

Revised

THE PRATAP CO.OP. BANK LTD.

Sub : Revised Manual on Service charges with effect from 01.02.2024

The Service charges ,which are presently recovered from Bank's customers, were revised on 01.02.2024. If any charges which presently we are charging but not listed in the manual of service charges , will continue to be charged as per present practice. All Branch Managers are advised to follow the instructions and service charges as per manual with effect from 01.02.2024.The Internal Auditors of the Bank as well as Statutory Auditors will verify during their audit whether the service charges are properly collected or not.

	1 Saving deposits	Rs.
a	Account opening and maintenance of minimum balance	500/-
b	Charges for failure to maintain minimum balance	Nil
c	Closure of account i) If closed within 6 months If closed after 6 months	200/- 100/-
d	Issue of cheque book for Issuing post dated cheques to auto companies / other Banks/financial institutes	10/-Per Cheque leaf
e	Issue of duplicate pass book	50/-+GST
	2) Current A/cs & CC/OD A/cs	
a.	Account opening and maintenance of minimum balance	3000/-
b	Charges for failure to maintain minimum balance in any month	100/-+ GST
c	Stop Payment charges	100/- +GST
d	Service charges/Folio Charge	Rs.40/- Per. Folio or minimum Rs.300/- for half year. + GST
d.	Closure of A/c i) If closed within 6 months ii) If closed after 6months	500/- +GST 300/-+GST
	3 Set of membership application ,Loan application, Consent Letter of Surety	50/-
	4 Pre-closure charges If loan is not taken after processing & sanction a) Personal loan upto Rs.50000/- if a/c closed within 6 months b) Loan upto Rs.1.00 lakh If a/c closed within 6 months	250/- 100/- 150/-
	Secured loans Secured loans closed within 6 months by take over or pre-payment	2.5% of Outstanding balance. +GST
	5 D.D./Payorder Commission i)Upto Rs.10000/- ii) Rs.10000/- TO Rs.99999/- iii) Rs.1.00 lakh and above Collection of cheques (IBC/OBC)Above Rs.5000/-	Rs.40/- + GST Tax Rs. 4/- per thousand + service tax minimum Rs.40/- Rs.5 per thousand + Service tax Maximum Rs6000/- Rs.3/- per thousand + Actual postage + expenses
	6 Cheque book charges	
	Saving A/c Current A/c(50 leaves)	2 Books are free in a Year after that Rs. 2/- per Leaves Rs. 5/- per Cheque+ GST tax
	7 Cheque Return charges (Inward Return) Saving A/c Current A/c	Rs.150/- + GST Tax + Int .@18% on Cheque amount Rs.400/- + GST tax+ Int. @ 18% on Cheque amount.
	8 Outward Return Charges Saving A/c Current A/c/CC/OD/Loan a/c	Rs.100/- +GST Tax . Rs.250/-+ GST tax

9	Issue of duplicate statement	Rs. 20/- per page+ GST
10	Late cash deposit	Rs. 100/- + GST
11	Cash Collection charges	Rs.300/- per Lakhs +GST
	Cash Payment charges	Rs.100/- per Lakh+GST
12	Charges for cheque received unpaid which was presented in outward clearing(other	Rs.100/- per Cheque +GST
13	Loans & Advances	
	a)Processing charges	Rs.250 per lac or part thereof
	b) Service charges	1% of the sanctioned limit (except loan against FDR/NSC/KVP/LIC)
	Notices to defaulters	
	a) Notice for loan recovery CC/OD renewal with copy of sureties	Rs.150/-
	b) Advocate notice	Rs.200/- plus actual postage + Actual expenses
	c) Case file charges	Actual expenses
	Visit to defaulters	Rs.100/- per visit plus actual expenses
14	Assignment/Reassignment of NSC/KVP/LIC	Rs.20/- per policy/Certificate plus actual expenses
	Encashment of NSC/KVP/LIC	Rs.20/- per certificate plus actual expenses
	Against Clearing cheque in current a/c /CC/OD	Int. 18% Min.Rs.15/-
	Bank Guarantee (Fresh & Renewal)	2% p.a. including claim period
15	Safe Deposit Lockers	
	i) Opening of locker	Small Rs.10000/-
	i) Key Deposit and in Advance charges for break open	Medium Rs.25000/- Big Rs. 50000/-
	ii) Service charges	Rs.300/- plus stamp charges
	iii) Rent per year	Small Rs. 1000/- p.a.+GST Medium Rs. 2000/-p.a.+GST Big Rs. 4000/- p.a.+GST
	Delay in payment of rent	Small Rs. 50/- p.a. Medium Rs.100/-p.a. Big Rs.200/- p.a.
	Break open of locker in case of loss of key/nonpayment of rent	Rs. 500/- plus actual expenses
16	ATM Charges	First 3 transactions during the month will be allowed Free of cost METRO-3 &NON-METRO-----5 transaction.
	i)After 3 free transaction each NON-Financial Transaction	Rs.7 + GST
	ii) Each Financial Transaction	Rs. 21/- + GST
	Duplicate Card & Pin	Rs.300/-+GST & PIN -- Rs.50+ GST
	i) Annual Fees ATM Debit Card	Rs.200/- GST
	SMS CHAREGS	Rs.35/-+ GST SAVING Rs.50/-+GST CURRENT ACCOUNT, OD/CC
17	IMPS CHARGES	UPTO Rs.1000/- NIL Rs.1001 TO 10000/- Rs.5 + GST Rs.10001 to --- RS.10 + GST
	BBPS (BILL PAYMENT CHARGE) in Branch	Rs.10 +GST per Bill
19	RTGS/NEFT	UPTO Rs. 200,000/ Rs. 25/- + GST Rs. 200,000/- to 5,00,000/- Rs. 50/- + GST Above Rs. 5,00,000/- Rs. 150/- + GST


Chief Executive Officer