

Index of service charges on credit related services

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ANNEXURE (ALL CHARGES EXCLUSIVE OF GST)

1. PURCHASE/DISCOUNT / NEGOTIATION OF BILLS/ OUTSTATION CHEQUES

(Recovery at Front end / Up front)

1.1 Commission plus interest on BP

1.1.1	Purchase/ Discount of Usance / Supply Bills	From day one to agreed / notional due date interest to be charged at contracted rate as upfront, plus Collection charges for bills as applicable for respective slab (as per Circular No.Genl.60/2016-17 dt.24.08.2016) as amended from time to time.
1.1.2	Purchase of Demand or DP Bills /out station cheques	50 paise per Rs.100/- (upto 7 days) Plus collection charges for cheques as applicable for respective slab (as per Circular No.Genl.60/2016-17 dt.24.08.2016) as amended from time to time. Above 7 days interest applicable to Clean Loan to be charged at monthly rest till date of realization

1.2 Overdue Interest on BP (Cheques / Bills):

1.2.1	Cheques if realised within seven days from the date of Purchase.	No Overdue Interest (No refund in case of early realisation).
	In case the realisation / reversal is delayed beyond seven days, for the delayed period	Interest at contracted rate or 1 YR MCLR + 4% as applicable compounded at monthly rests to be recovered at the time of realisation / reversal.
1.2.2	DP/Demand Bills. Penal/Overdue interest: In case the Bill is not honoured within 2 days of presentation, Then overdue interest is to be levied.	At the stipulated rate plus 2% OR 1 YR MCLR +4%+2% shall be levied as applicable. The actual interest payable, if the realization period exceeded 7 days, shall be compounded From eighth day at monthly rests and recovered at the time of realisation/reversal.
1.2.3	Usance / Supply bills Overdue interest.	In case the realisation/reversal is delayed beyond the due date, interest at penal rate shall be compounded for the delayed period at monthly rests, and recovered at the back-end.

Refund of Interest:

Usance / Supply Bills: In case Usance / Supply bills are realised before the due date, the surplus interest collected upfront shall be refunded to the party to the debit of "Refund of Interest on Loans & Advances", for the unexpired period.

1.3 Bill Negotiation Charges (IBN Commission + Interest + Out of Pocket expenses):

For bills upto Rs.10	0.60% with a minimum of Rs.300/- plus interest at applicable rate
lakhs	of interest from the date of negotiation to the date of
	Reimbursement.
For bills over Rs.10	0.50% with a minimum of Rs.5000/-plus interest at applicable rate of
lakhs	interest from the date of negotiation to the date of
	reimbursement.

The interest is to be collected upfront for the period committed in the case of Usance bills/ 7 days for DP Bills. Refund of interest shall be made in case of early reimbursement and penal / overdue interest for delayed reimbursement shall be collected as explained in 1.2.2 / 1.2.3 as the case may be.

1.4 Charges and interest for BP returned unpaid

1.4.1	,	No Refund of Interest.
	from the date of purchase	
1.4.2	If recovered after 7 days	Interest at 1Y MCLR + 4% + 2% -
	From 8 Th day till the date of	irrespective of the Contracted Rate.
	Reimbursement	
1.4.3	Usance Bills / Supply Bills Interest	Interest at 1Y MCLR + 4% +2%
	for the period beyond due date	Irrespective of the contracted Rate.

2. Other Charges

Ordinary/Registered post charges	Actual charges with minimum of Rs.50
Courier/transmission charges	Actual charges with minimum of Rs.50
Other Out of Pocket Expenses and other bill service charges if any as applicable in collection of bills.	To be recovered in full

3. CHARGES FOR WITHDRAWAL AGAINST UNCLEARED EFFECT

For withdrawals against Clearing Interest at the rate of 6 paise per day per Rs.100/-with a minimum of Rs.60/- for the period (including intervening holidays) till effects are cleared. No interest free withdrawal against uncleared effects.

4. COLLECTION/ DISCOUNT OF PENSION BILL / CHEQUE

Out-of-pocket expenses shall be recovered. <u>Service charge need not be levied on collection / discount of pension bills / cheques of Central / State Government freedom fighters, armed forces and other pensioners.</u>

5. PROCESSING CHARGES FOR CREDIT PROPOSALS

5.1 Working capital (Fund based & Non fund based) other than personal segment loan products & MSME structured loan products and products where it is not specifically stipulated

Upto Rs. 5 lakhs	NIL	
Above Rs. 5 lakhs upto Rs.1 cr	0.35 % with min. of Rs. 2000/-	
Above Rs. 1 crore upto Rs. 5 cr	0.30% with min. of Rs. 35,000/-	
Above Rs.5 crores upto Rs.10 cr	0.25% with min of Rs. 1,50,000 /-	
Above Rs. 10 crores	0.20% with a min. of Rs. 3,00,000/-	
	and max. Rs.50,00,000	
Processing charges for working capital are recoverable at the time of initial processing as		

Processing charges for working capital are recoverable at the time of initial processing as well as at each annual date of renewal and also for any enhancement /adhoc increase in limits.

For adhoc / enhancement in limits, processing charges are to be reckoned on additional / incremental limits, proportionately.

5.2 Term Loan:

For Term loans processing charges @ 1.00% as upfront fee has to be recovered at the time of sanction. Maximum Rs.1 crore. However sanctioning authority can also decide to increase on case to case basis.

5.3 Review of Term Loans (other than structured products)

Review of Term Loans (to be charged on outstanding balance)	Up to Rs 10.00 lakh – Nil Above Rs 10.00 lakh – Rs 120 per lakh or part thereof, subject to maximum of Rs 6,00,000/- Note: No fee shall be levied in case of
	Mortgage Loans, Rent Encash/IB-Rental

5.4 Processing Fees exempted category:

Processing fee is exempted in the following cases, in addition to accounts where it is specifically exempted as per sanction terms.

For loans / overdraft against our own deposits (including third Party deposits)	NIL	
All Government sponsored schemes such as SGSY/SJSRY/PMRY/SF/MF /Al (SGSY) / MAP / SC/ST/Action plan/ REC. SPA(Rural Electrification Corporation – Spl. Programme on agriculture etc		
Educational Loans	NIL	
FB and NFB limits with 100% cash margin	NIL	
Wherever processing fee is specifically exempted as per the terms of the scheme	NIL	

Particulars	Guidelines
Collection of processing charges for working capital / NFB limits	 a) 50% of the processing fee to be collected at the time of handing over the sanction letter. The balance to be recovered at the time of disbursement of the loan. b) 50% of processing charges to be collected at the time of acceptance of sanction. In case the limit sanctioned is not availed by the customer within the validity period of sanction letter, the processing fee recovered shall be forfeited after giving due notice to the borrower.
For agricultural term loans sanctioned under NABARD scheme	One time Evaluation Fee of 0.57 % of the cost of investment (not on bank loan but on the project cost) to be recovered and credited to Evaluation Fee income account. No other Charges like appraisal / inspection fee, receipt fee etc, to be levied.
Stagnant accounts	In SUBSTANDARD / DOUBTFUL CATEGORY processing charges should not be debited to the account and taken to Income account, where the periodical interest is kept in MOI. For such accounts, the processing charges on the due date may be kept in MOI and reversed, wherever / whenever the charges are actually recovered in substandard / doubtful accounts (i.e. at the time of cash recovery in the account or at the time of asset up gradation/revival of limits etc) In accounts where legal action initiated / marked for adjustment / recalled and thereby renewal process ceased, processing charges need not be debited
100% cash margin	Processing fees need not be recovered for Non-fund and Fund based credit facilities with full cash margin/ deposit of same party or of third party.
One time limits	For guarantees / LCs of only one time transaction (irrespective of period) – the processing fees are recoverable one time at the time of issue as upfront.
Running facilities / limits	For all other running (FB/NFB) facilities, the processing fee is to be recovered at the time of sanction as well as on anniversary date every year.

6. CONSORTIUM LEADERSHIP CHARGES:

6. CONCONTION LEADEROIN CHARGES.			
Asset classification	Lead bank charges – Annual Fee		
Standard Assets Leadership charges on Consortium advances is 0.30% the aggregate fund based and non fund based working limits enjoyed by the borrower from the consortium. Max Rs.50 lakhs			
Sub standard and	Leadership charges on consortium advances is 0.30% p.a. of		
below and other	the aggregate fund based working capital limits enjoyed by the		
restructured	borrower from the consortium wherever the accounts are		
accounts	classified as substandard and below. Maximum Rs. 50 lakhs		
This charge is to be recovered on the due date of renewal for existing limits even if renewal sanction is delayed and the borrower is to be informed that renewal sanction will be subject to the financial statement etc., to be submitted by them being satisfactory to the bank.			
When enhancement in limit takes place, the Lead bank charges would have to be reckoned on incremental limits			
The working capital credit limits authorized under special arrangements by RBI for procurement/ purchase under price support / market intervention operations etc., to the			
PSUs are exempt from levy of Leadership charges			

7. SYNDICATION CHARGES - Recovery of charges on Syndication of loan

Syndication charges	0.60 % negotiable for higher rate on case to case basis
TRA (for release of term loans)	0.065% with maximum of Rs.3.25 lakhs.

8. Inspection Charges:

(Minimum one quarter charges to be recovered for all facilities)

Aggregate Exposure	Inspection charges p. a.
Upto Rs 2 lakh	NIL
Above Rs.2 lakh and upto Rs.5 lakhs	Rs.150 per lakh per quarter
Above Rs. 5 lakhs upto Rs.50 lakhs	0.075% p.a. per lakh minimum Rs.750 p.a. &
·	maximum Rs.3500 p.a. chargeable quarterly
Above Rs.50 lakhs upto Rs.1 crore	0.065% p.a. per lakh minimum Rs.3500 p.a. &
	maximum Rs.6500 p.a. chargeable quarterly
Above Rs. 1 crore lakhs upto Rs.5	0.05% p.a. per lakh minimum Rs.6500 p.a. &
crore	maximum Rs.25000 p.a. chargeable quarterly
Above Rs. 5 crore	0.035% p.a. per lakh minimum Rs.25000 p.a. &
	maximum Rs.60000 p.a.chargeable quarterly + actual
	TA/DA incurred and other out of pocket expenses to
	be recovered from the borrower
Exemption: Loans under Government Sponsored schemes, Jewel Loans, Personal Segment	
loans are exempt from the levy of above	e inspection charges.
Note: For borrowers having only Term Loans, 50% of the above charges to be recovered.	

9. Charges for other services

Nature of other services	Charges recoverable
Issue of true / certified copies of	Rs. 120/- per document + out of pocket
security documents to borrowers	expenses like Xerox charges (if any)
Lodgment / release of pledged	Rs. 125/- + actual conveyance charges (TA)
goods	
For allocation of limits at various	Rs.10000/- per annum for each branch for
branches	such allocation of limits
Revalidation of sanction	Upto Rs.50 lakhs : NIL
	Above Rs.50 lakhs : Rs.0.10% of total FB+NFB
	approved under the sanction. Minimum Rs.5000,
	maximum Rs.5 lakhs
Fee for issue of NOC for ceding any	Upto Rs.5 crores : NIL
type of charge in MBA	Above Rs.5 crores upto Rs.10 crores - Rs.
	60000,
	Above Rs.10 crores – Rs.120000

Nature of other services	Charges recoverable
Documentation Charges: (other than structured loan products) (Excluding stamp duty applicable for different state)	For limits upto Rs.10 lacs – NIL Above Rs.10 lakhs - Rs.250 per lac or part thereof, subject to maximum of Rs.60000. (Applicable at the time of execution of documents) • Documentation charges are to be levied only
	 once in case of term loans. For working capital accounts, charges are to be levied first at the time of fresh sanction and then at the time of Enhancement/Adhoc (for the enhanced portion of limit/adhoc limit only) No documentation charges are to be levied at the time of renewal of limits To be recovered when new/modification documents are taken
Registration / modification/ satisfaction	Rs.500 + actual out of pocket expenses
of charges with ROC	10.000 - dotadi out of positot experieds
Escrow account Maintenance Fee – for Project related accounts	Flat charges of Rs.50000 p.a.
Change in terms and conditions after	Upto Rs.1 crore – NIL
acceptance of original sanction	Rs.1 crore to Rs. 5 crores – Rs.25000
(Change in items of machinery, interchangeability of limits, rephasement of loan, deferment of loan instalments,	Rs.5 crores to Rs.10 crores – Rs. 50000 Above Rs.10 crores - Rs. 100000
substitution of collateral	Any concession on the above charges will be as
security/personal guarantee, release of	per delegated powers in Credit related
personal guarantee/collateral security, etc)	Administrative Power booklet.
Non payment/Non acceptance of sight/usance bills on presentation/on due date	Flat charges of Rs.500
Attestation of commercial invoice subsequent to negotiation/collection	Rs.50 per invoice
Charges for Credit Opinion/Report to	Individuals Rs.120,
other Banks	Non individuals Rs.500
Other Barinto	11011 1101110000

10. Equitable Mortgage/Other Mortgage Charges

Below Rs. 10 lakh	Nil
Rs.10 lakh and above **	Rs. 300 per lakh maximum of Rs. 25000 each at the time of initial creation of EM/other mortgage. For extension of EM/other mortgage 50% of the applicable charges to be recovered.
** Note: No equitable mortgage charges for IB Home Loan accounts irrespective of the loan amount	

11. Charges for Issue of Solvency Certificates:

Up to Rs. 1 lakh	Rs.650
Above Rs.1lakh up to Rs.25 lakhs	Rs.3000
Above Rs.25 lakhs and up to Rs.50 lakhs	Rs.6500
Above Rs.50 lakhs up to Rs.75 lakhs	Rs.9000
Above Rs.75 lakhs	Rs.120 per lakh subject to maximum of
	Rs.30000

12. Commitment Charges:

(If utilisation is less than 60%, to be charged on unutilized portion)

Fund based working capital limits less than Rs.1. crore	NIL
Fund based working capital limits Rs.1 crore and above	1.18% per annum (exclusive of the overall ceiling of 2.00% penal interest) on the unutilised portion of the fund based working capital limits
For fully unavailed credit limits (term loan / working capital / NFB limits) Limits upto Rs.5 crore	NIL
For fully unavailed credit limits of Rs.5 crore and above	0.60% p.a to be recovered as commitment charges

Exemptions:

- » When our customer avails commercial paper in lieu of fund based limits sanctioned, as per the prior arrangement and cash budget submitted
- When our customer informs in advance by means of QIS statement the lower limit of availment.
- » Working capital limits sanctioned to sick / weak units
- » Limits sanctioned for export credit (both Preshipment and Postshipment) as well as against export incentives viz., duty drawback, cash compensatory support, etc.,
- » Inland bill limits extended by way of bills purchased / discounted / limit against bills for collection.
- » Credit limits granted to State and Central Government, Commercial Banks, Financial Institutions and Co-operative Banks including Land Development Banks.

13. COMMISSION - Non Fund Business:

13.1.1 Inland Guarantees

Commission		
Nature of	100% cash margin	Other than 100% cash margin
Guarantee		
Performance	Rs .250 + 0.15% per	Rs. 250 + 0.60% per quarter or part
Guarantees	quarter or part thereof with a min. of 0.15%	thereof with a min. of 0.60%
		Limits of above Rs.5 crores as per
		External Rating:
		For AAA – 20%, AA – 30%, A – 50%, BBB and unrated 100%, BB and below 150% of applicable charges to be recovered.
Money Guarantee/	Rs. 250 + 0.25% per	Rs. 250 +1.00% per quarter or part
other than	quarter or part	thereof with a min. of 1.00%
Performance	thereof with a min. of	thereof with a film. of 1.00 /6
Guarantee.	0.25%	Limits of above Rs.5 crores as per External Rating:
		For AAA – 20%, AA – 30%, A – 50%, BBB and unrated 100%, BB and below 150%
		of applicable charges to be recovered.

Conditions:

- Minimum commission shall be for 3 month
- For period exceeding 3 months, the period shall be reckoned in steps of quarters including claim period.
- Guarantee charges will apply till the date of expiry or any proceeding or stay against invocation or payment and as a consequence of which the Bank is to keep the guarantee pending, till the final closure of Guarantee.
- If the Guarantee tendered before expiry, 50% of original rates for the remaining period of guarantee less three months, applicable.
- The commission is to be collected upfront for the entire period

13.1.2 Other conditions

Nature of guarantee/nature of Service rendered	Commission recoverable
Increase / Renewal /Extension of guarantees	The commission leviable shall be the same applicable for issuance of fresh guarantee
Deferred payment Guarantees	Commission as stipulated above should be recovered on an yearly basis for reduced liability based on the opening balance for that year (though repayment may be half yearly basis)
Customs guarantee/guarantee issued in lieu of disputed liability	Commission to be collected as above on every renewal till receipt of discharged / original guarantee
Guarantees with interest liability (generally NOT permitted)	The commission to be collected will be on principal and interest. (Branches should obtain specific permission from HO for issue of such guarantees)
Expired Guarantees: Any proceeding or stay against invocation or payment or the like, and as a consequence of which the Bank is to keep the guarantee pending	Commission for that period also to be recovered

13.1.3 Refund of Guarantee commission:

Nature	Refund
For guarantees tendered before the date of expiry	At half the original rates for the remaining period of guarantee less three months
For Deferred Payment Guarantees Tendered before the date of expiry	No refund need be made in respect of unexpired usance period if the purpose for which the guarantee issued is fulfilled
Export performance guarantee	50% of the guarantee commission for the unexpired period even though the purpose for which the guarantee issued is fulfilled.
Guarantees for Import or any other purposes	No refund if the purpose for which the guarantee issued is fulfilled.

13.2 Inland LCs

Inland LC opening charges and LC Bills handling charges

I stage	Usance Charges PLUS commitment charges – for opening LC	
II Stage	Other Stand Alone charges, if only the service is extended	
III stage	LC Bill Retirement charges	

13.2.1 Stage I (at the time of opening) Usance charges P L U S commitment charges [1 (a) or (b) or (c) +2]

- 1. Usance Charges: (any one of a/b/c)
 - Usance charges according to the tenor of the bill at the rate of
- a) 0.35% for bills upto 7 days sight
- b) 0.70% for bills over 7 days and upto 3 months sight
- c) 0.70% for the first 3 months plus **0.35**% per month in excess of 3 months, for bills over 3 month's sight

Limits of above Rs.5 crores as per External Rating:

For AAA -20%, AA -30%, A -50%, BBB and unrated 100%, BB and below 150% of applicable charges to be recovered.

- 2. Commitment Charges:
- **0.35%** from the date of opening of credit to the last date of its validity for every period of 3 months or part thereof

For LCs secured by 100% cash margin:

25% of the normal opening charges i.e. 25% charges as indicated in Point no. 1 and Point no. 2 in this box (usance and commitment)

13.2.2 Stage II - Other Incidental Charges

Amendments to LC	Flat commission of Rs.500
(like enhancement,	Besides relevant usance and other charges for enhancement and
etc)	extension of LC to be recovered
Revolving LCs	On the max. Amount of drawing at a time the usance and commitment charges shall be recovered at the first
	instance.

Re-Instatement commission

On Reinstatement, Usance charges according to tenor as stated above and commitment charges at **0.30%** being the minimum on the reinstated amount only shall be recovered (minimum charge **Rs.600/-)**. The minimum charge of **Rs.600/-** (usance and commitment charges) will be applicable for revolving and non-revolving LCs

Revival / Reinstatement of expired LC

Both usance and commitment charges have to be levied as per the rates specified in First stage above. In the case of reinstatement of revolving LCs, the levy of commitment charges is required to be linked to the period of liability and as such the charges have to be levied according to the unexpired period of the relative revolving LCs.

No refund of any commission shall be allowed whether a credit is cancelled or partly availed of or expires, wholly unavailed of.

Extension of LC

The commitment charge covers each period of three months and an extension may be allowed free of commitment charges provided, the extension allowed falls within the quarter in which the LC was originally due, as we would have collected the charges already for the quarter. However, if the period of extension goes beyond the quarter in which the LC was originally due, further charge of 0.30% per quarter with a minimum of Rs.600/- shall be recovered. (On account of an error / mistake occurred on the part of the Bank, if there were excess collection the same may be rectified by refund.)

13.2.3 Stage III- Retirement Charges

Recovery of retirement charges for Bills received under LC:

Retirement charges: When the LC opening branch receives the documents for retirement, it is entitled to levy collection charges as applicable to 'Commission on IBC Bills' (irrespective of the mode of retirement i.e. whether to the debit of Advance bill, Customer's current / OD / OCC account etc., or may be on collection basis

If not retired as per original terms of LC, additional Usance charge as per Stage I

Out of Pocket Expenses: All out of pocket expenses such as postages, telegrams, cables shall be collected from the beneficiary unless otherwise specified

Guarantees on account of discrepancies in documents:

A commission of **0.30%** with a minimum of **Rs.600/-** shall be charged for joining in customer's guarantees and for giving guarantees on behalf of customers to other banks in respect of discrepancies in documents negotiated under letter of credit, when payment received under reserve is credited to the beneficiary's account.

Transfer of Letters of Credit:

Transfer in full or in part and whether endorsed on the credit itself or not, a flat charge of **Rs.500/-** for each separate advice of transfer, except when the name of the beneficiary of the credit is changed on instructions received directly from the opening bank. The transfer charge shall be for the account of the first beneficiary of the credit unless otherwise specified.

On all letters of credit calling for usance drafts to be drawn on and accepted by banks, an acceptance commission shall be charged at the rate of **0.30%** per month with a minimum of **Rs.500/-** per month. If a charge is to be collected from the beneficiary and he refuses to pay the charge, it must be collected from the opener (applicant for the credit)

Clean payments received under LC:

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

13.2.4 Other Charges

Nature of services	Charges recoverable
Charges for confirmation of Inland LC	Rs.750 plus usance + commitment charges
Charges for Inland LC	0.06% on LC value, Minimum Rs.750 & maximum
advising	Rs.6000. Rs.750 for advising amendments.

14. Pre-payment Charges for Term Loans: *

2.00% of outstanding balance / drawing limit (whichever is higher) to be recovered as prepayment charges, if loan is prepaid

Pre-payment charges of 2.00% to be recovered for pre-payment of more than one quarterly installment or three monthly installments on such excess prepaid amount.

No foreclosure charges/prepayment penalties shall be levied on any floating rate term loan sanctioned, for purposes other than business, to individual borrowers with or without co-obligant(s). (Circular No.ADV-54/2019-20 dt.03.08.2019)

15. Additional Interest

	Applicable rate
Non submission of control returns like QIS	1% of the outstanding balance per quarter
Non submission of stock statement	1% of the outstanding balance per month
Others as per sanction	

16. Exemptions to Staff on charges:

All loan and services to staff are exempt from the purview of the above detailed service charges and will be governed by the terms and conditions of the individual schemes concerned. Out of pocket expenses, if any, have to be recovered.

17. In case of Central/State Government and entities like Central/State Government PSUs, Marketing Federations, Civil supplies, etc.

Category	Risk Weight	Processing / upfront charges	Review charge s	Document ation charges	EM charges	Other Charges Inspection Charges, Commitment charges, etc
Central Govt Guaranteed accounts	0%					
State Governemen t Guaranteed accounts	20%	No charges	No charge s	No charges	No charges	No charges
# Other PSU's	@					

The sanctioning authority will be deciding on credit related service charges which are negotiable on case to case basis, based on the charges of other lenders.

PSUs may be Navaratna or Mini Navaratna, Marketing federations/Civil supplies/State Power PSU, and all other PSUs not classified elsewhere. However, sanctioning authorities to explore recovery of charges wherever feasible.

@ For External Rating

AAA - 20%, AA - 30%, For A - 50%, For BBB and unrated 100%, BB and below 150%

NOTE:

ALL SERVICE CHARGES ARE EXCLUSIVE OF GST which is recoverable as applicable (GST 18% as on date of circular)