

**Treasury Division
Head Office, Dhaka**

Circular No.: BASIC/HO/TD/2016/08
August 9, 2016

TO : ALL DIVISIONAL HEADS & BRANCH IN-CHARGE OF BASIC BANK LIMITED

Subject: Circulating revised "Schedule of Fees, Commission and Charges" incorporating all changes.

The Board of Directors of the Bank has approved the revised "Schedule of Fees, Commission and Charges" in its 390th meeting held on July 21, 2016.

In light of the above, revised "Schedule of Fees, Commission and Charges" is now circulated afresh incorporating all the updates as per "Annexure-I".

This newly revised "Schedule of Fees, Commission and Charges" will be effective from August 10, 2016.

Thus, all of our previously issued circulars on "Schedule of Fees, Commission and Charges" will stand cancelled from the effective date of this new "Schedule of Fees, Commission and Charges" i.e. from August 10, 2016.

The revised "Schedule of Fees, Commission and Charges" is to be displayed in a conspicuous place of the Branch for information of all concerned as a part of disclosure requirement to establish good banker-customer relationship.

Please feel free to make any relevant queries, if any, to the undersigned.


Sairur Rahman
Deputy General Manager




Md. Ismail
General Manager (Treasury)

Enclosed: Schedule of Fees, Commission and Charges

Copy to:

1. PS to The Managing Director, Head Office, Dhaka.
2. PS to All Deputy Managing Directors, Head Office, Dhaka.
3. All General Managers, Head Office, Dhaka.

Schedule of Fees, Commission and Charges

Effective from August 10, 2016

Circular # BASIC/HO/TD/2016/08 dated August 9, 2016

Annexure - I

General Banking

1.0 Account related Charges / Fees

1.01 Account Maintenance Fees		
A)	Current Deposit (CD) Account	Tk.500.00 (¹ / ₂ yearly)
B)	Special Notice Deposit (SND) Account	Tk.500.00 (¹ / ₂ yearly)
C)	Savings Bank (SB) Account	For half-yearly average balance : i. Up to Tk.5,000.00 ----- Free ii. From Tk.5,001.00 to Tk.25,000.00 ----- Tk.100.00 (¹ / ₂ yearly) iii. Above Tk.25,000.00 ----- Tk.200.00 (¹ / ₂ yearly)
D)	Overdraft (OD) / Cash Credit (CC) Account	Tk.500.00 (¹ / ₂ yearly)

1.02 Account Closing Charges		
A)	Current Deposit (CD) Account	Tk.300.00
B)	Special Notice Deposit (SND) Account	Tk.300.00
C)	Savings Bank (SB) Account	Tk.200.00

1.03 Activation Charges of Dormant Account		
A)	Current Deposit (CD) Account	Tk.100.00
B)	Special Notice Deposit (SND) Account	Tk.100.00
C)	Savings Bank (SB) Account	No Charge

1.04 Cheque Leaf Issuance Charges		
A)	Cheque Leaf Issuance Charge	Tk.3.00 per Cheque Leaf for MICR (One 10 leaves cheques are free at the time of New A/C opening)
B)	Cheque Leaf Issuance against lost Cheque Book / Leaf(ves)	Tk.3.00 per Cheque Leaf for MICR plus Tk.100.00 processing fee

1.05 Online (Deposit & Withdrawal) Transaction Fees (Outside City / District): (Applicable for Online Cash Deposit & Online Cash Withdrawal only)		
A)	Deposit & Withdrawal Transaction Fee (Outside City/District) – per transaction (NB: For withdrawal of above Tk.1.00 lac, discussion with/ intimation to the Transaction Branch during transaction is required)	i. Up to Tk.50,000.00 ----- Free ii. Above Tk.50,000 to up to Tk.1.00lac ----- Tk.50.00 iii. Above Tk.1.00lac to up to Tk.5.00lac ----- Tk.100.00 iv. Above Tk.5.00lac to up to Tk.10.00lac ----- Tk.200.00 v. Above Tk.10.00lac to up to Tk.25.00lac --- Tk.400.00 vi. Above Tk.25.00lac to up to Tk.50.00lac --- Tk.500.00 vii. Above Tk.50.00lac ----- Tk.1,000.00

1.06 Account Statement Charges		
A)	Regular Statement – all type of accounts (half yearly)	Free
B)	Statement – all type of accounts (more than half yearly)	Tk.100.00 per instance
C)	Account Statement Verification	Tk.300.00 per instance

Schedule of Fees, Commission and Charges

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Annexure - I

1.07 Locker Facility Charges		
A)	Locker Charge / Rent – Small	Tk.2,000.00 (yearly) in advance
B)	Locker Charge / Rent – Medium	Tk.3,000.00 (yearly) in advance
C)	Locker Charge / Rent – Large	Tk.4,000.00 (yearly) in advance
D)	Locker Security Deposit (Refundable)	Tk.4,000.00 (Irrespective of Locker size) in advance
E)	Locker Key Replacement Cost	Minimum Tk.2,000.00 per instance or at actual – whichever is higher

1.08 Certificate and Report related Charges		
A)	Balance / Interest Certificate (other than balance confirmation)	Tk.100.00
B)	Solvency Certificate	Tk.300.00
C)	Tax / VAT Certificate	Tk.100.00 (charge cannot be realized from / for TD account)
D)	Bank to Bank : Credit / Solvency information (Local) to 3 rd Party	Tk.500.00
E)	Bank to Bank : Credit / Solvency information (Int'l) to 3 rd Party	Tk.500.00 plus SWIFT at actual and / or courier charge at actual
F)	Audit Report (Each Certificate)	Tk.200.00
G)	Certificate of Inward Remittance other than PRC (i.e. encashment of foreign inward remittance)	Tk.100.00
H)	Certificate of purchase, encashment bonds, securities	Tk.200.00
I)	Duplicate Savings Certificate / Declaration in lieu	Tk.500.00
J)	Duplicate Advice / Voucher more than 6 months old (per advice)	Tk.50.00
K)	Issuance of any other Certificate	Tk.200.00
L)	Attestation of Documents	Tk.100.00 per request up to 10 pages
M)	Beneficiary Owner's Certificate	Tk.100.00

2.0 Remittance related Charges & Fees – Local Currency (LCY)

2.01 Bangladesh Bank Cheque Issuance / Cancellation Fees		
A)	Bangladesh Bank Cheque Issuance Fee (in case of customer requirement)	Tk.500.00
B)	Bangladesh Bank Cheque Cancellation Fee	Tk.100.00

2.02 Stop Payment Charges		
A)	Stop Payment instruction on account by customer	Tk.200.00
B)	Stop Payment instruction on cheque by customer	Tk.200.00 per instance / request
C)	Stop Payment instruction cancellation from account	Tk.100.00
D)	Stop Payment instruction cancellation from cheque leaves	Tk.100.00 per instance / request
E)	Certified Photocopy or printed image of paid cheques / instruments by customer	Tk.100.00

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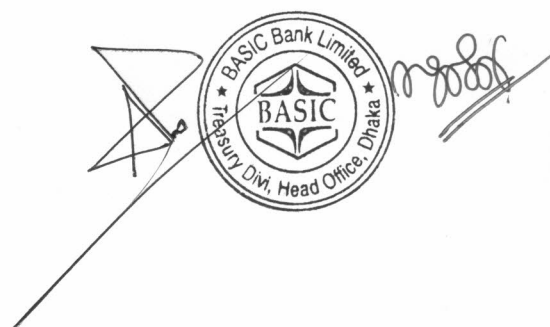
Annexure - I

2.03 Cheque Return Fees		
A)	Returned / Bounced Cheque drawn on us – Reason : Insufficient fund	Tk.300.00 per returned cheque
B)	Returned / Bounced Cheque drawn on us – Reason : Other than insufficient fund	Tk.100.00 per returned cheque

2.04 Collection Charges of Outstation Cheques/DD/PO, Clean Bills (OBC, ODBC) in LCY		
Commission :		
A)	i. Up to Tk.1,00,000.00 in LCY	0.07% or Tk.100.00 whichever is higher
	ii. Above Tk.1,00,000.00 to Tk.5,00,000.00 in LCY	0.10% or Tk.150.00 whichever is higher
	iii. Above Tk.5,00,000.00 to Tk.10,00,000.00 in LCY	0.12% or Tk.600.00 whichever is higher
	iv. Above Tk.10,00,000.00 in LCY	0.15% or Tk.1,500.00 whichever is higher
B)	Registered Mail / Courier Service / Telephone	At Actual

2.05 Pay Order / Demand Draft / CDR / SDR related Charges *		
A)	All kinds of Instrument issuance for A/C holder (e.g. DD/TT/MT/PO/CDR/SDR)	Tk.20.00
B)	All kinds of Instrument issuance for Non-A/C holder (e.g. DD/TT/MT/PO/CDR/SDR)	Tk.30.00
C)	Postage/Courier/Telephone charges	At Actual
D)	Cancellation of DD/TT/MT/PO/CDR/SDR for A/C holder	Tk.20.00
E)	Cancellation of DD/TT/MT/PO/CDR/SDR for Non-A/C holder	Tk.30.00
F)	Issuance of Duplicate Instrument	Tk.500.00 (excluding stamp charge for indemnity bond and others)

* DD/PO/MT/CDR issued for our Bank's purpose or reasons where Bank is responsible for such issuance, then no fee/commission/charges would be applicable on customer's account.



Schedule of Fees, Commission and Charges

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Annexure - I

Foreign Remittance

3.0 Remittance related Charges – Foreign Currency (FCY)

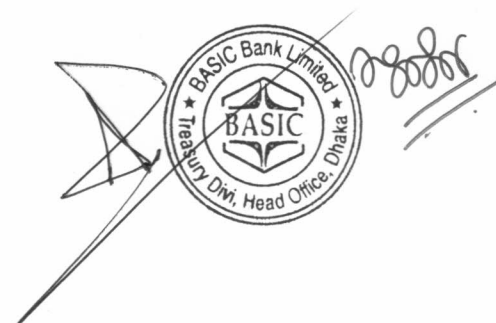
3.01 Foreign Currency & Draft related Service Charges		
A)	Charge for issuance of any FC Draft on overseas a/c	i. USD5.00 for student plus Transmission Charge. ii. USD10.00 for others plus Transmission Charge.
B)	Charges for issuance of FC Draft on Bangladesh Bank	USD10.00 (not applicable for payment of Back-to-Back L/C)
C)	Charges for issuance of FC Draft on Bangladesh Bank for payment of Back-to-Back L/C	i. USD10.00 for documents / bill value up to equivalent USD2,500.00 ii. USD15.00 for documents / bill value above equivalent USD2,500.00
D)	Charge for cancellation (encashment) of issued Foreign Currency Draft	USD5.00 plus Transmission Charge, if any

3.02 Foreign Currency Cheque / Draft Collection related Service Charges		
A)	FCY Cheque / Draft Collection (within Bangladesh and other than L/C payment)	0.10% or Minimum USD2.00 but Maximum USD10.00 excluding charges deducted by collection mechanism / parties
B)	FCY Cheque / Draft Collection (outside Bangladesh and other than L/C payment)	0.10% or Minimum USD5.00 but Maximum USD15.00 plus postage or courier charges at actual deducted by collection mechanism / parties

3.03 Foreign TT related Service Charges		
A)	Charge for Issuance of TT through Foreign Correspondent	0.10% or Minimum USD10.00 but Maximum USD100.00 plus Transmission Charge
B)	Charge for Cancellation (encashment) of issued Foreign Currency TT	USD10.00 plus Transmission Charge, if any

3.04 Travelers Cheque (TC) Service Charges		
A)	Endorsement Fee & Commission for Travelers Cheque (TC)	Endorsement fee USD5.00 plus 1% commission excluding applicable commission of TC issuer Bank
B)	Endorsement Fee & Commission for Cash (FC)	Endorsement fee USD5.00 plus 0.10% for cash (FC) commission

3.05 Student File Opening & Handling Charges		
A)	For SAARC Countries	USD30.00 per year
B)	Other than SAARC Countries	USD50.00 per year



Schedule of Fees, Commission and Charges

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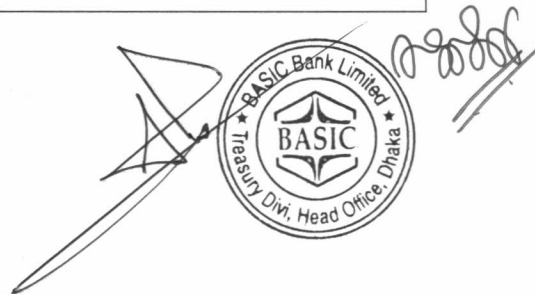
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Trade Finance

4.0 Trade Finance (IMPORT) – Related Charges

4.01	L/C Opening Commission, Extension of L/C Validity & Increase of Amount		
A)	L/C : at sight / by negotiation	1 st Quarter or part	0.40% plus Transmission charge
		Each subsequent quarter / part	0.35% plus Transmission charge
		Minimum	Tk.1,000.00 plus Transmission charge
B)	L/C under Aid / Loan / Grant / Barter / Credit other than Deferred	1 st Quarter or part	0.40% plus Transmission charge
		Each subsequent quarter / part	0.35% plus Transmission charge
		Minimum	Tk.1,000.00 plus Transmission charge
C)	Back to Back L/C	1 st Quarter or part	0.40% plus Transmission charge
		Each subsequent quarter / part	0.30% plus Transmission charge
		Minimum	Tk.1,000.00 plus Transmission charge
D)	L/C: by acceptance / by deferred payment	1 st Quarter or part	0.50% plus Transmission charge
		Each subsequent quarter / part	0.40% plus Transmission charge
		Minimum	Tk.1,000.00 plus Transmission charge
E)	L/C opened under 100% cash margin (*)	1 st Quarter or part	0.15% plus Transmission charge
		Each subsequent quarter/ part	0.10% plus Transmission charge
		Minimum	Tk.500.00 plus Transmission charge
F)	Import business procured through competitive bidding of open tender process of Govt. and Govt. owned Enterprise	Commission on L/Cs obtained through competitive bidding of open tender process shall be treated as our schedule rate of commission	
G)	Import without L/C at DP basis (Processing Fee)	0.10% of invoice value or minimum USD10.00 plus SWIFT charge at actual (no separate FTT charge will be realized)	
H)	Import without L/C at DA basis (Processing Fee)	0.15% of invoice value or minimum USD15.00 plus SWIFT charge at actual (no separate FTT charge will be realized)	
(*) (i) 100% cash margin means 100% cash deposit in Margin Accounts; (ii) Usual LC opening will be applied in case of 100% margin in the form of Term Deposit or any other deposit or debit block of account balance of Deposit Account.			

4.02 Charges on Amendment of L/C (*)		
A)	L/C amendment charge (other than validity extension & amount increase)	Tk.750.00 plus Transmission charge
B)	Validity extension and/or Amount Increased	Same as L/C opening
(*) if time period does not exceed the quarter(s) mentioned in L/C – at the time of opening or any subsequent amendment – then minimum Tk.750.00 has to be realized at the time of amendment for validity extension only. If amendment is issued for validity extension and/or amount plus other amendment, then charge applicable for validity extension (4.02 B) would be applicable.		



Schedule of Fees, Commission and Charges

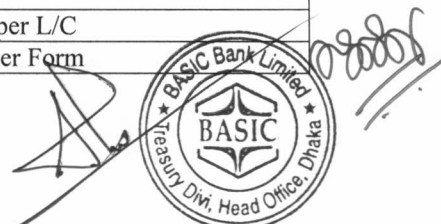
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4.03 Acceptance Commission			
A)	Acceptance Commission against Usance Bill under Deferred Payment / By Acceptance L/Cs (Foreign) other than Back to Back L/C	1 st Quarter	0.40% plus Transmission charge
		Each subsequent quarter/part	0.30% plus Transmission charge
		Minimum	Tk.1,000.00 plus Transmission charge
B)	Acceptance Commission against Usance Bill under Deferred Payment / By Acceptance L/Cs (Local) other than Back to Back L/C	1 st Quarter	0.35% plus Transmission / Courier charge
		Each subsequent quarter/part	0.30% plus Transmission / Courier charge
		Minimum	Tk.1,000.00 plus Transmission / Courier charge
C)	Acceptance Commission against Usance Bill under Deferred Back to Back L/Cs	1 st Quarter	0.35% plus Transmission charge
		Each subsequent quarter/part	0.25% plus Transmission charge
		Minimum	Tk.750.00 plus Transmission charge

4.04 Miscellaneous Charges – Import			
A)	i. Foreign Correspondent charge on Beneficiary's account	i. No charge. In case of nonpayment of charge by the beneficiary, actual charge to be realized from the importer / L/C applicant	
	ii. Foreign Correspondent charge on Applicant's account	ii. At actual as claimed by other bank.	
B)	L/C Cancellation charge	No cancellation charge. But SWIFT and/or Courier charge at actual, if any, has to be realized.	
C)	Document Handling charge	No charge	
D)	Copy Document endorsement charge	No charge	
E)	Data max charge	No charge	
F)	Discrepant Import Document (to be realized from the L/C Beneficiary which must be mentioned in L/C; if not then on Applicant's A/c)	i. Foreign L/C: - USD50.00 for value up to USD10,000.00 or equivalent and - USD100.00 for value above USD10,000.00 or equivalent ii. Local L/C: - Tk.1,000.00 for value up to USD10,000.00 or equivalent and - Tk.1,500.00 for value above USD10,000.00 or equivalent	
G)	Collection of Credit Report on the Beneficiary of Import L/Cs	At Actual plus Transmission charge at actual	
H)	Collection of Credit Report on the Beneficiary of Import L/Cs from Bank's existing Database	USD50.00 per instance	
I)	IRC renewal Service Charge (In addition to Govt. Fee)	Tk.500.00	
J)	B/L Endorsement signature verification charge	Tk.100.00 per B/L	
K)	Registration of LCA	Tk.200.00 per LCAF	
L)	Attestation / Certification of Copy Documents	Tk.100.00 per L/C per instance	
M)	Issuance of Shipping Guarantee/NOC/Delivery Order (DO) in absence of original import document	i.Tk.1,000.00 for documents value up to USD10,000.00 or equivalent ii.Tk.1,500.00 for documents value above USD10,000.00 or equivalent	
N)	Issuance of any other Import related Certificate	Tk.100.00 per certificate	
O)	L/C opening application charges	Tk.500.00 per L/C	
P)	LCA Form charges	Tk.300.00 per Form	



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Q)	IMP Form	Tk.100.00 per Form
R)	Payment charge for Local L/C payment including local BB L/C	To be realized from the L/C Beneficiary: i. For Local Currency Payment – Tk.400.00 per payment ii. For Foreign Currency Payment – a. up to USD10,000.00 – USD5.00 per payment b. above USD10,000.00 – USD10.00 per payment
S)	Payment charge for Foreign L/C payment including foreign BB L/C	To be realized from the L/C Beneficiary Foreign L/C: i. USD25.00 for value up to USD10,000.00 or equivalent ii. USD50.00 for value above USD10,000.00 or equivalent
T)	EDF Processing Fee	Tk.1,500.00 per document
U)	UPAS LC Processing Fee	Tk.1,800.00 per document

5.0 Trade Finance (EXPORT) – Related Charges

5.01	Advising Charges of Foreign Bank L/Cs and Local L/Cs to Local Beneficiary (Back to Back & Inland)	
A)	L/C Advising Charge	Tk.750.00
B)	L/C Amendment Advising Charge	Tk.750.00

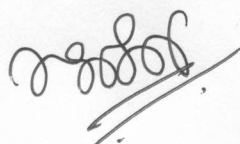
5.02	Transfer Charges of L/C / Amendment (with value)	
A)	L/C Transfer Charge	Tk.750.00
B)	Transfer of L/C Amendment Charge	Tk.750.00

5.03	Add confirmation commission on L/Cs	
A)	L/C Add Confirmation commission	0.20% per quarter plus Transmission charge

5.04	Negotiation / Collection Commission	
A)	Commission for Export Bills where there is exchange gain	Tk.500.00 per document
B)	Negotiation / Collection Commission for Export Bills where there is no exchange gain	0.15% or Minimum Tk.1,000.00 per bill plus interest for the period beyond 21 days

5.05	Cash Incentive / Assistance Processing Charges	
A)	Charges for cash incentive against Export	0.20% on disbursed amount or Minimum Tk.1,000.00

5.06	Miscellaneous Charges - Export	
A)	Issuance of EXP Form	Tk.100.00 per set
B)	Issuance of PRC	Tk.500.00 per export bill value
C)	Certification of Documents	Tk.500.00
D)	Issuance of CFR Certificate	Tk.500.00
E)	Issuance of Back to Back L/C Certificate	Tk.500.00
F)	Issuance of Export Performance Certificate	Tk.500.00
G)	Amendment of Collection Instruction	Tk.800.00 per amendment
H)	Collection of Credit Report on the Applicant of Export L/Cs	At Actual plus Transmission charge at actual
I)	Collection of Credit Report on the Applicant of Export L/Cs from Bank's existing Database	USD50.00 per instance
J)	Issuance of any other Certificate	Tk.500.00





Schedule of Fees, Commission and Charges

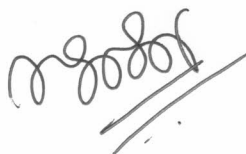
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6.0 Other Trade Finance Related Charges

6.01	Other Trade Finance related Charges	
A)	Postage charge	At Actual (Defined in Note)
B)	Courier charge	At Actual (Defined in Note)
C)	SWIFT charge for L/C	At Actual (Defined in Note)
D)	SWIFT charge for L/C amendment	At Actual (Defined in Note)
E)	SWIFT charge for Payment/Fund Transfer Instruction/Reimbursement Instruction	At Actual (Defined in Note)
F)	SWIFT charge for other reasons	At Actual (Defined in Note)



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Loans & Advances

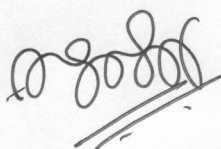
7.0 Loans & Advances related Charges / Fees

7.01 General Charges		
A)	Loan Application Form	No charge
B)	Property Document verification Fee	Lawyer's Fee plus Tk.2,000.00 per Title Deed
C)	Valuation of Land, Building, Machinery etc.	Fee of Valuation Company
D)	Lien Marking	i. Our Bank's FDR/Deposit Account/Instrument kept lien with our Bank ----- No Charge ii. Our Bank's FDR/Instrument kept lien with others ----- Tk.300.00 per Bank plus other Bank Charges iii. Other Bank's FDR/Instrument kept lien with us ----- Tk.300.00 per Bank plus other Bank Charges
E)	Pledge, Un-pledge and Confiscation of pledge of shares	Charges of depository participants (DP) at actual plus Tk.5,000.00 per instance on request of the bank
F)	Early settlement charges (only for Term Loan)	0.25% of early adjustment amount or minimum Tk.250.00, whichever is higher
G)	Late payment of installment fee for Term Basis Loan (excluding Consumer and Agricultural Loan)	Additional Interest to be charged on overdue amount for overdue period as per our Lending Rate of Interest plus Tk.100.00 as late fee per installment
H)	Project Appraisal Fee for Project Loan	Project Cost (excluding Land & Building) : i. Upto Tk.10.00lac ----- Nil ii. Above Tk.10.00lac to Tk.1.00Core ----- Tk.5,000.00 iii. Above Tk.1.00Core to Tk.5.00Core ----- Tk.10,000.00 iv. Above Tk.5.00Core ----- Tk.25,000.00

7.02 CIB related Fees		
A)	CIB Inquiry Fee	Bangladesh Bank charge plus Tk.200.00
B)	Change in Directorship information in CIB database	Bangladesh Bank charge plus Tk.500.00
C)	Change for reporting declassification in CIB database on urgent basis	Bangladesh Bank charge plus Tk.200.00

7.03 Documentation Charges		
A)	Documentation Charge	Documentation Charge at actual (Stamp, Duty, Legal Fees etc.) on Borrowers Account plus handling charge – i. Upto Tk.10.00lac ----- Nil ii. Above Tk.10.00lac to Tk.1.00Core ----- Tk.1,000.00 iii. Above Tk.1.00Core to Tk.10.00Core ----- Tk.2,500.00 iv. Above Tk.10.00Core ----- Tk.5,000.00

7.04 Credit Rating Charges		
A)	Loan upto Tk.5.00crore	Rating Agency's actual cost
B)	Loan exceeding Tk.5.00crore	Rating Agency's actual cost





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7.05	Term Loan / Other Loan (New or Renewal) processing Fees	
A)	If Regretted (Fresh & Reschedule / Converted Loan)	No charge

7.06	CCOD (New or Renewal) processing Fees		
A)	If Regretted (CCOD) (Fresh & Reschedule / Converted Loan)	No charge	
B)	If Approved (CCOD) - other than OD fully secured by 100% Cash / near Cash Collateral, Micro Credit and Agricultural loan (Crop & Non Crop) (Own/Through MFI)	i. Up to Tk.10.00lac ----- ii. Above Tk.10.00lac to Tk.1.00Crore ----- iii. Above Tk.1.00Crore to Tk.5.00Core ----- iv. Above Tk.5.00Core -----	Nil Tk.5,000.00 Tk.10,000.00 Tk.15,000.00

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Annexure - I

Bank Guarantee

8.0 Guarantee Related Charges

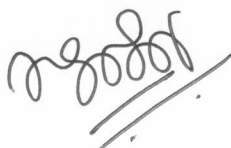
8.01	Bank Guarantee (Margin less than 100%) Charges	
A)	Issuance of Bank Guarantee in FCY	0.60% per quarter or minimum Tk.1,000.00 plus (Charges of Foreign correspondents plus Transmission Cost, if any)
B)	Issuance of Bank Guarantee in BDT	0.50% per quarter or minimum Tk.1,000.00 plus Courier and other charges at actual.
C)	Issuance of Counter Bank Guarantee in FCY	0.50% per quarter or minimum Tk.800.00 plus Transmission Cost
D)	Issuance of Counter Bank Guarantee in BDT	0.50% per quarter or minimum Tk.800.00 plus Courier and other charges at actual
E)	Issuance of Shipping Guarantee (SG) / No-objection Certificate (NOC) / Delivery Order (DO) in absence of original import document	i. Tk.1,000.00 for documents per SG/NOC/DO value upto USD10,000.00 or equivalent ii. Tk.1,500.00 for documents per SG/NOC/DO value above USD10,000.00 or equivalent
F)	Confirmation of Bank Guarantee / Signature Verification	Tk.100.00
G)	Stamp Duty & Other Charges	At Actual

8.02	Charges for Amendment of Guarantee for Extension of Validity / Increase Amount	
A)	Commission per Quarter	Same as applicable for issuance of Bank Guarantee
B)	Stamp Duty & Other Charges	At Actual

8.03	Charges for Amendment of Guarantee for without Extension of Validity / Increase Amount	
A)	Commission per Quarter	Nil
B)	Minimum	Tk.1,000.00
C)	Stamp Duty & Other Charges	At Actual

8.04	Charges for Issuance of Guarantee at 100% Cash Margin	
A)	Commission per Quarter	Nil
B)	Minimum	Tk.1,000.00
C)	Stamp Duty & Other Charges	At Actual

8.05	Charges for Bid Bond / Performance Bond / Advanced Payment Guarantee	
A)	Commission per Quarter	0.50%
B)	Minimum	Tk.1,000.00
C)	Stamp Duty & Other Charges	At Actual





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Other Charges

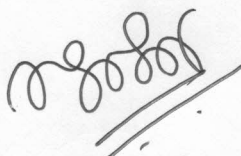
9.0 Godown Charges & Enlistment Fee

9.01	Godown Charges	
	Borrower's Godown under Bank's Custody:	
A)	Rent	On Borrower's Account
	Insurance	On Borrower's Account
	Salary & Allowances of Godown Staff	On Borrower's Account
	Bank's Rented Godown / Own Space	
B)	Rent & Maintenance	On Borrower's Account (*)
	Insurance	On Borrower's Account
	Salary & Allowances of Godown Staff	On Borrower's Account
C)	Delivery Order (D/O) Charge	Tk.100.00 per D/O
(*) Proportionate expenses / charges to be realized from borrower's account according to space utilization and other overhead costs.		

9.02	Enlistment Fees	
A)	C&F Agents and Others	Fresh Tk.20,000.00, Renewal Tk.7,500.00, Change of Category Tk.5,000.00
B)	Surveyor	Fresh Tk.10,000.00, Renewal Tk.5,000.00

10.0 Charges on Purchase of Cheque / Instrument (Discount rate to be approved by Head Office)

10.01	Charges for Purchase of Cheques/DD/PO and Inland Bills	
	Charges on Cheque / Instrument amount denominated in LCY:	
A)	Upto Tk.10.00lac	Tk.500.00
	Above Tk.10.00lac to Tk.25.00lac	Tk.750.00
	Above Tk.25.00lac to Tk.50.00lac	Tk.1,000.00
	Above Tk.50.00lac	Tk.1,500.00
	Charges on Cheque / Instrument amount denominated in FCY:	
B)	Upto USD5,000.00 or equivalent	USD25.00 or equivalent Tk.
	Above USD5,000.00 to USD25,000.00 or equivalent	USD50.00 or equivalent Tk.
	Above USD25,000.00 to USD1,00,000.00 or equivalent	USD100.00 or equivalent Tk.
	Above USD1,00,000.00 or equivalent	USD150.00 or equivalent Tk.
C)	Postage / Courier Service / Telephone	At Actual





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11.0 ATM / Debit Card Related Charges

11.01	ATM / Debit Card related Charges	
A)	Initial Annual Fee	Tk.150.00
B)	Renewal Fee	Tk.300.00
C)	Card Replacement Fee	Tk.300.00
D)	PIN Replacement Fee	Tk.300.00

11.02	ATM Cash Withdrawal	
A)	Bank's own ATM	Free
B)	NPSB Member Bank's ATM	Tk.15.00
C)	Q-Cash ATM	Tk.10.00

11.03	ATM Balance Enquiry & Mini Statement Generation	
A)	Bank's own ATM	Free
B)	NPSB Member Bank's ATM	Tk.5.00
C)	Q-Cash ATM	Free

12.0 CC Camera Video Footage Charge

12.01	CC Camera Video Footage Charge	
A)	Bank's own ATM	Tk.300.00 per footage
B)	NPSB Member's Bank's ATM	Tk.1,200.00 per footage or at actual whichever is higher
C)	Q-Cash ATM	Tk.500.00 per footage or at actual whichever is higher

13.0 Charges on e-Payment Services of e-GP

13.01	Charges of e-Payment services of e-GP	
A)	Registration	
	New Registration	Tk.100.00
	Renewal	Tk.100.00
B)	Tender Payment	
	Document	Tk.50.00
	Tender Security	Tk.50.00
	Performance Security	Tk.50.00
	New Performance Security	Tk.50.00
C)	Other Related Services	Tk.50.00





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Notes:

- A) All fees, commission, charges etc. are to be realized on the day of providing service.
- B) Any applicable government excise duty, VAT, levies, tax, surcharge etc. must be realized at actual as per instruction of the competent authority.
- C) VAT is applicable for all fees, commission & charges and to be realized on the day of providing service from the receiver of the service. For realization of government VAT existing instruction(s) or any change(s), from time to time, must be followed even if any waiver is allowed.
- D) Any part of this schedule of fees, commission and charges may not be applicable if mentioned otherwise for loans under credit line provided by the Government, Bangladesh Bank and International Financing Agencies.
- E) For Bank Guarantee issued as open-ended, minimum commission has to be realized for 1 year. If Bank Guarantee crosses one year, then another year's commission has to be realized and so on.
- F) The under-mentioned nature of charges has been mentioned as 'At Actual' which branches are not able to determine. So Head Office, for the time being, determined the following amount there against which to be treated and realized as 'At Actual' unless otherwise mentioned /advised (transmission cost to be defined and related with the following amount):

1. Charges for Post:

- ❖ Within Bangladesh : Tk.50.00
- ❖ Outside Bangladesh : i) Tk.500.00 within SAARC countries;
ii) Tk.1,000.00 for countries other than SAARC;

2. Charges for Courier / EMS:

- ❖ Within Bangladesh : Tk.100.00
- ❖ Outside Bangladesh : i) Tk.1,500.00 within SAARC countries;
ii) Tk.2,500.00 for countries other than SAARC;

3. SWIFT Charges:

a. To be applied for Local L/C and L/G only:


- ❖ SWIFT charge for issuing Local L/C and L/G: Tk.250.00
- ❖ SWIFT charge for issuing acceptance against Local L/C: Tk.250.00
- ❖ SWIFT charge for issuing amendment against Local L/C and L/G: Tk.250.00
- ❖ SWIFT charge for other reasons related to issuance of Local L/C and L/G only: Tk.250.00

NB: Whereas Local L/C and L/G would be those which are issued in favour of beneficiaries having legal existence and operation in Bangladesh.

b. To be applied for L/C and L/G other than items mentioned in point 3(a) above:

- ❖ SWIFT charge for issuing L/C and L/G: Tk.2,500.00
- ❖ SWIFT charge for issuing amendment against L/C: Tk.750.00
- ❖ SWIFT charge for issuing payment instruction or reimbursement instruction: Tk.750.00
- ❖ SWIFT charge for other reasons which are not mentioned above: Tk.500.00

4. FAX and Telephone Cost: Free



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- G)** Legal issues related fees & charges [including point 7.01(B) regarding Lawyer Fees] has to be followed by issued Circular Letter # BASIC/HO/LID/2015/18905, dated 20.09.2015, circulated by then Legal Issues Division | Head Office | BASIC Bank Limited or any subsequent amendment on it.
- H)** Surveyors fees & charges [including point 7.01(C) regarding Valuation] has to followed by previously issued Circular Letter # BASIC/HO/CCD/2011/4814, dated 05.04.2011, circulated by Commercial Credit Division | Head Office | BASIC Bank Limited or any subsequent amendment on it.
- I)** All employees of BASIC Bank Limited are exempted from the charges, fees and commission mentioned below while availing of the services mentioned in this Schedule of Charges of the Bank observing the following guidelines:
1. Only 'Account related Charges/Fees', 'Remittance related Charges & Fees' and 'ATM / Debit Card related Charges / Fees' would be exempted for any employee subject to other terms and conditions mentioned herein.
 2. In case of locker service:
 - (i) No exemption in yearly 'Locker Charge' / Rent and 'Key Replacement Cost'.
 - (ii) Only 50% Security Deposit would be exempted.
 3. Any or more than one service for an amount or type received by any employee under the above exemption policies must be commensurate / relevant / appropriate with the designation the employee having at the time of availing of the service and monthly gross salary and/or other benefits/perquisites s(h)e receives in the current month or immediate previous month to the month of receiving the service(s) whichever is higher.
- J)** Where specific charges, fees, commission etc. cannot be realized in foreign currency, equivalent local currency must be realized provided there is no exchange control regulation contrary to this note.
- K)**
 - (i) 1 (one) Quarter shall be treated as 3 (three) months for period calculation (for BG).
 - (ii) 1 (one) Quarter shall be treated as 90 days for period calculation (for other than BG).

