

Civil Bank Limited
STANDARD TARIFF and CHARGES



2079/2022

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STANDARD TARIFF and CHARGES

CIVIL BANK LIMITED

Version 6.8

Preface

The Standard Tariff and Charges of Civil Bank is a document that comprises of a comprehensive listing of the charges and fees the Bank is able to levy on its customers for services rendered. Included charges are related to clean bills collection, clean bills purchase, remittance, customer service/ business desk, cash/ transfers, communication/ postage, safe deposit locker, interbank payment, credit, trade finance, digital banking/ eBanking and other types of charges. This document is subject to revision from time to time depending upon, among other things, the economic scenario of the country, market scenario/ competition, central bank's regulations as well as the Bank's policies.

This document shall is intended for the staff personnel of Civil Bank as well as to inform the Bank's customers.

This document shall be published on the official website of the Bank and updated from regularly.

<http://www.CivilBank.com.np>

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Abbreviations

NRB: Nepal Rastra Bank	LC: Letter of Credit
USA: United States of America	BCI: Beneficiary Credibility Information
INR: Indian Rupees	POS: Point of Sale
DD: Demand Draft	HBL: Himalayan Bank Limited
GBP: Pounds	SCBNL: Standard Chartered Bank Nepal Limited
EUR: Euro	NSBI: Nepal SBI Bank Limited
FCY: Foreign Currency	NABIL: Nabil Bank Limited
ABBS: Any Branch Banking Service	ATM: Automated Teller Machine
NPR: Nepalese Rupees	SCT: Smart Choice Technology
H: Height	NPN: National Payment Network
W: Width	SMS: Short Messaging Service
D: Depth	P.A.: Per Annum
IPS: Interbank Payment System	BFI: Bank and Financial Institutions
PF: Provident Fund	CCTV: Closed Circuit Television
DC: Direct Credit	DEMAT: Dematerialization
DD: Direct Debit	IT: Information Technology
FD: Fixed Deposit	NCHL: Nepal Clearing House Limited
STR: Secure Transaction Registry	
ASBA: Applications Supported by Blocked Amount	

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Standard Tariff and Charges (STC)

1. Clean Bills Purchase

S.N.	Particulars	Charges Applicable
1.1.	USD Cheques (USA)	<ul style="list-style-type: none"> 1.00% of Face Value of Bill or minimum NPR 1,000/- for 15 days. If not realized within 15 days, additional 0.05% per day thereafter up to realization date
1.2.	INR Bills/ Demand Draft (DD) Purchase	<p>Payable at Metros of India:</p> <ul style="list-style-type: none"> 1.00% of Face Value of Bill or NPR 1,000/- for 15 days. If negotiable instrument not realized within above specified date, additional 0.05% per day thereafter up to realization date <p>Non-Metros:</p> <ul style="list-style-type: none"> 1.25% of Face Value of Bill or minimum NPR 1,000/- for 30 days. If negotiable instrument not realized within above specified date, 0.05% per day to be charged thereafter up to date of realization

Note: Relevant Communication and Postage charges, if required, are to be levied as per 'Section 6' even for activities where the same are not mentioned in the table

2. Electronic Cheque Clearing (ECC)

S.N.	Particulars	Charges Applicable
2.1.	Inter Branch Collection (ABBS Charge)	No Charge
2.2.	Express and High Value Clearing	NPR 100/-
2.3.	Outward Clearing Cheque	<ul style="list-style-type: none"> Above NPR 2 Lakhs: NPR 15/-
2.4.	Late Presentment Charge	<p>For Regular only</p> <ul style="list-style-type: none"> Above NPR 200,000/-: NPR 200+NPR 15* <p style="text-align: right;">*NCHL Charge</p>

Note: Relevant Communication and Postage charges, if required, are to be levied as per 'Section 6' even for activities where the same are not mentioned in the table

3. Remittance

S.N.	Particulars	Charges Applicable
3.1.	INR Draft Confirmation Charge	<p>Prime Customers: 0.05% or minimum NPR 100/- (whichever is higher) plus SWIFT charge NPR 250/-</p> <p>Other Customers: 0.1% or minimum NPR 200/- plus SWIFT charge NPR 250/-</p> <p>Note: If Demand Drafts have been issued for the purpose of education, an additional education tax shall be levied as per NRB Guidelines</p>
3.2.	Foreign Currency Draft	<p>Prime Customers: 0.10% or NPR 250/- whichever is higher Plus SWIFT charge NPR 250/-</p> <p>Students: 0.05% of Face Value of Bill or minimum NPR 350/- Plus SWIFT charge NPR 250/-</p> <p>Other Customers: 0.10% or NPR 500/- whichever is higher Plus SWIFT charge</p>

		NPR 250/-
3.3.	Foreign Currency Clean Bill Collection (including INR)	0.125% of Face value of Bill or minimum NPR 1,500/- plus postage/ communication charge
3.4.	FCY/INR/SWIFT Transfer	<p>Prime Customers: 0.10% of SWIFT value or Minimum NPR 350/- plus SWIFT charge NPR 250/-</p> <p>Students: 0.05% of Face Value of Bill or minimum NPR 350/- Plus SWIFT charge NPR 250/-</p> <p>Other Customers: 0.15% of SWIFT value or Minimum NPR 500/- plus SWIFT Charge NPR 250/-</p> <p>Note: If the charge is "Ours" in MT 103, the following charges shall be applicable:</p> <ul style="list-style-type: none"> • USD: USD 25 • GBP: GBP 20 • EUR: EUR 25
3.5.	SWIFT Transfer for Tatopani/ Rasuwa imports	0.05% of SWIFT value or NPR 1,000/-, whichever is higher plus SWIFT charge of NPR 250/-
3.6.	Draft Cancellation	<p>In case of lost draft:</p> <ul style="list-style-type: none"> • Up to 3 months from the date of draft issuance: NPR 500/- per draft • After 3 months from the date of draft issuance: NPR 1,000/- per draft <p><u>In case the original instrument is submitted to the Bank:</u></p> <ul style="list-style-type: none"> • NPR 250/- <p><u>In both cases:</u></p> <ul style="list-style-type: none"> • SWIFT and other Bank charges as applicable • Refund will be made at the prevailing exchange buying rate on the date of refund
3.7.	Refund of Inward Remittance	Charge applicable if beneficiary requests
3.8.	Any Branch Banking Service (ABBS) Transfer	<ul style="list-style-type: none"> • No Charge
3.9.	Payment of Remittance, Online Money Transfers, Online Payments	Sharing of commission as per agreement
3.10.	Cancellation/ Amendment of SWIFT	NPR 500/-
3.11.	Follow-up SWIFT on Remittances at Customer's Request	NPR 500/- per SWIFT message plus applicable communication charge of NPR 250/- (Total charge: NPR 750/-)

Note: Relevant Communication and Postage charges, if required, are to be levied as per 'Section 6' even for activities where the same are not mentioned in the table

4. Customer Service/ Business Desk

S.N.	Particulars	Charges Applicable
4.1.	Account Closure	<ul style="list-style-type: none"> • No Charge
4.2.	Scheme Change	<ul style="list-style-type: none"> • No Charge
4.3.	Balance Certificate Charge	<ul style="list-style-type: none"> • No Charge

4.4.	'No Dues' Certificate	NPR 500/- per request
4.5.	'Interest Earned' Certificate	<ul style="list-style-type: none"> • Within 2 years: NPR 1,000/- • 2 years and above: NPR 1,500/-
4.6.	Advanced Payment Certificate	<ul style="list-style-type: none"> • Civil Bank Accountholders: NPR 500/- per certificate • NPR 500/- for duplicate Advanced Payment Certificate (NPR 100/- for every additional copy) • Certificate request of over 1 year for accountholders: NPR 1,000 per certificate (NPR 200/- for every additional copy) • Certificate request of over 1 year for non-accountholders: NPR 2,000 per certificate • Amendment in Advanced Payment Certificate: NPR 250/-
4.7.	Date Extension for Advance Payment Certificate (for validity)	NPR 500/-
4.8.	Other Certificate Charges (other than those specifically mentioned in this document)	NPR 500/-
4.9.	Duplicate Account Statement	<ul style="list-style-type: none"> • NPR 250/- for the current year (only for Current and Call Accounts) • NPR 500/- for other years
4.10.	Standing Instructions (case-to-case basis)	NPR 250/- per request or if FCY: USD 10 per request
4.11.	Amendment for Standing Instruction	NPR 100/- per request or if FCY: USD 5 per request
4.12.	Failure of Standing Instruction at the Request of the Customer	NPR 250/- on insufficient balance and in case of dormant account
4.13.	Penalty on Premature Fixed Deposit Encashment	Coupon rate less Normal Savings Interest Rate applicable on the date of liquidation
4.14.	ASBA Application Charge	NPR 20/-

Note: Relevant Communication and Postage charges, if required, are to be levied as per 'Section 6' even for activities where the same are not mentioned in the table

5. Cash and Transfers

S.N.	Particulars	Charges Applicable
5.1.	Cheque Return/ Bounce due to insufficient balance (both counter and clearing)	NPR 200/- flat for any time issuance
5.2.	Cheque Stop Payment Request and/ or Issuance of fresh cheque book	<ul style="list-style-type: none"> • No Charge
5.3.	Good for Payment	<ul style="list-style-type: none"> • No Charge
5.4.	Cancellation of Good for Payment and Reissuance	<ul style="list-style-type: none"> • No Charge
5.5.	Charge against uncollected cheques if not collected within 90 days of request.	NPR 250/-
5.6.	FCY Cash Deposit	As per the rate provided by the Treasury Department
5.7.	NRB Cheques Issuance	Charge: NPR 1,000/- per cheque (other than custom margin cheque issued in favor of custom office) and NPR 500/- for replacement
5.8.	Manager's Cheques	<ul style="list-style-type: none"> • Prime Customers: NPR 250/- per Cheque

		<ul style="list-style-type: none"> • Other Customers: NPR 500/- per Cheque
5.9.	Cancellation of Manager's Cheques	<ul style="list-style-type: none"> • Civil Bank Accountholders: NPR 250/- • Civil Bank Non-Accountholders: NPR 500/-
5.10.	Non-Surrender of Cheque	NPR 250/- (Customer can declare in case of void and torn cheques; Not applicable in deceased account case)
5.11.	Issuance of loose cheque*	NPR 50/- Free, if cheque book is not issued
5.12.	Lost Cheque Requisition	<ul style="list-style-type: none"> • Up to 10 leaves: NPR 250/- • 10 – 25 leaves: NPR 500/- • Above 25 leaves: NPR 1,000/-
5.13.	Cash Withdrawal Slip	<ul style="list-style-type: none"> • NPR 50/- for Home Branch • NPR 100/- for other branch

Note: Relevant Communication and Postage charges, if required, are to be levied as per 'Section 6' even for activities where the same are not mentioned in the table

*Loose cheque means normal cheque duly printed and recorded inventory system in CBS in a single leaf

6. Communication and Postage

S.N.	Particulars	Charges Applicable
6.1.	Duplicate Debit/ Credit Advice: <ul style="list-style-type: none"> • Within 3 months of transaction • From 3 months to 1 year • From 1 year to 2 years • After 2 years 	<ul style="list-style-type: none"> • No Charge • NPR 100/- • NPR 500/- • NPR 1,000/-
6.2.	Record Retrieval Charges: <ul style="list-style-type: none"> • Within 3 months of transaction • From 3 months to 1 year • From 1 year to 2 years • After 2 years 	<ul style="list-style-type: none"> • No Charge • NPR 100/- • NPR 500/- • NPR 1,000/-
6.3.	Courier/ Postage Charge (for each packet up to 500 grams): <ul style="list-style-type: none"> • Nepal • India • Other Countries 	<ul style="list-style-type: none"> • NPR 100/- • NPR 1,000/- • NPR 2,000/-

7. Safe Deposit Lockers

S.N.	Particulars				Charges Applicable	
	Size	H (Inches)	W (Inches)	D (Inches)	Annual Rent	Key Deposit
7.1.	A	6.3	8.4	19.6	2,500/-	7,500/-
7.2.	B	5	14	19.6	3,500/-	10,000/-
7.3.	C	11	14	19.6	5,000/-	10,000/-
7.4.	D	7.5	21	19.6	6,000/-	10,000/-
7.5.	E	15	21	19.5	10,000/-	10,000/-
7.6.	F	4.5	6.5	22	1,500/-	7,500/-
7.7.	G	6	8	22	2,500/-	7,500/-
7.8.	H	6	16.5	22	3,500/-	10,000/-
7.9.	I	12	8	22	5,000/-	10,000/-
7.10.	J	12	16.5	22	8,000/-	10,000/-

7.11.	Breaking of Lockers in Case of Lost Keys	NPR 5,000/- or actual cost of replacement whichever is higher
7.12.	Duplicate Locker Key	NPR 4,000/-

8. Interbank Payment System (IPS) Charges

S.N.	Particulars	Charges Applicable
8.1.	NCHL IPS Transaction Fees	<ul style="list-style-type: none"> - Up to NPR 500: NPR 2 - Above NPR 500 to NPR 50,000: NPR 5 - Above NPR 50,000: NPR 10 - FCY Transactions: NPR 10 • Cancellation Charge: NPR 100/- flat

*Other charges as per NCHL

9. Civil Bank Remit

S.N.	Sending Amount (NPR)		Service Charge (NPR)	Commission (Comm.) Sharing		
	From	To		Overall Comm.	Sending Agent Comm.	Paying Agent Comm.
9.1.	1/-	10,000/-	100/-	40/-	35/-	25/-
9.2.	10,001/-	25,000/-	150/-	60/-	52.50	37.50
9.3.	25,001/-	50,000/-	200/-	80/-	70/-	50/-
9.4.	50,001/-	100,000/-	250/-	100/-	87.50	62.50
9.5.	100,001/-	200,000/-	350/-	140/-	122.50	87.50
9.6.	200,001/-	300,000/-	400/-	160/-	140/-	100/-
9.7.	300,001/-	and above	0.15% of amount			

10. Credit Related

10.1.	Legal Review Charge	<ul style="list-style-type: none"> • No charge if in-house review • Review by external consultant: Cost to be borne by the customer on reciprocal basis • No charge for medium and long term installment-based loans for the duration of loan tenure
10.2.	Only Legal Documentation	No Charge
10.3.	Credit Inquiry	Per Enquiry: <ul style="list-style-type: none"> • Data not found: NPR 250/- • Data found: NPR 550/-
10.4.	Secure Transaction Registry (STR)	<ul style="list-style-type: none"> • For registering an original notice of security interest: NPR 500/- • For registering notice of amendment: NPR 500/- • For registering a continuity statement: NPR 500/- • For registering a termination statement: NPR 500/- • For registering a correction statement: NPR 500/- • For the provision of a certified search report: NPR 500/- (Above charges are as per the Secure Transaction Act)
10.5.	Expired Deal Extension Charge	NPR 500 *Note: Only applicable where the deal has expired or has been extended

10.6.	Corporate	<p>a. Temporary Renewal (Administrative Extension Fee)</p> <ul style="list-style-type: none"> • Up to 30 days: No Charge • 31 – 60 days: NPR 2,500/- • 61 – 90 days: NPR 5,000/- <p>b. Renewal Fee for Entire Funded Exposure: Maximum 0.15% of renewed limit</p> <p>c. Loan Administration Fee (New and Enhancement including ad-hoc):</p> <ul style="list-style-type: none"> • 0.25% of approved limit • Consortium loans: As decided by consortium <p>d. Commitment Fee: Maximum 0.15% of unutilized limit, if average utilization is below 60%</p> <p>e. Prepayment Fee:</p> <ul style="list-style-type: none"> - Within 2 years of disbursement: Max. 0.75% of prepaid amount - Within 2-5 years of disbursement: Max. 0.375% of prepaid amount - After 5 years of disbursement: Max 0.15% of prepaid amount <p>f. Interbank Credit Information: No Charge</p> <p>g. Consortium Fees: As decided by consortium</p> <p>h. Loan Swap Fee:</p> <ul style="list-style-type: none"> - Within 2 years of disbursement: Max 0.75% of swap amount - Within 2-5 years of disbursement: Max 0.375% of swap amount - After 5 years of disbursement: Max 0.15% of swap amount <p>i. Loan Administrative Extension fee (deals):</p> <ul style="list-style-type: none"> • Greater than 30 days: 25% of Loan Administration Fee (as per subsection c above; for STL, Non-Revolutioning DL, TR)
10.7.	SME/MC	<p>a. Temporary Renewal (Administrative Extension Fee): 0.1% of renewal limit</p> <p>b. Renewal Fee for Entire Funded Exposure: Maximum 0.15% of renewed limit</p> <p>c. Loan Administration Fee (New and Enhancement):</p> <ul style="list-style-type: none"> • SME Segment: <ul style="list-style-type: none"> - Funded: 0.75% of approved limit - Non-Funded: Minimum 0.40% of approved limit • Mid Corporate Segment <ul style="list-style-type: none"> - Funded: 0.75% of approved limit - Non-Funded: Minimum 0.35% of approved limit • Ad-hoc Limit (Funded/Non-Funded): 0.75% of approved limit • Loan against lien over FD/Cash Margin/lien on account: No Charge • In case of Pre-disbursement: Minimum 0.75% of Pre-disbursed amount <p>d. Commitment Fee: Maximum 0.15% of unutilized limit, if average utilization is below 60%</p> <p>e. Prepayment Fee:</p> <ul style="list-style-type: none"> - Within 2 years of disbursement: Max. 0.75% of prepaid amount - Within 2-5 years of disbursement: Max. 0.375% of prepaid amount - After 5 years of disbursement: Max 0.15% of prepaid amount <p>f. Loan Swap Fee (loan settlement at our bank):</p> <ul style="list-style-type: none"> - Within 2 years of disbursement: Max 0.75% of swap amount - Within 2-5 years of disbursement: Max 0.375% of swap amount - After 5 years of disbursement: Max 0.15% of swap amount <p>g. Interbank Credit Information: NPR 1000/-</p> <p>h. Loan Administrative Extension Fee (Deals):</p> <ul style="list-style-type: none"> • Greater than 30 days: 25% of Loan Administration Fee (as per subsection c above; for STL, Non-Revolutioning DL, TR)
10.8.	Retail	<p>a. Temporary Renewal (Administrative Extension Fee): 0.1% or NPR 5,000/-, whichever is higher (Maximum days extension period of 90 days)</p> <p>b. Renewal Fee for Entire Funded Exposure: Maximum 0.15% of renewed limit</p> <p>c. Loan Administration Fee (New and Enhancement):</p> <ul style="list-style-type: none"> • All Loans: 0.75% of approved limit

		<ul style="list-style-type: none"> • Loan against FD/Cash Margin/lien of account: No Charge • Pre-disbursement: 0.75% of Pre-disbursed amount <p>d. Commitment Fee: Maximum 0.15% of unutilized limit, if average utilization is below 60%</p> <p>e. Prepayment Fee:</p> <ul style="list-style-type: none"> -Within 2 years of disbursement: Max. 0.75% of prepaid amount -Within 2-5 years of disbursement: Max. 0.375% of prepaid amount. -After 5 years of disbursement: Max. 0.15% of prepaid amount. <p>f. Loan Swap Fee:</p> <ul style="list-style-type: none"> -Within 2 years of disbursement: Max. 0.75% of swap amount -Within 2-5 years of disbursement: Max. 0.375% of swap amount. -After 5 years of disbursement: Max. 0.15% of swap amount. <p>g. Interbank Credit Information: NPR 1,000/- (can be waived on reciprocal basis between banks)</p>
10.9.	Micro/MSME	<p>a. Temporary Renewal (Administrative Extension Fee): 0.1% or NPR 5,000/-, whichever is higher</p> <p>b. Renewal Fee for Entire Funded Exposure: Maximum 0.15% of renewed limit</p> <p>c. Loan Administration Fee (New and Enhancement for Micro Retail/MSME):</p> <ul style="list-style-type: none"> • Micro Retail/MSME loans except subsidized loan: 0.75% of approved limit • All Subsidized Loans: 0% as per subsidy guidelines or as defined by NRB from time to time. • Micro Institutional Loans (Loans to MFIs): Up to 0.75% of approved limit <p>d. Commitment Fee: Maximum 0.15% of unutilized limit, if average utilization is below 60%</p> <p>e. Prepayment Fee:</p> <ul style="list-style-type: none"> - Within 2 years of disbursement: Max. 0.75% of prepaid amount -Within 2-5 years of disbursement: Max. 0.375% of prepaid amount -After 5 years of disbursement: Max 0.15% of prepaid amount <p>f. Interbank Credit Information: No Charge</p> <p>g. Loan Swap Fee:</p> <ul style="list-style-type: none"> -Within 2 years of disbursement: Max 0.75% of swap amount -Within 2-5 years of disbursement: Max 0.375% of swap amount -After 5 years of disbursement: Max 0.15% of swap amount <p>h. Loan Administrative Extension Fee (Deals):</p> <ul style="list-style-type: none"> • Greater than 30 days: 25% of Loan Administration Fee (as subsection c above; for STL, Non-Revolving DL, TR)
10.10.	Line of Credit/ Letter of Commitment attracting Capital Charge to the Bank	<p>a. <u>Prime Customers</u>:0.25% of Line of credit/ Letter of Commitment value per quarter or minimum NPR 1,250/-</p> <p><u>Other Customers</u>:0.375% of Line of credit/ Letter of Commitment Value per quarter or minimum NPR 1,500/-</p> <p>b. Issuance of Conditional Line of Credit:</p> <ul style="list-style-type: none"> • Up to 50 million: NPR 5,000/- flat • Above 50 to 100 million: NPR 10,000/- flat • Above 100 to 250 million: NPR 20,000/- flat
10.11.	Service Charge: Issuance of Credit Line Letter	<p>Prime Customers: 0.10% or minimum NPR 5,000/-</p> <p>Other Customers: 0.25% or minimum NPR 5,000/-</p>
10.12.	Penal Interest	Additional interest of 2.00% p.a. will be levied on all overdue accounts and expired accounts
10.13.	Temporary Handover of LOR (Land Ownership Registration) Certificate Recommendation	NPR 500/-
10.14.	Halsabik Letter	NPR 500/- per letter
10.15.	Recommendation letter for duplicate	NPR 500/-

	Blue Book issuance	
10.16.	Security release during tenure of loan per letter (other than regular full settlement)	NPR 300/-
10.17	Share Release Fee	NPR 150/- per scrip
10.18	Non-Submission of NTA Charges	<ul style="list-style-type: none"> - If not submitted before 1st quarter : NPR 500/- - If not submitted before 2nd quarter : NPR 500/- - If not submitted by 3rd quarter: Add 0.25% premium on existing interest rate.

*Note: Relevant Communication and Postage charges, if required, are to be levied as per 'Section 6' even for activities where the same are not mentioned in the table

11. Trade Finance

S.N.	Particulars	Charges Applicable
Import Letter Of Credit		
11.1.	Letter of Credit (LC) establishment in Convertible Foreign Currency (FCY) (Issuance Commission)	<p><u>Prime Customers:</u> For Industries: 0.075% of LC value per quarter or minimum NPR 1,000/- For Trading Houses: 0.10% of LC value per quarter or minimum NPR 1,000/-</p> <p><u>Other Customers:</u> For Industries: 0.10% of LC value per quarter or minimum NPR 1,500/- For Trading Houses: 0.125% of LC value per quarter or minimum NPR 1,500/-</p> <p><u>Case to Case basis:</u> 0.375% of LC value per quarter or minimum NPR 2,000/-</p>
11.2.	LC establishment in INR (Issuance Commission)	<p><u>Prime Customers:</u> For Industries: 0.15% of LC value per quarter or minimum NPR 1,000/- For Trading Houses: 0.25% of LC value per quarter or minimum NPR 1,000/-</p> <p><u>Other Customers:</u> For Industries: 0.25% of LC value per quarter or minimum NPR 1,500/- For Trading Houses: 0.375% of LC value per quarter or minimum NPR 1,500/-</p> <p><u>Case to Case basis:</u> 0.50% of LC value per quarter or minimum NPR 2,500/-</p>
11.3.	LC establishment in Local Currency (LCY) (Issuance Commission)	<p><u>Prime Customers:</u> For Industries: 0.25% of LC value per quarter or minimum NPR 1,000/- For Trading Houses: 0.375% of LC value per quarter or minimum NPR 1,000/-</p> <p><u>Other Customers:</u> For Industries: 0.375% of LC value per quarter or minimum NPR 1,500/- For Trading Houses: 0.50% of LC value per quarter or minimum NPR 1,500/-</p> <p><u>Case to Case basis:</u> 0.50% of LC value per quarter or minimum NPR 2,500/-</p>

11.4.	LC Amendment charges	For Value and Validity As per issuance commission Other than Value and Validity <ul style="list-style-type: none"> • Prime Customers: NPR 500/- • Other Customers: NPR 1,000/-
11.5.	Discrepancy charges (Import LC)	Equivalent to USD 60.00 (Discrepancy Charge USD 50.00 and USD 10.00 as SWIFT Charges) INR 2,100.00 (Discrepancy charge INR 1,800/- and communication charge INR 300/-) NPR 3,000/- (Discrepancy fee NPR 2,500/- and SWIFT Charge NPR 500/-)
11.6.	Advance Payment charges for import of goods from third countries	Prime Customers: 0.10% of payment value or minimum NPR 1,000/- per transaction and SWIFT Charge NPR 500/- Other Customers: 0.125 % of payment value or minimum NPR 1,500/- and SWIFT Charge NPR 500/-
11.7.	Usance LC Acceptance Commission	0.15% of Document Value per quarter or minimum NPR 1,500/-
11.8.	Document Settled by FCY transferred from other Banks	NPR 0.20 per USD
11.9.	Inward Document Collection	Prime Customers: 0.20% of document value or minimum NPR 500/- Other Customers: 0.30% of document value or minimum NPR 750/-
11.10.	Document Handling Charge	NPR 500/- per document
11.11.	LC Cancellation Charge (if unutilized)	Cancellation charge NPR 1,000/- plus SWIFT charge NPR 500/-
11.12.	Commission on LC Document value exceeding LC Value	0.25% on Document Value exceeding LC Value or Minimum NPR 1,000/-
Export Letter of Credit		
11.13.	Advising Commission	For Account holders: Nil For Non – Account holders: <ul style="list-style-type: none"> • NPR 1,500/- • No charge for LC advised by another bank and negotiated with Civil Bank
11.14.	Confirmation Commission	0.50 % of LC value per quarter or minimum NPR 3,000/-
11.15.	LC Transfer Charge	<ul style="list-style-type: none"> • Transfer to sister concern's account in Civil Bank: No Charge • Transfer to third party account in Civil Bank: NPR 1,000/- • Transfer to other bank: NPR 5,000/- plus communication charge of NPR 500/-
11.16.	Negotiation of Export Bills (Sight)	0.65% of Document value. If not realized within 15 days, overdue Interest @ highest published interest rate under OD from the 16 th day, till the date of realization
11.17.	Negotiation of Export Bills (Usance)	0.25% of Document value plus interest rate applicable to TR Loan during the Usance period and highest published interest rate under OD till the date of realization after the Usance period

11.18.	Negotiation of documents against our own LC	<p>Prime Customers: Equivalent to Trust Receipt rate for 15 days or minimum NPR 1,000/-. If not realized within 15 days, interest to be charged @ highest published rate under OD from the 16th day till the date of realization.</p> <p>Other Customers: Equivalent to OD rate for 15 days or minimum NPR 1,500/-. If not realized within 15 days interest to be charged @ highest published rate under OD from the 16th day till the date of realization.</p>
11.19.	Outward Document Purchase not under LC (BILTY)	<p>Prime Customers: Trust Receipt rate plus 2% p.a. up to 15 days</p> <p>Additional 1% per annum to be levied from 16th day till the date of realization.</p> <p>Other Customers: OD rate for 15 days and if it is not realized within that period additional 2% per annum to be levied from 16th day till the date of realization.</p>
11.20.	Outward Document Collection	<p>Prime Customers: 0.15% of document value or minimum NPR 1,000/-</p> <p>Other Customers: 0.25% of document value or minimum NPR 1,000/-</p>
11.21.	Business Credibility Information (BCI)	NPR 500/- per BCI
11.22.	Letter of Credit/ Guarantee message inside Nepal	NPR 1,500/-
11.23.	Letter of Credit/ Guarantee message (India)	NPR 1,500/- per message. Moved from 'Communications & Postage' section
11.24.	Letter of Credit/ Guarantee Message (elsewhere)	NPR 2,000/- per message
11.25.	<p>Communication and Postage charge:</p> <ul style="list-style-type: none"> • Simple Payment Message (India) • Other Message (India) • Simple Payment Message (elsewhere) • Other Message (elsewhere) 	<p>Communication and Postage charge:</p> <ul style="list-style-type: none"> • NPR 500/- per message • NPR 650/- per message • NPR 500/- per message • NPR 750/- per message

Guarantee		
11.26.	Bid Bond	<p>Prime Customers: 0.20% of Guarantee Value per quarter or minimum NPR 1,000/-</p> <p>Other Customers: 0.30% of Guarantee Value per quarter or minimum NPR 1,500/-</p>
11.27.	Performance Bond	<p>Prime Customers: 0.25% of Guarantee value per quarter or minimum NPR 1,250/-</p> <p>Other Customers: 0.375% of Guarantee Value per quarter or minimum NPR 1,500/-</p>
11.28.	Advanced Payment Guarantee	<p>Prime Customers: 0.375% of Guarantee Value per quarter or minimum NPR 2,000/-</p> <p>Other Customers: 0.50% of Guarantee Value per quarter or minimum NPR 2,500/-</p>
11.29	Supply Guarantee	1% of Guarantee Value per quarter or NPR 10,000/- whichever is higher
11.30.	Bonded Warehouse Guarantee	0.375% of Guarantee Value per quarter or minimum NPR 2,500/-

11.31.	Guarantee against Counter Guarantee of Top 500 Banks	0.20% of Guarantee Value per quarter or Minimum USD 100.00
11.32.	Amendment (Not affecting value and expiry as well as for time extension within the quarter)	NPR 1,000/- plus Communication Charge
11.33.	Counter Guarantee Amendment not affecting time and value	USD 50.00 plus SWIFT Charge of NPR 500/-
11.34.	Endorsement of Guarantee to other Bank or relaying claims	USD 100.00 per event
11.35.	Shipping Indemnity	NPR 2,000/-
11.36.	BLC Loan/ Forced Loan	a. Corporate: 0.50% flat of the disbursed amount. b. SME and others: 0.75% flat of the disbursed amount. <i>*Note: Charges above shall be levied at the time of loan issuance</i>

12. Digital Banking/E-Banking

S.N.	Particulars	Charges Applicable
MasterCard Applicable Charges and Daily ATM + POS Limit - Inside Nepal only		
12.1.	Cash Withdrawal (MasterCard Network - Debit & Domestic Prepaid Card) from NSBI, SCBNL, NABIL	NPR 20/- after 2 free transactions per month
12.2.	Cash Withdrawal from HBL's ATM (Debit & Domestic Prepaid Card)	NPR 20/-
12.3.	POS Purchase	No Charge
12.4.	Balance Inquiry SCT/ NPN Network (Debit & Domestic Prepaid) in other bank's ATM	NPR 5/-
MasterCard Applicable Charges and Daily ATM + POS Limit – Inside India only		
12.5.	Cash Withdrawal (Debit & Domestic Prepaid Card) – MasterCard Network	NPR 250/-
12.6.	POS Purchase (Debit & Domestic Prepaid Card)	No Charge
12.7.	Balance Inquiry (Debit & Domestic Prepaid Card) – MasterCard Network	NPR 50/-
MasterCard Applicable Charges and Daily ATM + POS Limit – Except Nepal and India		
12.8.	Cash Withdrawal (Debit & International Prepaid Card)	USD 5/-
12.9.	Balance Inquiry (Debit & Domestic Prepaid Card)	USD 0.75
Other Associated Charges of MasterCard		
12.10.	Issuance Fee* (Debit & Domestic Prepaid) - Inside Nepal and India	NPR 1,000/- (if paid in installment: NPR 200/- for 1 st year, NPR 400/- for 2 nd year and NPR 400/- for 3 rd year)
12.11.	Issuance Fee (Dollar Prepaid/ Dollar MasterCard) - Inside Nepal and India	USD 10/-
12.12.	Renewal Fee (Debit & Domestic Prepaid)	No Charge
12.13.	Renewal Fee (Dollar Prepaid/ Dollar MasterCard)	USD 10/-
12.14.	Replacement Fee (Debit)	NPR 300/-
12.15.	Replacement Fee (Domestic Prepaid)	NPR 200/-
12.16.	Replacement Fee (Dollar Prepaid/ Dollar MasterCard)	USD 10/-
12.17.	Replacement after card expiry*	NPR 1,000/-
12.18.	PIN Regeneration (Debit & Domestic Prepaid)	NPR 100/-

12.19.	PIN Regeneration (Dollar Prepaid/ Dollar MasterCard)	USD 3/-
12.20.	International Virtual Card	Issuance Fee: NPR 500/- Annual Fee: Nil Re-Load Fee: NPR 500/- PIN Regeneration Fee: NPR 250/- Re-Issuance Fee: NPR 500/-
12.21	e-Commerce Registration (USD/Local Debit Card)	NPR 50/- (one time)

In cases where a Debit Card is offered along with another banking product, the provisions stated in the Product Paper of that particular product shall prevail.

Other Digital/E-Banking Charges		
12.22.	Debit Card Destruction	NPR 150/-
12.23.	Internet Banking PIN Regeneration	NPR 50/-
12.24.	Mobile Banking	Issuance: NPR 100/- Maintenance: NPR 250/-
12.23.	Mobile Banking PIN Regeneration	NPR 50/-
12.25.	Internet Banking	Corporate: <ul style="list-style-type: none"> • Issuance: NPR 300/- • Maintenance: NPR 300/- Personal: <ul style="list-style-type: none"> • Issuance: NPR 150/- • Maintenance: NPR 150/-
12.26.	Online Fee Payment Service	NPR 500/- per transaction
12.27.	ATM Card Block	Automatically (Civil Smart): : NPR 50/- Manually (by Bank) : NPR 100/-

Note: a. All charges of Digital Banking/e-Banking Services are waived for Staff Savings Account and Civil Bank Sansthapak Bachat Khata

b. The actual Fees will be calculated after the deduction of the communication charges which is approximately NPR 3/- (2 x SMS: NPR 2.50 + IVR: NPR 0.50 /call)

Mobile Banking/Internet Banking		
A. Cash-In/ Cash-Out		
12.27.	Inter Bank Fund Transfers	NPR 100/- to NPR 1,000/- : NPR 10/- NPR 1,001/- to NPR 10,000/-: NPR 20/- NPR 10,001/- to NPR 20,000/-: NPR 30/- NPR 20,001/- to NPR 30,000/-: NPR 40/- NPR 30,001/- to NPR 40,000/-: NPR 50/- NPR 40,001/- to NPR 50,000/-: NPR 60/- NPR 50,001/- to NPR 100,000/-: NPR 75
B. Connect IPS charges		
12.28	Connect IPS fees	NPR 0.01/- to NPR 500/-: NPR 2/- NPR 501/- to NPR 5,000/-: NPR 5/- NPR 5,001/- to NPR 50,000/-: NPR 10/- Above NPR 50,000/-: NPR 15/-

13. Other Charges

S.N.	Particulars	Charges Applicable
13.1.	CCTV Footage Retrieval Charge	<ul style="list-style-type: none"> • NPR 1,000 per request • No Charge if request received is from law enforcement agencies

Note: CCTV Footage may be available for a specific period of time only (which is subject to IT Department Policy regarding storage duration of footage)

Note to the Standard Tariff and Charges:

- DEMAT charges have not been included in this Standard Tariff and Charges.
- Fees and charges as defined for different products in their respective product paper will prevail over the fees charges mentioned in the Standard Tariff and Charges.
- Besides above charges of Civil Bank Limited, fees and charges levied by counter Party/ intermediary banks/ agents shall be charged on actual basis.
- Discount to undivided family members of staffs for personal use of services:
 - Locker charges: 50% waiver on locker charge
 - 100% waiver on locker security deposit
 - Mid-Rate applied on convertible FCY
 - 100% waiver on remittance and collection
 - 50% waiver on Mobile Banking, Internet Banking and Debit Card
 - 50% of Waiver in Standard Tariff and Charges in all other products