

**THE DISTRICT COOPERATIVE CENTRAL BANK LTD
HEAD OFFICE**

SAVINGS BANK RULES

1. Nature of Savings Bank Account

- i. A Savings bank account is the most common operating account for individuals and others for non-commercial transactions. A Savings account helps people to put through day-to-day banking transactions, besides earning some return on the savings made. Banks generally put some ceilings on the total number of withdrawals permitted during specific time periods. Banks also stipulate certain minimum balance to be maintained in savings accounts. Normally a higher minimum balance is stipulated in cheque operated accounts as compared to non-cheque operated accounts

- i. Saving Bank Accounts are not intended to take the place of Current Accounts. Savings Bank Accounts must not be overdrawn. **The Bank reserves the right to stop the interest on or to close without notice any account which is not, in the Bank's opinion properly conducted.**

2. Savings Bank Accounts - 'Know Your Customer' Guidelines

- i. Any person fulfilling account opening requirements may, upon agreeing to comply with the prescribed rules, as mentioned hereunder, open a Savings Bank Account, provided she/he furnishes proof of identity and proof of address as required by the Bank. The applicant will need to furnish proof of identity and proof address by way of the following:
 - a. **Proof of identity** (any one of the following with authenticated photograph thereon):
 - a) Ration Card
 - b) Passport
 - c) Voter ID Card
 - d) PAN Card
 - e) Govt./Defence ID Card
 - f) ID cards of reputed employers.
 - g) Driving Licenses.

h) AAdhar Card

- b. **Proof of current address** (any of the following):
- a) Credit Card Statement
 - b) Salary Slip
 - c) Income/Wealth Tax Assessment Order.
 - d) Electricity Bill
 - e) Telephone Bill
 - f) Statement of Bank account
 - g) Letter from reputed employer
 - h) Letter from any recognized authority

- Note:**
- i. While the above set should normally suffice to establish the identity and the correct address of the applicant, wherever this is not so, additional documents may be called for.
 - ii. In case of joint accounts, the applicants who are not closely related to each other would require to establish their identity and address independently.
 - iii. Two Passport size Recent photographs (three, if the account is to be operated by thumb impression) are required to be submitted by the depositors at the time of opening of a Savings Bank Account.
 - iv. Every depositor while opening a Savings Bank Account shall be required to furnish PAN/GIR No. on the Account Opening Forms if the depositor is an Income Tax Assessee, or if not, to give declaration on form No. 60/61.
 - v. The Bank reserves the right to verify the details given in the Account Opening form through any third party, if necessary.
 - vi. The officer responsible for opening of accounts should scrutinize the originals of the Photo ID/address documents and satisfy himself/herself about the prima facie authenticity of the same. Photocopies of these documents should be authenticated by the Officer and kept along with the account opening form.

3. Senior Citizen Accounts

- i. Customers who attain the age of 60 years ("Senior Citizens") and wish to avail the benefits offered by the Bank with valid

age proof, as specified by the Bank in this regard, for getting their status changed to Senior Citizen in the Bank's records, as well as such additional documentation as the Bank may specify in this regard.

4. Introductory Reference

- i. KYC norms should be strictly followed while opening Savings Bank accounts. Identity of the customer should be confirmed beyond doubt. Introduction may be taken as an additional precaution wherever warranted.
- ii. Where the applicant for a SB Account submits sufficient proof of identity and address as prescribed in KYC-AML Policy of the bank and the branch is with the bonafides of the applicant and as a respectable person, with such proof of identity and address, branch may open the account without insisting on an introduction by an existing account holder. However a Letter of Thanks to the depositor should be sent.

5. Eligibility

- i. Savings Bank account may be opened by:
 - a) A single person in his or her name.
 - b) Two persons in their joint names, payable to
 - a) Either or Survivor
 - b) Both jointly
 - c) Both or Survivor
 - d) Former or Survivor
 - e) Latter or Survivor
 - c) By more than two persons in their joint names payable to
 - a) All of them or the survivors or the last survivor
 - b) Any one or more of them or survivors or the last survivor
 - c) A particular person during his/her lifetime or survivors jointly or the last survivor
- ii. If any one or more of the account holders in case of accounts opened as per styles under i (b) and i (c) above countermand payment to the other joint account holders, then the account will become operative, respectively, by Both or All of them jointly.
- iii. In case pension paying department permits, pension drawing account can be opened in joint names with the family

pensioner nominated in the PPO and will be operated accordingly.

- iv. Branch Managers may permit depositors to have more than one Savings Bank Account in their own names or jointly with other persons or as guardians on behalf of minors.
- v. Accounts may be opened in the name(s) of:
 - a) Illiterate or blind person(s) and sick, old, physically handicapped or otherwise incapacitated person(s).
 - b) Minor

6. MINOR ACCOUNTS

- i. The account can be opened in any one of the following modes.
 - a) By a natural guardian, i.e., father or mother in circumstances approved by the Bank, on behalf of the minor;
 - b) By a natural guardian, i.e., father or mother in circumstances approved by the Bank, in the joint names of himself/herself and the minor, payable to either or survivor;
 - c) By a person in the name of any minor of whom he or she is the guardian appointed by a competent Court under any enactment for the time being in force;
 - d) By a minor of age 10 and above in his/her single name, in circumstances approved by the Bank, to be operated upon by himself/herself, provided he/she can put uniform signatures.
- ii. Accounts under Rules 6(i)(a) and 6(i)(b) will be opened where the funds to be lodged comprise of the guardian's own money and the guardian's intention is in the case of Rule 6(i) to utilize the money for the benefit of the minor and to eventually make the money lying to the credit of the account available to minor or his/her attaining majority and in the case of Rule 6(i)(b) to provide that with effect from the date of the minor attains majority, the account be also be operated upon by the minor. (E or S)

- iii. In a case where the funds with which the account in the name of the minor is to be opened devolve upon him/her by gift, inheritance etc., or where the Bank, at its discretion, to consider it necessary, the account in the name of the minor will be permitted to be opened only by a guardian appointed by a Court vide Rule 6(i)(c) and the guardianship certificate must embody an express authority to open and operate an account with the Bank.
- iv. In all cases, the guardian must make a declaration of the date of the minor's birth. The date upon which the minor will attain majority shall be recorded at the Bank and in the passbook.
- v. In the case of accounts under Rule 6(i)(a) and 6(i) (c), upon the minor attaining majority, the right of the guardian to operate the account will automatically come to an end where after the guardian shall not operate on the account. Any balance in the account will be deemed to be the exclusive property of the minor who has attained majority and further withdrawals from the account will be allowed to him/her alone.
- vi. In the case of account under Rule 6(i)(c), the minor on attaining majority will also be permitted to operate on the account on completion of the necessary formalities.
- vii. In the event of the death of the guardian before the minor attains majority, the balance in the account would be payable to the minor on his/her attaining majority or to some other person appointed by a competent Court as the guardian of the property of the minor or trustee on behalf of the minor prior to the latter attaining majority.
- viii. A minor for whom a guardian is appointed by Court attains majority on completing 21 years of age (vide section 3 of the Indian Majority Act, 1875). Otherwise, he/she will be deemed to attain majority on completing 18 years of age.
- ix. In the case of accounts opened under 6(i)(d), the minor can maintain therein a maximum balance of Rs 2 lacs and in the case of accounts opened under 6(i)(a) and 6 (i)(b), the maximum amount of balance at any time is Rs 5 lakhs.

7. illiterate Depositors :

- i. Any depositor unable to write must attend in person and (in the presence of an approved witness who knows the depositor and is known to the Bank) affix his thumb impression to the application and other forms and have it attested by the signature of the approved witness. An illiterate depositor may lodge in person three passport size recent photographs with the Bank subject to provision of rules regarding withdrawals.

8. Eligible Institutions to open Savings Bank Accounts

- i. Savings Accounts may, in approved cases, be opened in the names of Associations, Clubs, Regimental Funds or Military Units or other similar non-trading institutions, for purposes of depositing their savings, provided their bye laws, rules etc. are acceptable to the Bank and are strictly adhered to. Their income should also be exempt from payment of income tax.
- ii. No business or trading concern (whether proprietary, partnership or corporate body) will ordinarily be permitted to open a Savings Bank account. Savings Bank account is a facility to build up savings and hence it must not be used as a Current Account. Bank may close an account should it have any reason to believe that the account holder has used her/his account for a purpose for which it is not allowed.
- iii. As per RBI directives, Government Departments or Bodies who for performance of their functions depend on Budgetary Allocations cannot open Savings Bank Accounts. Examples of such nature are Municipal Corporations or Committees, Panchayat Samitees, State Housing Boards, Water and Sewerage Boards, State Text Book Publishing Corporations or Societies, Metropolitan Development Authorities, State/District Level Cooperative Housing Societies etc. The following agencies/organizations are, however, exempted from the above rules and hence Savings accounts can be opened in their names:
 - a. Primary Co-operative Credit Society which is being financed by the Bank.(PACS)
 - b. Khadi and Village Industries Boards.
 - c. Agriculture Produce Market Committees.
 - d. Societies registered under Societies Registration Act, 1860 or any other corresponding law in force in State.

- e. Companies governed by the Companies Act, 1956 which have been licensed by the Central Government under Section 25 of the said Act, or under the corresponding provision in the Indian Companies Act, 1913 and permitted, not to add to their names the word, " Limited" or the words "Private Limited".
- f. Institutions other than those mentioned above and whose entire income is exempt from payment of income tax under Income Tax Act, 1961.
- g. Government departments/bodies/agencies in respect of grants/subsidies released for implementation of various programmes/schemes sponsored by Central Government/State Governments subject to production of an authorization from the respective Government departments to open savings bank accounts
- h. Development of Women and Children in Rural Areas(DWCRA).
- i. Self-help Groups (SHGs), registered or unregistered, which are engaged in promoting savings habit among their members.
- j. Farmers' Clubs-Vikas Volunteer Vahini(VVV)
- k. Small Farmers Development Agency
- l. Marginal Farmers and Agricultural Laborer's Agencies
- m. Drought prone areas Programme(DPAP)
- n. District Rural Development Agency (DRDA)
- o. Integrated Tribal Development Agency (ITDA)
- p. Nagar panchayats and palikas, Municipal Bodies for credit of subsidy amount.
- q. District Development Agency (DDA)

9. Branches shall not open Savings Bank account in the name of the following:

- a. Any trading or business concern, whether such concern is proprietorship
 - b. partnership, company or association.
 - c. Municipal Corporations/Committees
 - d. Panchayat Samities, mandals parishads
 - e. State Housing Boards
 - f. Industrial Development Authorities
 - g. State Electricity Boards
 - h. Water / Sewerage / Drainage Boards
 - i. State Text Book publishing corporations / societies
 - j. Metropolitan Development Authorities
 - k. State / District level housing Co-operative Societies.
 - l. Other banks including Regional Rural Banks, Co-operative Banks .
 - m. Political parties
 - n. Government departments/bodies depending upon budgetary allocations for performance of their functions.
- iv. Any other institution permitted by Reserve Bank of India from time to time, can be allowed to open Savings Bank Accounts

10. Procedure for opening Account:

- i. In ordinary course, applicant(s) should attend the Bank personally for completion of formalities for opening the account. They will duly fill in and sign the prescribed application form.
- ii. The applicant(s) should submit Two copies of his/her/their recently taken passport size photographs. The photograph will be affixed in the account opening form. If the applicant is an illiterate person, one more photographs are to be submitted, of which one is affixed in the passbook and the other in the account opening form.
- iii. Account holder's signatures must be legible and well formed. Signatures in capital or block letters are not acceptable. The account holders, in their self-interest, are expected to adhere to uniform signature as per specimen recorded with the Bank while operating the accounts and addressing any correspondence to the Bank.
- iv. Other requirements:
 - i. Furnish PAN number (if any) or declaration in Form 60.
 - ii. For Person shaving agricultural income, Declaration in Form 61 to be submitted.

- iii. In the case of minor accounts, date of birth to be furnished. Bank to diarise date of attaining majority; and on attaining majority allow minor to operate the account after getting specimen signature in the opening form.
- iv. In the case of Illiterates, bank to record identification marks in opening form.
- v. For Clubs/Associations, Banks to verify bye-laws, rules, regulations and resolutions
- vi) The joint account holders should declare the intended mode for operating the account. The duly filled in application should be presented at the branch with an initial deposit not less than the minimum balance Prescribed for Savings Bank account. A person opening a Savings Bank account will be deemed to have had notice of, and to have opened his/her account subject to these Rules.

11. Nomination Facility

- i. The Nomination facility is available on Savings Bank Accounts and the account holders are advised to avail of this facility for smooth settlement of claim by legal heirs in unforeseen circumstances.
- ii. Nomination can be made in favour of only one nominee.
- iii. In case they do not wish make a nomination, this fact should be recorded on the account opening form under their full signature. The name of the nominee can be indicated in the Saving Bank Pass Book if so desired by the account holder/s, in writing.
- iv. Nomination favouring a minor is permitted on the condition that the account holder while making the nomination appoints another individual, not being a minor, to receive the amount of deposit on behalf of the nominee in the event of the death of the depositor during the minority of the nominee.

- v). In the case of a deposit made in the name of a minor, the nomination shall be made by a person lawfully entitled to act on behalf of the minor.
- vi) In the event of death of the account holder of a deposit, the nomination facility enables the Bank to release to the nominee the deposit amount without insisting on a succession certificate or probate of the Will from the legal heirs of the deceased account holder.

12. Types of Accounts & Balance Stipulation

- i. The applicants can opt for opening of an account either with cheque book facility or without cheque book.
- ii. The current minimum prescribed for these account types are available at the Bank's website www.anantapurdccb.com. This information can also be obtained from branches.
- iii. There is no ceiling on maximum balance in Savings Bank account, except for Minor's account as indicated in Rule no 6(ix) above.
- iv. The stipulated minimum balances are subject to revision from time to time.
- v. All public accounts, irrespective of their date of opening, will be governed by the minimum balance requirements and service charges.

13. Service Charges For Default Under Rule 12

- i. Service charges at the prescribed rates will be recovered from the respective account, if the balance therein falls below the stipulated minimum in a quarter/Half year.
- ii. These charges shall be recovered at quarterly intervals.
- iii. The current charges prescribed for non-maintenance of minimum balance are available at the Bank's website www.anantapurdccb.com. This information can also be obtained from branches.

14. Distinctive Account Numbers

- i. Each account will be allotted a distinctive Account Number, which will be recorded in the passbook to be supplied to the account holder(s). This number must be quoted in the pay-in-slip, cheques, withdrawals and all the correspondence addressed to the Bank by the account holder(s).

15. Change Address

Change of address should be immediately intimated to the Bank in writing

16. Pass Book

- i. Pass book(s) supplied to the account holder(s) will show her/his/their account number, name(s) occupation(s) or profession(s) and address (es). The passbook will also have name, address, IFS Code and telephone number of the branch where account is maintained. The details of each transaction, both Credit and Debit will be entered in the passbook. The resultant balance will be printed/written. Depending upon exigencies, computer generated statements of account may be issued in lieu of the passbook.
- ii. Passbook must invariably be presented for withdrawing cash by means of a withdrawal form. Withdrawals using cheque forms and ATM cum Debit card can be effected without pass book. Deposits may be made without production of the passbook.
- iii. Passbook should be got updated regularly. During early January and October, the passbook should be presented at the counters for recording therein the interest paid for the respective half year. The passbook tendered at the time of making any transaction in the account will be made up and returned to the presenter on the same day. The Bank will issue a receipt in the form of a paper token in lieu of the passbook, if retained overnight for any reason. The account holders should collect their passbooks against surrender of these paper tokens within a week's period, failing which the bank will dispatch the passbook to them by Registered A.D.post/Courier at their cost.

- iv. The account holders should carefully examine the entries in their passbooks and draw the Bank's attention to errors or omissions, if any.
- v. The account holders must keep their passbook in a safe place. The Bank will not be responsible for any loss or incorrect payment attributable to the neglect of this primary duty cast on the account holder.
- vi. Any change in the address of the account holder should be immediately intimated to the Bank along with the proof of new address and the passbook forwarded for noting the change.
- vii. No charge will be made for the passbook initially issued or for the one issued in continuation. On receipt of a written request from the account holder, the Bank will issue, after necessary enquiries and completion of formalities, a duplicate passbook in lieu of the one lost or spoiled. Service charge for issue of duplicate passbook with current and old balance will be recovered. The current charges prescribed for this are available at the Bank's website www._____. This information can also be obtained from branches.

17. Loss of Pass Book

- i. If a pass book be spoiled, mutilated or lost, the Bank may issue a duplicate pass book on payment of a charge of Rs. 50/- by the depositor. The charge may be waived at the discretion of the Bank in cases where it is proved to the Bank's satisfaction that the depositor had no control over the circumstances leading to the Pass Book being spoiled, mutilated or lost.
- ii. Loss of the Pass Book should be reported to the bank immediately. The depositor/s will be required to sign a suitable letter of indemnity for issue of a duplicate pass book where the pass book has been reported to be lost.
- iii. If a statement of past entries is required, the Bank will make an appropriate charge for labour involved in preparing it.

- iv. Facility of issuance of Duplicate Pass Books is to be extended to Saving Bank accounts with cheque book facility only and not to be made applicable to accounts operated by withdrawal slips.

18. Deposits in The Savings Accounts

- i. The account holder may deposit as often as she/he may desire. However cash deposits for less than Rs.10/- will not be accepted. Cash, cheques, drafts etc should be deposited along with pay in slip duly completed and signed. Account holders in their own interest are advised to preserve the counterfoil of the pay in slip at least till the relative entries are made in their pass book.
- ii. The account holder may deposit into his account cheques, drafts, Dividend warrants and other instruments drawn in his favour only. Third party cheques/instruments endorsed in favour of the account holder will NOT be accepted for credit of his account. Normally no drawings will be permitted against the accepted instruments until these are realized, exceptions being made as prescribed by the Bank. In case of delay in realization of collection, interest for the delay will be paid to the account holder. If outstation cheques/instruments are returned unpaid, prescribed service charge will be recovered. The current charges are available at the Bank's website www.anantapurdccb.com. This information can also be obtained from branches.
- iii. The bank has the authority to debit the accounts to recover any amount credited erroneously.
- iv. The Bank may give immediate credit in respect of outstation cheques drawn in favour of the account holders for amounts up to Rs.20,000/- which may change from time to time, provided the account has been conducted satisfactorily for a period of at least six months. The normal collection and out of pocket charges will be recovered. The current limit and charges prescribed for this are available at the Bank's website www.anantapurdccb.com. This information can also be obtained from branches.

Overdue interest will be recovered for instruments subsequently returned unpaid.

19. Operations in the Ordinary Account

- i. The account holder can withdraw money personally from her/his ordinary Savings Blank Account by using Bank's standard withdrawal form. The passbook must accompany the withdrawal form. The withdrawal form can be issued only for receiving payments by the account holder herself/himself. ATM cum Debit card can also be used in ATMs for cash withdrawal, for convenience and any time banking.
- ii. The account holder cannot withdraw an amount less than Rs.50/-. All withdrawals must be round Rupees only.
- iii. If the account holder is illiterate, then the thumb impression on the letter of authority should be attested by person known to the Bank or by a magistrate under his court seal.

20. Operations in Cheque Operated Accounts

- i. The Bank will issue the first chequebook after completion of all formalities with regard to opening of the account. No charge will be recovered for issue of twenty cheque leaves in a year (both MICR and non MICR). Thereafter service charge will be charged to the customer's account. The current charges prescribed are available at the Bank's website www.anantapurccb.com. This information can also be obtained from branches.
- ii. The account holders must use only the cheques from the cheque books issued to them by the Bank. The Bank reserves the right to refuse payment of any cheques drawn otherwise. Further, cheque books will be issued one at a time against the duly signed requisition slip contained in the chequebook issued earlier. Request for issue of chequebook otherwise than on such requisition slips will be considered only exceptionally. Ordinarily, Bank will not issue more than one chequebook at a time or before exhausting all or nearly all cheque leaves issued previously.

- iii. Withdrawals can be made through cheques from the cheque book issued, withdrawal form as in case of non-chequebook account and by using ATM cum Debit card.
- iv. Cheques must be written legibly and as far as possible without alterations. The account holder's signature(s) on the cheque must conform to his specimen signature(s) recorded with the Bank.
- v. The account holders are advised to keep their cheque books in a place of safety. The Bank will not be responsible for any incorrect payment attributable to their negligence in this regard.
- vi. The minimum drawing permitted per cheque form is limited to Rs. 50/-. There is no ceiling on the maximum amount that can be drawn through a single cheque. Unless unavoidable, the cheque should be drawn for amounts in round Rupees.
- vii. The Bank reserves the right to withdraw the cheque book facility if a minimum balance prescribed by the bank is not maintained or for any other reason whatsoever, either with or without prior intimation.
- viii. Accounts in which cheque books are issued will be drawn upon only by means of cheques. However, withdrawals may be allowed by means of withdrawal forms in accounts in which the cheque book facility is withdrawn or at the discretion of the Bank.
- ix. The attention of the depositor is particularly drawn to the notice on the front cover of the cheque book, regarding the drawing of cheques and the safe custody of cheque books
- x. Cheques/withdrawal forms must be drawn in such a way as to prevent unauthorised alteration or additions after issue.
- xi. Cheques/withdrawal forms must be drawn in such a way as to prevent unauthorised alteration or additions after issue.
- xii. The bank will register instructions from the drawer of a cheque/withdrawal form to stop payment of it, but cannot undertake any responsibility in case such instructions are over looked for any reason or cause whatsoever and howsoever arising.

21. Collection of Cheques, Warrants, etc. :

- i. Cheques, Dividend Warrants, Interest Warrants, etc., in favour of a third party will not be accepted for credit of a Savings Bank Account.
- ii. The facility of collection of cheque/any other instrument deposited in the account will be at the discretion of the bank and the Bank will not be held liable for any loss/delay beyond its control for realisation of the same.
- iii. Bank will have liberty to appoint agents/couriers of its choice for collection of cheques/any other instrument. Any loss/damage that may be incurred/sustained by the Bank and/or its agent/courier while making collection of the cheques/or any other instrument will be solely at the risk of depositor/s who would be called upon to make good the same immediately.

22. ADDITION / DELETION IN NAME

- i. Request for any addition / deletion to the name(s) after the opening of the account shall have to be made in writing under full signature(s) of the existing account holder(s).

23. Transfer Of Accounts

- i. Accounts can be transferred with the prior permission of the Bank from one branch to another branch of the Bank at free of charge. The account holders may submit their request letters along with the passbook and unused cheque leafs either to the branch where their accounts exist or to the branch where they intend to transfer their accounts. After closing the existing account the customer is permitted to open a new account at the desired Branch.

24. Overdrats:

- i. Overdrafts on Savings Bank Accounts are permitted under exceptional circumstances with prior arrangement only. The maximum amount permitted is Rs.5000/- and the overdraft is to be wiped off within a month.
- ii. In no account, the overdraft should be permitted for more than three times in a year.

- iii. Cheques drawn in excess of the balance in the account are liable to be dishonoured and returned unpaid.
- iv. Service Charge will be recovered each time a cheque is returned unpaid for want of sufficient funds. The current charges are available at the Bank's website www.anantapurdccb.com. This information can also be obtained from branches.
 - v. The account holder's attention is invited to the provision of Section 138 of the Negotiable Instruments Act 1881, where under such dishonoured cheques may attract punitive action. The Bank reserves its right to close the account if it is observed that the cheques drawn on the account have been frequently returned for want of funds in the account.
 - vi. The account holders can request the Bank in writing to register stop payment instructions in respect of cheques issued or lost by them. Service charge at the prescribed rates for a single/ range of cheques for noting stop payment instruction will be debited to the account.
 - vii. The current prescribed charges for this are available at the Bank's website www. This information can also be obtained from branches.

25. Withdrawals By Sick/Old/Incapacitated Persons

- i. The account holder(s) may be too ill/ old to sign a cheque or may be physically incapable to attend the Bank to personally withdraw the money by affixing her/ his thumb impression on the withdrawal form.
- ii. Some may not even be able to affix the thumb impression due to certain physical defect/ infirmity. In such circumstances, her/ his thumb (if possible) / toe impression may be identified by two independent witnesses known to the Bank, one of whom should be a responsible Bank Official.
- iii. In exceptional cases, where an account holder cannot put his thumb / toe impression, any other body-mark can be affixed on the letter of authority and the same should be identified by two witnesses as mentioned above.
- iv. Under all such circumstances the account holder should indicate to the Bank as to who would receive the money from the Bank on the basis of his/her authority as obtained above. The person so authorised to receive the money and

to sign the letter of authority in token thereof should also be identified by two independent witnesses as mentioned above.

26. Deposits / Withdrawals through Post

- i. The account holders can remit funds for credit of their accounts through post by way of money orders wherein full details of the account, including the distinctive account number, must be clearly mentioned.
- ii. Similarly, they may send written requests to the Bank to debit their accounts and remit funds to them by money order or by registered insured post at their risk. In no case can such remittances be made to third parties. Money order commission, out of pocket expenses and service charges, if any will be debited to their accounts.

27. Ceiling On Number Of Withdrawals

- i. The maximum number of debit entries permitted in each account is 30 per half year or as decided from time to time.
- ii. The debits will include all types of debit transactions i.e. by withdrawals, cheques, letters, standing instructions or by any other manner but excluding alternate channels like transactions through ATMs and Internet Banking.
- iii. Debits on account of service charges will also be excluded.
- iv. For accounts opened after commencement of the half year, the number of permissible debit entries will be calculated on a pro rata basis.
- v. Charges prescribed for exceeding this limit are available at the Bank's website www._____. This information can also be obtained from branches.

28. Dormant/Inoperative Accounts

- i. Accounts in which there have been no withdrawals for the last twelve months will be termed as Dormant accounts. Accounts, in which there have been no operations, whether debit or credit, during the last twenty-four months, are termed as Inoperative accounts.

- ii. Account holders, in their own interest, are advised to avoid their accounts becoming dormant / inoperative. Moreover, absence of their contact with the Bank for such a long period may affect Bank's capacity to extend prompt service at the eleventh hour.
- iii. The Bank will levy service charges as under on all inoperative accounts with balances below the stipulated minimum prescribed as above. In other words, no service charge will be recovered if balances in inoperative accounts are equal to or more than the stipulated minimum.
- iv. Service charge will be recovered as at the end of the first year after the account is identified as inoperative. The account holder will be simultaneously reminded to reactivate her / his account. If the balance in the account is equal to or less than the stipulated charge, the entire balance will be appropriated towards the service charge and the account closed under advice to the account holder.
- v. If the account holder fails to reactivate the account despite the notice as in (a) above, the Bank will have the option to close the account and refund the balance to the customer after deducting the prescribed service charge for the second year. The Bankers cheque representing the account holder's dues will be sent to her/ his last known address with a request to return the unused cheque leaves. If the Bank decides not to exercise the above option and continues the account, service charge will continue to be charged per annum till the entire balance in the account gets wiped off. The current prescribed charges are available at the Bank's website www._____ . This information can also be obtained from branches.

29. Death or incompetency:

- i. The Customer agrees to notify the Bank promptly if any of the joint account holders or authorized signatory of the Account dies or is declared incompetent by a court. The Bank may place a freeze on the Account and stop all operations when any of the joint account holders or authorized signatories dies or is declared incompetent. The Bank may retain the freeze on the Account until it establishes the identity and credentials of the successor/beneficiary to its satisfaction

30. Service Charges

- i. The service charges prescribed under:
 - a) Rule no ____ (for non-maintenance of minimum balance)
 - b) Rule no ____ (for exceeding the permissible number of withdrawals)
 - c) Rule no ____ (for inoperative accounts with less than stipulated minimum balance)
- ii. Service Charges will be debited to the account at the quarterly/ half-yearly/ annual intervals, as applicable, for Savings Bank Accounts. The service charges in other cases will be recovered at the time the respective service is rendered or violation of any Rule takes place.
- iii. The rates of service charges are subject to revision from time to time and the prevailing rates are available at the Bank's website www._____. This information can also be obtained from branches.

31. Standing Instructions

- i. The account holders can request the Bank in writing to register standing instructions for periodical payment of insurance premium, membership fees etc. by debit to their Savings Bank accounts.
- ii. A service charge will be recovered each time, irrespective of whether the instruction is carried out or not depending on the availability of funds in the account.
- iii. If the Standing Instruction involves issue of a draft or Bankers cheque, the usual service charges for their issuance plus postage will be additionally recovered.
- iv. The current prescribed charges for standing instruction are available at the Bank's website www._____. This information can also be obtained from branches.

32. Payment of Interest

- i. The payment of interest is subject to the RBI directives issued from time to time and any change in the rate of interest may be notified through advertisement in the

newspapers. The current rate of interest paid on Saving Bank accounts can be ascertained from the Bank.

- ii. Interest will be calculated on daily balance maintained by the customer.
- iii. Interest will be credited to the account at half yearly intervals on the last working day of March and September. Interest will be paid only if it works out to Rs. 1/- or more. Thereafter fifty paise and more will be rounded off to the next higher rupee and anything less will be ignored.
- iv. Acceptance of Interest free deposits in Savings Bank is prohibited irrespective of caste, creed or religion of the depositor.

33. Transfer Of Accounts

- i. Accounts can be transferred from one branch to another branch of the Bank free of charge. The account holders may submit their request letters along with the passbook either to the branch where their accounts exist or to the branch where they intend to transfer their accounts.. The unused cheques in such situations should be surrendered to the branch along with the request letter for transfer of account.

34. Closure Of Accounts

- ii. In case of joint accounts (operable by both jointly or both or survivor or all of them or survivors or either or survivor) all the joint account holders must sign the request letter to transfer the account.
- iii. Account holders(s) desirous to close their accounts should submit their applications stating the reasons for closure.
- iv. The passbook, unused cheques and the ATM cum Debit Card (after cutting into two pieces across the magnetic strip) must be surrendered along with the request letter.
- v. The updated passbook duly cancelled will be returned to the account holder along with the balance in the account plus interest due thereon.
- vi. A service charge be recovered if the account is closed before twelve months of its opening. The current charges prescribed for this are available at the Bank's website

www._____. This information can also be obtained from branches. The request letter for closure of joint accounts must be signed by all the account holders.

- vii. Satisfactory conduct of the account entails maintaining sufficient balance to honour cheques issued to third parties. If there are high incidences (i.e. more than 4 cheque returns for want of funds) to the contrary, the Bank reserves the right to close the account under intimation to the customer.
- viii. The Bank reserves the right to close account(s), which according to the Bank, is / are not conducted satisfactorily, after due notice to the customers without assigning any reasons thereof.

35. Share of information:

- i. The Customer undertakes and authorizes the Bank, to exchange, share or part with all the information, data or documents relating to his/her application to other Banks / Financial Institutions / Credit Bureaus / Agencies / Statutory Bodies / Tax authorities / Central Information Bureaus/ such other persons as the Bank may deem necessary or appropriate as may be required for use or processing of the said information / data by such person/s or furnishing of the processed information / data / products thereof to other Banks / Financial Institutions / credit providers / users registered with such persons and shall not hold the Bank liable for use of this information.

36. Notices

- ii. Notices in respect of the Account, the services and facilities in connection with the Account may be given by the Bank either through email or posting a letter to the Customer's address. The Bank may also give any notice by posting the notice on the Website and the same will be deemed to have been received by the Customer upon its publication on the Website.
- iii. All notices in connection with the Services or the Account by the Customer to the Bank shall be in writing and sent to the address as provided below and all notices shall be deemed to be received by the Bank only upon acknowledgment of receipt of the same in writing by the Bank.

The District cooperative central Bank Ltd.,

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37. Indemnity

- i. The Customer hereby agrees that the Customer shall, at his/its own expense, indemnify, defend and hold harmless the Bank from and against any and all liability any other loss that may occur, arising from or relating to the operation or use of the Account or the Services or breach, non-performance or inadequate performance by the Customer of any of these Terms or the acts, errors, representations, misrepresentations, misconduct or negligence of the Customer in performance of its obligations
- ii. Under no circumstances shall the Bank be liable to the Customer for any indirect, incidental, consequential, special or exemplary damages in connection with the Account or the Services
- iii. The bank Bank shall not be liable for any failure to perform any obligation contained in these Terms or for any loss or damage whatsoever suffered or incurred by the Customer howsoever caused and whether such loss or damage is attributable (directly or indirectly) to any dispute or any other matter or circumstances whatsoever.
- iv. The Customer shall indemnify the Bank as collecting banker for any loss or damage which the Bank may incur or suffer by guaranteeing any endorsement or discharge on a cheque, bill or other instrument presented for collection and such guarantee as given by the bank shall be deemed to have been given in every case at the Customer's express request.
- v. The Customer shall keep the bank indemnified at all times against, and save the bank harmless from all actions, proceedings, claims, losses, damages, costs, interest (both before and after judgement) and expenses (including legal costs on a solicitor and client basis) which may be brought against or suffered or incurred by the bank in resolving any dispute relating to the Customer's Account with the bank or in enforcing the bank's rights under or in connection with these Terms and conditions contained herein, or which may have arisen either directly or indirectly out of or in connection with the bank performing its obligations

hereunder or accepting instructions, including but not limited to, fax and other telecommunications or electronic instructions, and acting or failing to act thereon.

- vi. If any sum due and payable by the Customer is not paid on the due date, including without limitation any moneys claimed under this Paragraph, the Customer shall be liable to pay interest (both after as well as before any judgement) on such unpaid sum at such rate or rates as the bank may from time to time stipulate from the date payment is due up to the date of payment
- vii. The Customer shall solely be responsible for ensuring full compliance with all the applicable laws and regulations in any relevant jurisdiction in connection with establishment of his/her Account with the bank and shall indemnify and keep indemnified The bank from all actions, proceedings claims, losses, damages, costs and expenses (including legal costs on a solicitor and client basis) which may be brought against or suffered or incurred by the bank in connection with any failure to comply with any such applicable laws/regulations.
- viii. The indemnities as aforesaid shall continue notwithstanding the termination of the Account.

38. No Encumbrances :

- i. The Customer shall not create or permit to subsist, any encumbrance or third party interest over or against any account(s) with the bank or any monies lying therein without the bank's express prior written consent.

39. Banker's Lien and Set-Off :

- i. The bank shall have the paramount right of set-off and lien, irrespective of any other lien or charge, present as well as future, on all the deposits held/ balances lying in any Account of the Customer, whether in single name or joint name(s), to the extent of all amounts payable by the Customer arising as a result of any of the bank's services extended to and/or used by the Customer or as a result of any other facilities that may be granted by the bank to the Customer. The bank is entitled without any notice to the Customer to settle any indebtedness whatsoever owed by the Customer to the bank, whether actual or contingent, or whether primary or collateral, or whether joint and/or several, including without limitation indebtedness under

any indemnity given by the Customer to the bank hereunder or under any other document/ agreement, by adjusting, setting-off any deposit(s) and transferring monies lying to the balance of any Account(s) held by the Customer with the bank, notwithstanding that the deposit(s)/ balances lying in such Account(s) may not be expressed in the same currency as such indebtedness. The bank's rights hereunder shall not be affected by the Customer's bankruptcy, insolvency, death or winding-up

- ii. In addition to the bank's rights of set-off, lien or any other right which it may at any time be entitled whether by operation of law, contract or otherwise, the Customer authorizes the bank: (a) to combine or consolidate at any time all or any of the accounts and liabilities of the Customer with or to any branch or office of the bank Limited (whether in India or elsewhere); and (b) to apply, set-off or transfer at any time (without prior notice to the Customer) any credit balance (whether or not then due) to which the Customer is at any time beneficially entitled (whether singly or jointly) on any account, in the Customer's name or jointly with any other person, with any branch or office of the bank Limited (whether in India or elsewhere) towards the satisfaction of any or all of the Customer's liabilities (whether such liabilities be present or future, actual or contingent, primary or collateral, or several or joint) under the Terms or for the Customer's account(s) or under the terms of any other facilities that may be granted by the bank to the Customer.
- iii. In respect of a joint Account, the bank shall be entitled to set-off any sums standing to the credit of such joint account against the debit balance in other accounts which may be held by one or more holders of such joint Account.
- iv. The Bank shall not be under any obligation to exercise any of its rights under this Paragraph.
- v. The abovementioned rights of the bank are without prejudice to the obligations of the Customer to pay to the bank when due all its indebtedness and without prejudice to any other rights that the bank may have against the Customer for recovery of outstanding from Customer to the bank.
- vi. The Bank shall be entitled to withhold payments out of the Customer's Account or dishonour the Customer's cheque/

instructions in case any amounts outstanding from the Customer to the bank are not paid when due.

40. Disclosure:

- i. The Customer hereby irrevocably authorizes the bank to disclose, as and when The bank is required to do so by applicable law or when The bank regards such disclosure as necessary or expedient (including but not limited to disclosures for the purpose of credit review of any Account, service/s or credit facilities received by the Customer from The bank whether singly or jointly with others or otherwise), any information relating to the Customer, his/her Account(s) or other assets or credit facilities whatsoever held on the Customer's behalf to:-
 - a) The head office, affiliates or any other branches or subsidiaries of the bank;
 - b) his/her auditors, professional advisers and any other person(s) under a duty of confidentiality to the Bank;
 - c) vendors, installers, maintainers or servicers of The bank's computer systems
 - d) any exchange, market, or other authority or regulatory body having jurisdiction over The bank, its head office or any other branch of The bank or over any transactions effected by the customer or the Borrower or for the customer's or the Borrower's account;
 - e) any party entitled to make such demand or request
 - f) any person (including any agent, contractor or third party service provider) with whom The bank contracts or proposes to contract with regard to the provision of services in respect of the Customer's or the Borrower's account(s) or Facilities (as the case may be) or in connection with the operation of The bank's business;
 - g) any person employed with, or engaged as an agent by, the Bank or its head office or affiliates, including any relationship officers for the purposes of or in connection with interactions with the Customers or providing services to the customers or the Borrower's or processing transactions pertaining to the Customers' or the Borrower's accounts or Facilities; and
 - h) to enable the bank to centralise or outsource its data processing and other administrative operations) to The bank's head office, its affiliates or third parties engaged by the Bank for any such services/operations.
- ii. The Customer hereby agrees and consents that the bank shall be entitled, in connection with the Customer's application for

any account, facilities or services provided by the bank, or during the course of the Customer's relationship with the bank, to obtain and procure information pertaining to the Customer or any of his/ her/ its accounts, legal or financial position from whatever sources available to the bank.

41. Force Majeure

- i. The bank shall not be liable if any transaction fails, bank's services are disrupted or the bank is not able to perform/ underperforms any of its obligations as outlined under the Terms & Conditions by an event of 'Force Majeure' and in happening of such cases, the banks obligation will remain suspended till such 'Force Majeure' condition remains.
- ii. 'Force Majeure' event means events caused beyond the reasonable control of the bank which may include but may not be limited to acts of Gods, fire, flood, sabotage, virus attack on the system, earthquake, tsunami, unauthorized access/ hacking of banks assets, communication failure, riot etc.

42. Change in Rules

- i. Opening of the Savings Bank Account tantamount to deemed acceptance of the aforesaid rules and regulations as well as the fact of being informed about the various service charges being levied by the Bank and the terms and conditions guiding related products and service.
- ii. The Bank reserves the right to alter, delete or add to any of these Rules at any time without prior intimation to individual customers or to refuse to open an account or close any account. However such changes will be duly notified through Bank's website and / or branch notice board.
- iii. These rules as amended from time to time as aforesaid shall constitute a contract between the account holder and the Bank and will be binding on the account holder, his heirs, executors, administrators or other legal representatives and on the Bank.

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