



Schedule of Charges for Foreign Exchange

A. IMPORT

1	<u>L.C. Opening Commission</u> *			
	a.	LC Cash (Sight)	For each quarter	Maximum 0.40%
		In Case of 100% Cash Margin	For each quarter	Maximum 0.25%
	b.	Inland LC (Cash-Sight)	For each quarter	Maximum 0.40%
	c.	BTB LC (Foreign + Local)	For each quarter	Maximum 0.40%
	d.	BTB LC (Under EDF)	For each quarter	Maximum 0.40%
	e.	LC (Cash-deferred payment/usance)	For each quarter	Maximum 0.50%
		In case of 100% cash margin	For each quarter	Maximum 0.25%
f.	Under Aid / Loan/Credit / Barter	For each quarter	Maximum 0.50%	
* Commission to be realized on full amount of LC after adding the tolerance amount, if any.				
2	<u>Transmission of LC by SWIFT</u>			
	<u>Overseas</u>			
	2.1			
	a.	Transmission of LC	Charges	At Actual
	<u>Local</u>			
	2.2	Transmission of LC	Charges	At Actual
	Any Short Message (Overseas and Local)	Charges	At Actual	
3	FCC (Foreign Correspondent Charges)	a) Where charges are on Applicant's A/C	At Actual	
		b) Where charges are on Beneficiary's A/C	At Actual (In case of non- payment of charges by beneficiary, Actual charge to be realized from the importer as per UCP)	
4	<u>L.C. Amendment</u>			
	a	Includes increase of value or extension of time	When increase of value including extension of time by SWIFT (commission)	i) In case of value increase amendment corresponding LC opening commission will be applicable for the increased value- including tolerance amount, if any.



				ii) In case of time extension charge will be realized for the residual value of the LC and/or amendment value, if any, on quarterly basis
	b.	Other than increase of value/ extension of time only	By SWIFT (Charge/Fee)	At Actual
	c.	Amendment is intended to reduce the value & time	By SWIFT (Charge/Fee)	At Actual, Commission realized earlier not to be returned
5	a	LC Cancellation		
	b	LC Cancellation when expired unutilized.	Charges / Fee	No Charge.
		LC Cancellation before expiry	Charges / Fee	Our charge: No Charge Foreign Bank's charge, if any, at Actual.
	Acceptance commission on Import			
	a.	Against usance bill under cash (deferred)	For each quarter	Maximum 0.40%
In case of Mixed Payment: Acceptance commission will be realized on Accepted usance amount for each quarter.				
6	a.	Collection Of Credit Report (Schedule of Charges of Dun & Bradstreet Same Ltd. is enclosed)	Charges	At Actual as per schedule +service charge BDT 500
7	LIM			
	a	Handling LIM documents.	Commission	Maximum 0.50 % on landed cost.
	b	Interest in LIM facility.	Interest	As per lending rate fixed by bank from time to time.
8	Shipping Guarantee			
		Issuance of shipping guarantee in absence of original documents provided full value of documents is deposited by the client.	Charges	BDT1,000
9		Inward documentary collection not under import LC (may be subject to URC-522 or not)	Collection charge	In case of D.P:0.40 %. Minimum BDT1,000, In case of D.A: 0.50% per quarter. Min.BDT1,000 + other charge, if applicable, at Actual.



10		Release of import document for Assessment Purpose	Management fee	BDT1,000
	Add confirmation charges both Local and Foreign			
		Booking / Utilization of our confirmation Line	Management fee	Maximum 0.20%
		Adding our own confirmation		Confirmation charges as applicable depending on correspondent bank's requirement + SWIFT Charge: at Actual.
<p>* In case of customer/Applicant arrange confirmation without booking our confirmation Line No Management fee will be realized.</p> <p>* If cash collateral is provided by the bank for obtaining confirmation from third foreign bank, the importer will have to pay interest on the cash collateral amount at prevailing EURO dollar or LIBOR rate.</p>				
11		IRC Renewal	Fee	Govt. fee at Actual + Service Charge BDT 500
	B. EXPORT			
12	a.	Advising of Export LC and/or Lien	Charges	BDT 750 flat
	b.	Advising of amendment LC and /or Lien of amendment	Charges	BDT 750 flat
*In case of LC advising by MTB, only BDT 750.00 will be realized as Advising /lien charges.				
13	LC TRANSFER			
	a.	Overseas LC	Charges	For Our Clients only:
		<p>1. In-House Transfer (i.e. Transfer of LC favoring another sister concern garments unit of same Group) of our Garments Clients: BDT 750</p> <p>2. Transfer of LCs (MT720) at the request of our Buying House Clients who have licenses under Section 18A or 18B of FER Act, 1947 by Bangladesh Bank: Flat BDT 750 + SWIFT Charge at Actual.</p>		
		Local LC Transfer	Charges	As above + SWIFT Charge at Actual, if any
	b.	Cancellation of Transfer	Charges	As above + SWIFT Charge at Actual, if any
	c.	Transfer of amendment	Charges	For our Clients only:
		<p>Overseas LC Amendment</p> <p>1. In-House Transfer (i.e. Transfer of LC amendment favoring another sister concern garments unit of same Group) of our Garments Clients: BDT 750</p> <p>2. Transfer of LC amendment (MT707) at the request of our Buying House Clients who have licenses under Section 18A or 18B of FER Act, 1947 by Bangladesh Bank: Flat BDT 750 + SWIFT Charge at Actual.</p>		
		Local LC Amendment	Charges	As above + SWIFT Charge at Actual, if any
	d.	Cancellation of Tr. of amendment	Commission	As above + SWIFT/Postage Charge at Actual, if any



14	Discounting/Negotiation/Purchase/Collection of Export Bill		
	a.	Discounting/Negotiation of Export Bill drawn under LC issued by any reputed Foreign/Local bank under complying presentation	Charges/Com. <ul style="list-style-type: none"> Collection Commission must not exceed BDT 500.00 [When OD sight export exchange rate is applied , in case of sight bill] Collection Commission must not exceed BDT 500.00 [When respective usance exchange rate for purchase /discount on date of purchase/discount is applied, in case of usance bill]
	b.	Discounting/Negotiation of Export Bill drawn under LC issued by any reputed Foreign/Local bank under discrepant documents (under indemnity)	Charges/Com. <ul style="list-style-type: none"> Collection Commission maximum 0.15% of bill value [When TT/DOC exchange rate is applied for sight export bill] Collection Commission maximum 0.15% of bill value [When respective usance exchange rate of purchase/discount on date of realization is applied, in case of usance bill]
	c.	Discounting of Export Bill against sight/usance contract (under indemnity)	Charges/Com. <ul style="list-style-type: none"> Collection Commission maximum 0.15% of bill value [When TT/DOC exchange rate on the date of realization is applicable, for sight export bill] Collection Commission maximum 0.15% of bill value [When respective usance exchange rate of purchase/discount rate on date of realization is applied, in case of usance bill]
	d.	Foreign Export Bill under only collection	Charges/Com. <ul style="list-style-type: none"> Collection Commission maximum 0.15%
e.	In addition to (a) (b) (c) (d)	Courier/ Postage Charge	At Actual



15	Discounting of Export bill drawn under local LC.	Commission/ Charges	Discount interest for the applicable usance period of the bill for the outstanding period + BDT 400 as Document processing fee + Postage at Actual
16	Processing of documents under collection	Commission	Maximum 0.15%
		Postage	At Actual.
		Courier	At Actual.

N.B. Instruction issued or to be issued from time to time by the Commissioner of Taxes/Customs/NBR regarding realization of Source Tax on export value to be followed.

17	Acceptance commission against usance bill under Cash (deferred)/ BTBLC	For each quarter	Maximum 0.40%
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18	<u>BANK GUARANTEE</u>			
	<u>FOREIGN BANK GUARANTEE</u>			
	a.	Advising of guarantee to the beneficiary in original without any engagement on our part.	Charges	Flat BDT 750
	b.	Issuance of guarantee backed by 100 % counter guarantee of foreign bank. (If charges are on beneficiary's A/C)	Com./Charges	Minimum BDT1,500.00 to 0.50 % per quarter or part thereof, + cost of Stamp, VAT, Tax, SWIFT etc. at Actual, if any.
	c.	Issuance of guarantee (under cash margin or Com. / charges collateral) not backed by any counter guarantee of foreign bank (If charges are on bene. A/C)	Com. / Charges	Minimum BDT 2,000.00 to 0.75% per quarter or part there of,+ cost of stamp, VAT, Tax, SWIFT etc. at Actual, if any.
	d.	Issuance of bid bond/Performance bond against foreign bank guarantee. (If charges are on beneficiary A/C)	Commission	Minimum BDT1,500.00 to 0.50 % per quarter, + cost of Stamp, VAT, Tax, SWIFT etc. at Actual, if any.
19	D REMITTANCE (INWARD)			
	a.	Purchase of foreign bank draft,	Commission	BDT 0.20% per USD
	b.	Payment of any foreign taka draft which are drawn on our bank	Commission	Free
	c.	Encashment of any foreign T.T. in Taka. at our counter	Commission	Free
	d.	Encashment of F.C.Draft / M.T.	Handling Charge	Foreign Bank charges at Actual + service charge BDT300



	e.	Issuance of FC Draft under remittance arrangement drawn on Bangladesh Bank	Com/ Charges	Free
	f.	Issuance of FC Draft drawn on Bangladesh Bank	Com/ Charges	BDT 500 (flat)
20	E	<u>COLLECTION</u>		
	a.	FCY cheque collection (within Bangladesh)	Com/ Charges	0.10%, minimum BDT 150, maximum BDT 1,000 + Other Bank
		FCY cheque collection (outside Bangladesh)	Com/Charges	0.10%, minimum BDT 300, maximum BDT 2,000 +
		FCY cheque returned unpaid sent on collection	Charges	BDT 300 + Other Bank charges
		FCY cheque returned unpaid sent on collection	Charges	BDT 300 + Other Bank charges

	b.	For Outward documentary bills for collection (Under all type of LC)	Commission	Minimum BDT 1,000.00 to 0.15% + VAT, Postage & SWIFT Charges at Actual, if any.
	c.	For Outward documentary bills for collection (Under Sales Contract/Purchase Order)	Commission	Minimum BDT1,000.00 to 0.15% + VAT, Postage or SWIFT Charges at actual, if any.
	d.	Collection of foreign currency draft	Commission	BDT 300 Processing fee at Actual + Postage/Courier/SWIFT/ Foreign Bank charges, if any.
	N.B.: Collection of Draft will be with recourse basis for our tested clients only.			
	e.	Collection of proceeds of any F.C. draft from local Bank which are not primarily collected through clearing	Charges	BDT300 per instrument

21	F	<u>OUTWARD</u>		
	a.	FCY Draft/TT Issuance- Customer	Commission	Commission 0.15% of FDD amount, minimum BDT 500 + Foreign Correspondence Charges
	b.	FCY Draft - Non Customer	Commission	Commission 0.15% of FDD amount, minimum BDT 1,000 + Foreign Correspondence Charges
	c.	FCY Draft Amendment, Stop Cheque	Charges	Foreign Correspondence Charges
	d.	Additional SWIFT charge if FDD amount is over us\$1000.00 / GBP 700.00 / Singapore \$ any amount.	Com./ Charges	BDT 300
	e.	FCY Draft on Bangladesh Bank (for clients)	Commission	BDT 300
	f.	Cancellation of draft in F.C.	Commission	BDT 500 per FDD



		SWIFT	Charges	At Actual.
	g.	Commission – FCY TT through correspondent - customer	Commission	0.15% or minimum BDT 500 + Swift Charge + Foreign Bank Correspondence Charges
	h.	Commission – FCY TT through correspondent - Non customer	Commission	0.15% or minimum BDT 1,000 + Swift Charge + Foreign Correspondence Charges
	i.	Cancellation of T.T. in F.C.	Charges	BDT 750 per FTT
		SWIFT	Charges	At Actual.
	j.	Additional SWIFT charges if TT is not through correspondent	Charges	BDT 300

	k.	Correspondence bank fees for Student Remittance in all cases	Commission	BDT 2,000 for all currencies
	l.	Issuance of counter FC draft in favor of local banks	Commission	BDT 200 per instance to be deducted from remitted fund
	G	<u>MISCELLANEOUS</u>		
22	a.	Issuance of no objection certificate	Charges	BDT 500 for each case.
	b.	Charges against issuance of LCA.Form / IMP /EXP Form	Charges	BDT 50 for each item
	c.	Issuance of PRC.	Charges	BDT 500
	d.	Handling Cash subsidy/duty drawback	Processing fee	For claim up to BDT 5lac: BDT 2,500
				Claim of BDT 5 lac above up to BDT 10 lac:BDT 3,500
				Claim of BDT10 lac above: BDT 5,000
	e.	Issuance of BTBLC certificate	Processing Fee	BDT500 for each certificate
	f.	Issuance of C & F certificate	Processing Fee	BDT500 for each certificate
g.	Verification of BL and BG	Processing Fee	BDT500 for each item	
h.	Case to Case LC Opening & IDBP	Processing Fee	Up to 10 lac: BDT500 10 lac & above: BDT1000	
	i.	Deal Structuring Fee	Processing fee	Up to 2.5% inclusive of VAT (calculated on outstanding principal and payable quarterly in BDT over loan tenor)
23	H	<u>ISSUE OF FCY NOTES</u>		
	a.	Endorsement fee – Customer	Commission	BDT 200
	b.	Endorsement fee – Non Customer	Commission	BDT 500
	c.	Commission on sale of cash FCY Notes – Customer	Commission	0.50% or Minimum BDT 300
	d.	Commission on sale of cash FCY Notes – Non Customer	Commission	0.5% or Minimum BDT 500
24	I	<u>FCY (CASH) ENCASHMENT</u>		



	a.	Cash FCY encashment	Commission	No fees
	b.	Encashment Certificate- Customer	Charges	BDT 100
	c.	Encashment certificate –Non Customer	Charges	BDT 200
25	J	<u>STUDENT FILE (SF)</u>		
	a.	SF Opening (SAARC)	Charges	BDT 5,000
	b.	SF Opening (Non- SAARC)	Charges	
	c.	SF Renewal (SAARC)	Charges	BDT 4,500
	d.	SF Renewal (Non- SAARC)	Charges	
	e.	SWIFT	Charge	BDT 300 Above USD 1000/GBP 700/SGD any amount- BDT 800
	f.	Duplicate NOC for Student File	Charge	BDT 500

26	<u>CHEQUE PURCHASE (FCY)</u>			
	a.	Commission - FCY Cheque purchase	Commission	0.50% ,min BDT 500, max BDT 1000+ Other Bank charges + Courier/Postage
	b.	Charge for return of FCY Cheque	Charges	BDT 300
	c.	Interest from the date of purchase	Charges	As per lending rate

- i) VAT will be realized on charges, fees and commission as per government rules.
- ii) Bank reserves the right to change/amend this Schedule of Charge as per Bangladesh Bank guideline which would be updated on www.mutualtrustbank.com

Note: Managing Director & CEO will have the discretion to change (enhance/reduce/waive) the charges, fee and commission according to Banker- Customer relationship.