



मुक्तिनाथ विकास बैंक लि.

MUKTINATH BIKAS BANK LTD.

“जनता बैंकमा होइन, बैंक जनतामा जानु पर्दछ ।”

**STANDARD TARIFF OF
CHARGES, 2081**

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1. Short Title, Commencement and Other Additional Provisions

This manual may be called Standard Tariff of Charges and hereinafter referred to as “STC, 2081” or “This Manual” and with the applicability of this manual the erstwhile statement/publication relating to tariff of charges shall be repealed.

Standard Tariff of Charges is the collection of the standard charges of Muktinath Bikas Bank Ltd (MNBBL) regarding all the products the Bank offers to its customers. This paper has been prepared to provide clear information about the bank’s standard charges, collection modalities, waiver authority for the hassle-free work procedure. The charges and waivers mentioned in this document are indicative and the management shall have all the rights to change/ revise the below rate, standard charges and penalty rates as per the market conditions.

In case of any contradictions between this document and any laws or directives of Nepal Rastra Bank, the provision of laws and/or of Nepal Rastra Bank’s directives shall prevail.

This Manual is the property of Muktinath Bikas Bank Limited (hereinafter referred as “The Bank” or “MNBBL”) and implemented by the Accounts and Finance Department for the internal use of the branches. The contents of this manual shall not be made available in any form to any unauthorized person or persons without the prior approval of the Chief Executive Officer.

Alterations to the tariff may be made only under the signature of the Chief Executive Officer or his alternate on his absence. Any amendment in this manual shall be made by way of circulars and shall be communicated by the circulars via an electronic mail and will be hosted in the intranet site of the Bank.

2. Statement of Charges – Operations

I. Customer Services			
S.N.	Description of Services	Amount	Remarks
1.	Issuance of Balance Certificate	Free	
2.	Standing Instruction	NPR 300/- per instruction	Waived for Corporate Call/Current Account
3.	Failure to execute Standing Instruction (placed at customer request) due to insufficient balance.	NPR 250 per SI failure	
4.	Cheque destroyed charge during closure of account (For all unused cheque)	Rs. 5 per cheque leaf (Waiver in case of closure of multiple account)	In case the balance in account is less than required entire amount shall be deducted.
5.	Stop Payment of Cheques	Free	-
6.	i. Requisition Slips for Cheque Book issuance against lost Cheque and Payment Slip*.	NPR 250/-	Including cancellation of lost Cheques. Payment

	ii. Requisition Slip for One Leaf Cheque	NPR 100/-	Slip charges are for Inclusive Banking Deposits)
7.	Issuance of "Good for Payment" Cheque	Free	
8.	Cancellation of "Good for Payment/Manager" Cheque	NPR 500/-	
9.	Cheques returned for insufficient balance (both clearing and presented for payment)	NPR 500/- for each presentation	In case the balance in account is less than NPR 500/- entire amount shall be deducted.
10.	Cheques and Payment Slip Disposal Charges	NPR 500/-	In case the cheques or payment slip is not collected within 6 months of its request
11.	Issue of Statement (2 nd copy of the same period)	1st Page NPR 100/-, NPR 50/- for each additional page and Maximum NPR 500/- in total	
12.	Duplicate Customer Dr./Cr. Advice	NPR 250/- up to 1 Year. NPR 500/- Above 1 to up to 2 Year. NPR 1000/- Above 2 Year.	(Not applicable for illiterate and visually impaired customer)
13.	Record Retrieval Charges	NPR 500/-	In other cases.
	# In case of closure of account within 6 Month of opening	NPR 750/-	In case of records older than 6 months.
14.	Cross Branch Cheque Issuance	Free	
15.	Interest Earned Certificate	NPR 500/-	
16.	Fixed Deposit Pre-mature	I. If any Fixed Deposit is to be pre-matured, the pre-matured Fixed Deposit will be entitled to get interest rate provided in the minimum saving instead of paying all the interest and already paid interest shall be recovered from concern account holder accordingly.	

		II. Processing fee- NPR 2,500/- (Processing fee NPR 2,500/- waived, if Clause I is fully adhered to.)
17.	Issuance of Duplicate Fixed Deposit Certificate	NPR 500/-
18.	Issuance of Miscellaneous upon request of Customer. E.g.-Education loan disbursement letter and other letters.	NPR.500/-
19.	Kramik Bachat Khata Pre-mature	50.00% of Interest Earned.
20.	Issuance of other banks cheque against home cheque up to 2 Million	NPR 250/-
	Issuance of other banks cheque against home cheque above 2 Million	NPR 500/-
21.	Scheme Change Charge	NPR 500/- per instance

*Payment Slip Charges are for Small and Micro Banking Depositors.

II. Any Branch Banking Services (ABBS)			
S.N.	Description of Services	Amount	Remarks
1.	Self-Deposit/Deposit by Others (Any Limit)	Free	-

III. ECC, IPS, RTGS & CIPS			
S.N.	Description of Services	Amount	Remarks
A.	Electronic Cheque Clearing		
1.	Electronic Cheque Clearing Charges	Actual Basis	-
2.	Bills Collection	NPR 500	To be added to cost of another bank
B.	IPS & RTGS Fees		
1	NPR Transaction - Others	Actual Basis	-
2	NPR Transaction - RTPS	Actual Basis	-
3	FCY Transaction (Fee in NPR)	Actual Basis	-
4	Dividend Payment	Actual Basis	No Charges for Dividend below NPR 100.00
C.	Connect-IPS Charges		
1	Fund Transfers	Actual Basis	
2	Government Payments	Actual Basis	
3	Credit Card Payments	Actual Basis	
4	Stock Broker Payment	Actual Basis	
5	Wallet Top Up	No Charge	

IV. Digital Banking Services			
S.N.	Description of Services	Amount	Remarks
A.	VISA Card Related		
1.	Charges for issuance of VISA ATM cards	NPR 300	-
2.	Annual ATM Charges	NPR 300	NPR 1,200 in case the customer wishes to pay the charges for 5 years upfront.
3.	Re -Issue after Expiry of VISA ATM cards	NPR 300	-
4.	ATM Card re-print due to loss of VISA ATM cards	NPR 300	-
5.	Pin Regeneration of VISA ATM cards	NPR 100	-
6.	Card Blocked/ Unblocked of VISA ATM cards	NPR 100	-
7.	ATM Card not received within 6 months (Disposal Charge)	NPR 300	-
8.	Card Blocked charge at the time of A/C closed	NPR 100	-
9.	Charges for Issuance of International e-commerce Card	NPR 500	
10.	Re -Issue Charges of International e-commerce Card	NPR 500	
11.	Annual International e-commerce Card Charges	NPR 500	
12.	Amount Load Charge of International e- commerce Card	NPR 100	Free for first time Load
13.	ATM Card Account Linkage Charge	NPR 100	
14.	QR Teller withdrawal Charge (Payment Limit per day NPR 3,00,000.00)	Free	
B.	Mobile Banking		
1.	First time subscription	NPR 300	-
2.	Annual Renewal	NPR 300	-
3.	Mobile Banking Password Reset	NPR 50	-
4.	Mobile Banking Account Linkage Charge	NPR 100	No charge for same client code
5.	Interbank Fund Transfer (IBFT) Charge	As per Network	-
C.	E- Banking		

1.	First time subscription	NPR 200	-
2.	Annual Renewal	NPR 200	-
3.	Internet Banking Password Reset	NPR 50	-
4.	E-Banking Account Linkage Charge	NPR 100	-

V. Transaction Fees

S.N.	Description of Services	Amount	Remarks
1.	ATM Cash withdrawal from MNBBL ATMs	Free	-
2.	ATM Cash withdrawal from the ATM other than that of MNBBL	NPR 15 for number of transactions exceeding 5 in a month.	-
3.	ATM Cash withdrawal in India	NPR 250 per transaction	-
4.	Balance inquiry at MNBBL ATMs	Free	-
5.	Balance inquiry from the ATM other than that of MNBBL	NPR 15 per enquiry	-
6.	Balance inquiry in India	NPR 50 per enquiry	-
7.	Mini Statement Request from the ATM other than that of MNBBL	NPR 15 per request	-

VI. Locker Charges

S.N.	Description of Services	Small	Medium	Large	Remarks
1.	Annual Fees	NPR 2,000	NPR 3,000	NPR 5,000	Waiver up to 50% on small sized lockers for all Permanent Staff.
2.	Security Deposit	NPR 10,000	NPR 15,000	NPR 15,000	100% waiver on security deposits for all Permanent staffs.
3.	Breaking of Lockers (in case the key is lost)	NPR 1500 + Actual Charges for the breakage			
4.	Surrender of Locker I. Within three years II. After three years	I. NPR 500 II. Free			

VII. Remittances

S.N.	Description of Services	Amount	Remarks
1.	Up to 15,000	NPR 100	-
2.	15,001-25,000	NPR 150	-
Other Remit			
1.	As per the charges of remittance company.		

VII. Market Maker		
S. N	Description	Applicable Charges
1.	Management of Government Bonds (Subject to change in line with revisions by Central Bank)	I. Up to NPR 100K - 0.5% II. Above NPR 100K to NPR 500K - 0.4% III. Above NPR 500K to NPR 1Million - 0.3% IV. Above NPR 1mio to NPR 5Million- 0.2% V. Above NPR 5Million - 0.1%

VIII. Fees and Charges applicable for Depository (Demat Account)		
S. N	Description	Applicable Charges
1.	Account Opening Fee	NPR. 50
2.	Yearly Account Operating Fee	NPR 100
3.	Securities Transfer Fee:	NPR 25 per transfer
4.	Security Pledge Fee	NPR 50

IX. Others			
S.N.	Description of Services	Amount	Remarks
1.	CCTV Footage Retrieval (Below 1 Week)	Free	-
2.	CCTV Footage Retrieval (Above 1 Week)	NPR 100	-
3.	No Objection Letter/ Letter for Permit	NPR 250	-
4.	No due Certificate (for borrower)	NPR 500	-
5.	CIC Charges	Actual Basis (upfront)	No Charges for Loan Disbursed Under Employee Facilities.
6.	Blacklisting and De-blacklisting I. Blacklisting up to NPR 10 million. II. Blacklisting above NPR 10 million. III. Delisting up to NPR 10 million IV. Delisting above NPR 10 million.	Actual Charge of CIB Nepal.	
7.	C-ASBA/ASBA Charges	NPR 5	Except Staff Saving Account.
8.	Secured Transaction Registry	Actual Charge of STRO	

X. Provision for Waiver and Concessions of the Charges

i. Customers Services

For the services provided in Clause 2(I), the branch with the recommendation of the branch manager shall forward the memorandum the respective department and shall be approved by the following authority:

S.N.	Services	Department	Authority	%
1.	Fixed Deposit Pre-mature	Marketing department with the recommendation of Chief Financial Officer.	COO and above	100%
2.	i. Clause No.2(I – III, VI and VIII) ii. Clause No. 2(IV and V)	Branch In charge/Manager with recommendation of Central Operation/DBU.	i. Head Central Operation Department ii. Head DBU	100%

ii. Premium Interest on Deposits

For premium on interest on fixed deposits following approval is required:

Particulars	H-Marketing	CFO	COO	DCEO	CEO
Increase in FD rate (Individual Only)	As per NRB				
Change in Interest Payment Frequency	Monthly/Quarterly	Monthly/Quarterly	Monthly/Quarterly	All	All

iii. Discount on Foreign Currency (FCY) Exchange:

The branch with the recommendation of the branch manager shall forward the memorandum regarding the concession on sell of FCY exchange to the Treasury Department which shall be approved by the following authorities:

S.N.	Authorities	%
1	Chief Financial Officer	0.10/\$ or equivalent
2	Deputy Chief Executive Officer	0.20/\$ or equivalent
3	Chief Executive Officer	Above 0.20/\$

3. Statement of Charges – Credit Facilities

I. Interest Rate

a. Basic Charge

Interest rate (base rate + premium rate) on Loan shall be as per published interest rate by “MNBBL” and may change from time to time as per the management decision. In this case the interest rate levied cannot exceed the published interest rate.

*Interest rate revision can be maximum up to 1% by concerned CAD holder at a one time. However, interest revision shall be made not less than 1% premium rate.

b. Waiver

- i. Pricing of the credit facilities is guided by the delegation of authority (DOA) extended by the Chief Executive Officer (CEO) to different officials from time to time.

II. Administrative Charges

S.N	Description of services	Administrative Charges (%)	Remarks
A.	General Banking		
1.	Business Loan (New)	1.00%	-
2.	Muktinath Sulav Bewasaya Karja (New)	1.00%	-
3.	Real Estate Loan/Personal loan (Overdraft or Term) (New)	1.00%	-
4.	Personal loan (Overdraft or Term) (New)	1.00%	-
5.	Loan Against Share (New)	1.00%	-
6.	Agriculture Loan (New)	1.00%	-
8.	Housing Loan (New/Enhancement) including CBHL	1.00%	-
9.	Hire Purchase (New Vehicle/Enhancement)	1.00%	-
10.	Hire Purchase (Old Vehicle)	1.00%	-
11.	Other Loan	1.00%	-
12.	Gold and Silver Loan	Not Applicable (refer section 3, subsection XIII)	-
13.	Loan Against Fixed Deposit, Loan Against Government/NRB Saving Bond etc.	N/A	-
14.	Consortium Loan	As per the consortium decision and as approved by concerned credit approving authority.	-
15.	Professional Loan #	1.00%	-
15.	Social Loan	1.00%	-
16.	Education Loan	1.00%	-
B.	Small & Micro Banking		
1.	General Loan	1.00%	-
2.	Goodwill Member Loan	1.00%	-
3.	Energy Loan	1.00%	-
4.	Emergency Loan	1.00%	-
5.	Improving Agriculture Loan	1.00%	-

6.	Foreign Employment Loan	1.00%	-
7.	Micro Enterprise Loan	1.00%	-
8.	Housing Loan	1.00%	-
9.	Small Enterprise Loan	1.00%	-
10.	Small Housing Loan	1.00%	-
11.	Personal Loan	1.00%	-
12.	Wholesale Loan "D" Class Bank	0.50%	-
13.	Wholesale Loan Others	1.00%	-

Waiver is not provided on professional loan exposure; it shall be charged flat on approved limit.

Note:

- i. Administrative charge shall be charged on approved loan limit.

Waiver

Up to 0.25% on above mentioned rate can be approved by CEO or as authority delegated by CEO.

III. Renewal Charges

Renewal charge shall be:

S.N	Loan Type	Renewal Charge
1.	All loans	0.20% of the loan limit.
2.	Gold and Silver Loan	Not Applicable (refer section 3, subsection XIII)
3.	Loan Against Fixed Deposit, Loan Against Government/NRB Saving Bond etc.	Not Applicable
4.	Consortium Loan	As per the consortium decision and as approved by concerned credit approving authority.

Waiver

Any deviation in renewal rates shall be approved by one level higher authority of concern approving authority.

IV. Loan Commitment Charge

i. For Revolving/Demand Nature Loan:

The loan commitment charge shall be 20% of the administrative charge for unutilized portion of loan if average utilization falls below 60%, which shall be charged at the time of renewal/settlement of loan. For Example: If average utilization is 35% then, commitment charge shall be levied at 25% of loan limit (60%-35%=25%).

ii. For Term Nature Loan:

The loan commitment charge shall be 20% of the administrative charge for unutilized portion of loan if loan utilization less than approved loan limit.

Notes:

- I. In the case of an account which is settled prior to expiry date of limit, commitment charge shall be obtained till expiry date proportionately.

Waiver

Maximum up to 25% on above rate by CEO/DCEO or by concerned credit approving authority as authority delegated by CEO.

V. Loan Prepayment Charge

- i. Prepayment charge shall be applicable on term nature loan only on the prepayment amount.
- ii. 1.00% if the Loan is prepaid within 2 Years.
- iii. 0.50% if the Loan is prepaid within 2 to 5 Years.
- iv. 0.20% if the Loan is prepaid after 5 Years.

Waiver

Up to 25% on above amount can be approved by CEO or as authority delegated by CEO.

VI. SWAP Charge

- i. 1.00% if the loan is swapped within 2 Years.
- ii. 0.50% if the Loan is swapped within 2 to 5 Years.
- iii. 0.20% if the Loan is swapped after 5 Years.

Note: The loan prepayment/swap charge on Term Nature Loan with fixed interest rates shall be levied 1.00% of the loan with the consent of borrower.

Waiver

- a. Maximum up to 25% of above amount by authority delegated by CEO.
- b. Maximum up to 25% of above amount by DCEO.
- c. Maximum up to 100% of above amount rate by CEO.

VII. Collateral Replacement

S.N	Description of Services	Administration Charges
1	Replacement of fixed assets collateral	0.1% of Mortgage Value or NPR 10,000 whichever is lower. However, the charges shall not be less than NPR 1,000. <i>a. Applicable in case multiple requests, free for the first time.</i> <i>b. No charge in case of settlement.</i>
2	Share Release Administration Charge	NPR 1,000 per request. <i>a. Applicable in case multiple requests, free for the first time.</i> <i>b. No charge in case of settlement.</i>

Waiver

Up to 50% by the DCEO and 100% by the CEO.

VIII. Credit Information Center (CIC) Report Charge

- i. CIC Report Charge shall be actual & incidental cost as charged by Credit Information Center.

Waiver

No waiver from any authority.

IX. Inter Bank Credit Information Charge

- i. The charge for entertainment of inter bank credit information request shall be NPR. 500 per request.
- ii. The charge for issuance of Loan Clearance Certificate NPR. 1,000.

Waiver

Up to 100% by the concerned Branch Manager.

X. Penal Interest and Interest on Interest

- i. Penal Interest and Interest on Interest on delayed payment shall be 2% (Two percent) p.a. of overdue amount (i.e. Overdue Principal and Overdue Interest).

Waiver

Waiver on Penal Interest and Interest on Interest shall be as approved by CEO/DCEO or by concerned credit approving authority as authority delegated by CEO.

XI. Re-issuance of Correspondence

- i. For every correspondence once issued if re-issued at the request of the customer shall be charged NPR. 500 per correspondence.

Waiver

Up to 100% by concerned Branch Manager.

XII. Commission on Non-Funded Facilities

Basic charge for issuance of non-funded facilities/BG shall be as per tabulated below:

Types of Guarantees	BID Bond		Performance Bond Guarantee/Supply Guarantee (PGB)		
	Particulars	With Limit	Adhoc Issue	Limit basis	Adhoc Issue
Basis	Higher of	Higher of	Higher of	Higher of	Higher of
A Class Contractor	0.20% of document value or NPR 1,000 per quarter	0.25% of document value or NPR 1,500 per quarter	0.30% of document value or NPR 1,000 per quarter	0.35% of document value or NPR 1,500 per quarter	0.35% of document value or NPR 1,500 per quarter
B Class Contractor	0.20% of document value or NPR 1,000 per quarter	0.25% of document value or NPR 1,500 per quarter	0.30% of document value or NPR 1,000 per quarter	0.35% of document value or NPR 1,500 per quarter	0.35% of document value or NPR 1,500 per quarter
C & D Class Contractor	0.25% of document value or NPR 1,500 per quarter.	0.30% of document value or NPR 2,000 per quarter	0.35% of document value or NPR 1500 per quarter	0.4% of document value or NPR 2,000 per quarter	0.4% of document value or NPR 2,000 per quarter

Others	0.25% of document value or NPR 1,500 per quarter.	0.30% of document value or NPR 2,000 per quarter	0.35% of document value or NPR 1,500 per quarter	0.45% of document value or NPR 2,000 per quarter
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Types of Guarantees	Advance Payment Guarantee (APG)		Credit Supply Guarantee (CSG)		
	Particulars	Limit basis	Ad hoc Issue	Limit basis	Ad hoc Issue
Basis		Higher of	Higher of	Higher of	Higher of
A Class Contractor		0.30% of document value or NPR 1,000 per quarter	0.35% of document value or NPR 1,500 per quarter	0.30% of document value or NPR 1,000 per quarter	0.35% of document value or NPR 1,500 per quarter
B Class Contractor		0.35% of document value or NPR 1,000 per quarter	0.40% of document value or NPR 1,500 per quarter	0.35% of document value or NPR 1,000 per quarter	0.40% of document value or NPR 1,500 per quarter
C & D Class Contractor		0.40% of document value or NPR 1,500 per quarter	0.45% of document value or NPR 2,000 per quarter	0.40% of document value or NPR 1,500 per quarter	0.45% of document value or NPR 2,000 per quarter
Others		0.40% of document value or NPR 1,500 per quarter	0.45% of document value or NPR 2,000 per quarter	0.40% of document value or NPR 1,500 per quarter	0.45% of document value or NPR 2,000 per quarter

Types of Guarantees	Issuance/ Line of Credit		Other Guarantees Fee		
	Particulars	Limit basis	Ad hoc Issue	Limit basis	Ad hoc Issue
Basis		Higher of	Higher of	Higher of	Higher of
A Class Contractor		0.30% of Line of credit or NPR 1,000 per quarter	0.35% of Line of credit or NPR 1,500	0.30% of document value or NPR 1000 per quarter	0.35% of document value or NPR 1,500 per quarter
B Class Contractor		0.30% of Line of credit or NPR 1,000 per quarter	0.35% of Line of credit or NPR 1,500	0.35% of document value or NPR 1000 per quarter	0.40% of document value or NPR 1,500 per quarter
C & D Class Contractor		0.35% of Line of credit or NPR 1,500 per quarter	0.40% of Line of credit or NPR 2,000	0.40% of document value or NPR 1500 per quarter	0.45% of document value or NPR 2,000 per quarter

Others	0.35% of Line of credit or NPR 1,500	0.40% of Line of credit or NPR 2,000	0.40% of document value or NPR 1,500 per quarter	0.45% of document value or NPR 2,000 per quarter
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Notes: An Additional Amendment charges on Bank Guarantees (BG) shall be levied as follows, if any amendments are to be done.

- a. Amendment Charges with increase of Values and Tenure of BG NPR 1,000 plus applicable BG Commission.
- b. Amendment Charges without increase of Values and Tenure of BG NPR 1,000.
- c. Bank guarantee cancelation charge Rs.1,500.
- d. Guarantee claim handling charge shall be higher of 0.1% of claimed amount or NPR. 2,000 if honored.

Waiver: Up to 50% on above mentioned rate, can be approved by CEO or as authority delegated by CEO.

XIII. Insurance Charge (Gold and Silver Loan)

1% p.a Insurance charges on gold and silver loan is applicable.

XIV. Letter of Credit & Allied Charges

Charges related to Letter of Credit & Allied charges, shall be as per the agreement with the concerned commercial banks.

XV. Non-Submission Charges

- I. Non-Submission of the either Audited Financial Statements/Tax Clearance Certificate (TCC) of extension approval form IRD within Ashwin End: NPR 1,000
- II. Non-Submission of the Audited Financial Statements and TCC after Poush End: NPR 2,000.

Waiver

Up to 100% by concerned Branch Manager.

XVI. Other Incidental Charges

- I. Temporary handover of land ownership certificate NPR 500 after 7 working days.
- II. All charges that are incidental to processing of loan, disbursement of loan or recovery of loan shall be charged to client at actual cost incurred for such loan.

XVII. Delegation of Authority

The chief executive officer may designate the waiver authority as per the requirements.

XVIII. Others

- I. Proposed standard charges shall be effective from the date of approval of the CEO.
- II. Terms and condition other than penal rate already approved and as already included in issued loan offer letter accepted by borrower shall be as per the existing approval.

4. Waiver/Concessions in services availed by Staffs

Free Mobile Banking, Internet Banking, VISA Card, Clearing Charges, IPS, Balance Certificate issuance Charges, Good for Payment Cheque Issuance, 50% waiver on annual fee for the locker facilities and 100 % waiver on security deposit of locker to staff and CEO and CIC on staff loans.

5. Waiver Register

All the waiver register shall be properly recorded and maintained by branch offices of the Bank, and it must contain the following:

S.N.	Type of Waiver	Section of STC	Applicable Waiver %/NPR	Amount Waived	Reason for Waiver	Signature
1.						
2.						

6. Disclaimer:

- i. The charges mentioned above are governed by the Bank's internal policy, "Standard Tariff of Charges".
- ii. The decision of the bank shall be final in case of any dispute regarding the amount of charges/fees.
- iii. All the charges/fees shall be consistent with NRB directives, circulars and other regulatory authority's circulars.

