

UNION BANK OF INDIA
Credit Policy & Research, Central Office

Schedule of SERVICE CHARGES pertaining to Advances (excluding GST)

Sr. No.	Particulars	Service Charges (excluding GST)
I.	PROCESSING CHARGES ON FUND BASED (WORKING CAPITAL) AND NON FUND BASED LIMITS	
1	Processing Charges on Working Capital (FB/NFB) - Fresh Sanctions / Review / Renewal	
i.	upto Rs.25,000	NIL
ii.	Above Rs.25,000 - Rs.2.00 lacs	400 per proposal
iii.	Above Rs.2.00 lacs - Rs.10.00 lacs	300 per lac or part thereof minimum Rs.1000
iv.	Above Rs.10.00 lacs	350 per lac or part thereof For Priority Sector - maximum 30 lacs, For other advances - No cap
v.		No processing charges for MSE loan upto Rs.5.00 Lacs, agriculture loan upto Rs. 3 Lacs and advance to SHG & JLG upto Rs.3.00 Lacs.
vi.		No processing charges on BGs/LCs backed by 100% and above cash/FDR margin (self/third party FDR of our Bank)
vii.		50% concession in processing charges on advances against Govt. securities, UTI/Mutual fund Units, NSCs, Life Insurance Policies, KVPs, IVPs, RIBs.
viii.		No processing charges for Bills Discounted under LC of reputed / Prime Bank on regular / ad-hoc limit.
2	Adhoc sanctions	150% of normal charges for actual period of adhoc limit
3	Upfront recovery of processing fees	Rs.1.00 cr and above - 50% before handing over the sanction letter to the customer & remaining 50% at the time of documentation Below Rs.1.00 crore: 100% at the time of documentation
4	Refund of Processing fees	a. 75% of the charges recovered at the time of handing over the sanction letter to be

		<p>refunded if sanction is not agreed when conveyed.</p> <p>b. However, if the consent / acceptance or otherwise for limit sanctioned is not given within 2 weeks from conveying of sanction by branch, the processing charges recovered upfront will be forfeited.</p> <p>c. Processing charges recovered by the Bank on completion of documentation will not be refunded whether limit is availed fully or not.</p> <p>d. In case limits allocated in a consortium arrangement is lower than the sanctioned limit, the processing charge will be recovered on allotted limit as per documentation and excess processing charges, if any will be refunded by the Bank.</p> <p>Note: If concession is approved at the time of the supply of service and transaction value is net of discount, GST needs to be paid only on the transaction value. If concession is subsequently given, GST already paid should not be refunded.</p>
II.	Processing charges on Term Loan / DPGL / Demand Loan (including schematic loans)	
5	At the time of sanction	
	Upto Rs. 25000	NIL
	Above 25000 - Rs.2 lacs	Rs.1000/- per loan
	Above 2 lacs - 5 crores	1.30% of limit subject to minimum Rs.3000
	Above 5 crores - 25 crores	1.10% of limit subject to minimum Rs.7 lac
	Above 25 crs	1% of the limit subject to minimum Rs.30 lacs For priority sector - max Rs.100 lacs For other advances - No cap
		No processing charges for MSE loan upto Rs.5.00Lacs.
6	At the time of review - Processing charges should be levied on outstanding loan amount and not on the sanctioned amount	
	a. In case no enhancement / restructuring / reschedulement is involved	upto Rs.50 lacs - Nil Above Rs. 50 lacs - 0.10% subject to max Rs.5,00,000/-
	b. In case any enhancement / restructuring / reschedulement is involved	1% for the additional Term Loan and 0.25% for restructured / rescheduled amount (Subject to maximum Rs.1.00crore)

7	Processing charges on short term loan	
		Same as applicable for Fund Based Working Capital facility and to be recovered separately. (It is clarified that charges & maximum ceiling of FB WC will be applicable on pro-rata basis as per tenor of Short Term Loan. For example STL of 3 months will have processing charge of 1/4th of applicable charge for FBWC limit with maximum of Rs.7.50 lacs)
8	Rescheduling/ restructuring of accounts	0.25% for restructured/rescheduled amount subject to maximum Rs. 1 cr.
	Notes: 1. No processing charges on restructuring of a. Crop Loans, b. Any other agriculture loans, c. Education loans, d. Micro Enterprises and e. Small loans upto Rs 5.00 lacs 2. Flat processing charge of Rs.500/- on restructuring per housing loan	
9	Pre-Payment charges	At 2% flat on the amount of term loan prepaid as on the date of closure of the account (Term Loans where repayment period is fixed beyond 36 months). Pre payment is not applicable for working capital facilities.
		Detailed guidelines covered under rules governing Service Charges
10	Commitment charges for unutilised limit / underutilised limit (including accounts under Loan system for delivery of Bank credit)	0.50% p.a. [It would be applicable to all borrowal accounts where total limits (Fund based working capital plus non-fund based plus Term Loan) is Rs.5 crores and above.]
		Detailed guidelines covered under rules governing Service Charges
11	Processing charges for miscellaneous requests	
11.1	Earmarking limits for CP / STLs to be availed with other banks / our Bank	0.10% of the amount of limit earmarked. Minimum - Rs.25000 & Maximum - Rs.2 lacs
11.2	Miscellaneous requests:	
	1. Modification in limits / sanction terms - per occasion (Including Sanction of new line of credit by earmarking existing limit) 2. Revalidation of limits 3. Sanction/Roll over of FCL 4. Issue of Comfort Letter for Buyers Credit 5. Interest concession 6. Reduction in commission/other service charges. 7. Reduction in Margin/collateral coverage 8. Waiver of personal/corporate guarantee 9. Waiver of any other sanction stipulation. 10. Issuance of NOC 11. Extension of COD	Corporate & Non-Corporate Clients: Upto Rs. 10.00Lacs - Rs.2500 Above Rs.10 Lacs to Rs.1.00crore - Rs.15000 Above Rs.1.00crore to Rs.10.00crore - Rs.25000 Above Rs.10 crores to Rs.50 crore - Rs.100000 Above Rs.50 crores - Rs.500000 (In case of ad hoc limit, processing charges is to be recovered as per point no.2 above and no miscellaneous charges to be levied)

	12. Any other misc. request.	
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12	Processing charges on Retail Lending Schemes		
Sr. No.	Scheme	Processing Charges	Maximum
12.1	Union Home	0.50% of loan amount	Rs15000
12.2	Union Miles	Flat Rs. 500/- for 2 Wheeler	
		Flat Rs. 1000/- for 4 Wheeler	
		No charges for staff members (Applicant / Co-applicant) availing loan under Union Miles Scheme	
12.3	Union Reverse Mortgage	0.50% of loan amount	Rs10000
12.4	Union Top-Up	Product discontinued	
12.5	Union Mortgage	Term Loan- 1 % of loan amount -Minimum Rs5000 Maximum Rs100000	
		TL (Staff Members) 0.25% of loan amount	
		Union Mortgage (SOD) 0.25% of loan amount-No Minimum charges Max Rs100000	
		Union Mortgage (SOD) Staff -Nil	
12.6	Union Mortgage Plus	0.50% of loan amount	
		No charges for staff members availing loan under Union Mortgage Plus Scheme	
12.7	Union Personal	Union Personal Non-Salaried/Salaried other than Govt Employees with/without tie up- 1.00% of the loan amount subject to a minimum of Rs500 and maximum Rs7500	
		SRLGE-Nil	
12.8	Union Cash	0.10% of loan amount subject to minimum of Rs.100	
12.9	Special Union Cash Scheme for BSNL/MTNL VRS optee/Retired Emp.	Upto Rs. 4.00 lakh	Rs. 500/-
		Above Rs. 4.00 lakh to Rs. 6.00 lakh	Rs. 1000/-
12.10	Union Education	NIL	
12.11	Union Professional Personal	Nil	
12.12	Union Ashiyana Personal	Nil	
12.13	Union Ashiyana Overdraft	0.35% of loan amount with minimum Rs. 1000/- Nil, if applied along with Home Loan Nil for Staff	
12.14	Union Roof Top Solar Scheme	0.50% of loan amount	Rs. 15000/-
12.15	Union Green Miles	Nil	
12.16	Any other retail scheme not specified above	0.50% of loan amount	

12.17	Legal fee to advocate (Per Asset)	To be governed by "Policy for Empanelment, Review, Removal & Fee schedule of Advocates / Law firms and Engagement of Senior Counsel / Solicitors" issued by Legal Services Division, SAMV, Central Office.	
12.18	Valuation fee to valuer (Per Asset) - Retail / Agriculture Loans (To be governed by Policy on Valuation of Properties and empanelment of valuers)		
	Value of Security	Fees Payable	Fees Payable (In case of Retail Loan)
	Upto Rs. 50000/-	500/-	500/-
	Above Rs. 50000/- upto Rs. 1 lac	1000/-	1000/-
	Above Rs.1 lac upto Rs.25 lacs	3000/-	
	Above Rs.25 lac upto Rs.50 lac	5000/-	3000/-
	Above Rs.50 lac upto Rs.1 crore	10000/-	
	Above Rs.1 crore upto Rs.5 crore	15000/-	10000/-
	Above Rs.5 crore	20000/-	
12.19	Relaxation Charges		
	Product Name	Charges	
	Union Home	0.10% of loan amount (per deviation) subject to minimum of Rs. 500 and maximum of Rs. 5000 on one time basis	
	Union Miles	0.10% of loan amount (per deviation) subject to minimum of Rs. 500 and maximum of Rs. 5000 on one time basis	
	Union Mortgage	0.10% of loan amount (per deviation) subject to minimum of Rs. 500 and maximum of Rs. 5000	
	Mortgage Plus	0.10% of loan amount (per deviation) subject to minimum of Rs. 500 and maximum of Rs. 5000 on one time basis	
	Union Education	0.10% of the loan amount subject to minimum of ₹ 500 and maximum of ₹ 5000 on one time basis	
	Union Professional Personal	0.10% of loan amount (per deviation) subject to minimum of Rs. 500 and maximum of Rs. 5000	
	Union Ashiyana Personal	0.10% of loan amount (per deviation) subject to minimum of Rs. 500 and maximum of Rs. 5000	
	Union Ashiyana Overdraft	0.10% of loan amount (per deviation) subject to minimum of Rs. 500 and maximum of Rs. 5000	
	Union Roof Top Solar Scheme	0.10% of loan amount (per deviation) subject to minimum of Rs. 500 and maximum of Rs. 5000	
	Any other retail scheme not specified above	0.10% of the loan amount subject to minimum of ₹ 500 and maximum of ₹ 5000 on one time basis	
Note: No miscellaneous request charges is to be levied on retail loans.			

13 Processing and Service Charges on Crop / Gold loans						
No.	Particulars	Processing	Documentation	Inspection	Advocate	Valuation
13.1	Crop loans (KCC / UGC)					
	Upto Rs.3 lacs	Nil	Nil	Nil	Nil	NIL
	Above Rs.3 lacs	Normal charges as per schedule of service charges				As per point no.12.18
Note: The service charges for Crop Loan (KCC/UGC) limit above Rs.3 Lacs should be recovered on total limit sanctioned and not on the difference of total limit & exemption limit of Rs.3.00 Lac. e.g. If KCC limit of Rs.10 Lacs is sanctioned service charges to be recovered for entire Rs.10 Lacs only and not for Rs.7 Lacs						
13.2	Gold Loans	Processing	Documentation	Inspection	Appraiser	Re-appraiser
a.	Gold Loans for agriculture purposes	Nil	Upto Rs.20 lacs - Nil Above Rs.20 lacs - 25% of normal documentation charges	Upto Rs.20 lacs - Nil Above Rs.20 lacs - Normal inspection charges	0.40% of loan, minimum Rs.100 and maximum Rs.500 per case	0.20% of loan, minimum of Rs.50 and maximum of Rs.250 per case
b.	Gold Loans for other than agriculture purposes (Non-Priority Sector as well as priority sector other than agriculture)	0.50% of limit sanctioned subject to maximum 1000	Upto Rs.20 lacs - Nil Above Rs.20 lacs - Normal documentation charges	Upto Rs.20 lacs - Nil Above Rs.20 lacs - Normal inspection charges	0.40% of loan, minimum Rs.100 and maximum Rs.500 per case	0.20% of loan, minimum of Rs.50 and maximum of Rs.250 per case

Sr. No.	Particulars	Proposed Service charges (excluding GST)
	MISCELLANEOUS CHARGES	
14		
14.1	Performance Guarantee	2% pa Minimum for each quarter
14.2	Other Guarantees	3% pa Minimum for each quarter
14.3	Renewal / Extension of Guarantee	Same charges as applicable for issuance of fresh guarantee except that the claim period not to be charged if the renewal is effected before the expiry data of the original guarantee
14.4	Guarantees Secured by 100% cash margin	500
14.5	Guarantee secured by 100% term deposit including third party deposits of our bank	25% of normal charges to be recovered for minimum 1 quarter
14.6	Refund of Guarantee commission on guarantees tendered for cancellation before the expiry date	Covered in rule governing the service charges
14.7	Commission for Guarantee claim period	Commission for the entire guarantee period to be collected upfront, otherwise permitted by the competent authority. Branches need not collect the commission for enforcement period which is the right of the beneficiary under the law to initiate before the Court or Tribunal for enforcement of agreement.
15	Inland Letter of Credit	
15.1	LC opening charges - Usance Charge	2.40% p.a. for the usance period for complete month or part thereof. In case of sight bills / usance for less than 1 month, minimum 1 month charge @ 0.20% minimum Rs.750
15.2	LC opening charges - Commitment charge should be levied for the period of liability (from the date of opening of credit to the last date of its validity)	Commitment charges : 1.20% p.a. with a minimum period of 1 month or part thereof
15.3	Extension of period	Same as usance / commitment charges (Minimum Rs.750)
15.4	Other amendments to LC	Rs.500 Per amendment
15.5	Increase in amount of credit	As applicable for LC issuing on prorata basis for the amount increased above original amount, minimum Rs.750
15.6	Revolving LC	Same as above at the time of opening and on each reinstatement on the amount of reinstatement, period of reinstatement and usance period of bill, min Rs.750

15.7	Advising of LCs	Flat Rs.750
15.8	Advising of amendments	Rs.500 Per amendment
15.9	Confirmation of LC	As applicable to LC opening charges
15.10	Transferable LC - Per Transfer	Flat Rs.1000 per transfer
15.11	Acceptance commission	On all LCs established by other banks calling for usance drafts to be drawn on & accepted by our Bank, an acceptance commission @ 2.40% p.a. with a minimum of Rs.750
15.12	Bills received under LC	Per bill upto Rs. 25 lacs - Rs. 2000/- Per bill above Rs. 25 lacs - Rs. 4000/-
15.13	Negotiation charges - With a minimum plus discount at applicable rate of interest from the date of negotiation to the date of reimbursement	0.40% minimum Rs.1000 & maximum Rs.15000/- (In case of sight documents Minimum Rs.750)
	Collection of LCs established by other banks -	Negotiation charges and interest thereon are to be collected for the LC's established by other banks. In such case, collection charges should not be levied.
	LCs established by our bank Branches	In case of LC's established by our bank branches, only collection and interest as per rating should be collected for the usance period. In case of sight documents interest for a maximum period of 15 days should be collected subject to a minimum Rs.750.
15.14	Non-payment and non-acceptance of bills on presentation / on due date	0.20 % of bill amount. Minimum Rs. 500/-
15.15	Guarantees on account of discrepancies in documents	
	1. If payment received under reserve is credited to beneficiary's account -	0.25% minimum Rs.750
	2. If payment received under reserve at the request of the customer is not parted with -	No charges
	3. When called upon to refund payment made to them under reserve	No charges
	Presentation of usance Bills for acceptance -	Rs.250 per bill
15.16	LC secured by 100% cash margin / term deposit	25% of normal charges in respect of L/C opening charges subject to a minimum of Rs.750
15.17	Standby LC	As per the charges applicable for financial Bank Guarantee
15.18	Overdue interest (This is applicable to demand / usance bills negotiated under LC opened by the branches. The reason for the same is that in case of any	Overdue interest should be charged if the bill is not paid on due date.

	default, the Bank, which has opened the LC would be liable to honor the commitment under the LC. The position where the LC is opened by another branch of the negotiating bank or by a branch of a bank other than the negotiating bank, does not affect the position of the negotiating bank / branch)	
15.19	Attestation of commercial invoice	at the time of negotiation - Nil subsequent occasion - Rs.100
15.20	Out of pocket expenses	All out of pocket expenses such as postages, internet usage, telexes, fax, etc shall be collected from the beneficiary unless otherwise specified.
15.21	Charges of authorized signatory including reconstitution of account	Rs.500 per charge
15.22	Redemption of securities (other than loan against deposit)	Actual exp. + Rs.250/-
15.23	Transmission Charges through SFMS	150
16	Documentation Charges (Fund Based) Also applicable on adhoc limits/single transaction limits	
	Rs.2.00 lacs to 10.00 lacs	1250
	Rs.10.00 lacs to 25.00 lacs	2500
	Above Rs.25 lacs to Rs.1.00 crore	5000
	Above Rs.1.00 crore to Rs.10.00crore	0.10% subject to maximum 20000/- (Other than actual expenditure, if any & applicable Stamp duty.)
	Above Rs.10.00crore	0.02% subject to maximum Rs. 35000/- (Other than actual expenditure, if any & applicable Stamp duty.)
		Actual charges in case of charges paid to Security Trustee
16.1	No documentation charges:	Loan against deposits, Retail Lending Schemes (unless otherwise specified in scheme), Crop loans upto Rs.3 lacs, gold loans upto Rs.20 lacs for agriculture / non-agricultural purpose and Loan to SHG / JLG
16.2	Other points:	25% of normal documentation charges on a. Advances against Government Securities, UTI/Mutual Fund Units, NSCs, KVPs, IVPs, RIBs, IMDs, Life Insurance Policy. b. Agricultural advances (other than crop loans upto Rs.3 lacs) c. Gold loan above Rs.20 lacs for agricultural purpose d. Bank Guarantees / Letter of Credit backed by 100% cash margin / FDR margin

17	Inspection Charges on advance proposals	
	Upto Rs.5 lacs	Rs.150 per quarter
	Above Rs.5 lacs to Rs.50 lacs	Rs.500 per quarter
	Above Rs.50 lac to Rs.2 crore	Rs.1000 per quarter
	Above Rs.2 crore to Rs.5 crore	Rs.2500 per quarter
	Above Rs.5 crore	Rs.4000 per quarter
		a. Over and above these charges, out of pocket expenses will be recovered on actual incurred basis. b. No inspection charges on advances under Retail Lending Scheme (unless otherwise specified in scheme) and on crop loans (UGC / KCC) upto Rs.3 lacs and gold loans upto Rs.20 lacs for agriculture / non-agriculture purposes and loans against deposits.
18	Mortgage Charge / Mortgage Creation charges:	Upto Rs.10 lacs - Rs.2500 Above Rs.10 lac to Rs.50 lac - Rs.5000 Above Rs.50 lac to Rs.1 crore - Rs.10000 Above Rs.1 crore to Rs.5 crore - Rs.15000 Above Rs.5 crore - Rs.25000
		Related guidelines covered in Rule governing service charges
		Above charges are per instance and applicable for a maximum of 5 mortgages only. Beyond 5 mortgages, Rs. 1000 per mortgage to be recovered. The aforesaid mortgage charges will be applicable for all type of mortgages created by the Bank other than for retail loans and loans upto Rs. 3 lacs under agri. Unless otherwise specified.
18.1	Registration of Mortgage with Central Registry including modifications	For credit facility upto Rs.5 lacs - Rs.150
		For credit facility more than Rs.5 lacs - Rs.300
18.2	Satisfaction of Mortgage with Central Registry	NIL
18.3	Particulars of securitisation or reconstruction of financial assets related to Asset Reconstruction Companies	1000
18.4	Particulars of satisfaction of securitisation or reconstruction transactions related to Asset Reconstruction Companies	250
18.5	Any application for information recorded/ maintained in the register by any person	50

18.6	Any application for condonation of delay upto 30 days	Not exceeding 2500 in case of creation of security interest for a loan upto 5 lacs and not exceeding 5000 in all other cases.
19	Lead Bank Charges (FB +NFB)	0.25% with max Rs. 50 lakh (in addition to applicable processing charges) Related guidelines covered under Rules governing Service Charges
20	Holding of consortium meeting	Rs.10000 + actuals
21	Project Appraisal Charges	Upto Rs.1.00crores: Same as inspection charges Above Rs.1.00crore: - Project Finance: • For own use: 0.10% of New Term Loan • For sharing with customer/other lender: Additional 0.10% of New Term Loan (Subject to maximum Rs.5.00Lacs) - Other than Project Finance: Same as inspection charges Rules: a. In case TEV report from empanelled TPSP of our bank/Consortium member bank is obtained, inspection charges as specified above is to be recovered for Technical Inspection. b. Technical inspection charges are to be recovered on completion of documentation. c. Out of pocket expenses are to be reimbursed to the Bank.
22.1	Issuance of Solvency Certificate	
	Upto Rs.1 lacs	250 per certificate
	Rs.1 lacs - 10 lacs	1000 per certificate
	Rs.10 lacs - 1 crore	5000 per certificate
	Rs.1 crore - 5 crore	10000 per certificate
	Above Rs.5 crore	25000 per certificate
22.2	Capability Certificate	• Rs.5/- per Rs.1000/- or a part thereof with a minimum of Rs.100/- and maximum of Rs.1000/- per certificate • Additional capability certificate in respect of same Student (who has already taken earlier) for applying to other Universities / same University within 12 month from the issue of original capability certificate: Rs.100/- per certificate

23	Issuance of any other certificate for business purpose. (No Dues, Balance confirmation, Maintenance of Account, NOC for release of security in case of sale of flat units under real estate project etc. Certificate on behalf of our clients as well as clients referred by other banks (other than for govt. sponsored schemes). Charges are per certificate	
	Loan upto Rs.10Lacs	150
	Loan above Rs.10Lacs to Rs.100Lacs	250
	Loan above Rs.100Lacs to Rs.10crore	500
	Loan above Rs.10.00crore	1000
		a. The certificate should be for business purpose. b. The borrowers under the Government schemes are exempted from the levy of charges on issuance of 'No due certificate'. c. No service charges should be levied on the balance confirmation certificate issued in borrowal account at the end of the year.
24	Marking of / lifting of lien on NSC/RBI Bonds/KVP /IVP Assignment of LIC Policy	Rs.100 per instrument plus out of pocket expenses if any
25	Marking of / lifting of lien / hypothecation / other charges with RTO / revenue authority	Rs.500 per asset plus out of pocket expenses if any. No charges on Retail Lending schemes (unless otherwise specified in the scheme)
26	TUF subsidy application processing fee	
	upto Rs.1 crore - Rs.1000	1000
	Above Rs.1 crore - Rs.2500	2500
27	Charges for supplying copy of document	
	Upto Rs.1.00 crore (Other than Govt. Sponsor Schemes and P.S. upto Rs.25000/-)	500 per set of document
	Over Rs.1.00 crore (Other than Govt. Sponsor Schemes and P.S. upto Rs.25000/-)	1000 per set of document
		Out of pocket expenses to be recovered separately other than for Govt. sponsor schemes and priority sector upto 25000
28	Providing Service charges for credit opinion including introduction	
	when no credit limit availed from us.	500 per opinion
	when credit limits are availed from us	1000 per opinion
29	ROC registration/modification /satisfaction charges	Each Transaction - Actual + Rs.500

30	Search Report	Each Transaction - Actual + Rs.500
31	Verification of power of attorney	Rs.500 per POA
32	Providing Credit Information Reports from Credit Information Companies for credit appraisal	Consumer Report - Rs.100 Commercial Report - Rs.500 (These charges are not applicable for retail loans and other loans upto Rs.25Lacs. The maximum aggregate charge for generating CIC reports should not exceed Rs.5000/- per borrower per annum. Charge should not be recovered for obtaining multiple reports of same entity during particular review/renewal process. These charges are subject to periodical changes as per change in charges by CICs. Separate guidelines will be issued in case of any changes).
32.1	Providing copy of credit information report as obtained and available from CIC based upon borrower's request	Consumer Report - Rs.100 Commercial Report - Rs.1000
33	Fee for opening / operating Escrow / TRA a/cs (Trust & Retention a/c)	Upto Rs.5 crore - Rs.1 lacs Above Rs.5 crore upto Rs.10 cr - Rs.2 lacs Above Rs.10 crore - Rs.5 lacs (The charges prescribed are per annum)
34	Lodgement / Release of pledged goods	₹ 100/-+actual conveyance, if any. (Not applicable for gold loans)