



Phone No.: 0832 - 2362142, 2363047, 2362349

THE BICHOLIM URBAN CO-OPERATIVE BANK LIMITED

Central Office, 'Nandanvan',
Bicholim, Goa - 403 504



International Year
of Cooperatives
COOPERATION IS OUR STRENGTH

Ref.BUCB/CO/CIR/02/2024-25

Date: 07.03.2025

To,
The Branch Manager
All Branches

Dear Sir/Madam,

Sub: **Revision of Service Charges w.e.f. 01.04.2025.**

All the Branches are hereby informed that the service charges stand revised w.e.f. 01.04.2025 detailed hereunder:

1. COMMISSION ON IBC/OBC (CHEQUES)

Upto Rs. 5,000/-	Rs. 50/-
Above Rs. 5,000/- and upto Rs. 10,000/-	Rs. 100/-
Above Rs. 10,000/- and upto Rs. 1,00,000/-	Rs. 150/-
Above Rs. 1,00,000/-	Rs. 500/-per instrument

2. COMMISSION ON IBC/OBC (BILLS)

Upto Rs. 5000/-	Rs. 175/-
Above Rs. 5,000/- Upto Rs. 10,000/-	Rs. 200/-
Above Rs. 10,000/-	Rs. 18/- per thousand of part thereof

3. COMMISSION ON DD/CHEQUES DRAWN ON HDFC BANK

Upto Rs. 10,000/-	Rs. 100/-
Above Rs. 10,000/-	Rs. 10/- per thousand or part thereof with maximum of Rs. 10,000/-

4. COMMISSION ON PAY ORDERS

Upto Rs. 10,000/-	Rs. 100/-
Above Rs. 10,000/-	Rs. 10/- per thousand or part thereof with maximum of Rs. 2000/-

5. COMMISSION ON RTGS/NEFT REMITTANCE

Inward & Outward RTGS /NEFT Transactions - No charges

6. ECS DEBIT RETURNS - Rs. 150/- per ECS debit returns for financial reasons.

7. NACH MANDATE RETURNS - Rs. 150/- per NACH mandate return for financial reasons

Cont....2/-

NOTES:

- i. DD/PO to Schools/Colleges/Other Educational Institutions in favour of LIC/Income Tax, against salary cheques, shall be issued "At Par", provided their staff/Teachers" salary accounts are maintained at our Branch.
- ii. DD/PO/Cheques on HDFC Bank towards payment of periodical interest on term deposits or towards proceeds of term deposits, shall be issued "At Par" provided such DD/PO/Cheques on HDFC Bank are issued on favour of the depositor/s or towards their accounts maintained with our Branches/Other Banks.
- iii. Incase of inability of our Branch to make cash payment of cheques due to shortage of cash at the Branch, the Branch Manager is empowered to permit issue of DD/PO/Cheque on HDFC Bank "At Par" in favour of the payee. A register of such transactions allowed shall be maintained by the Branches duly signed by the Branch Manager against each such entry for verification of the Inspector/Auditors. Branches shall ensure that such transactions are routed through Transfer scroll if the amount of the DD/PO/Cheque on HDFC Bank issued is Rs. 50,000/- & above.

8. COMMISSION ON ISSUE OF CALL DEPOSIT RECEIPTS

Upto Rs. 1,000/-	Rs. 200/- per receipt
Above Rs. 1,000/- Upto Rs. 5,000/-	Rs. 500/- per receipt
Above Rs. 5,000/- to Rs. 10,000/-	Rs. 700/- per receipt
Above Rs. 10,000/-	Rs. 800/- per receipt.

9. STANDING INSTRUCTION CHARGES

Only in cases, where standing instructions involve remittance by DD/PO/Cheque on HDFC Bank, our normal commission, as applicable to DD/Cheque on HDFC Bank, shall be collected in addition to Transmission charges (postage). No charges need to be levied for effecting transfer entries within the Branch.

10. CHEQUE BOOK ISSUE CHARGES (25 leaves)

SB	- Rs. 75/-
ODS/CC/ODUS/ODD/CD	- Rs. 100/-

11. COMMISSION ON BANK GAURANTEES ISSUED ON BEHALF OF OUR CUSTOMERS

- a. Bank Guarantees, fully secured by term deposits of our Bank 2.00% per annum of the Bank Guarantee amount with minimum of Rs. 750/- per Bank Guarantee
- b. Bank Guarantee which are clean/partly secured/fully secured by securities other than term deposits of our Bank 7% per annum of the Bank Guarantee amount with minimum Rs. 1,000/- per Bank Guarantee

NOTE:

The above commission shall be collected for the period of Bank Guarantee including claim period, if any, in completed quarters, with minimum period of 2 quarters.

12. CHEQUE RETURNING CHARGES/INWARD AND OUTWARD

For Inward Clearing an amount of Rs. 150/- per Cheque to be debited to the account of the drawer of the Cheque, which is returned for insufficiency of funds in the account.

For Outward clearing	SB	- 150 /- per cheque
	OTHERS	- 200/- per cheque

13. STOCK PAYMENT CHARGES - Rs. 100 per instrument

14. LOCKER RENT

Small size	Rs. 1,200/- per annum
Medium size	Rs. 2,000/- per annum
Big size	Rs. 4,000/- per annum

15. INITIAL DEPOSIT FOR OPENING AN ACCOUNT/MINIMUM BALANCE TO BE MAINTAINED THE ACCOUNT

a. Savings Bank Account (without Cheque Book)	Rs. 500/-
b. Savings Bank account (with Cheque Book)	Rs. 1,000/-
c. Current Account	Rs. 5,000/-
d. Student Account above 10 years of Age.	Rs. 5/-

16. CHARGES FOR CANCELLATION/ REVALIDATION OF DD/PO/CHEQUE ON HDFC BANK

- a. DD/PO Rs. 150/- per instrument
- b. Cheque on HDFC Bank Rs. 150/- per instrument

NOTE: Validation of cheques drawn on HDFC Bank shall not be permitted and instead new Cheque shall be issued by cancelling the old Cheque, collecting our normal commission for the new Cheque apart from cancellation charges as mentioned above.

17. CHARGES FOR ISSUE OF DUPLICATE DD/PO/CHEQUE ON HDFC BANK/FIXED DEPOSIT RECEIPT / PASS BOOK

- a. PO Rs. 150/- per instrument
- b. DD Rs. 150/- per instrument
- c. Cheque on HDFC Bank Rs. 150/- per instrument
- d. Fixed Deposit Receipt Rs. 100/- per receipt
- e. Pass Book Rs. 100/-

18. CHARGES FOR CLOSURE OF ACCOUNT

- a. Savings Bank Account Rs. 200/-
 b. Current Account Rs. 500/-

19. FOLIO CHARGES FOR CURRENT ACCOUNTS/CASH CREDIT ACCOUNTS/OVERDRAFT ACCOUNTS

Rs. 100/- per folio (one folio containing approximately 50 entries). The folio charges shall be debited half yearly as on 30th September and 31st March. No folio charges shall be levied for overdrafts against deposit.

20. TRANSMISSION CHARGES (POSTAGE) INCLUDING LOAN NOTICES

	Other Letters	Loans Notices
a. Ordinary Post	Actual charges with minimum of Rs. 20/-	100
b. Registered Post	Actual charges with minimum of Rs. 75/-	200
c. Courier within Goa State	Actual with minimum of Rs. 50/-	200
d. Courier outside Goa State	Actual with minimum of Rs. 200/-	300

21. SOLVENCY CERTIFICATE

Rs. 10/- per thousand or part thereof with minimum of Rs. 1,500/- and maximum of Rs. 15,000/- per certificate.

22. SERVICE CHARGES TO STAFF MEMEBRS OF OUR BANK EXCLUDING TEMPORARY STAFF

- a. Processing Fees on Advances NIL
- b. DD/PO/cheques on HDFC Bank "At Par" upto one month's gross salary per month, Normal Charges for amounts exceeding one month's Gross Salary per month
- c. OBC "At Par". Transmission charges (Postage) waived

23. LOAN APPLIACTION FORM: On issue of loan application form a charge of Rs. 100/- shall be collected.

24. **PROCESSING FEES ON ADVANCES:** 0.75% of loan amount with a minimum of Rs. 500/- per account and maximum of Rs. 50,000/- per account upto Rs. 2.00 crores and maximum of Rs. 75,000/- above Rs. 2.00 crores.

Processing fees and additional share amount shall be strictly collected on the date of disbursement of credit facilities.

At the time of CC/ODS/ODUS renewal 50% of the processing fees as applicable shall be collected on the date of renewal.

No processing fees for loans/Overdrafts granted against fixed deposits/MRD/NND.

25. Statement of account where Pass Book has been issued @ Rs. 25/- per page.
26. SMS alert charges Rs. 25/- per quarter.
27. Annual ATM card renewal fees Rs. 200/- per annum.
28. Issue of duplicate ATM card Rs. 300/-.
29. ATM PIN re-generation charges Rs. 50/-.
30. All charges are exclusive of GST & GST will be charged as applicable.

Please note that Statements of Account, Issue of Duplicate Pass Book, HDFC Cheques/Fixed Deposit Receipts/Duplicate Pay Orders/Demand Drafts, ATM Cards etc. shall be issued strictly against written application of the customer.

Branch shall take note of the above and strictly adhere to the revised service charges w.e.f. 01.04.2025. Branch shall not waive any service charges without the prior sanction/approval of Central Office. Any seepage of Income in this context shall be recovered from the concerned Officer/Manager.

This circular is issued in supercession of all our earlier instructions/circulars in this regard.

Yours faithfully,


(V. G. P. DESAI)

MANAGING DIRECTOR-ACTG

