by 100% margin	Rs. 600 (Minimum) + 25% of the normal commission as above.
Advising of Inland BGs through SFMS	0.20% of the amount of BG with a minimum of Rs.300/- and max Rs.2000/- Advising of Amendment – Flat charges of Rs.600/-
B) GUARANTEE SECURED BY 100% CASH MARGIN/ OUR OWN TERM DEPOSITS	Commission shall be calculated at the rate of Rs.600/- (Minimum amount) plus 25% of the normal rate of commission as per the rates mentioned in the schedule above. If the guarantee becomes fully secured by our own Term deposits at a later date after the issue of Bank Guarantee, pro-rata commission can be charged as per Schedule of charges (A) above and excess commission may be refunded.
C) BANK GUARANTEES FAVOURING NSE / BSE / NCDEX ON BEHALF OF STOCKS AND SHARE BROKERS	Base commission of Rs.1000/- + 1.75% p.a.
D. DELIVERY ORDER / GUARANTEE/INDEMNITY	Whenever branches issue delivery order/guarantee/indemnity favouring Railways/Transport Companies/other carriers to enable the consignee to take delivery of the goods received under our LC, commission at the rate of Rs.500/- per guarantee/delivery order to be collected besides other incidental expenses like postage.
OTHERS	
LETTER OF UNDERTAKING/ LETTER OF COMFORT FOR BUYERS' CREDIT	As applicable to Financial Guarantees (Refer Para A above)
LETTER OF COMFORT / COMMITMENT	For amount less than Rs.10 Crore - 0.05% of the amount with a minimum of Rs.2000 and maximum of Rs.50000/-. For amount of Rs. 10 crore & above Rs. 100000/- flat. Note : These charges are also applicable for letter of comfort/commitment issued in favour of NHAI and other agencies.
LETTER OF GUARANTEE	0.10% of the amount with a minimum of Rs.10000/- and maximum of Rs.150000/- Note : These charges are also applicable for letter of comfort/commitment issued in favour of NHAI and other agencies.
SBLC FOR INLAND TRANSACTIONS	As applicable to other than Performance Guarantee

XIX. REFUND OF GUARANTEE COMMISSION

Commission need not be refunded for the unexpired period in the case of guarantees issued in lieu of Earnest Money Deposit and the guarantee has been submitted along with the tender application. If for any reason, guarantee could not be submitted, in such cases, the guarantee commission can be refunded for the unexpired period.

When the guarantee is issued for performance of a contract and the contract is completed before the expiry of the guarantee period commission for the unexpired period should not be refunded.

In case of guarantees issued for three months or less, no refund of commission is permissible.

In case of guarantees wherein commission is permitted to be collected on deferred basis or collected in advance (upfront) and if such guarantees are surrendered, commission for the residual maturity period need not be collected.

The period elapsed, for the purpose of refund, shall be reckoned upto the completed month from the date of surrender of original BG.

XX. CHARGES FOR ISSUE OF CAPABILITY CERTIFICATE AND SOLVENCY CERTIFICATE AND CHARGES IN RESPECT OF COMMERCIAL PAPER

A) CAPABILITY CERTIFICATE:

1. Upto Rs.5 lakh – Rs.500/-
Above Rs.5 lakhs – Rs.100/- per lakh subject to a maximum of Rs.1,500/-
2. Additional capability certificate in respect of the same student for applying to other Universities / same university within 12 months from the issue of original capability certificate: Rs 100/- per certificate.

B) SOLVENCY CERTIFICATE:

Commission on solvency certificate shall be at the rate of 0.10% of solvency certificate amount with a minimum of Rs 500/- and **maximum of Rs.25000/-** per certificate.

C) COMMERCIAL PAPER

Nature of transaction	Charges	
Issuing/Paying Agent	0.50% (flat charges of face value of CP issue)	
Allotment/redemption and sale/ purchase transactions:	CSDL	NSDL
a. Account maintenance	Rs.1000 pa	Rs. 400 pa
b. Transaction charges - per security - Sale/Purchase	Rs. 300	Rs. 350
c. Request for dematerialization - per request	Rs. 50	Rs. 50

XXI. INLAND LETTERS OF CREDIT

A)

01	Minimum Charge	Rs 500/- per LC						
02	Commitment + Usance Charges	<p>Commitment + Usance Charges</p> <table border="1"> <tr> <td>LC Upto ₹5 Crore</td> <td>2.40% p.a.</td> </tr> <tr> <td>Above Rs. 5 crore to Rs.10 Crore</td> <td>2.00% p.a.</td> </tr> <tr> <td>Above Rs.10 Crore</td> <td>1.75% p.a.</td> </tr> </table> <p>Minimum charges – 0.65% or ₹2000/- whichever is higher. (Above charges are inclusive of commitment and usance charges) The period is to be calculated from the date of opening LC to the last date of its validity + Usance period of bill. For sight LCs, one month period is to be reckoned over and above the last date of LC validity. Part of a month should be reckoned as a completed month.</p>	LC Upto ₹5 Crore	2.40% p.a.	Above Rs. 5 crore to Rs.10 Crore	2.00% p.a.	Above Rs.10 Crore	1.75% p.a.
LC Upto ₹5 Crore	2.40% p.a.							
Above Rs. 5 crore to Rs.10 Crore	2.00% p.a.							
Above Rs.10 Crore	1.75% p.a.							
03	Amendment Charges	<p>i) For enhancement of amount of LC/ Period: Rs.500/- per amendment plus applicable charges as per 2 above for the additional amount/ extended period.</p> <p>ii) Other amendments – Flat commission of Rs.500/-</p>						
04	Revolving LCs	<p>While opening a Revolving LC (Usance charge):</p> <p>As per the rates specified in (2) above reckoned on the maximum amount of drawings permitted at any time.</p> <p>Commitment Charges :</p> <p>As specified in (2) above from the date of opening to the last date of its validity (Minimum Commission of Rs.1500 to be collected).</p> <p>On Reinstatement:</p> <p>Usance Charges + Commitment charges as per (2) above on the reinstated amount</p> <p>(Minimum Commission of Rs.2000 to be collected on each reinstatement)</p>						
05	Advising Charges	<p>0.20% of the amount of LC with a minimum of Rs.500/- and maximum of Rs 2000/-.</p> <p>Advising of Amendment – Flat charges of Rs.500/-</p>						
06	Confirmation Charges	Existing charges to continue						
07	Negotiating Charges	<p>Bills upto Rs 2.50 lakhs - @ 0.50% with a minimum of Rs.500/-</p> <p>Bills over Rs 2.50 lakhs - @ 0.30% with a <i>minimum of Rs.1500/- and maximum of Rs 15000/-</i></p>						

08	Charges for giving guarantee for discrepant documents	0.30% with a minimum of Rs.500/-.
09	Charges for accepting bills under LCs	0.30% with a minimum of ₹500
10	Charges for retirement of bills under LCs	0.30% with a <i>minimum of Rs.500/- and maximum of Rs 30000/-</i> .
11	Charges for non-payment and non-acceptance of bills on presentation/ on due date	0.10% with a minimum of Rs.200/- per day

B) CLEAN PAYMENTS RECEIVED UNDER LETTERS OF CREDIT

A flat charge of Rs.500/- will be levied by the beneficiary's bank for receiving clean payment and crediting beneficiary's account.

C) CERTIFICATES

When the beneficiary asks for attestation of commercial invoice at the time of negotiation/collection, such attestation, may be done free of charge but should the beneficiary ask for attestation of invoices on a subsequent occasion then charge of Rs.100/- per invoice with a minimum of Rs.250/- should be levied on each occasion.

XXII. PROVIDING CREDIT INFORMATION REPORTS

Applicable charges	
For individual customers	- Rs.50
For non-individual customers	- Rs.500

XXIII. REVISION IN REPAYMENT SCHEDULE

Applicable charges	
Rephasement of loans/ Deferment in loan instalments –	
0.05% of the limit, minimum of Rs.20000/- and maximum of Rs.1,00,000/-	

XXIV. Immediate credit of cheques upto Rs.15000/-

- i) In the case of outstation cheques - usual commission and postage charges will be collected at the time of instant credit to the account
- ii) In the case of local cheques, for each cheque commission of Rs.10/- will be collected.

XXV. QOS/ HOS

1% penal interest for delayed/ non-submission

XXVI. DELAY IN SUBMISSION OF AUDITED BALANCE SHEET

Penal interest of 2% on the outstanding liability if the Audited financial statement is not submitted before 31st October of every year or within a fortnight from the date of adoption of the accounts of the company whichever is earlier. This shall not be applicable to PSUs/ Government organisations and those organisations statutorily exempted from audit.

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