



# **Schedule of Charges**

(Exclusive of Sales Tax/FED)

Effective from July. 1<sup>st</sup>



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## General Banking

Services	Standard Charges
<b>A Account Management</b>	
<b>1. Personal Account</b>	
Change of the Cheque book before utilization of previously issued cheque book	PKR 30/= in addition to cheque book issuance charges
Loss of Cheque book (Cheque book stop)	PKR 300/= per cheque book
Duplicate statement of Account	PKR 35/= per account statement
<b>2. Business Account</b>	
Duplicate Statement of Account	PKR 35/= per account statement
<b>B Settlement Services</b>	
<b>1. Cheque</b>	
	For Personal and Business Accounts
Issuance of new cheque book	Current Account: Nil
	Saving Account: PKR 10/= per leaf
Stop Payment of Cheque	PKR 500/= per leaf
<b>2. Clearing (outwards)</b>	
	For Personal and Business Accounts
Same Day Clearing	PKR 350/=
Local USD Clearing Cheque	USD 5/=
<b>3. Cheque Return Charges</b>	
	For Personal and Business Accounts
Cheque returned unpaid (due to insufficient funds)	PKR 300/= per instrument
Cash Cheque - over the counter (due to insufficient funds)	PKR 200/= per instrument
Intercity Clearing Through NIFT (due to insufficient funds)	PKR 300/= per instrument
<b>4. Inter Branch Online Funds Transfers</b>	
	For Personal and Business Accounts
Inter City	@ 1%, Min PKR 50/=, Max PKR 500/=
<b>C Remittance</b>	
<b>1. Foreign Currency Remittance (Outward)</b>	
	For Personal and Business Accounts
TT Processing Charges (FCY)	Credit to an account with BOC: @0.08%, min USD 5/=, Max USD 40/=, plus Swift Charges
	Credit to an account of other bank: @0.1%, min USD 5/=, Max USD 50/=, plus Swift Charges
Remittance Inquires	USD 10/=
Amendment to Original TT	USD 10/=
Cancellation of TT	USD 10/=



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Outward Remittance Investigation	USD 10/=
TT Return due to discrepancy, per transaction	USD 10/=
Swift Charges	USD 10/=
<b>2. Inter-Bank Funds Transfer (PKR) using SBP's PRISM</b>	Threshold amount of 3rd Party Funds Transfer through RTGS on all personal and business accounts
Customer Transfer - Over PKR 1 Million	9:00am-2:00 pm, PKR 220/=
	2:00pm-3:30 pm, PKR 330/=
	3:30pm-4:30 pm, PKR 550/=
Customer Transfer - Over PKR 100,000	PKR 50/= per instruction
<b>3. Inward Remittance</b>	For Personal and Business Accounts
Credit to an Account with Other Bank	USD 20/=
Swift Enquiry regarding Non-Receipt of Funds	USD 10/=
Inward Remittance Return/Amendment	USD 10/=
Correspondent Bank Charges	At Actual
<b>4. Inter Bank Funds Transfer (IBFT)</b>	Rs.50 per instruction on all personal and business accounts
<b>D Demand Draft (DD)</b>	
FCY DD Processing Charges	PKR 2,000/=
DD drawn on Local Correspondent Banks	@0.15%, Min PKR 1,000/=
Cancellation of DD	PKR 500/=
Stop payment of DD (lost/stolen/misplaced )	PKR 1,000/= or equivalent FCY
<b>E Pay Order</b>	
Issuance of P.O	PKR 300/= (for general purpose) PKR 25/= or 0.5% whichever is less (for P.O. Favouring Educational Institution)
Cancellation of P.O	PKR 300/=
Issuance of P.O in replacement of lost P.O	PKR 1,000/=
PO Revalidation	PKR 300/=
Postage on Drafts	Within city PKR 50/=
<b>F Online Banking</b>	
Issuance of E - Token	NIL
Change of E - Token	NIL
Annual Fee	NIL
<b>G Miscellaneous</b>	
Balance Confirmation to Auditors	PKR 500/= per certificate
Photocopy of a paid Cheque returned to Customer	
Within 1 year	PKR 300/= per cheque
Above 1 year	PKR 1,000/= per cheque
Any other Bank Certificate issued regarding business with Bank (unless legal/regulatory obligations on the Bank)	PKR 300/= per certificate
Proceed Realization Certificate/ Encashment Certificate/ Certificate of Deposit	PKR 300/= per certificate
MT940 Daily Account Statement Service	PKR 5,000/= per month per account
Escrow Account Trustee Service	As per the relevant agreement signed by the



bank, on case to case basis.

**Trade Finance**

Service	Standard Charges
<b>A Export</b>	
<b>1. Letter of Credit</b>	
L/C Advising Charge	Customer PKR 2,000/=, Non-customer PKR 3,000/= flat.
L/C Amendments Advising Charge	PKR 1,000/= per case
Negotiation under Rupee and FCY Bills under Export L/C	0.1% per value, min USD 15/=, max USD 50/=. If documents discounting from our bank, or no examination needed, Charges will be as agreed with Client. Charges will be on case to case basis.
Transfer of Export L/C issuing	PKR 15,000/= plus courier, Charges will be on case to case basis.
Transfer of Export L/C Amendments	PKR 5,000/= plus courier
Transfer Export L/C Commission	0.1% per value, min USD 15/=, max USD 50/=. If documents discounting from our bank, or no examination needed, Charges will be as agreed with Client. Charges will be on case to case basis.
Document Handling Charge	0.1% Per Invoice Value Plus USD 30.0
<b>2. Bills Collections</b>	
Documentary Collections	0.10% of value, min USD 15/=
<b>B Imports</b>	
<b>1. Letter of Credit</b>	
Opening Commission	0.5% for the first quarter or part thereof, minimum USD 30/= 0.25% for each subsequent quarter or part thereof (100% cash margin no charge on subsequent quarter), For LC amount equal or beyond USD 100,000/= equivalent or LC issued against 100% cash margin, the price will be on case to case basis.
L/C Amendment Commission	USD 15/= flat or commission under above item if amendment involves increase in amount or extension in period of shipment, the price will be on case to case basis.
<b>2. Bills</b>	



If the Bills are to be drawn at a usance under L/C	USD 10/= is to be charged at the time of retirement of bill, and 0.2% (min USD 5/= per month) for any period beyond L/C expiry. Charges will be on case to case basis.
Airway Bill Endorsement/Issuance of Shipping Guarantee	PKR 1,500/=for the 1 <sup>st</sup> month or part thereof and PKR 1,500/=per subsequent month or part thereof in case of 100% cash margin. In case of no cash margin held, 0.25% per case min PKR 1,500/= Charges will be on case to case basis.
Handling Discrepant Documents	USD 70/=
Import Bills under Collections	USD 50/=
Charge of payment under collections	0.15% of the invoice value,min. PKR 1,500/=,
Items Returned Unpaid	USD 70/=
<b>3. Miscellaneous</b>	
Credit Information Report including Credit Report of Foreign Supplier/Buyer	The charges shall be based on the feature/amount/tenor/market price of the business, and as per arrangement with the customer.
<b>C Guarantees</b>	
<b>1. Issuance of Guarantees</b>	
Financial Guarantees in Local Currency in favor of Government Departments in lieu of payment of Duties/Taxes etc.	0.5% per quarter or part thereof min PKR 3000/= For guarantee amount equal or beyond USD 100,000/= equivalent or 100% cash margin, the price will be on case to case basis.
Guarantee issued at Customer's request within Pakistan	0.5% per quarter or part thereof min PKR 3000/= For Guarantee amount equal or beyond USD 100,000/= equivalent, or guarantee issued against 100% cash margin. The price will be on case to case basis.
Guarantee issued at request of Banks' Outside Pakistan	0.5% per quarter or part thereof min USD 300/= However, for valued customers, charges will be on case to case basis.
<b>2. Amendment charges</b>	



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Guarantees Amendment Charges	USD 80/= per amendment plus any commission based on part 1 above However, charges will be on case to case basis.
<b>3. Other Cost</b>	
All Costs incurred by the Bank (for Back to Back Guarantees)	USD 30/= for cable charges. Other charges PKR1000/= flat.
<b>4. Guarantee Advising</b>	
Service Charges	Customer PKR 2,000/= flat, Non-customer PKR 3,000/= flat.
<b>5. Guarantee Amendments Advising Charge</b>	
Service Charges	PKR 1,000/= per case
<b>D Inland Letter of Credit</b>	
<b>1. L/C Opening</b>	
Commission	0.4% per quarter or part thereof min PKR 1,500/=, For LC amount equal or beyond USD 100,000/= equivalent or LC issued against 100% cash margin, the price will be on case to case basis.
<b>2. L/C Amendment</b>	
Commission	PKR 1,000/= or commissions as per item 1 min PKR 1,000/= if amendment includes increase of amount or extension in period of shipment. Charges will be on case to case basis.
<b>3. If the Bills are to be drawn at a Usance under L/C</b>	
Service Charges	PKR 1,000/= are to be charged at the time of retirement of bill, and 0.2% min PKR 500/= per month for any period beyond L/C expiry. For LC amount equal or beyond USD 100,000/= equivalent or LC issued against 100% cash margin, the price will be on case to case basis.
<b>4. Negotiation</b>	
Sight Bill	As per agreement with the customers
Usance Bill	As per agreement with the customers



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<b>5. Documentary Collections</b>	
Service Charges	0.3% of the value, min PKR 1,000/= Charges will be on case to case basis.
<b>6. Other</b>	
Service Charges	As per agreement with the customers
Swift Charges	USD 30/= per case
International Courier Charges	USD 30/=
Stamp Paper Charges	As per the Stamp Act as notified by the relevant local government





## GENERAL

- 1) This Schedule of Charges is valid for a period of 6 months commencing 1<sup>st</sup> Jan. 2022 to 30<sup>th</sup> June 2022.
- 2) All Government taxes/duties/stamp duties are for customers account and will be charged in addition to bank's charges. However, charges on certain services such as maintenance of minimum balance and issuance of duplicate statement of account shall be inclusive of Sales Tax/FED.
- 3) Legal charges will be recovered based on actual from the customer and will be charged in addition to our charges for the transaction.
- 4) Pricing /Volume discounts on various products and services may be extended subject to management consent.
- 5) The charges specified in foreign currency may be recovered in equivalent PKR and vice versa.
- 6) The Bank may from time to time, introduce/offer products where discounts/waivers may be offered on existing fees and charges.
- 7) All exception to the charges mentioned above will be as per agreement with the customer and as approved by the management.
- 8) Expense incurred by the bank and not covered in this SOC shall be recovered in PKR or equivalent amount in foreign currency at the actual cost.
- 9) Charges are subject to negotiation in case of valued clients based on their business volumes with the approval of CEO or his delegate.
- 10) The management at its sole discretion may offer higher return on various deposit products on a case by case basis.
- 11) No initial deposit would be required for opening of accounts by (i) Mustahkeen of Zakat, (ii) Students, (iii) Employees of Government or Semi Government institutions for salary and pension purposes (including widows/children of deceased employees eligible for family pension/benevolent fund grant, etc.) and other similar types of accounts (iv)



Benevolent Fund Grant etc, (v) Accounts of Citizen Community Boards, (vi) School Management Committee Accounts (SMC), (vii) Accounts opened for pension purposes, (viii) Accounts opened by Senior Citizen and physically handicapped persons.. These accounts are also exempted from levy of Minimum Balance Maintenance Charges.

- 12) No charges on Home Remittances will be deducted.