

The Muslim Co-op. Bank Ltd., Pune.
Revised Service Charges Vide BDR NO. 03(ii)(b)10 Dated : 23rd Aug,2024.

Account Opening Process / Maintenance & Service Charges Policy

A) SAVINGS DEPOSITS (OPERATIVE/ INOPERATIVE)

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Account Opening & Maintenance of Minimum Balance		
i.	No Frills Account	Nil	Nil
ii.	With Cheque Book	Rs.1000.00	1000.00
iii.	Without Cheque Book	Rs.500.00	600.00
2.	Closure of Accounts		
i.	If closed within 3 months from date of opening a/c.	Rs.100.00	500.00
ii.	If closed within 1 year from date of opening the a/c.	Rs.75.00	200.00
iii.	If closed after 1 year	Rs.50.00	100.00
3.	Inward Clearing Return		
i.	For want of funds & stop payment	Rs.100.00 per cheque	150.00
ii.	Instruments issued in favour of Finance Co.	Rs.200.00 per cheque per instance.	500.00
iii.	For any other reason	Rs.100.00 per cheque	250.00
iv.	Inward Clearing Cheque Return Below Rs. 10 Lakh Above Rs.10 Lakhs Above Rs. 25 Laks	Rs.500.00 per cheque Rs 750 per Cheque	250.00 500.00 Rs 750 per Cheque
	Note: If the Cheque is returned for any other reasons & if there is no sufficient balance in the a/c then penalty as mentioned above (i) is applicable.		
4.	Outward Clearing Return (Charges for cheques received unpaid which are sent in clearing)	Rs.60.00 + Other Bank Charges	150.00
	Outward Clearing Return Above Rs.10 Lakhs	Rs.200.00 + Other Bank Charges	500.00
5.	ECS Return – Debit Return	Rs.100.00 per Transaction	250.00
	ECS Mandate Approval Charges		100.00
6.	Issue of Cheque Books		
i.	Additional Cheque Book	Rs.3/- Per Cheque	5.00
ii	Personalized Cheque book	Rs. 3.50 per leaf	5.00
	The Cheque Books to be given as a special case in case of valued customers only.		

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
7.	Issue of Duplicate Pass Book		
i.	With Present Balance	Rs.100.00	Rs. 200.00
ii.	With Previous Entries (If it required to obtain from old record Rs.50/- extra charges for conveyance)	Rs.100/- + Rs.10/- Per Page	Rs.200/- + Rs.20/- Per Page
iii.	Any other document/s	Rs.500/-	Rs.500/-

B) CURRENT ACCOUNTS & C.C. ACCOUNTS

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Account Opening & Maintenance of Minimum Balance		
i.	For Individual & Proprietary Concern	Rs.2,000.00	Rs.3500.00
ii.	For Partnership Reg. Under Partnership Act	Rs.5,000.00	Rs.10000.00
iii.	For Companies (Reg. Under Company Act, 1956)	Rs.10,000.00	Rs.20000.00
	Register should be maintain with branches for Partnership & Companies A/c. opening		
2.	Duplicate Statement Charges (If it required to obtain from old record Rs.50/- extra charges for conveyance)	Rs.20.00 Per Page	Rs.250.00 If required by mail Rs. 100.00 p.a.
3.	Closure of Current Account		
i.	If closed within 3 months from date of opening the account.	Rs.300.00	Rs.700.00
ii.	If closed within 1 year from date of opening the account	Rs.300.00	Rs.700.00
iii.	If closed after 1 year	Rs.300.00	Rs.500.00
iv.	Closure of inoperative Current A/c. or Transfer of inoperative Current A/c. to Operative Current A/c.	CD Rs.25/- Half Yearly SB Rs.15/- Half Yearly Rs.50/- for activation	CD Rs.75/- Half Yearly SB Rs.50/- Half Yearly Rs.75/- for activation
4.	Issue of Additional Cheque Book	Rs. 3 per leaf	Rs. 5.00 per leaf
	Personalized Cheque Book	Rs. 3.50 per leaf	Rs. 5.00 per leaf

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
5.	Inward Clearing Return		
i.	For want of funds & stop payment	Rs.150.00 per cheque	Rs.350.00 per cheque
ii.	For Finance Cos.	Rs.300.00 per cheque	Rs.500.00 per cheque
iii.	For Other Reasons	Rs.150.00 per cheque	Rs.350.00 per cheque
iv.	Inward Clg. Return below Rs.10 Lakhs	Rs.per cheque	Rs.500.00 per cheque
v.	Inward Clg. Return Above Rs.10 Lakhs	Rs.500.00 per cheque	Rs.750.00 per cheque
	Outward Clg. Return below Rs.10 Lakhs		Rs.250.00 per cheque
vi.	Outward Clg. Return Above Rs.10 Lakhs	Rs.150.00 per cheque	Rs.500.00 per cheque
6.	Outward Clearing Return	Rs.110/- per cheque + Other Bank Charges	Rs.250/- per cheque + Other Bank Charges
7.	ECS Debit Clearing Return Charges	Rs.150.00 per transaction	Rs.250.00 per transaction

C) TERM DEPOSITS

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 01.07.2022 Inclusive of GST
1.	Issue of Duplicate Receipt (to be issued in the form of Certificate)	Rs.100.00	Rs.200.00
1.	Processing Charges		
i.	For FDCC/ FDTL/ FDOD	NIL	NIL
ii.	For Others		
	a. Loan Rs.25,000/-	Nil	Nil
	b. Above Rs.25,001/-	0.40% (Max. Rs.1,00,000/-)	0.40% (Max. Rs.1,00,000/-)
	c. Education Loan	50% applicable charges	0.20% applicable charges
2.	Charges for Recovery Visit & Recovery Charges to borrower (Amount to be debited to respective overdue loan account)	Rs. 5.00 per Kilometer from Branch to residence, Business Premises or Property.	Rs. 7.00 per Kilometer from Branch to residence, Business Premises or Property.
3.	Vehicles, etc.		
i.	Seizing Charges		
a)	Light Motor Vehicle / Two Wheeler/	Rs.500/-	Rs.500/-
b)	Three Wheeler	Rs.500/-	Rs.700/-
c)	Heavy Vehicle	Rs.2,000/-	Rs.2,000/-
d)	Excavators & Cranes	Rs.5,000/- or actual outsourcing charges as approved.	Rs.5,000/- or actual outsourcing charges as approved.

Note :- Seizing Charges to be recovered before release of vehicles.

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
4			
i.	Assignment of NSC/ KVP	Rs.50/- + Actual Post Office Charges	Rs.50/- + Actual Post Office Charges
ii.	Encashment of NSC/ KVP	Rs.50/- + Actual Post Office Charges	Rs.50/- + Actual Post Office Charges
5.	Reassignment of NSC/ IVP/ IP	NIL	NIL
6.	Assignment/ Encashment of LIC Policy	Rs.50/- per LIC Branch + Actual Charges	Rs.50/- per LIC Branch + Actual Charges

E) BANK GUARANTEE (Fresh and Renewals)

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Fully Secured by only our Banks Term Deposit	Rs.250/- + 1.25% p.a. + Other Bank Commission	Rs.500/- + 2% p.a. + Other Bank Commission

Note : In case of Bank Guarantees issued for a period less than 3 months, charges will be collected for a minimum period of one quarter and its multiple for additional part period.

F) SOLVENCY CERTIFICATES/ CREDIT WORTHINESS CERTIFICATES/ CERTIFICATE FOR GRANTING LOANS & ADVANCES

(Subject to compliance of conditions)

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Charges	Up to 1 lac Minimum Rs. 200/ Above 1 lac Rs.200/ plus Rs.3/ per Thousand For Education 50% as above	Up to 1 lac Minimum Rs. 200/ Above 1 lac Rs.200/ plus Rs.3/ per Thousand For Education 50% as above

G) CHEQUES & BILLS COLLECTION

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Collection of Outstation Cheques (IBC/ OBC)		Deleted
i.	Local Cheque Collection	---	
ii.	Rs.10,000/-	Rs.50/- + Other Bank Commission	
iii.	Above Rs.10,000/- upto Rs.1 Lac	Rs.100/- + Other Bank Commission	
iv.	Above Rs.1 Lac	Rs.150/- + Other Bank Commission	

Note : Above mentioned charges are applicable for return cheques also.

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
2.			Deleted
i.	Outward Foreign Clearing Cheque	Rs.100/- + Other Bank Charges	
ii.	National Clearing Cheque Return unpaid	Rs.100/- + Other Bank Charges	
iii.	Foreign Remittance	Rs.300/- + Other Bank Charges	

H) PAY ORDERS/ DEMAND DRAFTS/ CHEQUES OF BANK/ AXIS BANK/ IDBI BANK/ETC.

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Issue of Pay Orders/ Demand Drafts/ Cheques of Bank/ Axis Bank/ IDBI Bank/ Etc.	Re.1 per thousand Minimum Rs.15/- Maximum Rs.10,000/-	Re.1 per thousand Minimum Rs.25/- Maximum Rs.15,000/-
2.			
i.	Issue of Duplicate Pay Order	Rs.100.00	Rs.500.00
ii.	Revalidation of Pay Order within one year from date of issue	Rs.100.00	Rs.500.00
iii.	Cancellation of Pay Order	Rs.100.00	Rs.500.00
3.	Issue of Pay Order favouring our Bank	Rs.2 per thousand Max. Rs.10,000/-	Rs.2 per thousand Max. Rs.10,000/-
4.	Demand Drafts/ Cheques		
	State Bank of Hyderabad/ State Bank of India, Other Nationalise Bank	Re.1 per thousand + Other Bank Commission + Postage	Deleted

SAFE DEPOSIT LOCKERS

Rent Per Year : As per Schedule Attached

Note :- If already paid in advance, no recovery as per new manual.

In case of surrender of locker, no refund of locker rent to be given. Similarly when lockers are hired between the year rent to be collected for remaining quarters of the financial year.

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Delay in payment of rent	Rs.100.00- per month	Rs.200.00- per month
2.	Break open of locker in case of loss of key	Rs.2000.00 + Actual Expenses	Rs.2500.00 + Actual Expenses

J) SAFE CUSTODY CHARGES

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Gold Loan closed but pledged ornaments are not claimed within 1 month from date of closure (after sending the notice to the loanee regarding the charges)	Rs.50.00 per month	Rs.100.00 per month
2.	Sale of pledged Gold Ornaments by auction		
i	Upto Rs.50,000.00	Rs.125.00 + proportionate advertisement charges	Rs.250.00 + proportionate advertisement charges
ii	Above Rs.50,000.00	Rs.250.00 + proportionate advertisement charges	Rs.350.00 + proportionate advertisement charges

GENERAL

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Nominal Membership Annual Subscription	Rs 50.00	Rs 200.00
2	Issue of duplicate share certificate	Rs.100.00 per certificate	Rs.200.00 per certificate
3.	Transfer of Share Certificate	Rs.150.00 per share	Rs.250.00 per share
4.	Issue of any other certificate by Bank for the purpose other than for our Banks purpose (including verification of signature)	Rs.100.00	Rs.250.00
5.			
i.	Income Tax Certificate for interest on Term Deposit/ Saving Accounts or Balance Certificate	NIL	NIL
ii.	Duplicate Certificate as above	Rs.100.00 Per Certificate	Rs.100.00 Per Certificate
6.	STOP PAYMENT INSTRUCTIONS (All a/cs. With cheque book facilities)	Rs.100.00 per cheque	Rs.100.00 per cheque Strictly followed rules of stop payment
7.	In case of Token Lost	Rs.500.00 per Token	Rs.1000.00 per Token
8.	Share Application Form	Rs.100.00	Rs.150.00
9.	Stock & Books Debts Inspection/ Visit charges, Charges to be debited to a/c. yearly at the time of disbursement		
i.	Limit upto 10 Lacs	Rs.250.00	Rs.500.00
ii.	Limit 10 – 50 Lacs	Rs.500.00	Rs.1000.00
iii.	Above 50 Lacs	Rs.500.00 + At Actual Cost	Rs.1000.00 + At Actual Cost
11.	Revalidation Charges for limit sanction	Rs.0.10% of sanction limit	Rs.0.20% of sanction limit

12.	Document Charges	Upto Rs.50,000/- Rs.75/-, Rs.50,000/- to Rs.10 Lakhs Rs.125/-, Above Rs.10 Lakhs Rs.350/-	Upto Rs.50,000/- Rs.100/-, Rs.50,000/- to Rs.10 Lakhs Rs.150/-, Above Rs.10 Lakhs Rs.500/-
13.	Old record on demand of customer/member	Upto 3 years free of charge 3 to 5 years Rs. 100.00 per page 5 to 10 years Rs. 200.00 per page 10 years & above Rs. 500.00 per page	3 to 10 years Rs. 500.00 per page 10 years & above Rs. 1000.00 per page

L) PENAL CHARGES IN CASH CREDIT

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Monthly non-submission of stock/ book debts statements till 10 th of the following month	Rs.200.00	Rs.500.00
2.	Non-submission of application for renewal and review of cash credit facility/ documentation non completed within 1 months from the date of expiry of limit.	5% on O/S Balance over	5% on O/S Balance over

Note :- C/C Renewal letter to be sent to customer before 1 month prior of the due date.

M) GOLD APPRAISAL CHARGES

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Gold Appraisal Charges (To be reimbursed to Gold Valuer)	As per Gold Valuer Charges	Per 10gm Rs. 60/- (Note: maintain register for gold carry by staff with signatures)

Charges for RTGS for NEFT

Electronic Funds Transfer Infrastructure in India- Usage of RTGS and NEFT	Value Band	Existing Service Charges			Revised
		Transaction Amount	Service Charge	Total	
RTGS	Above Rs. 2 lac to Rs. 5 lac	25.00	4.00	29.00	Please note as per RBI guidelines no charges allowed for RTGS and NEFT transactions
	Above Rs. 5 lac	50.00	7.00	57.00	
NEFT	UPTO Rs. 1 lac	5.00	1.00	6.00	
	Above Rs. 1 lac to Rs. 2 lac	15.00	3.00	18.00	
	Above Rs. 2 lac	25.00	4.00	29.00	

Rates of various type of Loan Application Agreements :-

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
01.	Gold Loan Application	Rs.50.00	Rs.100.00
02.	PS, HP & Computer Loan Application	Rs.50.00	Rs.100.00
03.	E.M.I. HP Loan Application	Rs.50.00	Rs.100.00
04.	Agreement (All types of Loans Agreement)	Rs.100.00	Rs.300.00
05.	HP & Hypo Agreement	Rs.100.00	Rs.200.00
06.	Membership and Nominal Membership Application	Rs.100.00	Rs.100.00
07.	Firm Membership	Rs.200.00	Rs.400.00
08.	Share Duplicate Application	Rs.100.00	Rs.100.00
09.	Share Permission Application	Rs.50.00	Rs.50.00
10.	Share Transfer Application	Rs.100.00	Rs.100.00
11.	Deceased Account/ Share Transfer	Rs.150.00	Rs.100.00
12.	Housing Loan Application & Shop Loan Application	Rs.300.00	Rs.500.00
13.	E.M.I. Housing Loan Application & Shop Loan Application	Rs.300.00	Rs.500.00
16.	Intimation	Rs.50.00	Rs.100.00
17.	Bank Notices	Rs.150.00	Rs.300.00
18.	Pleader Notices	Rs.250.00	Rs.500.00
19.	Arbitration Letter	Rs.250.00	Rs.500.00
20.	U/s. 101 Notice	Rs.250.00	Rs.500.00
21.	Gold Notice	Rs.100.00	Rs.200.00
22.	CC Renewal (First Time)	Rs.100.00	Rs.200.00
23.	CC Renewal Reminder	Rs.50.00	Rs.300.00
24.	Loan against Deposit	Free	Free
25.	MICR Cheque Book Charges other than Baramati, Lonavala, Junnar & Sangamner Branch		
	Personalized cheque book	Rs.3.50 per Leaf	Rs.5 per Leaf
	10 Leaves	Rs.3.50 per Leaf	Rs.5 per Leaf
	20 Leaves	Rs.3.50 per Leaf	Rs.5 per Leaf
	30 Leaves	Rs.3.50 per Leaf	Rs.5 per Leaf

LOCKER RENTS

Fixed Deposit Rs. 5000/- compulsory

(Please note no deposit for staff & 50% discount on rent for staff)

Sr. No.	Branch	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
1.	Wanowrie Branch	250.00	500.00
		350.00	700.00
		450.00	900.00
		650.00	1300.00
		1000.00	2000.00
2.	Camp Branch	350.00	700.00
		450.00	900.00
		650.00	1300.00
		1000.00	2000.00
3.	Mominpura Branch	450.00	900.00
		650.00	1300.00
4.	Kondhwa Branch	350.00	700.00
		450.00	900.00
		650.00	1300.00
		1000.00	2000.00
5.	Lonavala Branch	450.00	900.00
		650.00	1300.00
		1000.00	2000.00
6.	Solapur Branch	400.00	800.00
		500.00	1000.00
		1000.00	2000.00
7.	Nasik Branch	500.00	1000.00
		700.00	1400.00
		1000.00	2000.00
8.	Ahmednagar Branch	500.00	1000.00
		700.00	1400.00
		1000.00	2000.00

ATM Cards and Other Charges

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
01.	Annual Subscription for ATM Card	Rs.250/-	Rs.250/- (One Time) & Yearly Charges Rs. 275/-
02.	SMS Charges		Rs. 70.00 p.a.
03	Service Charges CD A/c all accounts SB A/ c all accounts		Rs. 100.00 p.a. Rs. 75.00 p.a.
04	Mobile App Charges		Rs. 400 p.a.
05	CC Account Service Charges		Rs. 250.00 Half Yearly

CASH HANDLING CHARGES :

Cash Handling charges charged those customer deposit and withdrawn in cash Rs. 10 lakh or more in a months

Sr. No.	Particulars	Existing Service Charges	Revised Service Charges w.e.f. 23-08-2024 Inclusive of GST
01.	Limit up to 10 Lakhs	Nil	Nil
02.	Above Ten Lakhs p.m.	@ 0.10 %	@ 0.10 %

For The Muslim Co-op Bank Ltd

Sd/-
Mohammed Rafique Abdul Shaikh
Secretary CEO