

iii) **Annexure: C. Revised Schedule of Charge: Foreign Exchange Portfolio**
Ref: Circular Letter No. BCD/PRCD/30518 dated: 30 December 2025.

A. Import:

A-1. L/C Opening, Confirmation, Amendment, cancellation, Stationary etc.

| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|---|---------|---|---|
| 1 | LC Opening Commission: Cash LC (at sight) including Inland Cash LC and LC under EDF. <u>Commission shall be realized for the entire period during which the LC liability remains outstanding.</u> 1. If in a calendar year, a client reaches in a certain slab, special rate applicable for remaining period of the year. For the next year, rate to be applied on the basis of previous year's performance. 2. If the LC is opened with the condition "tolerance of +5/10% (value) are Acceptable", and documents are received in excess of LC value then Commission to be realized (as applicable) on excess/additional amount of document at the time of receiving in eIBS. | 1.1 | General Rate For client having yearly import performance below Tk. 200 million. | 1. 0.40% for 1 st quarter or part thereof. 2. 0.40% for actual period/days of subsequent quarter Minimum: Tk. 1,000 (Local); Tk. 1,500 (Foreign) |
| | | 1.2 | | |
| | | 1.2.1 | For clients having previous year import performance of Tk. 200 million against all kind of LCs excluding BBLC. | 1. 0.40% for 1 st quarter or part thereof. 2. 0.35% for actual period/days of subsequent quarter Min. Tk. 1,000 (Local) Tk. 1,500 (Foreign) |
| | | 1.2.2 | For clients having previous year import performance of Tk. 500 million against all kind of LCs excluding BBLC. | 1. 0.35% for 1 st quarter or part thereof. 2. 0.30% for actual period/days of subsequent quarter Minimum: Tk. 1,000 (Local); Tk. 1,500 (Foreign) |
| | | 1.2.3 | For clients having previous year import performance of Tk. 1000 million against all kind of LCs excluding BBLC. | 1. 0.30% for 1 st quarter or part thereof. 2. 0.25% for actual period/days of subsequent quarter Minimum: Tk. 1,000 (Local); Tk. 1,500 (Foreign) |

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| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|--|---------|---|---|
| 2 | LC Opening Commission: Under deferred payment/Usance LC/UPAS LC including ILC (Other than BBLC) | 2.1 | Commission | 1. 0.50% for 1 st quarter or part thereof. 2. 0.50% for actual period/days of subsequent quarter Min. Tk. 1,000 (Local) Tk. 1,500 (Foreign) |
| 3 | LC Opening Commission (Sight & Deferred): Back to Back L/C opening : (Foreign/Inland/EPZ/ED F) | 3.1 | Commission | 1. 0.40% for 1 st quarter or part thereof. 2. 0.40% for actual period/days of subsequent quarter Min. Tk. 1,000 (Local) Tk. 1,500 (Foreign) |
| 4 | LC Opening Commission: When 100% cash security realized prior to opening L/C in cash form. | 4.1 | Commission (Applicable for all types of LC) | 1. 0.25% for 1 st quarter or part thereof. 2. 0.25% for actual period/days of subsequent quarter Min. Tk. 1,000 (Local) Tk. 1,500 (Foreign) |
| 5 | LC Opening Commission: When cash security is obtained in the form of MTDR/MSB/ Balance in ERQ/FC A/C etc. | 5.1 | Commission (Applicable for all types of LCs i.e Sight and Deferred excluding BBLC) | For Commission: 1. Serial No. A-1.1 applicable for sight LCs 2. Serial No. A-1.2 applicable for differed LCs |
| 6 | LC Opening Commission: Issued under Loan/Aid/ Barter/STA etc. (where designated by Bangladesh Bank to handle transaction under such sources.) | 6.1 | Commission | 1. 0.50% for 1 st quarter or part thereof. 2. 0.50% for actual period/days of subsequent quarter Min. Tk. 1,500 |
| 7 | Commission for import Through Open account basis/Advance payment basis (charges for inward documentary collection without LC) applicable for all types of open account/advance payment if not covered by the LC | 7.1 | Applicable for sight/deferred Import against 100% cash security | 1. 0.30% for 1 st quarter or part thereof. 2. 0.30% for actual period/days of subsequent quarter Min. Tk.1000 |
| | | 7.2 | Applicable for sight/deferred Import against less than 100% cash security | 1. 0.40% for 1 st quarter or part thereof. 2. 0.40% for actual period/days of subsequent quarter Min. Tk. 1,000 |

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| | | 7.3 | Applicable for sight/deferred Import by A-Type EPZ enterprise against 100% cash security. | 1. 0.20% for 1 st quarter or part thereof. 2. 0.20% for actual period/days of subsequent quarter Min. Tk. 1,000 |
| | | 7.4 | Applicable for sight/deferred Import by A-Type EPZ enterprise against less than 100% cash security. | 1. 0.25% for 1 st quarter or part thereof. 2. 0.25% for actual period/days of subsequent quarter Min. Tk. 1,000 |
| 8 | Amendments of L/C: | 8.1 | For value increase/time extension against L/Cs. | Commission as per L/C opening rate. Minimum: Tk. 750.00 |
| | | 8.2 | For all amendments other than value increase/time extension. | Tk. 750 for each amendment. |
| 9 | Third Bank Confirmation | 9.1 | Charges on Applicant's A/C or Beneficiary's A/C | 1. Foreign Bank Charges (at actual) + 0.20% for 1 st quarter or part thereof. 2. Foreign Bank Charges at actual + 0.20% for actual period/days for subsequent quarter. Min.: Tk.2,000.00 |

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| S L N o . | Types of services /Areas of Charges/ Commission | S u b S I . | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|-----------------------|--|----------------------------|--|---|
| 1 0 | Issuance of IRU | 10.1 | Charges on Applicant's A/C or Beneficiary's A/C | 1. Foreign Bank Charges at actual + 0.50% for 1 st quarter or part thereof. 2. Foreign Bank Charges at actual + 0.50% for actual period/days of subsequent quarter. Min.: Tk.5,000.00 |
| 1 1 | Cost of Stationery (Any Types of LC) | 11.1 | Charges | Tk. 600.00 for any types of Import LC/Others |
| 1 2 | Issuance of LOI (Foreign) | 12.1 | Commission | 1. 0.50% for 1 st quarter or part thereof. 2. 0.50% for actual period/days of subsequent quarter. |

N.B: Dispatch/Transmission/Courier/SWIFT charges are applicable when utilize

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A-2. Import Bills: Acceptance, Clearance of consignments, Documents on MPI/TR etc.

| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|---|---------|---|---|
| 1 | Acceptance Commission: Under Deferred LCs including UPAS/Refinance (by other Bank/FI), Back to Back and inland LCs. | 1.1 | To be realized at the time of payment | 1. 0.40% for 1 st quarter or part thereof. 2. 0.40% for actual period/days of subsequent quarter. Min. Tk. 1,000 Up to Nostro A/C Debit |
| 2 | Maturity extension processing Charge | 2.1 | Fee | Tk. 500 per bill |
| | | 2.2 | Acceptance commission for extended period | 0.40% for actual period/days of subsequent quarter. Min. Tk. 1,000 |
| 3 | Processing for maturity extension of UPAS Bill | 3.1 | Fee | USD 20.00 per Bill (Equivalent BDT at the prevailing rate) |
| 4 | Confirmation to the Forfeiting Bank/Company/Assignment of proceeds (to be realized from bill value) | 4.1 | Up to USD 100,000.00 | USD 50.00 per bill |
| | | 4.2 | From USD 100,000.00 to USD 500,000.00 | USD 100.00 per bill |
| | | 4.3 | From USD 500,000.00 to USD 10,00,000.00 | USD 150.00 per bill |
| | | 4.4 | Above USD 10,00,000.00 | USD 200.00 per bill |
| 5 | Issuance of Shipping Guarantee/ NOC, Indemnity for release of consignment against copy documents. | 5.1 | Shipping Guarantee/ NOC/Indemnity | Tk. 2,000/- per Guarantee |
| | | 5.2 | NOC for land port & air port | Tk. 1,000/- per NOC |
| 6 | Certification of import documents for customs assessment purpose only | 6.1 | Charge | Tk. 1,000/- per Documents |
| 7 | Endorsement charge for clearance of goods (CCIC) | 7.1 | Against deposit of full value of documents including import without LC/ Open Account/Advance payment | Tk.600/- per bill |
| | | 7.2 | Against TR/EDF (MFCI)/ UPAS including foreign BBLC | 0.05% Max. Tk.10,000; Min. Tk.1,000 |
| | | 7.3 | Against MPI/HPSM/HPSM in FC/MIB | 0.10% Max.Tk.10,000/- Min.Tk.1,000/- |

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A-3. Import Bills Settlement

| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|---|---------|--|---|
| 1 | Import Documents processing charge to be realized from the Bill Value (only for foreign) Relevant clause should be incorporated in the L/C. | 1.1 | Docs value up to USD10,000 | USD20.00 per doc |
| | | 1.2 | Docs value from USD10,000 to USD 30,000 | USD30.00 per doc |
| | | 1.3 | Docs value from USD30,000 to USD 50,000 | USD40.00 per doc |
| | | 1.4 | Docs value above USD50,000 | USD50.00 per doc |
| 2 | Payment execution charge to be realized from bill value applicable for Local & EPZ. Relevant clause should be incorporated in the L/C. | 2.1 | If Payment is made in BDT through PO/DD/IBCA/ <u>Payment with in Branch</u> | Tk.1000/- per instance. (including Mailing Cost) |
| | | 2.2 | If payment is made through FDD drawn on Bangladesh Bank F.C. clearing account/ <u>RTGS in FC/IBC in FC</u> | 1. Up to USD 10000- charge USD 20. 2. USD 10000 to USD 30000- charge USD 30. 3. USD 30000 to USD 50000- charge USD 50. 4. Above USD 50000- charge USD 75 |
| | | 2.3 | If payment is made in BDT through BEFTN/RTGS for local settlements | Tk. 1000 + BEFTN/RTGS charge (at actual) |
| 3 | Discrepancy processing fee/charge of import documents (both Local and Foreign documents) (to be realized from bill value) Relevant clause should be incorporated in the L/C. | 3.1 | For documents value up to USD 10,000/- | USD 20 & Transmission cost at actual |
| | | 3.2 | For documents value from USD 10,001 to USD 30,000/- | USD 30 & Transmission cost at actual |
| | | 3.3 | For documents value from USD 30,001 to USD50,000 | USD 50 & Transmission cost at actual |
| | | 3.4 | For documents value above USD50,000 | USD 75 & Transmission cost at actual |
| 4 | Payment intimation | 4.1 | If transmitted | Tk. 500/- |



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| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|--|---------|--|---|
| 5 | Settlement of LC payment through Payment Instruction at applicant's cost | 5.1 | Applicable for all types of import payment including BB LC (Local/Foreign) | Tk.1,500/- (including Transmission Cost) - per instance |
| | Settlement of LC payment through Reimbursement Authority at applicant's cost | 5.2 | Applicable for all types of import payment including BB LC (Local/Foreign) | Tk.2,000/- (including Transmission Cost) - per instance |
| 6 | Commission for advance payment (applicable for advance payment against Letter of Credit) | 6.1 | Payment from client's own sources | Tk. 1,500.00 |
| | | 6.2 | Payment made by creating investment | Tk. 2,500.00 |
| 7 | Overseas Banks Reimbursement/ Negotiation charges | 7.1 | If charges are on Applicants A/C | Foreign Bank Charges at actual + our Charges USD 30/- |
| 8 | Payment charges against Import through Open Account/Advance payment (Payment charges against inward collection documents without LC) to be realized from Bill value. | 8.1 | For documents value up to US\$10000 or equivalent | USD 20 (including Transmission Cost) |
| | | 8.2 | For documents value above US\$10000 to up to US\$30000 or equivalent | USD 30 (including Transmission Cost) |
| | | 8.3 | For documents value above US\$30000 to up to US\$ 50,000 or equivalent | USD 50 (including Transmission Cost) |
| | | 8.4 | For documents value above US\$ 50,000 | USD 75 (including Transmission Cost) |
| 9 | Issuance of Back to Back L/C Certificate | 9.1 | Fee | Tk. 500.00 per instance |
| 10 | Issuance of import performance Certificate | 10.1 | Fee | Tk. 500.00 per instance |
| 11 | All other charges not mentioned above in connection with opening and advising L/Cs. | 11.1 | Fee | At actual Min-Tk. 600/- |

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B. Export: Export L/C Advising, FBC/IBC, Bai As- Sarf, etc.

| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|--|---------|--|--|
| 1 | Advising of LC/Amendment (to Local beneficiary) | 1.1 | Advising of all types of LCs including re-advising and advising of pre-advice L/C. | Tk. 750/- per LC |
| 2 | Lien charge of Export LC/ <u>Sales Contract</u> | 2.1 | In case of other Bank Advised LC/Contract | Tk. 1000/- |
| | | 2.2 | In case of our Bank Advised LC/ <u>Sales Contract</u> | Tk.500/- |
| 3 | Transfer/Authentication of LCs/Amendments | 3.1 | For Transfer of all types of LC(s) & amendments | Tk.750/- for each transfer |
| | | 3.2 | For authentication of all types of LC(s) | Tk.750/- for each authentication |
| | | 3.3 | Cancellation of authentication of transfer of LCs/Amendment | Tk.1,000/- for each Cancellation. |
| 4 | Adding confirmation by IBBPLC to Foreign Bank LCs fvg. Local Beneficiary (At Beneficiary's cost) | 4.1 | Commission | 1. 0.20% for 1 st quarter or part thereof. 2. 0.20% for actual period/days of subsequent quarter Min. Tk. 2,000 |
| | | 4.2 | Foreign Bank Charges | At actual |
| | Adding confirmation by IBBPLC to Foreign Bank L/Cs Fvg. Local Beneficiary (At Applicant's Cost) | 4.3 | Commission | 1. 0.20% for 1 st quarter or part thereof. 2. 0.20% for actual period/days of subsequent quarter Min. USD 50 |
| | | 4.4 | Foreign Bank Charges | At actual |
| 5 | Cancellation of lien of export L/C/ <u>Sales Contract</u> | 5.1 | Cancellation charges | Tk. 1,000/- |
| 6 | Processing/Certifying of Exp. Form | 6.1 | Processing/certifying of EXP form/duplicate issue/lost | Tk.400/- per set. |
| | | 6.2 | Cancellation of EXP Form | Tk. 400/- per set |
| 7 | EXP correction charge in Online Monitoring System | 7.1 | In case of client causes | Tk. 200/- per EXP |
| 8 | Issuance of C& F certificate | 8.1 | Per instance | Tk. 500/- per instance |
| 9 | Charges for encashment of advanced FTT against Export. | 9.1 | Per instance | Tk.1,000/- per case |
| 10 | Export documents examination fee (all | 10.1 | FBC/FBCA At the time of realizing proceeds | Tk. 1,000/- per document. |

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| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|---|---------|--|---|
| | types of foreign export bill including advance payment) | | | |
| 11 | Obtaining negotiation authority from Foreign Bank for discrepant Export Bills. | 11.1 | Charges / fees for negotiation authority | Tk.600/- per negotiation authority |
| | | 11.2 | Foreign Bank Charges | At actual |
| 12 | Export Bills for Collection (FBC/IBC) : Commission for Collection of Export Bills under LC/Sales contract | 12.1 | Where exchange earned through buying and selling on realization. | Maximum Tk.500 per document/bill |
| | | 12.2 | Where no exchange earned through buying and selling on realization. | Commission 0.15% of export proceeds Minimum. -Tk.500 |
| | | 12.3 | <u>FBC (where exchange earned through buying and selling on realization)</u> | <u>To be deleted</u> |
| 13 | Service charge on overdue Bai-as-Sarf/MDB/Baim FC Bills/ MIB | 13.1 | Beyond 21 days against sight bill and beyond usance period against usance bill | @ 2.00% p.a against overdue outstanding |
| 14 | Processing fee in case of re-export of goods | 14.1 | Fee | 0.15%, minimum Tk. 2,000/- per document. |
| 15 | For claimin reimbursement against export bills/Paymer reminder fee | 15.1 | Charge | Tk.300/- per message |
| 16 | Issuance of PRC | 16.1 | Any purpose (Cash Assistance and other) | Tk. 500/- per certificate |
| 17 | Processing Fees for each Cash Assistance file if QSCA/other facility is not availed | 17.1 | Claim value upto Tk. 2.00 Lac | Tk.3,000/- |
| | | 17.2 | Above Tk2.00 lac Upto Tk.5.00 lac | Tk.6,000/- |
| | | 17.3 | Above Tk.5.00 lac upto Tk. 10.00 lac | Tk. 10,000/- |
| | | 17.4 | Above Tk. 10.00 lac | Tk. 15,000/- |
| 18 | Processing Fees for each Cash Assistance file if QSCA/other facility is availed | 18.1 | Claim value upto Tk. 2.00 Lac | Tk.6,000/- |
| | | 18.2 | Above Tk2.00 lac Upto Tk.5.00 lac | Tk.12,000/- |
| | | 18.3 | Above Tk.5.00 lac upto Tk. 10.00 lac | Tk.20,000/- |
| | | 18.4 | Above Tk. 10.00 lac | Tk. 30,000/- |
| 19 | Issuance of Export performance/ transaction certificate | 19.1 | 1. Per Certificate up to 20EXPs 2. Per Certificate above 20 EXPs to up to 50 3. EXPs above 50 EXPs | 1. Up to 20 EXPs Tk.750 2. Above 20 EXPs to up to 50 EXPs Tk. 1,000 3. Above 50 EXPs Tk.1,500 |
| 20 | PSI (Bai-Salam/ | 20.1 | Against Letter of Credit | TK.500 |

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| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|---|---------|--|----------------------------|
| | Ishtishna) processing charge | 20.2 | Against <u>Sales Contract</u> | Tk. 1,000 |
| 21 | Charges for payment of Buying Agent Commission | 21.1 | Charge | Tk. 2,000/- |
| 22 | Any other charges not mentioned above and/or for each swift/mail correspondences abroad | 22.1 | Service charge | Tk. 500/- |

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C. Bank Guarantee, Bid/Performance Bond, Stand by Letter of Credit

| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|---|---------|--|--|
| 1 | Advising of Foreign Bank Guarantee/ Amendment(s) without any engagement on our part (at beneficiary's cost) | 1.1 | Advising charges | Tk.2,000/- |
| | | 1.2 | Foreign Bank Charge, If any | At Actual |
| | Advising of Foreign Bank Guarantee/ Amendment(s) without any engagement on our part (at Applicant's cost) | 1.3 | Advising charges | USD 50 |
| | | 1.4 | Foreign Bank Charge, If any | At Actual. |
| 2 | Adding confirmation by IBBPLC to Foreign Bank Guarantees fvg. Local beneficiary (At Beneficiary's/ Applicant's Cost) | 2.1 | Advising charges | Tk.3,000/- |
| | | 2.2 | Commission | 1. 0.50% for 1 st quarter or part thereof. 2. 0.50% for actual period/days of subsequent quarter Min. Tk. 2,000 |
| 3 | a. Issuance of Guarantee/ Bid Bonds /Performance Guarantee of credit favoring local beneficiary against 100% and irrevocable counter Guarantee of Foreign Correspondents /banks (at beneficiary's cost) | 3.1 | Commission | 1. 0.50% for 1 st quarter or part thereof. 2. 0.50% for actual period/days of subsequent quarter Min. Tk.1,000 |
| | | 3.2 | Stamp duty & other expenses (if any) | At actual. |
| | | 3.3 | Foreign Bank Charges, If any | At actual |
| | b. Issuance of Guarantee/ Bid Bonds /Performance Guarantee favoring local beneficiary against 100% and irrevocable counter Guarantee of Foreign Correspondents /banks(at applicant's cost) | 3.4 | Commission | 1. 0.50% for 1 st quarter or part thereof. 2. 0.50% for actual period/days of subsequent quarter Min. Tk.1,000 |
| | | 3.5 | Stamp duty & other expenses (if any) | At actual. |
| | | 3.6 | Foreign Bank Charges, if any | At actual |



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| S l . N o . | Types of services /Areas of Charges/ Commission | S u b S l. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|----------------------------|---|------------------------|---|---|
| 4 | a. Issuances of Guarantee/bid bonds /performance guarantee/Standby Letter of Credit favoring overseas beneficiary (s) through foreign correspondents at the request of local customers (at beneficiary's cost). | 4.1 | Commission | 1. 0.50% for 1 st quarter or part thereof. 2. 0.50% for actual period/days of subsequent quarter Min. Tk.1,000 or equivalent |
| | | 4.2 | Stamp duty & other expenses (if any) | At Actual. |
| | | 4.3 | Foreign Bank Charges, If any | At Actual |
| | b. Issuances of Guarantee/bid bonds / performance guarantee/Standby Letter of Credit favoring overseas beneficiary (s) through foreign correspondents at the request of local customers(at applicant's cost) | 4.4 | Commission | 1. 0.50% for 1 st quarter or part thereof. 2. 0.50% for actual period/days of subsequent quarter Min. Tk.1,000 |
| | | 4.5 | Stamp duty & other expenses (if any) | At Actual. |
| | | 4.6 | Foreign Bank Charges, If any | At Actual |
| 5 | Adding confirmation by IBBPLC to Foreign Bank Guarantees fvg. Local Beneficiary (Without Advising) | 5.1 | Commission | 3.00% P.A. Min. Tk. 3,000 |
| | | 5.2 | Foreign Bank Charges | At actual |
| 6 | Bank Guarantee of Foreign bank against which add confirmation is required for ship building industry. | 6.1 | Commission | 3.00 % PA |
| | | 6.2 | Foreign Bank Charges | At Actual. |
| 7 | Third Bank Confirmation of Guarantee/SBLC issued by IBBPLC | 7.1 | Charges on Applicant's A/C | 1. Foreign Bank Charges at actual + 0.30% for 1 st quarter or part thereof. 2. Foreign Bank Charges at actual + 0.30% for actual period/days of subsequent quarter Min. Tk. 3,000 |
| | | 7.2 | Charges on Beneficiary's A/C | 1. Foreign Bank Charges at actual + 0.30% for 1 st quarter or part thereof. 2. Foreign Bank Charges at actual + 0.30% for actual period/days of subsequent quarter Min. USD 50 or eqv. |

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D. Foreign Remittance:

D-1 Outward

| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|---|---------|--|--|
| 1 | Issuance of FDD/FTT drawn on overseas NOSTRO A/C | 1.1 | Commission | Up to Tk. 100,000- Tk. 100 |
| 2 | a. Issuance of F.C Draft drawn on Bangladesh Bank clearing A/C/ <u>RTGS in FC</u> | 2.1 | Commission | Tk. 100,001 to Tk. 500,000- Tk. 200 |
| | b. Issuance of F.C Draft drawn on Bangladesh Bank clearing A/C (Related to IPO) | 2.2 | Commission | Tk. 500,001 to Tk. 1,000,000- Tk. 300 Tk. 1,000,001 to above- Tk. 500 |
| 3 | Issuance of Duplicate FDD | 3.1 | Commission | Tk. 300/- + |
| | | 3.2 | Foreign Bank Charges | At actual. |
| 4 | Cancellation of FDD/TT/MT | 4.1 | Cancellation Fee | Tk. 200/- |
| | | 4.2 | Foreign Bank Charges | At actual. |
| 5 | Endorsement in Credit Card/Khidmah Card | 5.1 | Commission | NIL |
| | | 5.2 | Fee | |
| 6 | Endorsement in Passport for cash FC | 6.1 | Fee | Tk. 300/- |
| 7 | Processing of application of remittance of profit/dividend. | 7.1 | Fee | Tk.1,000/- + Applicable Remittance Charges |
| 8 | Remittance of indenting commission / Technical knowhow fees/Royalty/ Freight for shipping line, etc | 8.1 | Fee | Tk. 1,000/- per case + applicable remittance charge |

N.B: Dispatch/Transmission/Courier/SWIFT charges are applicable when utilize

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D-2: Inward

| S l. N o. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|--------------------|---|------------|---|---|
| 1 | a. Issuance of Counter Drafts at the request of Local banks for wage earners | 1.1 | Commission | USD 5 per FDD from the remitted fund. |
| | b. Issuance of Counter Drafts at the request of Local banks for other than wage earners | 1.2 | Commission | 01. Drafts Value up to USD 10000, Charge USD 20.00 02. Drafts Value above USD 10000, Charge @ 0.20% maximum USD100 |
| 2 | Collection of Refund Warrant in FC | 2.1 | Commission | USD 5/- per Instrument from Proceeds. |
| 3 | Commission against Purchase of Foreign Bank Draft under Bai-as-Sarf Mode | 3.1 | For USD | Tk.0.25/- per USD |
| | | 3.2 | For EURO | Tk.0.40/- per EURO |
| | | 3.3 | For GBP | Tk.0.50/- per GBP |
| | | 3.4 | All other currencies | Tk. 0.25/- per unit of currency |
| 4 | Encashment of/ disbursement against any foreign remittance through TT/DD at our counter. | 4.1 | In Taka | Nil |
| | | 4.2 | In FC | Tk.200/- per case |
| 5 | Collection of proceeds from local banks for any draft in FC which is not primarily collected through clearing. | 5.1 | Commission | Tk.500/- per instrument |
| 6 | Collection of Foreign currency draft from abroad & encashment/refund of TC | 6.1 | Commission | 0.10% , Min. Tk.300/- |
| | | 6.2 | Foreign Bank Charges | At actual |
| 7 | Encashment of inward indenting commission / Technical know-how fees/ Royalty/ Freight for shipping line, Inward remittance of NGOs, etc | 7.1 | Charge | Tk.1,000/- per case |
| 8 | Inward remittance return processing charge | 8.1 | Charge | Tk. 1,000/- per instance |
| 9 | <u>Closing charges of FCA/ MFCA/MIBA/RFC/ MRFC/ MFCTDRA/MFCD/etc.</u> | 9.1 | Charge | Tk. 500/- |

N.B: Dispatch/Transmission/Courier/SWIFT charges are applicable when utilize

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E. Other Services/Transmission/Dispatch

| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|--|---------|--|--|
| 1 | Opening of student file for study abroad (Excluding children of IBBPLC's staff) * | 1.1 | Service charge for opening | Tk. 3,000/- |
| | | 1.2 | For subsequent transaction | Tk. 2,000/- |
| | | 1.3 | Remittance charges for both cases (FDD, FTT, etc. charge for remittance) | Regular charges applicable as per schedule |
| 2 | Issuance for NOC for study and other purpose | 2.1 | Fee | Tk.500 per case |
| 3 | Maintenance of Medical File | 3.1 | Fee | Tk. 500/- per instance +remittance charge as per schedule |
| 4 | Collection of credit report of the beneficiary / Buyer | 4.1 | Through Dun & Bradstreet | Actual cost involved + Tk.750/- as bank charge per case. |
| | | 4.2 | Through any International reputed Credit Rating Agencies/Banks | Actual cost involved + Tk.1,500/- as bank charge per case. |
| | | 4.3 | By other source/Bank to Bank | Transmission Cost + Tk. 500/- as bank charge per case. |
| 5 | Re-use of credit report | 5.1 | For each client | Tk. 4,000 per credit report for one year |
| 6 | Obtaining credit information on Local Firm/Company | 6.1 | Fee | Tk. 1,000/- |
| 7 | Issuance of certificate relating to bond license | 7.1 | Fee | Tk. 500/- per certificate. |

* VAT shall be realized even when principal charge is waived for children of IBBPLC's staff.

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| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|--|---------|--|---|
| 8 | Enlistment of C&F Agents Note: All charges will be credited to the branch A/c. | 8.1 | Enlistment fee | Category wise: A-I: Tk. 25,000 A : Tk. 20,000 B: Tk. 18,000 C & below: Tk. 16,000 |
| | | 8.2 | Upgradation/ Degradation/ Cancellation | Tk. 10,000/- for all categories. |
| | | 8.3 | Yearly Renewal Fee | For A-I & A Tk. 10000; All other Tk. 8000 |
| 9 | Processing charges for Duty Draw Back per case | 9.1 | Up to Tk. 0.5 Lac | Tk. 800/- |
| | | 9.2 | Above Tk 0. 5 Lac to Tk. 1.00 Lac | Tk.1,200/- |
| | | 9.3 | Above Tk. 1.00 lac | Tk.2,500/- |
| 10 | Providing credit information on local firm/companies. | 10.1 | At the request of Local Bank | Tk.2,000/- per instance |
| | | 10.2 | At the request of Foreign Bank | USD70/- per instance |
| 11 | Issuance of FC balance/ Encashment Certificate | 11.1 | Fee | Tk.500/- per instance |
| 12 | Processing fee for approval of Local Buying Agent, PSI Agent, Indenting agent Local Agent of Courier Service, Local Shipping Agent, Local Cargo Freight Forwarding Agent, General Sales Agent etc. | 12.1 | New | Tk.4,000/- |
| | | 12.2 | Renewal / principal Inclusion/ exclusion/any amendment | Tk.2,500/- |
| | | 12.3 | Yearly Fee | Tk.2,500/- |
| 13 | Processing fee for approval of Branch, liaison or Representative office of the Foreign Airlines/ institution /etc. | 13.1 | New | Tk.4,000/- |
| | | 13.2 | Renewal | Tk.2,500/- |
| | | 13.3 | Yearly Fee | Tk.2,500/- |



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| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|--|---------|---|---|
| 14 | Yearly service charge for buying house/indenting firm/freight forwarder agent, etc | 14.1 | Charge | Tk. 1,000/- |
| 15 | IRC /ERC renewal charge | 15.1 | Charge | Govt. fee as per IPO + Our charges Tk.1,000/- |
| 16 | Indentors Registration Certificate (IRC) renewal charge | 16.1 | Charge | Govt. fee as per IPO + Our charges Tk.1,800/- |
| 17 | Document Processing charges of Money Exchange Companies for sending to Bangladesh Bank. | 17.1 | Charge | Tk.1,500/- per instance |
| 18 | Processing fee for Money Exchange License renewal | 18.1 | Fee | Tk. 1,000/- |
| 19 | Forwarding of monthly statement of Money Exchange companies to Bangladesh Bank | 19.1 | Charge | Tk. 1,000/- per case |
| 20 | Issuance of NOC for 2 nd lien banks (Bond License and other purpose) | 20.1 | Fee | Tk.10,000/- per instance. |
| 21 | Issuance of lien Confirmation on FC balance for International Credit Card. | 21.1 | New | Tk.800/- |
| | | 21.2 | Renewal | Tk.500/- |
| 22 | Issuance of any other Certificate. | 22.1 | Fee | Tk.500/- per certificate. |
| 23 | Signature Verification | 23.1 | Other than usual /regular verification (usual verification means services for LC opening, EXP Certifying) | Tk. 100 per instance |
| 24 | BL Tracking charge | 24.1 | Fee | GBP 30 + Tk. 500 per tracking |
| 25 | Attestation of Export LC/ Other Documents (Cash incentive/Customs/ other purposes) | 25.1 | Up to 50 pages | Tk.500 |
| | | | Above 50 pages | Tk.1,000 |
| 26 | Collection of bill of entry through Land Port Authority | 26.1 | Fee | At actual+ Tk.300 per B/L |
| 27 | Processing of application for obtaining permission from Bangladesh Bank to remit fund for advance payment against import of goods. | 27.1 | Charge | Tk. 1,000/- (per case) |



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| Sl. No. | Types of services /Areas of Charges/ Commission | Sub Sl. | Nature of Service/ entitlement criterion | Rate of charge/ commission |
|---------|---|---------|--|--|
| 28 | Processing of Joint Basis Import | 28.1 | Charge | Tk. 500/- (per case) |
| 29 | Processing of application for obtaining of permission from Bangladesh Bank for time extension of submission of Bill of Entry/ waiver of submission of Bill of Entry/any other Bangladesh Bank permission proposal processing charge | 29.1 | Charge | Tk. 1,000/- (per case) |
| 30 | Import document verification charge by port related Branches | 30.1 | Charge | Tk. 500.00 (per document) |
| 31 | PRC verification charge | 31.1 | Charge | Tk. 200.00 (per PRC) |
| 32 | Processing charge for EDF proposal/remittance/reimbursement | 32.1 | Charge | Tk. 500.00 (per proposal) |
| 33 | Processing charge for <u>MDB in BDT/MDB in FC</u> case to case proposal | 33.1 | Charge | Tk. 300.00 (per proposal) |
| 34 | Charge for encashment of SBLC/Guarantee | 34.1 | Charge | Tk. 500/- per instance. |
| 35 | LC payment by creating forced investment including Baim BB Bills/MIB/MPI etc. | 35.1 | Commission | 1.00% of bill value. |
| 36 | LCAF revalidation charge | 36.1 | Charge | To be deleted |
| 37 | Delay respond of IBDA against UPAS/duty/ VAT/Cash retirement bills. Charges will be applicable from the date of debiting Nostro A/C or date of creation of IBDA whichever is earlier. | 37.1 | If investment made | 1% per annum of the Bill value in addition to applicable rate of return of investment |
| | | 37.2 | If investment not made | |
| | Delay payment charges for payment import Bills from the date of debiting Nostro A/C. | 37.3 | Where Bank's fund is involved | 1% per annum of the Bill value in addition to applicable rate of return from date of debit of Nostro account. |
| | | 37.4 | Where Bank's fund is not involved (Sufficient fund/limit of client is available for payment of import Bills but payment delay due to unavoidable circumstance) | Nil |
| | Delay payment charges/Commission | 37.5 | Where Bank's fund is not involved | Commission to be charged for actual days of the subsequent quarter on outstanding LCs (Sight/Usance)/Accepted bills even after expiry. |
| 38 | Compensation against overdue period of MFCI | 38.1 | Compensation | <u>Applicable regular Investment rate of the Bank</u> |
| 39 | Processing of MURA Import Bill-UPAS | 39.1 | Charge | 01. Up to USD 50,000 USD 100 per Bill 02. Above USD 50,000-USD 200 per Bill |
| 40 | Processing of Re-finance including other bank import bill discounting | 40.1 | Charge | USD 200 per bill |



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|----|--|------|---|--|
| 41 | Management fee for UPAS, MDB in FC and HPSM in FC | 41.1 | Fee | 1. For UPAS & MDB in FC: 0.50% p.a 2. For HPSM in FC: 1.00% p.a |
| 42 | Fund Arrangement commission for other bank UPAS/Refinance | 42.1 | Commission (Realized from the applicant in BDT) | 1. Value up to USD 500,000 0.15% on bill value 2. Value over USD 500,000 0.10% on bill value |
| 43 | Dispatch/Transmission Cost (Applicable for all Foreign Trade related Services) | 43.1 | By Registered Mail/ <u>Postage charge of local courier</u> (At actual basis)* | Tk. 200.00 |
| | | 43.2 | By Courier (DHL/ Fedex etc.) (At actual basis)* | At actual or Minimum Tk. 3,000 |
| | | 43.3 | By SWIFT (At actual basis)** | For foreign correspondence (At actual basis): 1. LC/Transferring of LC/Standby LC/ Guarantee/LOI: Tk. 2,800 2. Amendment/acceptance/ cancellation/others: Tk. 750 For local correspondence (At actual basis): 1. LC/Transferring of LC/Standby LC/ Guarantee/LOI: Tk. 750 2. Amendment/acceptance/ cancellation/others: Tk. 400 |

Note 01: Regarding VAT, Source Tax and Excise Duty: Branches/FTPD shall follow NBR's as well as FAD, Head Office's Circulars.

Note 02: Fees/Pricing of any other service not included in the Schedule of Charges shall be as per negotiation with the customer.

Note 03: If documents endorsed through port branch then charge to be shared equally.

Note 04: Dispatch/Transmission/Courier/SWIFT charges are applicable when utilize.

* Dispatch/Transmission cost is calculated on the basis of incurred Expenditure viz. administrative/operational and others.

** Dispatch/Transmission cost is calculated on the basis of incurred SWIFT related Expenditure such as connectivity, administrative/operational and others.

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