



# Service Charges Schedule

## Forex & Advances

### Consumer & Commercial Banking

Corporate Headquarters, M.A. Road, Srinagar (J&K)  
Tel/Fax: 0194-2482663 e-mail: [chqaap1@jkbmail.com](mailto:chqaap1@jkbmail.com)

<u>A. Purchase / Discount of Documentary / Clean Bills</u>	<u>B. Inland Letter of Credit</u>	<u>C. Bank Guarantee Commission</u>
<u>D. Charges for Export Related Transactions</u>	<u>E. Charges for Import Related Transactions</u>	<u>F:-Charges for handling ODI, FDI and ECB</u>
<u>G:- SWIFT Charges</u>	<u>H:- Treasury Related Transactions</u>	<u>I. Loan Processing Charges</u>
<u>J. Inspection Charges</u>	<u>K. Commitment Charges</u>	<u>L. Prepayment Charges</u>
<u>M. Miscellaneous service Charges</u>	<u>Concessions</u>	

## **A:-Purchase / Discount of Documentary / Clean Bills**

<b>A1</b>	<b>Bills Purchase (Demand Bills / Cheques / Demand Drafts / Pay Orders issued by other banks)</b>
	<p>₹20/- plus Interest @ 1 year MCLR + 3% p.a. plus collection charges as applicable and out of pocket expenses. (₹20/- and out of pocket expense to be recovered manually)</p> <p>No collection charges to be levied in case of purchase of cheques/DDs/ POs which are realized / returned unpaid through Clearing House / Speed clearing/ CTS Clearing</p> <p>Cheques/DDs/ Pos which are realized after the expiry of transit period (NTP) of 3 days shall entail interest @ 1 year MCLR + 5.50% p.a. from 4<sup>th</sup> day till realization.</p> <p>Cheques/DDs/ Pos which cannot be realized through clearing mechanism shall be allowed an NTP of 13 days. Such instruments realized after the expiry of transit period (NTP) of 13 days shall entail interest @ 1 year MCLR + 5.50% p.a. from 14<sup>th</sup> day till realization</p> <p>Bills realized after the expiry of transit period (NTP) of 13 days shall entail interest @ 1 year MCLR + 5.50% p.a. from 14<sup>th</sup> day till realization.</p> <p>Bills / Cheques/ DDs / Pos returned unpaid shall entail interest @ 1 year MCLR + 6.50% from the date of purchase till reimbursement after adjusting the amount collected @ 1 year MCLR + 3%.</p> <p>For Demand Bills under LCs, negotiation charges instead of collection charges to be levied.</p> <p>If Bill Cheque / DD/ PO purchased is realized / retired before the Notional Transit Period (NTP), interest for the period the realization is received in advance shall be refunded.</p>
<b>A2</b>	<b>Discounting of Bills ( Usance ) Where regular bills limit is sanctioned in favour of the party</b>
	<p>Discount at interest rate as per sanction letter + Collection Charges as applicable + out of pocket expenses. (out of pocket expense to be recovered manually)</p> <p>For Bills under LCs negotiation charges instead of collection charges to be levied.</p> <p>Bills realized after the expiry of Usance period shall entail interest @ 1 year MCLR + 5.50%.p.a. from expiry of Usance period till realization.</p> <p>Bills returned unpaid shall entail interest @ 1 year MCLR + 6.5% from the date of purchase after adjusting the amount collected @ interest rate as per sanction letter.</p> <p>If the bill discounted is realized/retired before the due date/notional due date, interest for the period, the realization is received in advance shall be refunded.</p>
<b>A3</b>	<b>Discounting of Bills ( Usance ) Where no regular bills limit is sanctioned in favour of the party</b>

	<p>Discount at interest rate @ 1 year MCLR + 3% p.a. (Minimum ₹1500/-) + Collection Charges as applicable + out of pocket expenses.(out of pocket expense to be recovered manually)</p> <p>Bills realized after the expiry of Usance period shall entail interest @ 1 year MCLR + 5.50% p.a. from expiry of Usance period till realization.</p> <p>Bills returned unpaid shall entail interest @ 1 year MCLR + 6.50% from the date of discount after adjusting the amount collected @ interest rate 1 year MCLR + 3%.</p> <p>If the bill discounted is realized/retired before the due date/notional due date, interest for the period, the realization is received in advance shall be refunded.</p>
<b>A4</b>	<b>Discounting of Bills( Usance ) Backed by ILCs</b>
	<p>Bills with Usance period up to 180 days: Discount at Fixed interest rate which is equivalent to @ 6 month MCLR + 0.25% as on date of Discount + Negotiation Charges as applicable + out of pocket expenses.(out of pocket expense to be recovered manually)</p> <p>Bills with Usance period of 181 days to 365 days: Discount at Fixed interest rate which is equivalent to 1 year MCLR + 0.50% as on date of Discount + Negotiation Charges as applicable + out of pocket expenses.(out of pocket expense to be recovered manually)</p> <p>Bills realized after the expiry of Usance period shall entail interest @ @ 1 year MCLR + 5.5% p.a. from expiry of Usance period till realization.</p> <p>Bills returned unpaid shall entail interest @ @ 1 year MCLR + 6.5% from the date of discount after adjusting the amount collected @ 1 year MCLR + 0.50% / @ 1 year MCLR + 1.00%</p> <p>If the bill discounted is realized/retired before the due date/notional due date, interest for the period, the realization is received in advance shall be refunded.</p>

### **B:-Inland Letter of Credit**

ILCs established against margins below 50%		
<b>B1</b>	Commitment Charges	0.10% p.m. plus GST for the full validity of the credit Minimum ₹1500/- (the period is to be calculated from the date of opening of LC to the last date of its validity and part of a month is to be construed as a completed month)
<b>B2</b>	Usance Charges (including sight LC)	<p>0.15% plus GST for bills up to 10 days Sight Minimum ₹1500/-</p> <p>0.30% plus GST for bills over 10 days and up to 3 months Sight Minimum ₹1500/-</p> <p>0.30% plus GST or the first 3 months plus 0.10% per month in excess of 3 Months for bills over 3 months sight.</p>

<b>B3</b>	<b>Revolving LC</b>	
B3.1	Commitment Charges	As above at the time of opening and on each reinstatement on the amount of reinstatement, period of reinstatement and usance period of bill.
B3.2	Usance Charges	
<b>B4</b>	<b>ILC / Revolving LC above ₹ 5.00 Crore</b>	
B4.1	Commitment Charges	Normal charges up to ₹ 5 crore + One half of charges for amount exceeding ₹5 crore up to ₹20 crore.
B4.2	Usance Charges	For LC/ Bill amount exceeding ₹20 crore charges will be as applicable up to ₹20 crore + one fourth of Charges for amount exceeding ₹20 crore.
<b>B5</b>	<b>LCs established against higher cash margins.</b>	
	i) 100% cash margin ii) 75% or Above Cash Margin iii) 50% or Above Cash margin	25% of normal charges plus Applicable GST 50% of normal charges plus Applicable GST 75% of normal charges plus Applicable GST
<b>B6</b>	<b>Amendments to LC</b>	
B6.1	In case of enhancement of value or / and validity of credit	Both the usance and commitment charges as applicable to establishing an LC, shall be recovered for the additional amount, and additional period of validity, subject to minimum of ₹1500/- plus GST
B6.2	Amendment other than extension of the validity period or increase in the value of L. C	₹1500/- plus GST per amendment
B6.3	Extension of tenor of the bill of exchange	Appropriate additional usance charge shall be collected on the outstanding liability under the LC subject to minimum of ₹1500/- plus GST
<b>B7</b>	<b>Other Charges</b>	
B7.1	LC Confirmation	Same as for opening ILC No charges for intra bank credit confirmation.
B7.2	Advising ILC	0.10% of ILC amount plus GST Minimum: ₹1500/- plus GST Maximum: ₹10000/- plus GST

B7.3	Negotiation charges	0.40% plus GST with a minimum of ₹500/- and Maximum ₹2000/- Plus discount at applicable rate of interest from the date of negotiation to the date of reimbursement.
B7.4	Retirement of Bills Under ILC	0.15% plus GST of the bill amount Minimum: ₹1500/- plus GST
<b>NOTES</b>	<p>1. Charges are to be recovered upfront when a LC is opened or amended and no refund may be allowed in any circumstances whatsoever, whether a credit is cancelled, is only partly availed of or expired wholly un availed of.</p> <p>2. Telex / Fax and cable charges shall be recovered additionally.</p> <p>3. While issuing a standby LC, service charges equivalent to commission on Financial or Performance Guarantee be recovered, according to the nature of the guarantee provided by the standby LC.</p>	

### C:-Commission on Guarantees

<b>C1</b>	Bank Guarantee Issued against below 50%cash margins.	<p><b>Performance Guarantee: 0.20% p.m plus GST</b></p> <p><b>Financial Guarantee: 0.25% p.m plus GST</b></p> <p>Charges to be recovered upfront for the period including claim period*, if any, at the time of issue. Part of the month to be treated as a complete month</p> <ul style="list-style-type: none"> <li>Claim period which has been incorporated by virtue of specific request from the applicant shall qualify for levy of commission <b>upfront</b>.</li> </ul> <p>Claim period which has been incorporated by virtue of any statute (In 2012, the Banking Laws (Amendment) Act, 2012 introduced a third exception to Section 28) shall <b>not</b> qualify for levy of commission <b>upfront</b> but branches shall <b>recover</b> the commission for claim period in such cases from the proceeds of margin money (to be reversed on the day when guarantee bond is tendered for cancellation or after the expiry of 1 year from the expiry of validity period whichever is earlier) and only for the <b>actual claim period</b> availed by the beneficiary</p>
<b>C2</b>	<p>Guarantees backed by 50% or above cash margins.</p> <p>i) 100%</p> <p>ii) 75% or Above</p> <p>iii) 50% or Above</p>	<p>25% of normal charges as at clause C1</p> <p>50% of normal charges as at clause C1</p> <p>75% of normal charges as at clause C1</p>

C3 A	Amendment in Bank Guarantees in case of enhancement of Value or/and validity	Same as in C1/C2
C3 B	Amendment in Bank Guarantees other than enhancement of Value or/and validity	₹1500/- plus GST per amendment
NOTES	Where the guarantee is tendered for cancellation before the date of its expiry, the Commission charged for the months or part of the month already expired to be retained in full while as 50% commission for the remaining un-expired period may be refunded.	

**D:- Charges for Export Related Transactions**

D1.1	Export Bills Purchased /Negotiated /Discounted ( Both Rupee & Foreign Currency export Bills)	For Bills up to Rs 5.00 Lakh: ₹600.00 + GST  For Bills above Rs 5.00 Lakh: ₹1200.00 + GST
D1.2	Where export documents are forwarded to another bank in India and where no collection commission or exchange accrues to the bank	0.10% + GST  Subject to Min. of ₹600.00 & Max. of ₹2000.00 (plus Applicable GST)
D1.3	Reimbursement claim charges under Letter of Credit	For bills Up to US\$ 50000.00 or equivalent: ₹600.00 per reimbursement  For bills Above US\$ 50000.00 or equivalent: ₹1200.00 per reimbursement  (plus Applicable GST)
D1.4	Export bill initially sent on collection basis and later Purchased/Discounted/Negotiated and vice versa	No additional commission to be charged. Commission will be applicable either under collection as given at para A.2.1 (Remittance). Or under purchase/discounted/negotiated given at para A.1.1 (Remittance in General Banking Manual)
D1.5	Overdue Export Bills purchased/Negotiated/ Discounted where proceeds are not received in Nostro on due date	For Bills up to Rs 10.00 Lakh: ₹250.00 per quarter or part thereof  For Bills above Rs 10.00 Lakh: ₹500.00 per quarter or part thereof  (plus Applicable GST)
D1.6	Commission for joining in customers guarantees/indemnities and for giving guarantees/indemnities on behalf of customers to other banks in India in respect of discrepancies in documents negotiated under letters of credits	0.25% with a minimum of Rs 500/-  (plus Applicable GST)
D2.1	Collection Bills  Export Bills sent on collection basis/ documents sent by the exporter directly to the overseas buyer as per RBI directions /Exports under consignment basis/Advance granted against Government incentives.  ( Both Rupee & Foreign Currency export Bills)	For Bills up to Rs 5.00 Lakh: ₹600.00  For Bills above Rs 5.00 Lakh: ₹1200.00  (plus Applicable GST)

D2.2	Overdue Export Bills on collection basis where proceeds are not received upto one month from due date or period prescribed by RBI for realization of exports (at present 270 days), whichever is earlier	For Bills up to Rs 10.00 Lakh: ₹250.00 per quarter or part thereof  For Bills above Rs 10.00 Lakh: ₹500.00 per quarter or part thereof  (plus Applicable GST)
------	--	---



**Note:** Overdue commission shall not be applicable in case of bills drawn on countries with externalization problems but paid in local currency and the exporter has obtained necessary approval from RBI for extension.

**Commission in lieu of Exchange:** Commission @ 0.10% shall be collected from the exporter in case of following transaction subject to minimum of ₹600.00.

- a) Where Pre-shipment advance has been granted against letter of credit/export order but the documents under the relative letter of credit /export are negotiated through another bank.
- b) Where the proceeds of an export bill negotiated by the bank are paid in foreign currency to another authorized dealer.
- c) Where an export bill is sent for collection abroad by the bank but the payment is received in rupees through another authorized dealer in India.
- d) Deemed export bills in foreign currency as defined by the Reserve Bank of India/Exim policy from time to time.

D3.1	Export Letter of Credit  For advising letter of credit, including SBLC, Guarantees and all documents of similar nature.  For advising each amendment.	₹1500.00  ₹500.00 per amendment (plus Applicable GST)
D3.2	Transferable letter of credit: When transfers are made under a transferable letter of credit (whether full or in part and whether endorsed in the credit itself or not.	₹ 1000.00 per each advice of transfer (plus Applicable GST)
D3.3	*Acceptance Commission: When letter of credit calls usance bills to be drawn on and accepted by banks in India (Our bank)	0.15% per month (plus Applicable GST)
<i>*Business Unit shall seek approval from FEBD CHQ before giving acceptance in any form.</i>		
D4.1	Certificates  Issuance of certificates/ attestation with respect to export transaction	₹100.00 per certificate (plus Applicable GST)
D4.2	Issuance of e-BRC	₹50.00 per BRC(plus Applicable GST)
D4.3	Issuance of FIRC	₹250.00 Per FIRC(plus Applicable GST)
D5.1	Adding confirmation to Export LC	
	For adding confirmation various factors have to be analyzed e.g. position/rating of the LC issuing bank, country rating etc. Powers for adding confirmation and quoting commission/charges are vested with FEBD, CHQ. BU shall submit the proposal recommending charges within the range of 0.50% to 2% for adding confirmation to FEBD CHQ, through respective Zonal offices.	Range of charges between 0.5% to 2% (plus Applicable GST)

Miscellaneous Instructions	
D6.1	If any export/Non export transaction is being handled by AD BU on behalf of Non-AD BU, the commission shall be shared in the ratio of 2:1 i.e. 2/3rd share to AD-BU and 1/3rd share to Non-AD BU
D6.2	These rules shall also be applicable to deemed exports as defined by Reserve bank of India/Exim Policy from time to time.
D6.3	Where the bank purchases/negotiates/discounts a portion of the bill amount and handles the remaining balance on collection basis:  Charges vide para A.1.1 (Remittance) on the amount negotiated/purchased /discounted  Charges vide para A.2.1 (Remittance) on the amount handled on collection basis.
D.6.4	Where the Bank has negotiated letters of credit documents received from another bank outside the centre of negotiation under restricted letters of credit and transferred the proceeds to the another bank, commission as applicable to inland remittances be charged.

### E : Charges for Import Related Transactions

Import Letter of Credit/Revolving letter of credit.		
E1.1	<b>For LC's upto ₹2.00 Crores</b> <ul style="list-style-type: none"> <li>• Commitment charges for each quarter or part thereof for full validity of credit</li> <li>• Usance Charges For bills upto 10 days sight For bills over 10 days upto 3 months For bills over 3 months</li> </ul>	0.10% per quarter Minimum ₹500.00  0.10% 0.20%  0.20% for first three months plus 0.07% per month in excess of 3 months.  (plus Applicable GST)
E1.2	For LC's above ₹2.00 crores to ₹8.00 crores	As per E1.1 above upto ₹2.00 crores plus 3/4 of the specified rate at E1.1 exceeding ₹2.00 crores.  (plus Applicable GST)
E1.3	For LC's above ₹8.00 crores to ₹16.00 crores	As per E1.2 above upto ₹8.00 crores plus 1/2 of specified rate at E1.1 exceeding ₹8.00 crores.  (plus Applicable GST)

E1.4	For LC's above ₹ 16.00 crores	As per E1.3 above upto ₹16.00 crores plus 1/4 of the specified rate at E1.1 exceeding ₹16.00 crores. (plus Applicable GST)
------	-------------------------------	---

For example, if LC of ₹30.00 crores is issued, Normal charges (Commitment/usance) as per 'E1.1' upto ₹2.00 crores, 75% of the normal charges as per E1.1 for next ₹6.00 crores (i.e. from ₹ 2.00 crores to ₹ 8.00 crores), 50% of the normal commission as per E1.1 for next ₹8.00 crores (i.e. from ₹ 8.00 crores to ₹ 16.00 crores) & 25% of the normal commission as per E1.1 for next ₹14.00 crores (i.e. from ₹ 16.00 crores to ₹ 30.00 crores) shall be charged.

**Additional Relaxation in commission based on Cash Margin held against the LC:**

Cash margin held against LC

Up to 25%: No relaxation

More than 25% and up to 50%: The applicant concern shall be eligible for relaxation of 10% on the commission charges as per E1 above.

More than 50% and up to 75%: The applicant concern shall be eligible for relaxation of 20% on the commission charges as per E1 above.

Above 75%: The applicant concern shall be eligible for relaxation of 30% on the commission charges as per E1 above

**Reinstatement Charges (Revolving letter of credit):**

Upon reinstatement under revolving letter of credit, the charges recoverable shall be as per E1 above.

**Amendments to Letter of Credit**

E2.1	Extension in validity of LC within the period for which issuance charge has been recovered	₹500.00 per amendment (plus Applicable GST)
E2.2	Extension in validity of LC beyond the period for which issuance charges has been recovered.	Issuance/usance charges as applicable as per E.1 above for enhanced period + amendment charges ₹500.00. (plus Applicable GST)
E2.3	Enhancement in value of LC	Issuance/usance charges as applicable as per E.1 above for enhanced value+ amendment charges ₹500.00. (plus Applicable GST)
E2.4	Any other amendment	₹500.00 per amendment (plus Applicable GST)
E2.5	Revival of expired LC within 3 months from the date of expiry	Issuance and usance charges as per E.1 above, from the date of expiry to the validity date of revived LC + amendment charges ₹500.00. (plus Applicable GST)

**Deferred Imports:** Commission on letter of credits covering import of goods on deferred payment terms beyond a period of six months from the date of shipment

E3.1	Upto ₹2.00 crores	0.50% per quarter or part thereof (plus Applicable GST)
E3.2	Above ₹2.00 crores Upto ₹8.00 crores	As per E3.1 above upto ₹2.00 crores plus 3/4 of the specified rate at E3.1 exceeding ₹2.00 crores (plus Applicable GST)
E3.3	Above ₹8.00 crores to ₹16.00 crores	As per E3.2 above upto ₹8.00 crores plus 1/2 of specified rate at E3.1 exceeding ₹8.00 crores (plus Applicable GST).
E3.4	Above ₹ 16.00 crores	As per E3.3 above upto ₹16.00 crores plus 1/4 of the specified rate at E3.1 exceeding ₹16.00 crores (plus Applicable GST).

**Buyers/Suppliers credit issued against sanctioned Limit**

E4.1	Upto 6 months from the date the payment was originally due	0.20% per quarter or part thereof with a Minimum of ₹ 1000.00 (plus Applicable GST)
E4.2	More than 6 months upto one year from the date the payment was originally due	As per E4.1 up to 6 months & 0.16% per quarter or part thereof for the period exceeding 6 months ( Minimum of ₹ 1000.00) (plus Applicable GST)
E4.3	More than one year from the date the payment was originally due	As per E4.2 up to one year & 0.14% per quarter or part thereof for the period exceeding One year (Minimum of ₹ 1000.00) (plus Applicable GST)

**For LC's/Buyers/Suppliers credit issued against 110% cash margin (100% cash margin, if the exposure is hedged)**

E5.1	If the annual import turnover of the applicant concern with our bank is upto ₹500.00 crores	0.05% per quarter or part thereof with a minimum of ₹1000.00 (plus Applicable GST)
E5.2	If the annual import turnover of the applicant concern with our bank is above ₹500.00 crores upto ₹1000.00 crores	0.04% per quarter or part thereof with a minimum of ₹1000.00 (plus Applicable GST)
E5.3	If the annual import turnover of the applicant concern with our bank is above ₹1000.00 crores	0.03% per quarter or part thereof with a minimum of ₹ 1000.00 (plus Applicable GST)

**Import Bills Under LC**

E6.1	Retirement/ crystallization charges	Flat ₹500.00 (plus Applicable GST)
E6.2	Retirement charges where no exchange benefit accrues to the bank.	0.10% upto ₹4.00 crores (plus Applicable GST) 0.05% above ₹4.00 crores (plus Applicable GST)
E6.3	Overdue commission in case of sight bills are not retired within 10 days in case of sight bills and on due date in case of usance bills.	₹ 2000.00 per month or part thereof (plus Applicable GST)
E6.4	Discrepancy charges in case of non-confirming documents under L.C.	USD50.00 per discrepancy to be recovered from negotiating bank/beneficiary (plus Applicable GST)

<b>Import Bills not under LC</b>		
E7.1	Retirement/Handling charges for each bill Up to ₹ 10.00 lacs	₹ 1000.00 (plus Applicable GST)
E7.2	Above 10.00 lacs and up to ₹ 100.00 lacs	₹ 1500.00 (plus Applicable GST)
E7.3	Above ₹ 100.00 lacs	₹ 2000.00 (plus Applicable GST)
E7.4	Retirement/Handling charges where no exchange benefit accrues to the bank.	0.10% upto ₹4.00 crores (plus Applicable GST) 0.05% above ₹4.00 crores (plus Applicable GST)
E7.5	Overdue import bills on collection basis which have not been retired by the party up to one month form due date	For Bills up to ₹ 10.00 lacs: ₹250.00 per quarter or part thereof (plus Applicable GST) For Bills above ₹ 10.00 lacs: ₹500.00 per quarter or part thereof (plus Applicable GST)
<b>Import bills received directly by the Importer</b>		

E8.1	For Handling/effecting remittance for each bill	
	Upto ₹10.00 Lacs	₹1000.00 (plus Applicable GST)
	Above ₹10.00 to ₹100.00 lacs	₹1500.00 (plus Applicable GST)
	Above ₹100.00 lacs	₹2000.00 (plus Applicable GST)

#### Advance Remittance against Import

E9.1	For effecting advance remittance	
	Upto ₹10.00 Lacs	₹ 1000.00 (plus Applicable GST)
	Above ₹10.00 to ₹100.00 lacs	₹ 1500.00 (plus Applicable GST)
	Above ₹100.00 lacs	₹ 2000.00 (plus Applicable GST)

#### Countersigning/Co-acceptance/Avalisation of Import Bills\*\*

E10.1	For Bills up to ₹ 4.00 crores	
	Where tenor of bills is less than 3 months	0.25%
	Where tenor of bills is 3 months and above	0.085%
		(plus Applicable GST)
E10.2	For bills above ₹ 4.00 crores	
	a) Up to ₹ 4.00 crores	As specified at E10.1
	b) In excess of ₹ 4.00 crores	½ of the specified rate at E10.1
		(plus Applicable GST)

\*\*Business units shall seek approval from FEBD CHQ before countersigning/Co-acceptance/Availment of the import bills

E11.1	<b>Import documents covering Project Imports:</b> Collection bills/documents covering project imports under inter-governmental aid schemes( including those financed by international agencies like world Bank, IMF, ADB etc.) where no letter of credit are opened, commission of 0.075% (flat rate) irrespective of the bill value as per the existing charges structure is proposed to continue
-------	--

#### Merchanting Trade

E12.1	For import leg	Commission as per 'E' above (plus Applicable GST)
-------	----------------	---

E12.2	For Export leg	Commission as per 'D' for export related transactions (plus Applicable GST)
-------	----------------	---

<b>Guarantees</b>		
Guarantees in favour of shipping companies/agencies for clearance of goods pending production of bill of lading.		
E13.1	Relating to Imports under LCs opened by the Guarantor banks themselves  Upto ₹4.00 crores  Above ₹4.00 crores	₹500.00 + GST  ₹500.00 + GST upto ₹4.00 crores plus ₹100.00 on each additional one crore or part thereof
E13.2	In all other cases  Upto ₹4.00 crores        Above ₹4.00 crores	0.25% + GST at the time of issuance of Guarantee for 3 months. Beyond 3 months, additional commission @0.15% + GST per month or part thereof upto the period the guarantee remains operative        ½ of the above specified rates  Plus Applicable GST
E13.2 A	<b>Foreign Standby Letter of Credit (SBLC)</b>	
	Upto ₹4.00 crores        Above ₹4.00 crores	0.25% + GST at the time of issuance of Guarantee for 3 months. Beyond 3 months, additional commission @0.15% + GST per month or part thereof upto the period the guarantee remains operative        ½ of the above specified rates Plus Applicable GST
Export performance Guarantee for project exports, which include  i. Bid-bonds. ii. Bonds for earnest money. iii. Guarantors for advance payment made by foreign buyers to Indian exporters/contractors.		
E13.3	Guarantees upto ₹4.00 crores covered by ECGC counter guarantee  Where the cover is to the extent of 75%  Where the cover is to the extent of 90%	0.45% per annum + GST

		0.35% per annum + GST
E13.4	In case of guarantees upto ₹4.00 crores issued against 100% counter guarantees of Government of India	0.30% per annum + GST
E13.5	In case of Guarantees upto ₹4.00 crores issued against cash deposit to the extent of banks' liabilities i.e. 100% cash margin	0.25% + GST
E13.6	In case of guarantees mentioned at V13.3, V13.4 and V13.5 issued for above ₹4.00 crores	½ of the above specified rate + GST
E13.7	In case of guarantees which are not covered by 100% cash margin or ECGC/Government of India counter guarantees	1% per annum irrespective of the amount of guarantee + GST
E13.8	Export performance guarantee, Bid-bonds etc (other than for project exports) and export performance guarantees covering export obligations in terms of import trade control regulations and export performance guarantees/Bid-bonds connected with deemed exports Upto ₹4.00 crores	0.25% per quarter for the guaranteed amount + GST. In case of early redemption of the guarantees, a minimum of 50% of the commission for the unexpired period i.e. from the date of redemption to the date of recovery shall be refunded
	Above ₹4.00 crores	½ of the above specified rate + GST

Note: Commission for issuing Bid-bonds for supplies to projects abroad and for supplies connected with deemed exports/direct exports other than the project exports shall be recovered to the extent of 25% thereof for the full period of validity of the bonds at the time of issue. If the bid materializes, the balance 75% of the commission shall be recovered. However, if the bid gets frustrated, there will not be refund of that part of the commission collected (plus Applicable GST)

E13.9	Deferred payment guarantees covering import of goods into India/repayment of foreign currency loans upto ₹4.00 crores/ Above ₹4.00 crores	0.50% per quarter + GST or part thereof for the specified period of liability calculated on foreign currency loans, the amount of liability under such guarantees at the beginning of every quarter.
	Upto ₹4.00 crores	At full rate as specified above.
	In excess of ₹4.00 crores	½ of the specified rate.
E13.10	All other Guarantees	
	Upto ₹4.00 crores	0.15% per month for the specified period of liability + GST
	In excess of ₹4.00 crores	½ of the specified rate + GST

The above commission rates are for guarantees issued against cash margin of upto 50%.



For guarantees issued against cash margin above 50%: 75% of the normal charges at V.13 shall apply.  
For guarantees issued against cash margin above 75%: 50% of the normal charges at V.13 shall apply.  
For guarantees issued against cash margin above 100%: 25% of the normal charges at V.13 shall apply.

**Note: Minimum charges for any guarantee shall be ₹500.00 + GST**

**Inward remittances**

E14.1	Encashment of TTs, Purchase of MTs/DDs in respect of which cover has been received in Nostro accounts	NRE account: If proceeds are deposited to NRE account with our bank: No commission  All others: Upto ₹1.00 lac ₹250.00 above ₹1.00 lac: 0.10% Minimum ₹250.00  (plus Applicable GST)
E14.2	Advance against exports  For Non-Export Remittances	Upto ₹10.00 lacs: Flat ₹250 + Applicable GST Above ₹10.00 lacs: Flat ₹500.00 + Applicable GST  Upto ₹2.5 lacs : Flat ₹ 250.00+ Applicable GST Above ₹2.5 lacs: Flat ₹ 500.00 + Applicable GST
E14.3	Encashment of TTs, Purchase of MTs/DDs in respect of which cover has not been received in Nostro accounts	Interest shall be recovered separately from the customer at domestic commercial rate for a transit period of 15 days. In addition out of pocket expenses and foreign bank charges shall be borne by the customer + GST.
E14.4	Encashment of customer's personal cheques, DDs, Pay orders etc. payable abroad.	Interest shall be recovered separately from the customer at domestic commercial rate for a transit period of 15 days. In addition, out of pocket expenses and foreign bank charges shall be borne by the customer + GST.
E14.5	Where inward remittance has to be paid in foreign currency by way of DD/TT/MT	0.10% Minimum ₹500.00 Maximum ₹2000.00  (plus Applicable GST)

**Outward Remittances (Other than Imports)**

E15.1	Upto ₹5.00 lacs	0.10% Minimum ₹500.00 per remittance (plus Applicable GST)
E15.2	Over ₹5.00 lacs to ₹4.00 crores	0.05% Minimum ₹500.00 per remittance (plus Applicable GST)
E15.3	Over ₹4.00 crores	0.025% (plus Applicable GST)

**Note:**

- 50% relaxation in charges for outward remittance representing education fee/charges.
- Full waiver in charges for outward remittance representing education fee/charges of existing/retired staff members

<b>Certificates</b>		
E16.1	On security papers (numbered form)	₹250.00 per certificate (plus Applicable GST)
E16.2	On other than security papers	₹100.00 per certificate (plus Applicable GST)
<b>Clean instruments for collection</b>		
E17.1	Clean Instrument for collection abroad	0.25% Minimum ₹250.00 (plus Applicable GST)  In addition out of pocket expenses & foreign Bank Charges shall be borne by the customer.
<b>Foreign currency notes shall be sold/bought at foreign currency selling/buying rates.</b>		
<b>EEFC Accounts</b>		
E18.1	Debit to EEFC accounts	No commission/charges
E18.2	Credit to EEFC accounts	No commission/charges
<b>Forward Contracts</b>		
E19.1	For booking of Sale/Purchase Contracts  Upto ₹10.00 Lacs  Above ₹10.00 lacs	₹300.00 (plus Applicable GST)  ₹600.00 (plus Applicable GST)
E19.2	For each request for early delivery, extension or cancellation	₹600.00 (plus Applicable GST)
E20.1	Sharing of Commission: If any Import/Non import transaction is being handled by AD-BU on behalf of Non-AD BU, the commission shall be shared in the ratio of 2:1, i.e. 2/3rd share to AD BU and 1/3rd share to Non-AD BU	

**F:-Charges for handling ODI, FDI and ECB**

<b>Overseas Direct Investment in JV/WOS</b>		
F1.1	First Time Charges for handling fresh ODI application for allotment of UIN and initial remittance (Automatic as well as approval route)	₹5000/- flat one time charge (plus Applicable GST)
F1.2	For Reporting of each subsequent remittance & reporting of ODI part II	₹500/- per reporting (plus Applicable GST)
F1.3	For Reporting of Annual Performance Report (APR)	₹500/- for each reporting (plus Applicable GST)
F1.4	For filing Closure Report in case of Disinvestment	₹1000/- for each closure report on disinvestment (plus Applicable GST)

F1.5	For seeking Approvals from RBI on various issues related to ODI in existing projects or modification in capital structure (section C).	₹500/-for handling each request (plus Applicable GST)
<b>Foreign Direct Investment (FDI)</b>		
F1.6	For handling Advance reporting & FC-GPR(A) & FCTRS forms	0.125% of remittance amount with a minimum charge of ₹ 500/- & maximum charge of ₹ 5000/- (plus Applicable GST)
<b>External Commercial Borrowings (ECB)</b>		
F1.7	Allotment of LRN & filing of Form 83	₹ 5000/- flat one time charge. (plus Applicable GST)
F1.8	Monthly ECB-2 Return	₹ 500/- for each monthly reporting (plus Applicable GST)
The service charges received for handling ODI/FDI/ECB transactions & proposals should be credited to P & L Account Number XXXX530100000060		

**G:- SWIFT Charges**

G1.1	LC's & SBLC (MT 700), LOU for Buyers credit (MT 799), Foreign Bank Guarantee (MT 760) Messages	₹1000.00 plus Applicable GST
G1.2	LC Amendment (MT 707/MT 799) Messages	₹250.00 plus Applicable GST
G1.3	Outward Remittance (MT 103), Import Bill Retirement (MT202), Reimbursement claim/Authorization Messages	₹350.00 plus Applicable GST
G1.4	SWIFT Message for amendment in collection schedule of export bills sent on collection at the request of customer	₹300.00 plus Applicable GST
G1.5	Stop payment SWIFT message for foreign DD (In addition to foreign bank charges/other fees)	₹150.00 plus Applicable GST
G1.6	Reminders & tracers for export bills in the normal course of business in order to follow up for realization, Message seeking disposal instructions or clarification for import bills received under collection	No charges
G1.7	DD Advice (MT 110), Acceptances, Advices of fate, Advices of discrepancy and advice of payment in case of import bills under collection or against LC	No Charges
G1.8	Any other message at the request of the customer	₹ 250.00 plus Applicable GST
The SWIFT charges recovered for outgoing SWIFT messages should be credited to P&L account number xxxx530100000045 titled "SWIFT Charges".		

### H: - Treasury Related Transactions:

Type of business	Rates of brokerage per USD 1 Mio
Spot / Outright Forward	₹ 900 + applicable GST
<b>Swaps:</b>	
a) Short Swap ( Where the delivery of second leg is upto seven working days from the First leg)	₹ 500 (₹ 250 for each leg) + applicable GST.
b) Long Swap (Where the delivery of second leg is more than seven working days from the First leg)	₹ 1000 (₹ 500 for each leg) + applicable GST.

#### Guidelines for calculating merchant rates:

The forex Card rates will be derived from the respective Foreign Currency Base-rates  
Base-rate shall be up to +/- 15 paisa/pips (each side) from the interbank spot rate, depending upon the volatility of the market.

The Forex Card rates will be derived from the respective Foreign Currency Base-rates.

i. **Forex Card rates**

Exchange Margins for Forex card rates for transaction upto USD 5000 or equivalent are proposed as:  
Rupees subtracted/added to base rates:

Currency	BUYING				SELLING			
	TT	BILL	TC/FC Card	Currency	TT	BILL	TC/FC Card	Currency
AUD	-0.70	-0.90	-1.10	-1.60	0.70	0.90	1.10	1.60
CAD	-0.70	-0.90	-1.10	-1.60	0.70	0.90	1.10	1.60
CHF	-0.90	-1.15	-1.35	-2.00	0.90	1.15	1.35	2.00
EUR	-0.55	-0.70	-0.85	-1.40	0.55	0.70	0.85	1.40
GBP	-0.60	-0.75	-0.90	-1.50	0.60	0.75	0.90	1.50
JPY*	-0.80	-1.00	-1.25	-1.80	0.80	1.00	1.25	1.80
SAR	-0.20	-0.23	-0.26	-0.40	0.20	0.23	0.26	0.40
USD	-0.40	-0.55	-0.70	-1.30	0.40	0.55	0.70	1.30

\*against denomination of 100 units

Please note that the above rates are subject to Market fluctuations and the bank reserves the right to make changes in the rate in accordance with the market.

ii. **Exchange margins for other than Card Rates:**

Paise subtracted/added to interbank rates:

Currency	Less than 100,000		100000 to < 500000		500000 and above
	Covered	Uncoverd	Covered	Uncoverd	Covered
AUD	9	15	6	9	2
CAD	9	15	6	9	2
CHF	15	25	8	15	2
EUR	8	12	5	8	1
GBP	9	15	5	8	1
JPY*	9	15	6	9	2
SAR	7	10	5	7	2
USD	5	7	3	5	1

\*against denomination of 100 units

iii. **Additional Para**

1	For purchase of MT, DD in respect of which cover has been received in nostro account.	Current TT buying rate.
2	Encashment/purchase of MT, DD where reimbursement is yet to be received	Deduct 10 paisa on current TT buying rate, Interest to be recovered separately from the customer at appropriate rate for the transit period
3	Encashment/purchase of Cheque	Deduct 20 paisa on current TT buying rate. Interest to be recovered separately from the customer at appropriate rate for the transit period

### I:-Loan Processing Charges

I1	<b>For all types of Working Capital facilities/Bank Guarantee/Letters of Credit forming part of working Capital Facility (Fresh Sanction)</b>	
I1.1	Upto ₹ 20000/-	NIL
I1.2	₹ 20000/- Upto ₹ 2.00 Lakh	0.15% of the loan amount Plus applicable GST subject to minimum of ₹300/-
I1.3	Above ₹2.00 Lakh	0.25% of the loan amount Plus applicable GST: Maximum ₹15.00 Lakh
I2	<b>Processing charges on Term Loans *</b> *except those schematic term loans which have Processing Charges prescribed in scheme document. <b>Note:</b> For Empower-J&K Bank Scheme for Financing Women Entrepreneurs: 0.10% of the limit plus GST	
I2.1	Upto ₹ 20000/-	NIL
I2.2	₹ 20000/- to ₹ 2.00 Lakh	0.20% of the loan amount Plus applicable GST Min: ₹ 300
I2.3	Above ₹ 2.00 Lakh to ₹ 100 Lakh	0.25% of the loan amount Plus applicable GST
I2.4	Above ₹ 100.00 Lakh	1% of the loan amount Plus applicable GST
I3	<b>Processing charges on Non Fund based facilities which do not form part of working capital facility</b>	
I3.1	Upto ₹ 5.00 Lakh	0.10% of the limit sanctioned Plus applicable GST Minimum ₹300/-
I3.2	Above ₹ 5.00 Lakh	0.15% of the limit sanctioned Plus applicable GST Maximum ₹5.00 Lakh.

<b>I4</b>	<b>Processing charges on Renewal of Fund &amp; Non Fund based facilities</b>	
I4.1	Upto ₹ 5.00 Lakh	NIL
I4.2	Above ₹ 5.00 Lakh	0.10% of the limit Plus GST Maximum ₹2.50 Lakh
<b>I5</b>	<b>Processing charges on Adhoc Credit facilities/TODs</b>	
	<b>Adhoc/TOD limit</b>	<b>*LPC</b>
I5.1	Upto Rs 4.00 lakhs	Rs 1000 plus applicable GST
I5.2	Above Rs 4.00 lakhs	0.25% of Adhoc/TOD amount plus applicable GST, subject to a minimum of Rs 1500 Plus applicable GST & Maximum of Rs 50000 Plus applicable GST.
*LPC shall not be applicable on Overdraft/Overdrawing allowed in operative Accounts (Current/CC/SOD) for the purpose of making mandatory Payments (i.e Insurance/ECGC Premiums, Guarantee Fee, Invocation of BGs, Devolvement of LCs etc)		
<b>I6</b>	<b>Processing charges for retail loans</b>	
I6.1	Housing Finance	0.25% on the loan amount plus applicable GST Minimum: ₹ 5000/- Maximum ₹25000/-  (50% waiver in processing charges shall be provided to women borrowers (both for sole/joint borrower) subject to a minimum of ₹ 5000/- in any case)  (No Processing Charges in case of takeover from other banks/ FIs)
I6.2	Car Finance	0.50% of loan amount plus applicable GST Minimum: ₹1500/- Maximum ₹15000/-
I6.3	Personal Consumption Loan for Professionals/Businessmen	0.50 % of loan amount + GST, Maximum ₹7500/-

16.4	Two Wheeler Finance	0.50% of Loan amount + GST Minimum: ₹500/-
16.5	Smart Phone Finance	₹350/- plus applicable GST
16.6	Education Loan for Pursuing Higher Education in India & Abroad  For studies in India  For Studies abroad	Nil   Bank will charge processing fee (upfront) @ 1% of the loan amount sanctioned with a maximum of ₹10,000 for considering loans for studies abroad. The fee would however, be refunded upon the student taking up the course or if the loan is not sanctioned by the bank. The fee would not be refunded if a sanctioned education loan for studies abroad is not availed by the student.
16.7	Consumer Loan	Nil
NOTES	<p>In case of fresh credit facilities sanctioned in favour of a borrower, Processing fee at prescribed rate or at any other rate approved by A&amp;AP, CHQ to be recovered in full at the time of execution of loan documents by the borrower.</p> <p>In cases of renewal / enhancement of existing fund and non-fund based working capital facilities, processing fee at prescribed rate or at any other approved by A&amp;AP, CHQ to be recovered in full after approval of renewal/enhancement in sanctioned /conveyed to the borrower.</p> <p>If enhancement allowed, the enhanced portion will attract the same charges as applicable to the fresh limits depending upon the type of facility sanctioned.</p>	



No processing charges for Limits sanctioned under :(i): sponsored schemes (ii). Advances granted against deposits, Govt. Securities, Units of UTI, NSCs, KVPs, and IVPs. (iii) Consumption Loan for Government/Semi Govt/Public Sector Undertakings Employees, consumer and education loans.
The export credit limits are exempted from upfront fee w.e.f. 22.12.1998. However, the processing charges shall continue to be levied as above.
The letters of credit established for procurement of machinery for which term loan stands already granted, no processing charges shall be levied.
No Processing Charges for Loans to Micro and Small Enterprises (MSEs) up to ₹5.00 Lakh whether sanctioned or not.
No exchange/remittance charges be levied on drafts /remittances made for disbursement of term loans sanctioned by the Bank.
Penal charges in Loan Accounts (Term Loan / Cash Credit shall be applicable as per instructions provided in A&AP circular No CR-12-133 dated July 10, 2010 Delaying Servicing of Interest/Principle/Non-compliance of Other Terms & Conditions and Charging of Default Interest thereof

### J:-Inspection Charges

<b>J1</b>	Limit Upto ₹ 10 Lakhs	Actual Traveling/ conveyance expenses with a minimum of ₹250/- and maximum ₹1000/- for all limits upto Rs 10 lakhs
<b>J2</b>	Limit above ₹ 10.00 Lakhs	Actual Traveling / conveyance expenses with a minimum of ₹500/- and maximum ₹2000/- for all limits above Rs 10 lakhs

### K:-Commitment Charges

K1	Fund Based Limits (Working Capital) {To be calculated at the end of the quarter}		
	LIMIT (in lakhs)	AVERAGE UTILIZATION LESS THAN 50%	AVERAGE UTILIZATION 50 % TO 70%
Upto 10 Lakhs	No charges	No charges	No charges
10 to 20 Lakhs	1% of the average unutilized limit plus GST, per quarter. (Max Rs. 10000)	0.25 % of the average unutilized limit plus GST, per quarter.	No charges
20 to 50 Lakhs	0.75% of the average unutilized limit plus GST, per quarter. (Max Rs. 10000)	0.25% of the average unutilized limit plus GST, per quarter.	No charges

		(Max Rs. 5000)	
50 to 100 Lakhs	0.5% of the average unutilized limit plus GST, per quarter. (Max Rs. 10000)	0.25% of the average unutilized limit plus GST, per quarter. (Max Rs. 7000)	No charges
100 Lakhs and above	0.5% of the average unutilized limit plus GST, per quarter.	0.25% of the average unutilized limit plus GST, per quarter.	No charges
<b>K2</b>	<b>TERM LOANS</b>		
K2.1	For Limits exceeding ₹ 100.00 Lakh	1.00% plus GST for delayed drawdown beyond three months from the specified drawdown schedule.	

### L: - Prepayment Charges

Foreclosure charges / Pre-Payment Penalty		
L1.1	All credit facilities except following types of loans (T1.2 to T1.5)	4% on the outstanding in respect of loan shifted to other banks + Applicable GST
L1.2	All floating rate term loans sanctioned to individual borrower	4% on the outstanding in respect of loan shifted to other banks + Applicable GST
L1.3	Home loans on floating interest rate basis.	NIL
L1.4	All loans to <b>MSEs</b> up to ₹ 50.00 lakh at fixed interest rate.	4% of BOS+ applicable GST where loan account has been taken over by any other bank
L1.5	All loans to <b>MSEs</b> (irrespective of amount) at floating interest rate.	4% of BOS+ applicable GST where loan account has been taken over by any other bank

### Miscellaneous service Charges

<b>M1</b>	Addition /deletion of names in joint accounts/ changes in operational instructions	Free
<b>M2</b>	Addition of Nomination not previously done	Free
<b>M3</b>	Allowing operation in account through <b>Power of Attorney /Mandate holder</b>	₹ 200/- plus GST per A/c
<b>M4</b>	Change of Authorized Signatory including reconstitution of account	₹ 100/- plus GST for every change
<b>M5</b>	Issue of Certificates NO Objection/No dues /Balance Certificate (all segments) /Cheque honoured /Account Maintaining/etc (with respect to other banks)  (No Charges for Priority Sector)	₹ 50/- Plus GST
<b>M6</b>	Interest Certificate for all segments (Original/Duplicate).	₹50/- Plus GST
<b>M7</b>	Solvency Certificates Non Commercial/ Commercial  (B/U Head is authorized to issue the Solvency Certificate)	₹200/- + GST per Lakh  Minimum ₹1000 + GST Maximum ₹15000 + GST
<b>M8</b>	Signature Verification	₹ 30/- plus GST
<b>M9</b>	i. Photo attestation charges per instance for all segments ii. Record - Copy of the Cheque per instance for all segments	₹100 plus GST

<b>M10</b>	<b>SFMS CHARGES</b>
------------	---------------------

	SFMS Fee for issuance of inland BG/LC	Rs.150 + GST
<b>M11</b>	<b>CERSAI CHARGES</b>	
M11.1	Creation or modification of security interest in favour of Secured creditors/other creditors	Rs 100.00 (for Loans upto Rs 5.00 Lacs) + 18% GST Rs 200.00 (for Loans above Rs 5.00 Lacs) + 18% GST
M11.2	Search for an information on CERSAI	Rs 20.00 + 18% GST
M11.3	Securitization of reconstruction of financial assets	Rs 700.00 + 18% GST
M11.4	Assignment of Receivables	Rs 200.00 +18% GST
M11.5	Condo nation of delay up to 30 days for assignment of receivables	Ten times of basic fee as applicable + 18% GST

## Concessions

1	<b>Relaxation in Service Charges for Forex Transactions</b>
1.1	The relaxation in service charges (if any) approved in favour of the clients before 01.08.2016 shall be valid for a period of one year from the date of respective approval and shall stand withdrawn thereafter.
<b>NOTES</b>	The General Service Charges shall not apply to those Companies/Firms/Individuals which enjoy special benefits/relaxations like Bharti Airtel, Fair Price Shops, LIC, ITC, Board of School Education etc
	<p>Concessions to Borrower Accounts: - As a retention policy of the bank, Business Heads have been given the powers to extend the relaxations in remittances excluding RTGS/NEFT to the borrower accounts on case to case basis. <u>The concessional rates to be applied to these borrower accounts are given hereunder:</u></p> <p>(I) ₹ 0.50 per thousand to the clients availing aggregate credit facility of ₹ 50.00 Lakh and above.</p> <p>(II) ₹ 1.00 per thousand to the clients availing aggregate credit facility of ₹ 20.00 Lakh up to ₹ 50.00 Lakh.</p>

Unless specifically mentioned the above service charges are exclusive of Applicable GST, which shall be recovered as applicable at respective States /Union Territories under GST regime.

Out of pocket expenses on actual cost basis on services like Courier/dispatch of documents/outstation cheques, telecommunication, swift operations, local conveyance onsite inspections/special audit of borrowers etc. shall be recovered in full from the customers.