

**Master Circular**  
**on Schedule of charges for Foreign Exchange Transaction**  
**Effective from 01-12-2014**

SL.	ITEM	Rate		
		Other than 100% cash/FDR margin	100% cash margin	100% margin in the form of FDR
A.	<b>IMPORT:</b>			
01.	L/C opening commission.			
a)	Cash L/C (Sight)	@ 0.40% per qtr or part thereof.	@ 0.10% per qtr or part thereof.	1 <sup>st</sup> qtr @ 0.20% and subsequent qtr or part thereof @ 0.15%.
b)	Cash L/C (Deferred)	@ 0.50% per qtr or part thereof.	@ 0.10% per qtr or part thereof.	1 <sup>st</sup> qtr @ 0.20% and subsequent qtr or part thereof @ 0.15%.
c)	i) BTB L/C ii) L/C under EDF	@ 0.40% per qtr or part thereof.	@ 0.10% per qtr or part thereof.	1 <sup>st</sup> qtr @ 0.20% and subsequent qtr or part thereof @ 0.15%.
d)	L/C under Aid/Loan/Credit/Barter/Grant/STA	@ 0.40% per qtr or part thereof.		
02.	L/C amendment commission.			
a)	Increase value & time extension	As per L/C opening rate		
b)	Amendment other than value increase & time extension	Foreign : TK 750/- Local : TK 300/-		
03.	Cancellation of L/C/expired unutilized L/C	No charge		
04.	Add confirmation/IRU charges at request of local bank for their L/C.	0.20% per quarter or part thereof.		
05.	Postage/Mailing/SWIFT charges for L/C Transmission.			
a)	Postage/Mailing	As per Bangladesh Bank circular all L/C and Amendment are now sending by SWIFT.		
b)	By SWIFT i. Pre-advice of L/C ii. Operative credit (full text)	i. Foreign : At actual min : TK 1,000/- Local : At actual min : TK 500/- ii. Foreign : At actual min : TK 3,000/- (other than SAARC country) and TK 2,000/- for SAARC country) Local : At actual min : TK 1,000/-		
06.	L/C advising	TK 750/-		
07.	Acceptance commission per quarter or part thereof (Other than BTB L/C).	i. @ 0.40% for other than 100% cash/FDR margin. ii. @ 0.10% for 100% cash margin. iii. @ 0.20% for 100% FDR margin.		
08.	Service charge of import bills on collection basis (bills received under URC)	@ 0.15% min USD 30.00 or eqv. BDT.		
09.	Discrepancy charge	Foreign US\$ 50.00 per bill + SWIFT US\$ 30.00 Local US\$ 15.00 per bill + SWIFT US\$ 10.00 (If condition is given in the L/C)		
10.	Payment charge	Foreign : US\$ 20.00 per bill. Local : TK 300/- per bill. (If condition is given in the L/C)		
11.	Issuance of FDD drawn on BB against bills (com. to be deducted from bill value)	US\$ 10.00 per bill up to US\$ 5,000.00 US\$ 25.00 per bill from US\$ 5,001-50,000.00 US\$ 50.00 per bill above US\$ 50,000.00		
12.	Shipping guarantee/NOC/Copy document.			
a)	Issuance of shipping guarantee for clearance of consignments in absence of original doc.	TK 1,000/- per shipping doc.		
b)	Issuance of NOC for clearance of consignments in absence of original doc.	TK 500/- per NOC.		
c)	Copy doc endorsement charge.	No charge		
13.	Correspondent charge.			
a)	FCC (Foreign part) Foreign bank charges on applicant	At actual		
b)	FCC (Local part)	No charge		
14.	Stationary cost of L/C application, LCA & IMP form	TK 300/- (application form TK 100/- + LCA form TK 100/- + IMP form TK100/-)		
15.	Service charges for IRC renewal	TK 500/-		

<b>B.</b>	<b><u>EXPORT</u></b>	
01.	Advising com. of LC/Stand by LC/Amendment/Bank Guarantee	TK 750/-
02.	Transfer of L/C	TK 750/-
03.	Com. for add confirmation of export LC/Bank Guarantee.	@ 0.20% per quarter or part thereof.
04.	Export bills	
a)	Negotiation (under L/C)	i. @ 0.15% where no exchange gain. ii. TK 500/- where exchange gain.
b)	Service charges on export bills under L/C without negotiation	free
c)	Negotiation/Collection of export bills under contract (URC).	i. @ 0.15% where no exchange gain. ii. TK 500/- where exchange gain.
05.	Courier charges	
a)	Documents sent by courier	i. For Asia at actual min TK 2,500/- per doc. ii. Other than Asia at actual min TK 3,000/- per doc.
b)	Documents sent by registered air mail	At actual min TK 500/- per doc.
06.	Collection of credit report on suppliers and buyers	Actual cost incurred plus our service charges TK 500/-
07.	Service charges for reimbursement under ACU through Vostro A/C maintained with our HO (for banks other than Sonali Bank)	US\$ 15.00 per bill up to US\$ 5,000.00 US\$ 25.00 per bill up to US\$ 50,000.00 US\$ 50.00 per bill above US\$ 50,000.00 For Sonali Bank : No charge.
08.	Service charges for processing cash assistance/Duty Draw Back/any incentive/subsidy claim.	TK 3,000/-per proposal.
09.	Com for payment of Buying House Commission	TK 1,000/- for each bill
10.	Stationary cost of EXP form	TK 100/- per set
11.	Processing fee for obtaining BB/SBL approval/permission (Buying House, C&F Agent, FCR, Money Exchange etc)	1 <sup>st</sup> approval : TK 5,000/- Renewal : TK 3,000/-
12.	Processing fee for issuance of NOC for 2 <sup>nd</sup> lien bank	TK 10,000/- per case.
13.	Maintenance fee for FC A/C	US\$ 2.00 per year
14.	Issuance of PRC	TK 500/- (for each)


<b>C.</b>	<b><u>REMITTANCE</u></b>	
01.	<b>INWARD</b>	
a)	Collection of foreign cheques/drafts	Com : TK 200/ P&T : At actual min TK 100/- FCC : At actual
b)	Purchase of cheques/drafts/TCs drawn on abroad (with the approval of HO)	Com : @ 1.00% P&T : TK 200/- FCC : At actual.
c)	Foreign TT payment including advance payment against export	Free.
d)	Encashment of cash foreign currency	TK 200 up to US\$ 10,000 TK 300 above US\$ 10,000


02.	<b>OUTWARD</b>	
a)	Issuance of Drafts drawn on abroad	Com : TK 200/- SWIFT : TK 1,000/- P&T : TK 100/ (if required)
b)	Issuance of FDD drawn on BB from FCRQ A/C	Com : TK 1,000/- SWIFT : TK 500/- (if required)
c)	Issuance of FDD drawn on BB from FC A/C	Com US\$ 5.00
d)	Charges for issuance of counter draft in favour of other local banks against remittance	Com : TK 200/ P&T : TK 100/- SWIFT : TK 500/-(if required)
e)	Issuance of TT in FC	Com : TK 200/- SWIFT : TK 1,000/-
f)	Cancellation of drafts/TT in FC	Com : TK 200/- SWIFT : TK 1,000/- P&T : TK 100/- (if required)
g)	Issuance of duplicate drafts drawn on abroad	Com : TK 200/- SWIFT : TK 1,000/- P&T : TK 100/- (if required)
h)	Passport endorsement	TK 200/- per passport
i)	Processing of student file for education abroad	New :TK 3,000/- Renewal:TK 1,000/-

<b>D.</b>	<b><u>BANK GUARANTEE</u></b>	
01.	Issuance of BG/Bid Bond/PG/ Stand by L/C against counter guarantee of foreign correspondents (inward)	Com 1 <sup>st</sup> qtr 0.50%, subsequent qtr or part thereof 0.25%. Min US\$ 100 + stamp US\$ 8.00
02.	Issuance of BG/Bid Bond/PG/Stand by L/C at the request of customers (outward)	i. Com @ 0.50% per qtr or part thereof min TK 2,000/-. ii. For 100% cash margin com :@ 0.10% per qtr or part thereof min TK 2,000/-. iii. For 100% FDR margin com 1 <sup>st</sup> qtr @ 0.20% and subsequent quarter or part thereof @ 0.15% min TK 2,000/-. SWIFT : At actual min TK 1,000/-

<b>E.</b>	<b><u>OTHERS.</u></b>	
01.	Any correspondence by SWIFT.	Foreign : At actual min TK 500/- Local : At actual min TK 300/-
02.	Issuance of any certificate	TK 500/-

N.B : Regarding VAT, Excise Duty, Source Tax AD Branch should follow NBR instructions.

  
 (Md. Azadul Haque)  
Assistant General Manager

  
 (Mesbahuddin Ahmed)  
Deputy General Manager