

The Citizens' Cooperative Bank Ltd., Jammu



Schedule Of SERVICE CHARGES

Issued by:

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NOTE

1. It is reiterated that no powers are vested with Branch Managers to allow any concession in service charges.
2. For giving any concession in service charges unless expressly stated, prior permission of Competent Authority will have to be obtained.
3. Revenue leakage if any, on account of unauthorized concessions in service charges will be made good from the officer who has allowed such unauthorized concessions.

Dated :

Managing Director

CHAPTER – 1

COMMISSION ON COLLECTION:

A. Outward/Inward Cheques:

S.no.	Particulars	Charges (Amount)
1.	For amount upto Rs. 5000/-	Rs.50/-
2.	Above Rs. 5000/- & upto Rs. 10000/-	Rs.75/-
3.	Above Rs. 10000/- & upto Rs. 1.00Lakh	Rs.100/-
4.	Above Rs.1.00Lakh	Rs.150/-

B. Outward/Inward Bills:

S.no.	Particulars	Charges (Amount)
1.	For amount upto Rs. 5000/-	Rs.50/-
2.	Above Rs. 5000/- & upto Rs. 10000/-	Rs.100/-
3.	Above Rs. 10000/- & upto Rs. 1.00Lakh	Minimum Rs100/- otherwise Rs.6/- per thousand whichever is higher.
4.	Above Rs.1.00Lakh Upto Rs.10.00Lakh	Minimum Rs500/- otherwise Rs.6/- per thousand whichever is higher.
5.	Above Rs.10.00Lakh	Minimum Rs5000/- otherwise Rs.5/- per thousand whichever is higher.

In addition to above, postal charges and out of pocket expenses like telephone, telegramme, fax etc., should be recovered in full.

Such out of pocket expenses are to be collected even in cases where “At par “collection Facilities have been granted.

Collection charges need not be levied in respect of local cheques and drafts presented through Clearing.

Collection charges as per schedule have to be levied in respect of all bills (both local and outstation) except local cheques.

At centers where the Bank does not have its arrangement of collection, the commission on bills/ cheques is to be shared our Bank and collecting Bank on 50:50 basis.

Note : Whenever the bill/cheques are returned unpaid, the above commission need not be levied. The charges prescribed as out of pocket expenses and returning charges are to be recovered.

CHAPTER -II
EXCHANGE ON REMITTANCES
DEMAND DRAFTS

S.no.	Particulars	Charges (Amount)
1.	Upto Rs10000/-	Rs.50/-
2.	Rs.10001. upto Rs.1.00Lakh	Minimum Rs.50/- otherwise Rs.3/- per thousand whichever is higher.
3.	Rs.100001. to onwards	Minimum Rs.300/- otherwise Rs.2/- per thousand whichever is higher.

Note: For odd stations the charges shall be as applicable to the concerned Bank plus Rs.50/-.

Out of pocket expenses like postage, telephones, fax etc., to be recovered in full in addition to above charge.

CHAPTER – III

RETURNING CHARGES:

S.no.	Particulars	Charges (Amount)
1.	Saving a/c: Inward outward	Rs.100/- per instrument. Rs.100/- per instrument.
2.	Current a/c/Cash Credit a/c: Inward outward	Rs.250/- per instrument. Rs.150/- per instrument.
3.	Loan a/c	Rs.500/- per instrument.

Note: No charges shall be levied in case cheque is returned for reasons other than the financial reasons.

CHAPTER – IV

PURCHASE/DISCOUNT OF BILL/ CHEQUES:

Rs.6/- per thousand plus postage subject to minimum of Rs.50/-.

Note:

- i If a bill purchased/discounted is returned unpaid, interest @ 18% as applicable in overdraft facility shall be charged from the date of purchase/discount till the date of adjustment.
- ii If the bill is paid beyond the due date/notional due date, interest @ 18% shall be charged from the due date till the date of realization.
- iii In addition to the above, collection charges and other out of pocket expenses as specified in Chapter – 1 on commission on collection be recovered.

* Notional Due Date is the Expected Date of Realization.

CHAPTER – V

PAY ORDERS/BANKERS CHEQUES :

S.no.	Particulars	Charges (Amount)
1.	For amount upto Rs.1000/-	Rs.20/-
2.	Above Rs.1000 upto Rs.5000/-	Rs.30/-
3.	Above Rs.5000 upto Rs.10000/-	Rs.40/-
4.	Above Rs.10000 upto Rs.1.00 Lakh	Minimum Rs.40/-, otherwise Rs.3/- per thousand whichever is higher.
5.	Above Rs.1.00 Lakh upto Rs.10.00 Lakh	Minimum Rs.300/-, otherwise Rs.2/- per thousand whichever is higher.
6.	Above Rs.10.00 Lakh	Minimum Rs.300/-, otherwise Rs.2/- per thousand whichever is higher subject to maximum of Rs.15000/-

Note: 25% additional charges for cash transactions.

The disbursement of loan proceeds by means of A/C Payee P.O. shall not attract any Charges.

Money At Call & Short Notice (CDR) :

S.no.	Particulars	Charges (Amount)
1.	upto Rs.10000/-	Rs.25/-
2.	Above Rs.10000/- up to Rs.1.00 Lakh	Rs.50/-
3.	Above Rs.1.00 Lakh	No charges

CHAPTER – VI

COMMISSION ON GUARANTEES:

S.no.	Particulars	Charges (%)
1.	Guarantee (against Bank's Deposits)	2%
2.	Renewal of existing Bank Guarantee	1.5%

CHAPTER – VII

LEDGER FOLIO CHARGES (Incidental)

S.no.	Particulars	Charges (Amount)
1.	Current a/c	Minimum Rs.100/- per quarter, otherwise Rs.100/- for 40 entries or part thereof whichever is higher.
2.	Cash Credit a/c	Minimum Rs.100/- per quarter, otherwise Rs.100/- for 40 entries or part thereof whichever is higher.
3.	Saving a/c	No charges

Non-Maintenance of Minimum Balance:

S.no.	Particulars	Charges (Amount)
1.	Current a/c	Rs.200/- per month
2.	Saving a/c	Rs.100/- per moth

Note:-

- (i) Rs.3000/- is required to be maintained by Current account holders in the city branches/Ext. counters and Rs.1500/- is required to be maintained by account holders at R.S.Pura, Vijaypur, and Akhnoor Branch.
- (ii) Rs.500/- is required to be maintained in Saving account with cheque book facility and Rs.300/- is required to be maintained in account without cheque book facility.

Incidental charges on inoperative Saving Bank accounts.

S.no.	Particulars	Charges (Amount)
1.	If the balance is below Rs.300/- but more than Rs.100/-	Rs.35/- per year levied under advice to the account holder at his last recorded address.
2.	If the balance is below Rs.50/-	Account to be closed under advice to the account holder at his last recorded address.

Closure of Account Charges:

S.no.	Particulars	Charges (Amount)
1.	Saving a/c	Rs.100/-
2.	Current a/c	Rs.500/-
3.	Demand Loan a/c	Rs.100/-

Note: The charges as mentioned in Chapter VII will not be applicable in accounts of staff.

CHAPTER –VIII

OTHER SERVICE CHARGES

S.no.	Particulars	Charges (Amount)
1.	RENT ON LOCKERS : (i) For Clients (ii) For Staff	Rs.800/- per year Rs.400/- per year

Other Terms & conditions:

1. Security Deposit:

Rs.3500/- being security deposit equivalent to three years rental plus break opening charges.

2. One Time Locker Registration Charges:

Rs.500/- plus taxes as applicable at the time of opening of locker.

3. Visit Operation Charges:

Locker visit operation charges at Rs.100/- per visit plus taxes as applicable for more than 10 visits in a year.

4. Break Open Locker Charges:

Rs.1000/- plus taxes per occasion as applicable at the time of break open of locker over and above the recovery of actual break-open expenses.

5. Penalty Charges:

If Locker rent remains overdue for more than:

- (i) 1st Quarter 10% of annual rent.
- (ii) 2nd Quarter 25% of annual rent.
- (iii) 3rd Quarter 40% of annual rent.
- (iv) 1 Year and above ...50% of annual rent.

6. After the lapse of one year the Branch/Ext. counter will initiate the procedure for issuing notices apprising the client that in case of non-payment of locker rent Bank will break open the locker besides recovery of charges from the security deposit held with the Bank. Accordingly the process for break open the locker will be initiated as per guidelines of RBI.

STOP PAYMENT INSTRUCTIONS :

S.no.	Particulars	Charges (Amount)
1.	Saving a/c	Rs.50/- per instrument
2.	Current & Cash Credit a/c	Rs.100/- per instrument
3.	Demand Draft	Rs.200/- per instrument

DUPLICATE STATEMENTS/PASS BOOKS :

S.no.	Particulars	Charges (Amount)
1.	Saving a/c	Rs.50/- per Pass book
2.	Current a/c & Cash Credit/Demand Loan	Rs.100/- per Pass book
3.	Duplicate Statement	Rs.50/- per page (per page = 40 entries)

STANDING INSTRUCTIONS:

S.no.	Particulars	Charges (Amount)
1.	Per transaction	Rs.25/-
2.	Instruction for transfer of R/D & Loan instalments within the same Branch.	Free

Issuance of Duplicate Instruments on execution of Indemnity Bond etc. :

S.no.	Particulars	Charges (Amount)
1.	For issuing of duplicate Term Deposit Receipts	Rs.25/- per instrument
2.	For issuing duplicate demand drafts: Up to Rs.5000/- Above Rs.5000/-	Rs.25/- per instrument Rs.50/- per instrument
3.	Revalidation of drafts	Rs.50/- per instrument
4.	Cancellation of Demand Drafts Pay Order	Rs.100/- per instrument Rs.50/- per instrument

Others:

S.no.	Particulars	Charges (Amount)
1.	Issue of Solvency Certificate:- (i) Upto Rs.1.00lakh (ii) Above Rs.1.00Lakh To Rs.5.00Lakh (iii) Above Rs.5.00Lakh	Rs.500/- Rs.1000/- Rs2000/-
2.	Issuance of Balance certificate/ No objection Certificate (No charges for issue of NOC in favour of Branches of our Banks)	Rs.50/- per certificate
3.	Issuance of Application Forms :- (i) Membership Form Note : No charges for issue of Nominal Membership Form.	Rs.20/-
4.	Cheque Book Charges: (i) Current and Cash Credit a/c (ii) Saving a/c (iii)Loose Cheque charges	Rs.2.75 p. per leaf Rs.1.75 p. per leaf Rs.15/- per leaf
5.	Misc. Charges (i) Photo attestation charges (ii) Allowing operation in account through Power of Attorney. (iii)Change of Authorized Signatory. (iv)Loss of complete Cheque book and surrender of unused cheque leaves: Saving Current (v) Issue of TDS certificate (vi)Addition of Nomination not previously done.	Rs.30/- per photo Rs.75/- Rs.35/- Rs.5/- per leaf Rs.10/- per leaf Free Free

	(vii) Signature Verification. (viii) Address confirmation.	Rs.50/- per request Rs.50/- per request
6.	SMS Charges	Rs.20/- per quarter

CHAPTER – IX

PROCESSING CHARGES ON ADVANCES:

Processing charges shall be recovered on all Loans & advances as under :-

S.no.	Particulars	Charges (Amount)
1.	Up to Rs.25000/-	No charges
2.	Above Rs.25000 upto Rs.2.00 Lakh	Rs.500/-
3.	Above Rs.2.00Lakh	Rs.500/- plus Rs.250/- per Lakh or part thereof subject to maximum of Rs.30000/-

Note :-

Amount of processing charges be credited to Misc. Income a/c.

Processing charges at the time of Renewals: -

S.no.	Particulars	Charges (Amount)
1.	Renewals upto Rs.0.50Lakh	Rs.100/-
2.	Renewals above Rs.0.50 Lakh upto Rs.1.00 Lakh	Rs.150/-
3.	Renewals above Rs.1.00Lakh upto Rs.2.00Lakh	Rs.250/-
4.	Renewals above Rs.2.00Lakh	Rs.250/- plus Rs.60/- per Lakh subject to maximum of Rs.15000/-

Processing charges at the time of Adhoc Renewals: -

S.no.	Particulars	Charges (Amount)
1.	Adhoc Renewals up to Rs.5.00 Lakhs	Rs.100/-
2.	Adhoc Renewals above Rs.5.00 Lakhs and up to Rs.10.00 Lakhs	Rs.200/-
3.	Adhoc Renewals above Rs.10.00 Lakhs	Rs.500/-

Note:-

1. If the enhancement allowed, the charges as applicable to new advance shall be recovered.
2. No processing charges for loans sanctioned against deposits, Govt. Securities/ NSCs/KVPs/IVPs.

CHAPTER –X

Cash Handling Charges:

Home Branch:

S.no.	Particulars	Charges (Amount)
1.	Saving – Deposit/Withdrawal	No charges
2.	Current a/c – Cash deposited for clearance of cheques	Rs.5/- per 10000 or part thereof on the full amount.

Non-Home Branch:

S.no.	Particulars	Charges (Amount)
1.	Saving – Deposit/Withdrawal	No charges
2.	Current a/c & Cash Credit a/c - Deposit	Up to 10000 – Rs.10/- Up to 20000 – Rs.20/- Up to 30000 – Rs.30/- Up to 40000 – Rs.40/- Up to 50000 – Rs.50/- Above 50000 – Rs.60/-

Cash Deposit/ withdrawal Limit at Non-home Branch:

S.no.	Particulars	Deposit Limit	Withdrawal Limit
1.	Saving	No Limit	Rs.25000/-
2.	Current	No Limit subject to charges as applicable	Rs.50000/-
3.	Cash Credit	No Limit subject to charges as applicable	Rs.20000/-

Note:- Receipt/Payment shall be allowed in KYC compliant accounts only. Branches will take care of the limit fixed on its own manually.

CHAPTER –XI

RTGS/NEFT:-

S.no.	Particulars	Charges (Amount)
1.	RTGS – Inward	Free
2.	RTGS – Outward: (i) Above Rs.1.00 Lakh to Rs.5.00 Lakh (ii) Above Rs.5.00 Lakh	Rs.25/- Rs.50/-
3.	NEFT – Inward	Free
4.	NEFT – Outward: (i) Up to Rs.1.00 Lakh (ii) Rs.1.00 Lakh and above	Rs.5/- Rs.25/-

Note: No RTGS/NEFT charges will be recovered from Platinum Borrowers.

CHAPTER –XII

Annual Charges for Cash Credit Limit Accounts:

S.no.	Particulars	Charges (Amount)
1.	For Cash Credit Limits up to Rs.1.00 Lakh	Rs.100/-
2.	For Cash Credit Limits above Rs.1.00 Lakh and up to Rs.2.00 Lakh	Rs.300/-
3.	For Cash Credit Limits above Rs.2.00 Lakh and up to Rs.20.00 Lakh	Rs.700/-
4.	For Cash Credit Limits above Rs.20.00 Lakh	Rs.1000/-

Note: No annual charges will be recovered from Platinum Borrowers, Cash credit limits against deposits and staff Cash credit limits.

Annual Charges for Loan Accounts:

S.no.	Particulars	Charges (Amount)
1.	For Loan up to Rs.1.00 Lakh	Rs.200/-
2.	For Loan above Rs.1.00 Lakh and up to Rs.5.00 Lakh	Rs.300/-
3.	For Loan above Rs.5.00 Lakh and up to Rs.10.00 Lakh	Rs.500/-
4.	For Loan above Rs.10.00 Lakh and up to Rs.20.00 Lakh	Rs.750/-
5.	For Loan above Rs.20.00 Lakh	Rs.1000/-

Note: No annual charges will be recovered from Platinum Borrowers, Term Loans against deposits and staff Loans.

CHAPTER –XIII

ATM and Debit Card Charges:

S.no.	Particulars	Charges (Amount)
1.	ATM Charges (Transaction decline):	
	Transaction decline due to insufficient balance	Rs.20/-
2.	Transaction Based Charges:	
	5 monthly ATM transactions free.	
	Charges of Financial Transactions beyond the set limit:	
	For other Banks ATMs	Rs.20/-
	For J&K BANK ATMs	Rs.10/-
3.	Debit Card issuance charges	NIL
4.	Debit Card Annual Maintenance Charges	Rs.150/-
5.	Debit Card Replacement Charges	Rs.300/-
6.	Duplicate PIN/ Regeneration of PIN	Rs.100/-

CHAPTER –XIV

CIBIL Credit Report Generation Charges:

S.no.	Particulars	Charges (Amount)
1.	Charges for CIBIL credit Report	Rs.100/- per report.

Note: - Service Charges are exclusive of GST which shall be applicable as per rules/act governing the same.
