



COMPREHENSIVE DEPOSIT POLICY OF THE BANK

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COMPREHENSIVE DEPOSIT POLICY OF THE BANK

1. Preamble

One of the important functions of the Bank is to accept deposits from the public for the purpose of lending. In fact, depositors are the major stakeholders of the Banking System. The depositors and their interests form the key area of the regulatory framework for Banking in India and this has been enshrined in the Banking Regulation Act, 1949. The Reserve Bank of India is empowered to issue directives / advices on interest rates on deposits and other aspects regarding conduct of deposit accounts from time to time. With liberalization in the financial system and deregulation of interest rates, banks are now free to formulate deposit products within the broad guidelines issued by RBI.

This policy document on deposits outlines the guiding principles in respect of formulation of various deposit products offered by the Bank and terms and conditions governing the conduct of the account. The document recognizes the rights of depositors and aims at dissemination of information with regard to various aspects of acceptance of deposits from the members of the public, conduct and operations of various deposits accounts, payment of interest on various deposit accounts, closure of deposit accounts, method of disposal of deposits of deceased depositors, etc., for the benefit of customers. It is expected that this document will impart greater transparency in dealing with the individual customers and create awareness among customers of their rights. The ultimate objective is that the customer will get services they are rightfully entitled to receive without demand.

While adopting this policy, the Bank reiterates its commitments to individual customers outlined in Bankers' Fair Practice Code of Indian Banks' Association. This document is a broad framework under which the rights of common depositors are recognized. Detailed operational instructions on various deposit schemes and related services will be issued from time to time

2. Types of deposit accounts

While various deposit products offered by the Bank are assigned different names. The deposit products can be categorized broadly into the following types: -

- **"Demand deposits"** means a deposit received by the Bank, which is withdrawable on demand;

- **"Savings deposits"** means a form of demand deposit, which is meant to encourage people to save money and collect their savings.
- **"Current Account"** means a form of demand deposit wherefrom withdrawals are allowed any number of times depending upon the balance in the account or up to a particular agreed amount and will also include other deposit accounts which are neither Savings Deposit nor Term Deposit;
- **"Term deposit"** means a deposit received by the Bank for a fixed period withdrawable only after the expiry of the fixed period and include deposits such as Recurring / Reinvestment Income Certificate / Encash 24 / Short Term Deposits / Fixed Deposits / Monthly Income Certificate / Quarterly Income Certificate, FCNR deposit etc.

3. Account Opening and Operation of Deposit Accounts

The Bank before opening any deposit account will carry out due diligence as required under "Know Your Customer" (KYC) guidelines issued by RBI and or such other norms or procedures adopted by the Bank. Additional due diligence of status determination for NRI customers needs to be carried out for applicable cases. If the decision to open an account of a prospective depositor requires clearance at a higher level, reasons for any delay in opening of the account will be informed to the customer and the final decision of the Bank will be conveyed to the customer at the earliest.

- The account opening forms and other material would be provided to the prospective depositor by the Bank. The same will contain details of information to be furnished and documents to be produced for verification and / or for record. It is expected of the Bank official opening the account, to explain the procedural formalities and provide necessary clarifications sought by the prospective depositor when he/she approaches for opening a deposit account.
- For Saving Bank Account the Bank may also place restrictions on number of transactions, cash withdrawals, etc., for given period. Similarly, the Bank may specify charges for issue of cheque books, additional statement of accounts, duplicate passbook, folio charges, etc. All such details, regarding terms and conditions for operation of the accounts and schedule of charges for various services provided will be communicated to the prospective depositor while opening the account or from time to time as the case may be.

- Debit card- Banks may issue Debit cards to customers having Saving Bank/Current Accounts. Banks may charge on debit card transactions within stipulated benchmark as per regulatory guidelines.
- Mobile & Internet Banking – Bank to mandatorily seek a valid mobile number to open an account and extend Mobile and Internet Banking services to savings bank customers under the stipulated guidelines. The bank offers choice of electronic channels to customers for conducting their banking transactions. The choice of electronic channels includes ATM, Internet banking, mobile banking including SMS banking facility and phone banking. Wherever such electronic facilities are offered as a part of the basic account/product, bank will obtain specific consent of the customers after explaining the risk associated for availing the facility.
- Savings Bank Accounts can be opened for eligible person / persons and certain organizations / agencies / government entities (as advised by Reserve Bank of India (RBI) from time to time)
- Current Accounts can be opened by individuals (excluding student, housewife, unemployed, salaried, individuals with no business purpose) / proprietorship firms / partnership firms / Private and Public Limited Companies / Hindu Undivided Family (HUFs) / Government Departments / Entities / Public Sector Undertakings / Associations / Societies / Trusts, etc.
- Term Deposits Accounts can be opened by individuals / proprietorship firms / partnership firms / Private and Public Limited Companies / HUFs / Government Entities / Associations / Societies / Trusts, etc.
- The Bank is committed to providing basic banking services to unbanked / disadvantaged sections of the society. Banking services would be offered to them through the financial inclusion initiatives and accounts opened with relaxed customer acceptance norms as per regulatory guidelines.
- The due diligence process, while opening a deposit account will involve satisfying about the identity of the person, verification of address, satisfying about his occupation and source of income. Self-introduction by way of production of certain documentary evidence and obtaining recent photograph of the person/s opening / operating the account are part of due diligence process.
- In addition to the due diligence requirements, under KYC norms, the Bank is required by law to obtain Permanent Account Number (PAN) or

alternatively declaration in Form No. 60 as specified under the Income Tax Act / Rules. PAN is mandatory for partnership firms and companies

- The regulatory guidelines require banks to categorize customers based on the risk perception and prepare profiles of customers for the purpose of transaction monitoring. Inability or unwillingness of a prospective customer to provide necessary information / details could result in the Bank not opening an account.
- Inability of an existing customer to furnish details required by the Bank to fulfill statutory obligations could also result in closure of the account after due notice(s) is provided to the customer.
- For deposit products like Savings Bank Account and Current Deposit Account, the Bank will normally stipulate certain minimum balances to be maintained as part of terms and conditions governing operation of such accounts. Failure to maintain minimum balance in the account will attract levy of charges as specified by the Bank from time to time.
- The Bank's schedule of charges for various services rendered and terms and conditions for operation of the accounts would be communicated to the prospective customer while opening the account. Any charge revised subsequently should be transparently made known to all depositors in advance with one month's notice. The banks would inform, at least one month in advance, the existing account holders of any change in the prescribed minimum balance and the charges that may be levied if the prescribed minimum balance is not maintained.
- Deposit accounts can be opened by an individual in his own name (known as account in single name) or by more than one individual in their own names (known as Joint Account), as the case may be.
- A savings / fixed / recurring bank deposit account can be opened by a minor of any age through his/her natural (mother or father) or legally appointed guardian, (known as Minor's Account). Minors above the age of 10 will also be allowed to open and operate savings bank account independently.
- For all callable deposits: The term deposit account holders at the time of placing their deposits can give instructions with regard to closure of deposit account or renewal of deposit for further period on the date of maturity. In

absence of such mandate, the Bank will seek instructions from the depositor/s as to the disposal of the deposit by sending intimation prior to the maturity date of term deposit by any of the communication modes (post or courier or email or SMS or any other mode) at the registered contact details of the depositor, 7 days prior to the date of maturity. In the absence of such instruction from the account holder, the deposit shall continue as overdue.

- The Bank offers customers the option to avail “Fixed Deposit Plus” facility under which premature withdrawal prior to maturity date is not permissible. Also, auto renewal will not be available under this deposit scheme. However, the minimum deposit value that can be offered under this is at the discretion of the bank along with abiding the stipulated guideline.

Maturity proceeds of any Term Deposits are made as per the mandate of the customer either to their existing operative account or by way Demand Draft (DD). The Bank's obligations are limited to preparing of these DDs and handing over the same to the customers or dispatching the same to the customer's registered address, as per their choice. Encashment of these DDs is purely the responsibility of the customers.

- Prohibition on marking lien against NRE saving deposits: No lien may be marked against NRE savings deposits.
 - 1) We do not mark lien in NRE savings account for loan against deposits/overdraft facility. However, we need to mark lien in NRE account for internal charge recovery.
 - 2) We also confirm that even for NRI accounts no lien is marked against recovery of Non maintenance of balances however lien is marked towards recovery of other charges except MAB which is in sync with the process followed for Resident customers as well.

4. Premature withdrawal of term deposit

- The Bank shall permit premature/part withdrawal for all deposits amount less than Rs 5 crores. The Bank reserves right to refuse premature withdrawal of all deposits of Rs 5 crores and above. Terms and conditions related to premature/part withdrawal will be intimated to depositors at the time of accepting the term deposit.
- For Rupee Term Deposits of a contracted amount less than Rs. 5 crores opened/renewed on or after May 1, 2014 (including Flexi Deposits), interest rate will be 1.00% below the card rate, prevailing as on the date of deposit,

as applicable for the period the deposit has remained with the bank. However, for Rupee Term Deposits closing within 7 days from the date of booking of the deposit, no interest will be applicable and for Rupee Term Deposits closing within 7-14 days from the date of booking of the deposit, the interest rate will be the rate applicable for the period the deposit has remained with the bank.

- For Rupee Term Deposits of a contracted amount less than Rs 5 Crores opened/renewed prior to May 1, 2014, the premature closure penalty of 1% will not be applicable.
- For Rupee Term Deposits of a contracted amount less than Rs. 5 crores opened/renewed on or after December 15, 2017 (including Flexi Deposits), for the first partial withdrawal with value $\leq 25\%$ of the Term Deposit's original principal value, Premature Closure Penalty Rate will not be applicable. For subsequent partial withdrawals, Premature Closure Penalty Rate will be applicable on the entire withdrawal amount. For the partial withdrawal with value $> 25\%$ of Term Deposit original principal value, Premature Closure Penalty Rate will be applicable for the entire withdrawal amount. However, for Rupee Term Deposits closing within 14 days from the date of booking of the deposit, the interest rate shall be the rate applicable for the period the deposit has remained with the bank.
- For Rupee Term Deposits of a contracted amount of Rs 5 Crores and above, interest rate shall be 1% below the card rate prevailing as on the date of deposit, as applicable for the period the deposit has remained with the bank. This would also be applicable on Rupee Term Deposits closed within 14 days from the date of booking of the deposit.
- No penalty for individual NRE Deposits below INR 5 crores. Penalties on respective FCNR currencies and NRE deposits of 5 crores and above are available on Bank's website. No interest payable on premature withdrawal within 1 year for NRE and FCNR Deposits. Flexi deposits are not available for NRI customers.
- Fixed Deposit Plus Term Deposits (Retail & Corporate) cannot be closed prior to date of maturity. Premature withdrawal is not permissible under this scheme except for exception cases which include bankruptcy/winding up/directions by court/regulators/receiver/liquidator /deceased cases.
- Premature closure arising out of afore mentioned scenarios in the above cases will result in the change of applicable interest rate from the Fixed Deposit+ rate to that of Normal Fixed Deposit rate (as per the prevailing rate) and will include application of penalty. Premature penalty will not be

levied in cases where closure request has not been initiated by the depositor.

- Premature encashment/penalties on premature withdrawal of NRE deposit for conversion to RFC account:
 - 1) If the NRE deposit has not run for a minimum stipulated maturity period (presently 1 year), no interest should be paid.
 - 2) In the case of premature withdrawal of NRE term deposits for conversion into Resident Foreign Currency (RFC) Account, no penalty should be levied for premature withdrawal. If such a deposit has not run for a minimum period of 1 year, the Bank may, at its discretion, pay interest at a rate not exceeding the rate payable on savings deposits held in RFC accounts, provided the request for such a conversion is made by the NRE account holder immediately on return to India.
 - 3) The facility of premature withdrawal of NRE / FCNR(B) deposits shall not be available where loans against such deposits are / are to be availed of. This requirement should be specifically brought to the notice of the deposit holder at the time of sanction of the loan. The existing loans which are not in conformity with the above instructions may be continued for their existing term and should not be rolled over/renewed.

- Premature encashment/penalties on premature withdrawal of NRE deposit for conversion to FCNR(B)
 - 1) If the NRE deposit has not run for a minimum stipulated maturity period (presently 1 year), no interest should be paid.
 - 2) Penalty, if any applicable for pre-mature withdrawal should also be charged when NRE deposit is prematurely withdrawn for conversion into FCNR(B) deposit or vice versa.
 - 3) The facility of premature withdrawal of NRE / FCNR(B) deposits shall not be available where loans against such deposits are / are to be availed of. This requirement should be specifically brought to the notice of the deposit holder at the time of sanction of the loan. The existing loans which are not in conformity with the above instructions may be continued for their existing term and should not be rolled over/renewed.

- Conversion of FCNR(B) accounts of returning Indians into RFC accounts/resident rupee accounts.
 - 1) On change of status of a FCNR(B) account holder from non-resident to resident, the account / deposit may be allowed to be continued till maturity at the contracted rate of interest, if desired by the account holder. However, except the provisions relating to rate of interest (and reserve requirements, separate if any) as applicable to FCNR(B) deposit, for all

other purposes such deposit should be treated as resident deposit from the date of return of the account holder to India.

2) On maturity, the FCNR(B) deposit should be converted into resident rupee deposits account or Resident Foreign Currency (RFC) account (if eligible), at the option of the account holder and interest on the new deposit (rupee account or RFC account) should be paid at the relevant rate applicable for such a deposit.

3) In case the FCNR(B) deposit is withdrawn before maturity, the provisions of the scheme about levy of penalty would be applicable.

4) Upon return of non-resident Indians to India, penal provisions should not be applied in case of premature conversion of balances held in FCNR(B) deposits into Resident Foreign Currency (RFC) Accounts. If at the time of such conversion, the FCNR(B) deposit has not run for the minimum period, interest at savings bank rate may be paid for such period.

- Payment of interest on FCNR (B) deposits of NRIs on return to India.
 - 1) On change of status of a FCNR(B) account holder from non-resident to resident, the account / deposit may be allowed to be continued till maturity at the contracted rate of interest, if desired by the account holder. However, except the provisions relating to rate of interest (and reserve requirements, separate if any) as applicable to FCNR(B) deposit, for all other purposes such deposit should be treated as resident deposit from the date of return of the account holder to India.
 - 2) On maturity, the FCNR(B) deposit should be converted into resident rupee deposits account or Resident Foreign Currency (RFC) account (if eligible), at the option of the account holder and interest on the new deposit (rupee account or RFC account) should be paid at the relevant rate applicable for such a deposit.
 - 3) In case the FCNR(B) deposit is withdrawn before maturity, the provisions of the scheme about levy of penalty would be applicable.
 - 4) Upon return of non-resident Indians to India, penal provisions should not be applied in case of premature conversion of balances held in FCNR(B) deposits into Resident Foreign Currency (RFC) Accounts. If at the time of such conversion, the FCNR(B) deposit has not run for the minimum period, interest at savings bank rate may be paid for such period.

- **Premature renewal of Term Deposit:**

In case the depositor desires to renew the deposit by seeking premature closure of an existing term deposit account, the Bank will permit renewal at the applicable rate on the date of renewal, provided the deposit is renewed for a period longer than the balance period of the original

deposit. While prematurely closing a deposit for the purpose of renewal, interest on the deposit for the period it has remained with the bank will be paid at the interest rate on the date of deposit applicable for the period the deposit has remained with the bank. Further, the bank may levy penalty for pre-mature closure of an existing deposit at such rates as may be decided by the bank from time to time.

5. Intimation before maturity date

- The Bank will intimate depositors of term deposits that do not have any disposal instructions at maturity, by any of the communication modes (post or courier or email or SMS or any other mode) at the registered contact details of the depositor, 7 days prior to the date of maturity of the deposit.

6. Renewal of overdue term deposits

- When a term deposit is renewed on maturity, on renewed deposit interest rate for the period specified by the depositor as applicable on the date of maturity would be applied.
- If the request for renewal is received after the date of maturity, such overdue deposits will be renewed with effect from the date of maturity at the interest rate applicable as on the due date, provided such request is received within 14 days from the date of maturity.
- In respect of overdue deposits renewed after 14 days from the date of maturity, the interest for the overdue period will be paid at the savings account or the contracted rate of interest on the matured TD, whichever is lower.
- The term deposit must run for a minimum tenor of 7 days from the date of depositor request in order to earn any interest. Premature withdrawals before this minimum tenor will result in zero interest payment to the client.
- If a Term Deposit (TD) matures and proceeds are unpaid, the amount left unclaimed with the bank shall attract rate of interest as applicable to savings account or the contracted rate of interest on the matured TD, whichever is lower.

7. Basic Savings Bank Deposit Account (BSBDA)

- The Bank offers the 'Basic Savings Bank Deposit Account', which has been considered as a normal banking service available to all.

- This account shall not have the requirement of any minimum balance.
- The services available in the account will include deposit and withdrawal of cash at bank branch as well as ATMs; receipt / credit of money through electronic payment channels or by means of deposit / collection of cheques drawn by Central / State Government agencies and departments, as decided by the Bank from time to time.
- The 'Basic Savings Bank Deposit Account' would be subject to regulator's and Bank's laid down guidelines on KYC for opening of accounts issued from time to time.

If such account is opened on the basis of simplified KYC norms, the account would additionally be treated as a 'Small Account' and would be subject to system restrictions on the account balance, credit summation and withdrawals/transfers.

- Holders of 'Basic Savings Bank Deposit Account' will not be eligible for opening any other savings bank deposit account in the Bank. If a customer has any other existing savings account in the Bank, he / she will be required to close it within 30 days from the date of opening a 'Basic Savings Bank Deposit Account'. Additionally, the customer(s) will have to expressly declare, before opening a Basic Savings Bank Deposit account, that he / she is not having a Basic Savings Bank Deposit account in any other bank.
- Basic Savings Bank Deposit Account will have no limit on number and value of deposits that can be made in a month.
- Value added services and facilities beyond basic minimum requirement prescribed to be offered free of charge, will attract a levy of charges (in non-discriminatory manner) as specified by the Bank from time to time.
- The following basic minimum facilities in the BSBD Account, will be free of charge, without any requirement of minimum balance
 - a. The deposit of cash at bank branch as well as ATMs/BNA
 - b. Receipt/ credit of money through any electronic channel or by means of deposit / collection of cheques drawn by Central / State Government agencies and departments
 - c. Minimum of four withdrawals in a month, including ATM withdrawals
 - d. Debit Card

- Detailed information on Fee & Charges (wherever applicable for eg. Withdrawal beyond 4 free transaction in a month, Penal Charges of Cheque / ECS NACH return etc.) are hosted on the Bank's Website for customer's reference.

8. Operation of joint account

- The Joint Account opened by more than one individual can be operated by single individual or by more than one individual jointly. The mandate for operating the account can be modified with the consent of all account holders, subsequently. The Savings Bank Account opened by minor with natural guardian / legal guardian can be operated by guardian only, till the minor attains majority
- The joint account holders can give any of the following mandates for the disposal of balance in the above accounts:
 - Either or Survivor: If the account is held by two individuals say, A & B, the final balance along with interest, if applicable, will be paid to survivor on death of anyone of the account holders.
 - Anyone or Survivor/s: If the account is held by more than two individuals say, A, B and C, the final balance along with interest, if applicable, will be paid to the survivor on death of any two account holders.
 - Former or Survivor: First named account holder can alone operate and has full rights over the account balances. The final balance along with interest, if applicable, will be paid to the survivor only on the death of the former.
 - Latter or Survivor: Second named account holder can alone operate and has full right over the account balances. The final balance alongwith interest, if applicable, will be paid to the survivor only on the death of the latter.
- The above mandates will be applicable to or become operational only on or after the date of maturity of term deposits. This mandate can be modified by the consent of all the account holders.
- At the request of the depositor, the Bank will register mandate / power of attorney given by the customer authorizing another person to operate the account on his behalf.

9. Nomination facility

- Nomination facility is available on all deposit accounts opened by the individuals including joint accounts opened with or without survivorship mandate.
- Nomination facility is available for articles left in safe custody and safe deposit lockers.
- Nomination is also available to a sole proprietary concern account. Nomination can be made in favour of one individual only.
- Nomination can be registered in the account's of Minor, provided the account is operated by the guardian and may also be made in favour of a minor subject to other major individual being named appointee(s) during the minority period.
- Nomination so made can be cancelled or changed by the account holder/s any time.
- While creating, modifying or canceling a nomination, the prescribed forms as per the Banking Companies Nomination Rules, 1985 which are available with the Bank would have to be used.
- Attestation of two witnesses on the nomination forms would be required only if the form carries the thumb impression of the account holder. Attestation by the witness is not required in case the form is signed by the account holder.
- The Bank would generally insist that the person opening a deposit account makes a nomination. In case the person opening an account declines to fill in nomination, the Bank would explain the advantages of nomination facility. If the person opening the account still does not want to nominate, the Bank would ask him to give a specific letter to the effect that he does not want to make a nomination. In case the person opening the account declines to give such a letter, the Bank would record the fact on the Account Opening Form and proceed with opening of the account if otherwise found in order. Under no circumstances, would the Bank refuse to open an account solely on the ground that the person opening the account refused to nominate. This would be applicable only for Nomination Facility in Single Deposit Accounts

10. Statement of account:

- A statement of account will be provided by the Bank to Savings Bank as well as Current Deposit Account Holders periodically, as per terms and conditions of opening of the account. Alternatively, the Bank may issue a Pass Book to these account holders on request.
- The deposit accounts may be transferred to any other branch of the Bank at the request of the depositor.

11. Interest Payments

- Interest payments of deposit accounts are governed by the Master Direction of RBI on Interest Rate on Deposits.
- Interest shall be paid on savings account and term deposits at the rates as decided by the Bank within the general guidelines issued by the RBI from time to time. The Bank would obtain prior approval of its Board/Asset Liability Management Committee (if powers are delegated by the Board) for fixing interest rates on deposits.
- Interest shall be on savings account on a daily product basis at the rate determined by the Bank. The interest should be credited on regular basis whether the account is operative or not.
- In terms of Reserve Bank of India directives, interest shall be calculated at quarterly intervals on term deposits and paid at the rate decided by the Bank depending upon the period of deposits. In case of monthly deposit scheme, the interest shall be calculated for the quarter and paid monthly at discounted value. The interest on term deposits is calculated by the Bank in accordance with the formulae and conventions advised by Indian Banks' Association.
- For the purpose of interest calculation for actual number of days (in case interest is calculated for incomplete month), the denominator is always taken as 365 days irrespective of whether it is a leap year.
- The rate of interest on deposits will be prominently displayed in the branch premises/website. Changes, if any, with regard to the deposit schemes and other related services shall also be communicated upfront to the deposit account holder by displaying prominently at branches and on the website. This rate would be same across the respective applicable slabs of deposit amount for any particular date.
- As per RBI directive on savings deposits, differential rates of interest may be provided for any end-of-day savings bank balance exceeding Rupees one

lakh. The Bank has a policy to link the Savings interest rate structure to external benchmarks (Repo, MIBOR or any other external benchmarks as approved by Asset Liability Management Committee). The Asset Liability Management Committee will approve the mark-up on the benchmarking rates and the floor rates as applicable.

- The Bank has statutory obligation to deduct tax at source if the total interest paid/payable on all term deposits and Recurring Deposits opened effective June 1, 2015 held by a person exceeds the amount specified under the Income Tax Act. The Bank will issue a tax deduction certificate (TDS Certificate) for the amount of tax deducted. The depositor, if entitled to exemption from TDS can submit declaration in the prescribed format at the beginning of every financial year.
- In case of reinvestment deposits and recurring deposits, the Bank would pay interest for the intervening Sunday/holiday/non-business working day (as also Saturday in case of NRE/FCNR deposits) on the maturity value. If the maturity of the deposit falls on a Sunday/holiday, the maturity payment would be made on the next working day.
- Manner of calculation of interest on FCNR(B) deposits:
 - (a) Interest on the deposits accepted under the scheme shall be calculated on the basis of 360 days to a year.
 - (b) The interest on FCNR (B) deposits shall be calculated and paid at intervals of 180 days each and thereafter for the remaining actual number of days.
 Provided that the option to receive the interest on maturity with compounding effect shall vest with the depositor.
- Calculation of interest on renewal of FCNR (B) deposits:

Interest calculation on renewal of FCNR(B) deposits shall be as under:

 - (a) If the period from the date of maturity till the date of renewal (both days inclusive) does not exceed 14 days, the rate of interest payable on the amount of the deposit so renewed shall be the appropriate rate of interest for the period of renewal as prevailing on the date of maturity or on the date when the depositor seeks renewal, whichever is lower.

12. Minor's account

- The minor can open Savings Bank Account or Term Deposit account and the same can be operated by the natural guardian or by minor himself / herself, if he/she is above the age of 10 years.
- No current account can be opened by a minor

- No overdraft would however, be granted to minors.
- Bank is free to offer additional banking facilities like internet banking, ATM/ debit card etc.
- On attaining majority, the erstwhile minor should confirm the balance in his/her account. A Balance Confirmation Letter signed by the erstwhile minor (and the guardian, if the account was operated by the guardian singly or jointly with the minor) would be obtained. Minor to major conversion cum re-KYC forms with the operational mandate; photograph and fresh specimen signature of the erstwhile minor, duly verified by the natural guardian would be obtained and kept on record for all operational purposes.

13. Account of illiterate / Visually Challenged / Differently abled

- The Bank shall not discriminate while opening accounts for illiterate / blind and follow the guidelines of RBI from time to time.
- The account of such person may be opened provided he/she calls on the Bank personally along with a witness who is known to both the depositor and the Bank.
- The Bank will explain the need for proper care and safe keeping of the passbook etc. given to the account holder. The Bank official shall explain the terms and conditions governing the account to the illiterate / blind person.
- Bank will facilitate opening of Saving Bank accounts as well as Term Deposit accounts of persons with visual impairment. Such accounts will be operated by the account holder personally. Cheque book facility will be made available. Such accountholders will have to be present before the branch official and affix thumb impression/signature and they will be identified through their photograph to facilitate operations. Bank is also committed in introducing technology banking facilities progressively via ATM in keeping with the availability of supporting technology which will enable visually challenged persons to operate their own accounts. Also, as per the requirement of such persons, the Bank may extend the facilities under Digital Banking (Internet, Mobile etc.) and can issue Debit Card.
- For illiterate persons only, the Bank may open a deposit account (except a current account). Normally, no cheques book facility is provided for such

Savings Bank Account. At the time of withdrawal/ repayment of deposit amount and/or interest, the account holder should affix his / her thumb impression or mark in the presence of the authorized officer who should verify the identity of the person.

- Savings bank and term deposits can also be opened in the name of persons with autism, cerebral palsy, differently abled and multiple disabilities through the legal guardian appointed by the District Court under Mental Health Act, 1987 or by the Local Level Committees set up under the National Trust for welfare of persons with autism, cerebral palsy, mental retardation and multiple disabilities under Disabilities Act, 1999. Legal guardian, so appointed, will furnish an indemnity-cum-undertaking bond duly stamped as per the local law in force along with Guardianship Certificate. RBI has not mandated banks to insist on the appointment of a guardian as a matter of routine from every person “who is in need of treatment by reason of any mental disorder”. However, It would be necessary for banks to seek the appointment of a guardian only in such cases where they are convinced on their own or based on documentary evidence available, that the concerned person is mentally ill and is not able to enter into a valid and legally binding contract.

14. Addition or deletion of the name/s of joint account holders

The Bank may at the request of all the joint account holders allow addition or deletion of name/s of joint account holder/s if the circumstances so warrant or allow an individual depositor to add the name of another person as a joint account holder.

15. Account opening facilities for Third Gender

- In case of a person claiming to be transgender and needs to open account or to do any banking transaction, the person will be recognized as “Third Gender” and the details shall be accepted in the AOFs/ or other applicable forms as such.
- All transgender customers shall be treated equally to other male/ female customers without any discrimination.

16. Customer Information

- The customer information collected from the customers shall not be used for cross selling of services or products by the Bank, their subsidiaries and

affiliates. If the Bank proposes to use such information, it will be strictly with the consent of the account holder and to be taken separately.

17. Secrecy of Customer's Accounts

- The Bank shall not disclose details / particulars of the customer's account to a third person or party without the expressed or implied consent from the customer. However, there are some exceptions, viz. disclosure of information under compulsion of law, where there is a duty to public to disclose and where interest of the Bank requires disclosure.

18. Settlement of dues in deceased depositor's account

- If the depositor has registered nomination with the Bank, the balance outstanding in the account of the deceased depositor will be transferred to the account of / paid to the nominee after the Bank is satisfied about the identity of the nominee and on submission of documentary evidence of the death of depositor, etc.
- The above procedure will be followed even in respect of a joint account upon the death of all the holders, where nomination is registered with the Bank.
- In a joint deposit account, when one of the joint account holders dies, the Bank is required to make payment jointly to the legal heirs of the deceased person and the surviving depositor(s). However, if the joint account holders had given mandate for disposal of the balance in the account in the forms such as 'either or survivor', 'former / latter or survivor', 'anyone of survivors' or 'survivor', etc., the payment will be made as per the mandate to avoid delays in production of legal papers by the heirs of the deceased.
- In the case of balances lying in current account standing in the name of a deceased individual depositor/sole proprietorship concern, interest should be paid from the date of death of the depositor till the date of repayment to the claimant/s at the rate of interest applicable to savings deposit as on the date of payment.
- In the absence of nomination and when there are no disputes among the claimants, the Bank will pay the amount outstanding in the account of deceased person against joint application and indemnity by all legal heirs or the person mandated by the legal heirs to receive the payment on their behalf without insisting on legal documents up to the limit approved by the

Bank's Board. This is to ensure that the common depositors are not put to hardship on account of delays in completing legal formalities.

19. Interest payable on term deposit in deceased depositor's account

- In the event of death of the depositor before the date of maturity of deposit and amount of the deposit is claimed after the date of maturity, the Bank shall pay interest at the contracted rate till the date of maturity.
- From the date of maturity to the date of payment, the Bank shall pay simple interest rate at the applicable rate obtained on the date of maturity, for the period for which the deposit remained with the Bank beyond the date of maturity, as per the Bank's policy in this regard.
- However, in the case of death of the depositor after the date of maturity of the deposit, the Bank shall pay interest at savings deposit rate prevailing on the date of maturity from the date of maturity till the date of payment.
- Interest payable on the NRE term deposit account of deceased depositor: In case the claimants of an NRE term deposit account of a deceased depositor are residents, the deposit on maturity shall be treated as a domestic rupee term deposit and interest shall be paid for the subsequent period at a rate applicable to a domestic term deposit of similar maturity
- Interest payable on the deposit of a deceased FCNR(B) depositor: If the deposit is claimed before the maturity date date, interest shall be paid not at the contracted rate but at the rate applicable to the period for which the deposit remained with the bank and without charging penalty for pre-payment.

20. Insurance cover for deposits

- All bank deposits are covered under the insurance scheme offered by Deposit Insurance and Credit Guarantee Corporation of India (DICGC) subject to certain limits and conditions. The details of the insurance cover in force will be made available to the depositor.
- The DICGC insures all deposits such as savings, fixed, current, recurring, etc. deposits except the following types of deposits
 - Deposits of foreign Governments
 - Deposits of Central/State Governments
 - Inter-bank deposits
 - Deposits of the State Land Development Banks with the State co-operative bank
 - Any amount due on account of and deposit received outside India

- Any amount, which has been specifically exempted by the Corporation with the previous approval of Reserve Bank of India
- Each depositor in a bank is insured upto a maximum of Rs.5,00,000/- (Rupees Five Lakhs) for both principal and interest (aggregate) amount held by him in the same right and in the same capacity. For example, if an individual had an account with a principal amount of Rs.4,95,000/- plus accrued interest of Rs.4,000/-, the total amount insured by the DICGC would be Rs.4,99,000/-. If, however, the principal amount in that account was Rs.5,00,000/-, the accrued interest would not be insured, not because it was interest but because that was the amount over the insurance limit.
- The deposits kept in different branches of a bank are aggregated for a depositor for the purpose of insurance cover and a maximum amount upto Rupees Five lakhs is paid.

21. Stop payment facility

The Bank will accept stop payment instruction from the depositors in respect of cheques issued by them. Charges, as specified, will be recovered.

22. Inoperative accounts

A Savings as well as Current account, which do not have customer induced transaction for a period of 24 months, would be treated as an inoperative account. The depositor can request the Bank to activate the account for operating it. The Bank conducts an annual review of accounts in which there are no customer induced transactions for the last one year. Letters/SMS/Emails are thereafter, sent to the customers on 18th month, 21st month and 24th month, advising them to transact in the account, failing which the account would be classified as inoperative. **Upon classification of the account as Inoperative, a debit freeze is marked in the account.**

- A standardized Customer Request Form for activating an inoperative account is available at the branches. The customer is expected to submit the same citing the reasons for not operating the account along with the documents for proof of identity and address.

23. Unclaimed Deposits

- Unclaimed deposit accounts mean accounts, which have not been operated upon the last ten years. In the case of money deposited for a

fixed period, the said term of ten years would be reckoned from the date of the expiry of such fixed deposits.

- In an effort to play a more pro-active role in finding the whereabouts of the account holders of unclaimed deposits / inoperative accounts, the list of such accounts, which are inoperative for ten years or more have been displayed on our Bank's website.
- Currently the list so published by the Bank has a "Find" option to search the list of accounts by name of the account holder.

24. The Depositor Education and Awareness Fund Scheme, 2014 (DEAF)

RBI has established The Depositor Education and Awareness Fund (the Fund). Under the provisions of Fund the amount to the credit of any account with the Bank which has not been operated upon for a period of ten years or any deposit or any amount remaining unclaimed for more than ten years shall be credited to the Fund, within a period of three months from the expiry of the said period of ten years. The Fund shall be utilized for promotion of depositors' interest and for such other purposes which may be necessary for the promotion of depositors' interests as specified by RBI from time to time. The depositor would, however, be entitled to claim from the Bank his/her deposit or any other unclaimed amount or operate his/her account after the expiry of ten years, even after such amount has been transferred to the Fund. The Bank would be liable to pay the amount to the depositor/claimant and claim refund of such amount from the Fund. Interest, if any, will be paid as applicable from time to time.

As per Reserve Bank of India Foreign Exchange Management (Crystallization of Inoperative Foreign Currency Deposits) Regulations, 2014 vide Notification No. FEMA 10A/2014-RB dated March 21, 2014 under Foreign Exchange Management Act (FEMA), 1999 relating to inoperative foreign currency deposits.

Authorized Dealer banks shall crystallize, that is, convert the credit balances in any inoperative foreign currency denominated deposit into Indian Rupee, in the manner indicated below:

For FCNR/RFC Deposits

(i) In case a foreign currency denominated deposit with a fixed maturity date remains inoperative for a period of three years from the date of maturity of the deposit, at the end of the third year, the authorized bank shall convert the balances lying in the foreign currency denominated deposit into Indian Rupee at the exchange rate prevailing as on that date.

Thereafter, the depositor shall be entitled to claim either the said Indian Rupee proceeds and interest thereon, if any, or the foreign currency equivalent (calculated at the rate prevalent as on the date of payment) of the Indian Rupee proceeds of the original deposit and interest, if any, on such Indian Rupee proceeds.

For RFC Account

(ii) In case of foreign currency denominated deposit with no fixed maturity period, if the deposit remains inoperative for a period of three years (debit of bank charges not to be reckoned as operation), the authorized bank shall, after giving a three month notice to the depositor at his last known address as available with it, convert the deposit from the foreign currency in which it is denominated to Indian Rupee at the end of the notice period at the prevailing exchange rate. Thereafter, the depositor shall be entitled to claim either the said Indian Rupee proceeds and interest thereon, if any, or the foreign currency equivalent (calculated at the rate prevalent as on the date of payment) of the Indian Rupee proceeds of the original deposit and interest, if any, on such Indian Rupee proceeds."

25. Safe Deposit Lockers

- This facility is not offered through all bank branches and wherever the facility is offered, allotment of safe deposit vault will be subject to availability and compliance with other terms and conditions attached to the service.
- Safe deposit lockers may be hired by an individual (being not a minor) singly or jointly with another individual(s), HUFs, firms, limited companies, associates, societies, trusts, etc.
- Nomination facility is available to individual(s) holding the lockers singly or jointly. If a locker is hired by two or more persons to be operated "jointly by all", such hirers may nominate one or more persons to whom in the event of death of any one hirer or hirers, the Bank may give nominee/s, jointly with surviving joint hirer or joint hirers, as the case may be, access to the locker and liberty to remove the contents of such lockers. In case of lockers hired jointly with another person and with mode of operation as "Either or Survivor" [E or S], nomination would be permissible. However, such nomination would be in favour of only one person. In the absence of nomination or mandate for disposal of contents of lockers, with a view to avoid hardships to common persons, the Bank will release the contents of

locker to the legal heirs after due diligence, viz: Obtaining the death certificate, checking for restraining order from the competent court and making it clear to the nominee that the articles are given to them solely as trustee.

26. Deposit Scheme for Senior Citizens

- The Bank has special deposit product (Savings and Term Deposit) for Senior Citizens. In addition to offering additional interest rate on term deposits for Senior Citizens, any change in the operating instructions and the fact of addition / deletion of account holders in a Senior Citizen account is always carried out by the joint consent of all the account holders. Relevant clause regarding beneficiary in the unlikely event of the death of the depositor has been incorporated in the account opening form. Doorstep Banking facilities and dedicated desk at branches are also extended to Senior Citizens.

27. Redressal of complaints and grievances

- Depositors having any complaint / grievance with regard to services rendered by the Bank have a right to approach authority(ies) designated by the Bank for handling customer complaints / grievances. The details of the internal set up for redressal of complaints / grievances is displayed in the branch premises and on the Bank's website in the homepage. The branch officials shall provide all the required information regarding procedure for lodging the complaint. In case the depositor does not get response from the Bank within 30 days of lodging a complaint with us or is not satisfied with the response received from the Bank, he has a right to approach Banking Ombudsman appointed by Reserve Bank of India.

28. Clause on Advances against Deposits.

Advances against deposits The Bank may consider request of the depositor/s for loan / overdraft facility against term deposits duly discharged by the depositor/s on execution of necessary security documents. The Bank may also consider loan against deposit standing in the name of minor, however, a suitable declaration stating that loan is for the benefit of the minor, is to be furnished by the depositor - applicant
