

GENERAL SECTION

ADMINISTRATIVE OFFICE
BANGALORE - 19

CIRCULAR NO. : 1

INDEX : GENERAL - 1

DATE : 26.04.2007

Sub: Revision of Service Charges

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The Board in the Meeting held on 30th March 2007, has revised the commission and service charges, which was last revised from 1.8.1996. Please find enclosed the Annexure containing the revised commission and service charges to be levied for various services rendered by the bank. The revised service charges will come into force with effect from 02.05.2007.

Several changes have come about which necessitate certain modifications in the system, wherever the functionalities are not implemented. Like, some of the charges are to be collected manually. In some cases, value is being displayed by the system by default and the same should be changed manually, which has audit trails. In some cases, collection of charges is to be handled through parameters. Some services shall be rendered at free of cost and some services, by charging at the discretion of the Branch Manager, have also been specified. For each kind of service, the mode of collection of service charges/commission is mentioned against the item of service mentioned in the Annexure.

Managers are instructed to strictly follow the instruction and arrange to levy commission and service charges as per scheduled rates. Managers are also advised to impart extensive on the job training for all staff until the staff are acquainted with the procedure. Managers are also advised to explain the contents of this circular to the staff members in the next Branch Level staff meeting and send a copy of Proceedings. For any clarification in respect of modification in the system, Branch Managers are advised to take guidance of Sri Nagesh M. Shastri, Project Manager, TBA / Sri M.G. Suresh, Data Base Administrator.

CHIEF EXECUTIVE OFFICER.**To :**

All Branches/Offices,
All Sections at Head office.

**Revision of Commission and Service Charges
with effect from 02.05.2007**

Sl.No.	Particulars	Commission / Service charges to be collected
I (a)	Demand Drafts All India Inland Mutual	Up to 5000 – Rs.25/- 5001 to 10000/ – Rs.40/- Above Rs.10000/- Minimum Rs.40/- + Rs.3-00per thousand Maximum of Rs.10000/-
(b)	Cancellation of Demand Draft	Minimum of Rs.25/- 1.50 per 1000/- Maximum of Rs.100/-
(c)	Issue of duplicate Demand Draft	Minimum Rs.50/- OR 50% original exchange whichever is higher
II (a)	Issue of inter city cheques ICICI & others All India Inland Mutual	Minimum of Rs.25/- Rs.2/- per 1000/-
(b)	Cancellation of inter city cheques	Rs.10/-,minimum Re.1/- per 1000/- & maximum Rs100/-
(c)	Stop Payment charges	As prescribed by ICICI Bank
(d)	Issue of duplicate inter city cheques	Charges Minimum of Rs.25/- (Or) 50% of original commission
III (a)	Pay Orders Issue of pay orders	Minimum of Rs.10/- Rs.2/- per 1000/- . Maximum Rs.500/-
(b)	Cancellation of pay orders	Minimum of Rs.20/- Re.1/- per 1000/- Maximum of Rs.100/-
(c)	Issue of duplicate pay order including stop payment Rs.25 + 50% of Original Commission	Charges : Minimum of Rs.10/- (or) 50% of original commission whichever is higher
IV	Collection of Cheques & Bills	
(a)	Bills collection	Minimum of Rs.50/- Rs.3/- per 1000/- and Postage.
(b)	Treasury/OSC cheques	Rs.3/- per 1000/- + postage (Minimum of Rs.25/-)
(c)	Collection through ICICI /UTI/IDBI/Agency Bank	Rs50/- + Rs.2/- per 1000/-
(d)	Collection of NRI cheques	Upto Rs.10000/- Rs25/- Above Rs.10000/- Rs25/-+Re1/- per 1000/-
(e)	Inward bills/cheques, clearance	Minimum of Rs.50/-

Sl.No.	Particulars	Commission / Service charges to be collected	
	charges	Rs.5/- per 1000/- + postage	
V	Cheques Return Charges Inward Cheque Returns 1. Exceeds Arrangement 2. Funds insufficient 3. Date required 4. Words & figures differ 5. Signature required 6. Effects not cleared 7. OSC outward collection cheque return 8. Local cheques tendered in clearing returned 9. OSC cheques, bills returned a) through collecting agent b) Direct 10. Return of ECS payment cheques	Minimum of Rs.100/-Upto Rs10000/- aboveRs.10000/-Rs.100+Re.1/- per 1000/- & Maximum of Rs.500/- Rs.10/- per instrument upto Rs.1 lakh Above 1 lakh Rs.25/- Rs.25/- + Postage Rs.10/- per instrument a)Minimum of Rs.50/-upto Rs10000/- &above Rs.10000/- Re.1/- per 1000/-handling charges +Rs 30/- b) Postage, handling charges of Rs.50/- Minimum Rs.25/-	
VI.	CPD: Commission		
(a)	Private cheques upto Rs.20000/- (local)	Minimum of Rs.25/- Rs.5/- per 1000/-	
(b)	DD/Govt.cheques (local)	Minimum of Rs.10/- Rs.3/- per 1000/-	
(c)	Dishonoured cheques/ instrument	Minimum of Rs.50/- + actual cost of recovery + interest at unsecured loan rate of interest	
(d)	CPD outstation cheques	Minimum of Rs.25/- and Rs5/- per Rs1000/- and Prevailing rate of interest on unsecured loan till realization.	
VII.	For TD/DD	SB	C.A/c
(a)	Closing of A/c before one year	50/-	100/-
(b)	Stop payment instruction	Rs.20/-	Rs25/-per

Sl.No.	Particulars	Commission / Service charges to be collected	
		per Leaf Max SB:200/-	Leaf Max CA/c:1000/
(c)	Minimum balance not maintained	10/-	25/-
(d)	Cheque book charges	10/-	25/-
(e)	Issue of duplicate passbook - SB Current A/c Pass sheet	Rs.25/-	Rs.10/- for 2 nd page onwards
	With entry of 1 year	Rs.50/-	Rs.50/-
(f)	Incidental charges current account, OD/CCL half yearly	Per folio of 20 lines Rs.15 minimum of Rs.25/-	
(g)	Term Deposits Issue of duplicate FD Receipt	Rs.10/- per certificate	
(h)	Issue of duplicate pass book to RD	Rs.10/-	
(i)	Payment of interest by Pay order /DD	P.O.– free D.D.–Actual Commission to be collected as per column I(a) / II(a)	
(j)	Standing Instructions: Remittance from a) Branch to Branch b) Outside	Nil Rs.20/- per transaction	
VIII.	Service charges: Loans and Advances:		
(1)	Gold Loan	Minimum of Rs.50/- Rs.5/- per 1000/- + 1% of loan amount as insurance 1% insurance charges after every one year	
(2)	Surety Loan	0.5 % of the loan amount sanctioned Minimum of Rs.100/-	
(3)	Vehicle loan	0.5 % of the loan amount sanctioned with a Minimum Rs.150/-	
	II hand vehicle	Service charges + Valuation charges. i.e., 0.5 % of the loan amount sanctioned with a Minimum Rs.150/- + Valuation charges of Rs.250/-	
(4)	Immovable property loan	Legal & valuation charges of Rs.1500/- + If inspection of Property done by Architect, charges for Rs.500/- to be collected extra. Service Charges: 0.5% of the loan amount + Stamp duty as per G.O.	
(5)	Cash Credit Loan	Upto 50000/- Rs.350/-	

Sl.No.	Particulars	Commission / Service charges to be collected
		50001/- to 1.00 lakh – Rs.500/- Above 1.00 lakh – Rs.500/- + Rs.300/- for every lakh and No DTD charges extra – Stamp duty as per G.O.
	Renewal of Cash Credit Loan	Upto 50000/- Rs.350/- 50001/- to 1.00 lakh – Rs.500/- Above 1.00 lakh – Rs.500/- + Rs.300/- for every lakh and No DTD charges extra – Stamp duty as per G.O.
(6)	Plant and Machinery Loan	0.5% of loan amount minimum of Rs.350/- - No DTD charges - Stamp duty if applicable as per GO.
(7)	Inspection charges	Upto Rs.one lakh Rs.100/ one lakh to Rs.five lakh Rs.150/- above five lakhs upto15 lakhs Rs.200/- 15 lakhs and above Rs.500/-.
(8)	Non Submission of Stock Statement	Rs.50/- per month
(9)	Loan will lapse if not availed within due date	SL 30 days VL 30 days IPL 60 days CCL etc. 30 days For C.C. not utilised for beyond 3 months Term Loan – if not availed within one month from the due date mentioned above, the loan will lapse
(10)	Loan Application processing fee	Rs.350/- + legal valuation charges at the time of applying loan
(11)	Bank Guarantee Commission	
a)	Against Deposit	Re.1/- per 1000/- with minimum of Rs.100/-p.a
b)	Against other securities	Rs.100/- + 3% to 5% p.a depending on Banking Arrangement for the guaranteed amount
(12)	Bills discounted	Minimum of Rs.50/- Rs.5/- per 1000/- and interest as applicable
(13)	Sanction of L.C. limit	Rs.100/- + 2% to 5% p.a. depending on Banking Arrangement
(14)	Loan application Fee	
a.	Surety Loan	20/-
b.	Immovable Property Loan	30/-
c.	Vehicle Loan	30/-
d.	Gold Loan	10/-
e.	Business Loan	50/-
f.	N.M.Form	10/-
g.	N.M. Fee	50/-

Sl.No.	Particulars	Commission / Service charges to be collected
h.	Take over of liabilities from other institutions	1% of balance outstanding Minimum of Rs.1000/-
(15)	TOD/Service Charges	Rs.50/- upto lakh Rs.200/- for above Rs.1lakh and others limit
(16)	CPD facility	Service Charges Rs.350/- for sanction Commission @ Rs.2/- per 1000 minimum of Rs.25/-
IX	Other Service Charges	
(a)	Solvency certificate	Rs. 1/- per 1000 minimum of Rs.50/-
(b)	Locker Rent Upto 100 sq.inch 100 to 300 inch Above 300 inch	Rs.10/- per sq. inch Rs.12/- per sq. inch Rs.15/- per sq. inch
X	DISCRETIONARY SERVICES: (i)Remittance of interest of deposit from other branches (ii)Internal SI within the branch (iii)Cheque received by post for crediting to a/c (iv)Remittance of interest through pay order (v)Local cheque collection charges (vi)Collection of Pension bills (vii)Remittance of loan installment from one branch to other (viii)For closure of deposit and sending to other bank by post (ix)Loan Proceeds payment through Pay order	Free Free Free Free Free Free Free At the discretion of Branch Manager P.O.- 50% of the charges prescribed
	Issue of Drafts	For CA/c holders having average balance of Rs.1 lakh, commission may be collected at the discretion of Branch Manager
	Issue of Pay Orders	For CA/c holders having average balance of Rs.1 lakh, commission may be collected at 50% of the actual
	OD/CC holders for DD's and PO	commission may be collected at 50% of the actual
XI	Senior Citizen	1)Free Cheque book 2)No – P.O commission 3)No – Pre closure charges

Sl.No.	Particulars	Commission / Service charges to be collected
XII	Handicapped	1)Free Cheque book 2)No – P.O commission 3)No – Pre closure charges