



Coastal Local Area Bank Ltd.,

Corporate Office : Vijayawada

Lr.No:99/04/02/10/2023-2024

Dt/- 11-05-2023

Circular on Revised Service Charges Applicable w.e.f 01-06-2023

1) Deposit Charges: -

1.0) Minimum Balance to be Maintained by Customer

Particulars	URBAN/ SEMI URBAN (Rs.)	RURAL (Rs.) Existing
With Cheque Book	2000	550
Without Cheque Book	1000	300
Individuals	5000	3000
Others	5000	3000

1.1) Penalty for non-maintenance of minimum balance:

Particulars	Charges
SB (with or without cheque book)	Rs. 75/- per month inclusive of GST
CA	Rs.175/- per month inclusive of GST

- Staffs and ex-staff are exempted from minimum balance requirement.

1.2) Matured Deposits and periodical interest on deposits:

- When term deposits mature, the amount may be remitted to depositor's account maintained in another branch of our Bank, at par.
- Periodical interest payable on term deposits with us may be remitted to the depositor (s) account maintained in another branch of our Bank, at par.
- Transfer of proceeds of term deposits closed prematurely – remittance charges should not be collected, if the remittance is from one to another of our own branches.
- Postage and other expenses if any are to be collected in all cases on actual basis.

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1.3) Proceeds Invested in Fixed Deposit:

- Collection charges on outstation instrument may be waived to the extent of amount of proceeds invested in term deposits, for a minimum period of 91 days.
- Branches shall however collect paid out commission and out of pocket expenses like postage, telegram charges, courier charges etc. Our usual collection charges, postage, commission paid out etc., are to be collected on the portion of the amount not invested in term deposits (for 91 days and above). If the deposit invested is closed premature, the Bank shall levy and recover the charges earlier waived.

1.4) Issuances of Duplicate Passbook:

- (a) With latest entry only - Rs.35/- for SB A/c
Rs.60/- for Current A/c
- (b) With previous entries - Rs.35/- for SB A/c for first page and
Rs.20 for each additional folio
Rs.60/- for Current A/c for first page and
Rs.30 for each additional folio

Exemption of above charges is permitted to regular staff. The above charges are inclusive of G S T @ 18 %

If the transaction involved remittance to other branch/Bank, remittance charges at the prescribed rate and the actual postage / communication charges shall be recovered additionally. Charges to be levied to the account from which the amount is transferred.

1.5) Closure of SB Account: with or without cheques book

SB A/C (before one year) Rs.500/-
Current A/c (before one year) Rs.500/-

No charges should be collected if

- (a) The account is transferred to another branch of our bank
(b) To open another account in the case of death of a customer
(c) Account is aged more than one year

2) Advance Charges:-

2.0) Processing Charges:

Sl. No.	Particulars / Limit	Charges
1	Fund Based Limit upto 25000/-	NIL
2	All other Fund Based limits	limit sanctioned where repayable term is below or equal to 1 year : 1.0% + GST Above 1 year : 1.5% + GST

2.1) Inspection Charges (except Gold Loans, Deposit Loans, loans against bonds / securities)

Sl. No.	Limit	Charges Existing	Charges Revised
1	Up to 5000/-	Rs. 40/- half yearly (h.y)	Nil
2	Above 5000/- and up to 25000/-	Rs. 75/- per inspection subject to maximum of Rs.200/- per h.y per borrower.	Nil
3	Above 25000/- and up to 100000/-	Rs.250/- per inspection subject to maximum of Rs.500/- per h.y per borrower.	Rs. 500/- per H.Y. per borrower.
4	Above 100000/- and up to 300000/-	Rs.350/- per inspection subject to maximum of Rs.700/- per h.y per borrower.	
5	Above 300000/- and up to 1000000/-	Rs.450/- per inspection or actual expenses subject to maximum of Rs.900/- per h.y per borrower.	Rs.450/- per inspection or actual expenses subject to maximum of Rs.1000/- per h.y per borrower.
6	Above 1000000/-	Rs.600/- per inspection or actual expenses subject to maximum of Rs.1200/- per h.y per borrower.	Rs.750/- per inspection or actual expenses subject to maximum of Rs.1500/- per h.y per borrower.

*No Inspection charges shall be levied for priority sector advances upto Rs.25000/-.

2.2) Fore Closure Charges:

- 1) Below 1 Year : 2% + GST on the sanctioned amount
 2) Above 1 Year : 2% + GST on the Balance outstanding as on date Of closure

2.3) Commitment Charges:

1% + GST on unutilized / undrawn balance in respect of Demand/Term loan and Cash Credit advances.

2.4) Payment of Loan Proceeds:

In all cases where the term loan proceeds of the advances are remitted to the supplier of goods, remittance charges would be at par. In other cases, like Demand loan / WHR loans / OD etc., remittance charges are to be collected.

2.5) Commission on Bank Guarantees/Letter of comfort:

Types of Guarantee	Charges (Rs.)
Financial Guarantee with 100% cash margin	Rs. 100 +0.25% p.a on Guarantee amount + GST
Financial Guarantee with less than 100% cash margin	Rs. 100 + 2.00% p.a. on Guarantee amount + GST

Guarantee commission should be collected in advance at the time of issuing guarantee for the full liability period and claim period, if any. However, where guarantees are given for a period of above one year, the branches may collect the guarantee commission once in a year in advance. In such cases, the party should give an undertaking letter agreeing to pay the



guarantee commission when demanded by the bank. The bank may also be authorized to debit the guarantee commission to their account.

Minimum Commission on Guarantee: Guarantee commission has to be collected for a minimum period of six months and in steps of quarters for guarantees above six months. A part of the quarter should be treated as full quarter, for the purpose of collecting guarantee commission.

Cancellation of Guarantee: In case of guarantees tendered for cancellation before the date of expiry, only portion of the guarantee commission already recovered by refunded to the customer at half of the original rate for the unexpired period of guarantee (including claim period) in completed quarters.

When a guarantee is issued in lieu of earnest money deposit for submitting the tender

- (a) Where the guarantee is submitted to the beneficiary and subsequently tendered for cancellation, guarantee commission should not be refunded.
- (b) However, the guarantee is not submitted to the beneficiary but returned to the bank, 50% of commission may be refunded.

The guarantee commission should be collected for the extended period of validity of the guarantee, due to restraints imposed on Banks by court orders at the instance of the customers.

On renewal / extension of guarantee, the commission is to be collected for a minimum period of 3 months and thereafter, in steps of quarters (part of the quarter is to be taken as full quarter).

In respect of Bank Guarantee originally issued for a period of less than six months, where guarantee commission has been collected for a minimum period of six months and any subsequent renewal/extension which falls within six months, additional guarantee commission need not be collected.

2.6) Gold loan appraisal/processing charges:

- Bank processing charges 0.25% on loan + GST @ 18%
- Jewel appraisal charges 0.35% on loan amount with minimum of Rs 200/- & maximum of Rs. 1500/- per each loan limit.

2.7) Loan Notice Charges: (newly introduced)

2.7.1) House loans and other loans :-	1 st Notice	100/- + GST
	2 nd Notice	150/- + GST
	3 rd Notice	200/- + GST

2.7.2) Gold loans :-	1 st Notice	50/- + GST
	2 nd Notice	100/- + GST
	3 rd Notice	200/- + GST

***This is in addition to actual postages charges**



3) Remittance Charges:-

3.0) Collection of Outstation Cheques / Drafts (OBC)

Particulars	Service charges to be Collected (Rs.) Existing	Revised
a) Up to and inclusive of Rs.500/-	30/-	50/-
b) Above Rs.500/- and up to Rs.1000/-	35/-	
c) Above Rs.1000/- and up to Rs.5000/-	45/-	
d) Above Rs.5000/- and up to Rs.10000/-	70/-	70/-
e) Above Rs.10000/- and up to Rs.1.00 lakh	165/-	165/-
f) Above Rs.1.00 lakh up to Rs.10.00 lakhs	275/-	275/-
g) Above Rs.10.00 lakhs	275/-	275/-

- Postal charges to be collected @ Rs.35/- for within the state and Rs.55/- for other states per bill or actuals whichever is higher. **GST @ 18 % is included.**

3.1) Inward Bills for Collection (IBC)

Particulars	Service charges to be Collected (Rs.)
a) Up to and inclusive of Rs.1000/-	35
b) Above Rs.1000/- and up to Rs.5000/-	60
c) Above Rs.5000/- and up to Rs.10000/-	100
d) Above Rs.10000/- and up to Rs.1.00 lakh	Rs.10.00 per Rs.1000/- or part thereof
e) Above Rs.1.00 lakh up to Rs.10.00 lakhs	Rs.10.00 per thousand or part thereof

- Collection charges as per the schedule are to be collected in respect of all local / outstation bills. In addition to service charges, postal charges to be collected @ Rs.35/- per bill or actuals whichever is higher. **GST @ 18 % is included.**

3.2) Issue of Demand Drafts/ Pay Orders

Particulars	Exchange to be collected for Demand Drafts Issued	
	Non Cash Rs.	Cash Rs.
a) Up to and inclusive of Rs.1000/-	25	40
b) Above Rs.1000/- and up to Rs.5000/-	30	50
c) Above Rs.5000/- and up to Rs.10000/-	50	80
d) Above Rs.10000/- and up to Rs.50000/-	Rs.3.00 per thousand with a minimum of Rs.50/-	Rs.4.00 per thousand with a minimum of Rs.100/-
e) Above Rs.50000/- and up to Rs.1.00 lakh (through account only)	Rs. 3.50 per thousand or part thereof	
f) Above Rs.1.00 lakh up to Rs.10.00 lakhs (through account only)	Rs. 4.00 per thousand or part thereof	

**** The above charges are inclusive of GST @ 18%**

Branch may refer to CO for any concession / permission justifying the reasons along with statement of cost benefit analysis.

3.3) Remittance to Prime Minister's / Chief Minister's relief funds:

DDs in favor of Prime Minister's / Chief Minister's relief fund shall be issued free of cost.

4) General Charges: -

4.0) Charges for returned unpaid bills/cheques (including local / clearing cheques)

Particulars	Service charges to be collected (Rs.)
(i) Local Cheques, from the lodger	Rs. 250/- per month
(ii) Outsation cheques/Bills	Rs. 50% of the prescribed collection charges+actual postal charges subject to minimum of Rs. 35/- + Other Bank charges if any.
(iii) From the drawer of cheques (our customer)	Rs. 350/- per cheque
(iv) ECS Cheque Return Charges	Rs. 250/- per ECS failure
(v) ECS Creation Charges	Rs. 100/- (one time) Newly introduced

4.1) Change of Nomination:

1 Change of nomination - noting of nomination First free. There-after, Rs100/- per every change of nomination.

4.2) Failure of standing instructions

- 1) Rs. 75/- per transaction –non –individual (SB & CA)
- 2) Rs. 50/- per transactions – individual
- 3) SI Creating – (one time Rs 50/-) (newly introduced)

4.3) Special facilities to savings bank clients who maintain sizable balances:

Category of Branch	Minimum balance in SB account	Facility to be extended (within our Bank branches)
i) Rural and Semi Urban	Rs.25000/- and above during the previous month	At par DD/MT/TT/Collection of cheques up to three times with an aggregate of Rs.50000/- for the current month, within our Bank branches.
ii) Urban	Rs.50000/- and above during the previous month	At par DD/MT/TT/Collection of cheques up to three times with aggregate of Rs.100000/- for the current month, within our Bank branches.
iii) Rural and Semi Urban	Rs.50000/- and above during the previous month	Preferential allotment of locker, subject to availability, in addition to (i) above
iv) Urban	Rs.1.00 lakh and above during the previous month	Preferential allotment of locker, subject to availability, in addition to (ii) above

1. The above facility is to be extended to the eligible SB a/c holder's.
2. In case minimum balance as above is not maintained in SB a/c as prescribed, the facility of at par collection/remittance should not be extended.
3. The branches should extend special personalized service to the SB a/c holders who maintain balances as stated above.

4.4) Charges in Operational Instructions:

Changes in operational instructions - Rs.25/- per occasion.
The charges may be levied whenever charges in operational instructions / joint account nominations is received and implemented.

Change of Mobile number – **Rs. 50/- (newly introduced)**

4.5) Stop Payment Instructions: Rs. 66/- per instrument (revised Rs. 100/-)

4.6) Cheque Book Charges:

First cheque book with 10 leaves for SB a/c and & 25 leaves for CA a/c is free
Rs.4.50 per cheque for subsequent SB cheque books.
Rs 4.50 per cheque for subsequent CA cheque books
No charges for Staff.
Personal Chq. Book per leaf Rs. 5.50/- plus GST 18% (no extra normal charges)

4.7) Confirmation of Specimen Signature:

For obtaining loan from other financial institutions Rs.150/-
Obtaining / applying for passport, claim under Rs.150/- per attestation.
UTI scheme, claim under LIC policy, furnishing introduction etc.,

Balance confirmation of deposit account Rs. 100/- account (**revised Rs. 500/-**)

4.8) Solvency Certificate:

	Amount of commission
a) Up to Rs.1.00 lakh	Rs. 500/-+ GST
b) Above Rs.1 lakhs up to Rs.25.00 lakhs	Rs.*2500/- + GST
c) Above Rs.25.00 lakhs up to Rs.50.00 lakhs	Rs.*5000/- + GST
e) Above Rs.50.00 lakhs	Rs.10000/- + GST



4.9) Purchase of Cheques / Drafts / Bill:

The following charges shall be levied at the time of purchasing / discounting cheques / drafts / bills:

1. Interest on Purchase /discount charges min for 7 days @17.75% i.e. PLR + 3%
2. Collection charges as mentioned in page No: 3
3. Transmission charges (Postage charges) as mentioned in page no: 4

Clearing: Minimum 3 days including holidays interest to be collected ie. PLR + 3%.
Interest:

If cheques / drafts / bills are not realized within 7 days' overdue interest at rate applicable to non-priority advances are to be collected from 8th day onwards at 18.5% ie.PLR+6% p.a.

- a) Date of credit IBT should be treated as date of realization
- b) If cheques / drafts /bills are returned unpaid, overdue interest @ 2% p.a., over normal rate should be charged from the date of discount/purchase till realization.

Collection Charges on Purchases:

In addition to the purchase charges as above, collection charges and postage charges as applicable to OBCs shall be collected. The collection amount component and purchase amount component has to be computed and accounted separately under commission and purchase respectively.

Margin in Case of Bills – Purchase Charges:

When the margins are stipulated, purchase charges should be collected on the amount actually released, but collection charges should be collected on the entire amount of the bill.

4.10) Delay in Collection of Instruments:

Interest applicable for appropriate tenure of fixed deposit for the period of delay beyond 10/14 days in collection of outstation instruments has to be paid, provided, the interest so worked out would be Rs.5/- and more. The customer need not claim the same. The normal delay period is 10 days for instruments drawn on State capitals and 14 days for instruments drawn on North Eastern Region and Sikkim.

Where the proceeds are to be credited to the cash credit / overdraft / loan accounts, interest at the minimum lending rate shall be paid. Bank shall pay penal interest at the rate of 2 % above applicable fixed deposit rate for abnormal delay caused in collection of outstation instruments. Abnormal delay means, the delay of more than 90 days beyond the normal collection period.

The delayed period should be reckoned after making allowance for the normal transfer period and the time frame of two days each for dispatch of bills, presentation of bills to drawers, remittance of proceeds to the Lodger's Bank and crediting the proceeds to drawer's account. To the extent the delay is attributable to the drawer's bank; the Lodger's Bank may recover interest for such delay from that Bank.



4.11) Issue of ATM-cum-Debit card:

Sl. No	Activity	Charges (Rs)
1	Issue of New ATM Card	Rs.250/-
2	Issue of Additional Card	Rs 250/-
2	Issue of Duplicate Card	Rs 250/-
3	Annual Maintenance Charges (from second year) (110)	Rs 220/-
4	PIN regeneration charges	Nil
5	Card Replacement Charges	Rs 250/-
6	Cash withdrawal from Coastal ATMs	Nil
7	Cash withdrawal at other Bank ATMs: Every month 5 transactions are free (Including financial and Nonfinancial) Financial Transactions thereafter--for each txn Non-Financial Transactions thereafter-- for each txn	Rs 20/-+ GST Rs 5/-+ GST

4.12) Other Service Charges:

(a)	Insurance charges	Actuals
(b)	Legal Charges	
	(i) Stamp duties	Actuals
	(ii) Fees paid for documentation	Actuals
	(iii) Solicitors / Lawyers fees	Actuals
(c)	Consultancy charges paid to consultants	Actuals
(d)	Travelling, conveyance expenses of bank officials/ Inspectors/Field officials	Actuals
(e)	Supervision charges	Actuals
(f)	Stock audit charges	Actuals
(g)	Valuation charges	Actuals
(h)	Expenses incurred for attending consortium meetings, visiting the units	Actuals
(j)	For issue of no due certificate to non customers of our Bank	Rs.60/-
(k)	For issue of statement of a/c (Govt. departments exempted)	Rs.25/- for each folio
(l)	Issue of duplicate draft / pay order	Rs. 100/- per instrument
(m)	Cancellation of Draft / Pay order	Rs. 50/- per instrument
(n)	Insurance of duplicate deposit receipt	Rs. 100/- per instrument (A part from indemnity bond charges)
(o)	Revalidation of DDs / POs	Rs. 77/- per instrument
(p)	Safe custody charges per box/cover	Rs 500/- per quarter Newly Introduced

The above are inclusive of G S T @ 18 %

4.13) Penalty on premature withdrawal of Domestic Term Deposits:

- 1% below the rate applicable at the time of Deposit for the period Deposit remained with the Bank or 1% below the contracted rate, whichever is lower.
- No interest will be paid on Deposits which remain for a period of less than 7 days.

4.14) Charges on Centralized Payments Systems:

Slabs	RTGS		NEFT			UPI
	Branch	Digital	Branch	Digital (SB)	Digital (Others)	Digital
Transaction Amount						
Up to Rs.1 lac	NA	NA	10.00	Nil	5.00	Nil
Over Rs 1 lac - 2 lacs	NA	NA	15.00	Nil	10.00	Nil
Over Rs.2 lacs – 5 Lacs	20.00	15.00	20.00	Nil	15.00	Nil
Over Rs.5 lacs	35.00	25.00	35.00	Nil	25.00	Nil

4.15) Service Charges to Staff:

Processing Charges: Processing charges on proposals of staff members are waived. However, processing charges of Rs.100/- shall be collected on New Demand Loan sanctioned to staff members before 24 months of earlier availment of New Demand Loan.

Collection charges: Collection of cheques / drafts / dividend warrants drawn in favor of the employee may be permitted at par, up to one month's gross salary. It is not cumulative. Actual postage should be collected.

Issue of Demand Drafts / Mail Transfers: The Demand Drafts may be issued to our employees at par. But other Bank's share shall be collected, if the remittance is through other Bank.

Remittance of Loan Proceeds: The proceeds of loan obtained by a staff member may be remitted to his/her account in another branch or to the supplier of goods and services acquired through the Bank loan, at par. Repayment of loan installments in respect of loans availed by a staff member in another branch may be remitted at par.

4.16) Cash Handling Charges:

Savings Bank Account	
Details	Amount of Charge
First 3 Transactions of the month and subsequent transactions below Rs.50,000/- per day	Free of Charge
Transactions of Rs. 50,000/- and above per day after exhaustion of free transactions.	Rs.1.18 (incl. GST) per thousand or part thereof with a minimum of Rs.59/- incl. GST (18%) per transaction and a maximum of Rs.5,000/- (incl. GST).

Current Account	
Details	Amount of Charge
AT Base Branch: 1) Up to Rs. 50000/- or 10 Sections i.e 1000 pieces per day whichever is higher 2) Above that Rs. 10/- per Section AT Non Base Branch: Above Rs. 25000/- Rs. 2/- per thousand	1) Free of Charges 2) Rs. 1.18 (incl. GST) per thousand or part thereof with a minimum of Rs. 59/- incl. GST (18%) per transaction and a maximum of Rs. 5,900/- (incl. GST) Above Rs. 25000/- Rs. 2 per thousand

4.17) Safe Deposit Lockers:

4.17.1) Locker Rents:-

Class of Locker	Size	Type	Urban branches Rent	Rural/Semi urban branches Rent
A	125MM x 175 mm	Small	1650	1250
B	159mm x 210 mm		2500	1500
C	125mm x 352 mm	Medium	2500	2000
D	189mm x 263mm		3000	2400
E	159mm x 423 mm		3600	3000
F	278mm x 352 mm	Large	5000	3600
G	189mm x 529mm		5000	3600
H	321mm x 423mm		6000	5000
H1	321mm x 210mm	Medium	4000	3000
L	404mm x 529mm	Extra Large	7000	6000
L2	385mm x 529mm		6000	5000

GST @ 18 % is to be collected over and above the locker rent

Note:- **First Year Rent free for Small Lockers on Deposit of amount equal to 3 Years Rent**

4.17.2) Locker Rent Over Due Charges:- Newly introduced

1st Quarter	10% of the Annual Rent
2nd Quarter	20% of the Annual Rent
3rd Quarter	30% of the Annual Rent

4.18) Consolidated Charges @ half-yearly intervals, i.e. Sep. and March:

S. No.	Particulars	Charges (Inc. GST Amt. in Rs. Per account)
1	Current accounts	250
2	For all SB Accounts (excluding SBM,PMJDY, Staff and NPA accounts)	75
	Loan Accounts (Based on limit)	
1	Up to Rs.5000	110
2	Above Rs5000 to Rs.10000	220
3	Above Rs.10000 to Rs.25000	275
4	Above Rs.25000 to Rs.50000	310
5	Above Rs.50000 to Rs.100000	375
6	Above Rs.100000 to Rs.200000	425
7	Above Rs.200000 to Rs.500000	530
8	Above Rs.500000 to Rs.1000000	1275
9	Above Rs.1000000 to Rs.5000000	1800
10	Above Rs.5000000	2600

Waiver in cash deposit allowed in the following cases:

- a) Term Deposits
- b) Term Loan Installments
- c) BC Pool OD Accounts
- d) Basic Saving Bank Accounts SBM, SBC and PMJDY Accounts
- e) Staff Accounts

Other charges to staff:

No Charges for stop payment instruments

No Ledger folio charges

No service charges for not maintaining minimum balances.

No service charges for cancellation of DDs where DD value is within one month's gross salary.

For services not given above, the service charges prescribed for public shall be applicable.


(K A V Raman)
Chief General Manager/CFO