

Trade services and Trade Finance

Corporate and SME Banking

The City Bank Ltd
Schedule of Charges



Corporate & Investment and SME Banking Division
Trade Services and Trade Finance
Effective from 01 January, 2010

Item	Charge
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Import Related Charges

Issuance of Import Letter of Credit

Sight LC

Commission of L/C opening/Extension of validity and increase of amount	1st Quarter @ 0.40% maximum. Minimum BDT 1000. Subsequent Qtr.(s) max. @ 0.30%
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L/C (under 100% cash coverage)

Commission of L/C opening/Extension of validity and increase of amount	Maximum 0.25% per quarter, Minimum BDT 1000.
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L/C under Cash Usance

Commission of L/C opening/Extension of validity and increase of amount	1st Quarter @ 0.50% maximum. Minimum BDT 1000. Subsequent Qtr.(s) max. @ 0.30%
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L/C under Back to Back

Commission of L/C opening/Extension of validity and increase of amount	1st Quarter @ 0.40% maximum. Minimum BDT 1000 Subsequent Qtr.(s) max @0.30% .
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L/C under Aid/Barter/Grant

Commission of L/C opening/Extension of validity and increase of amount	1st Quarter @ 0.50% maximum. Minimum BDT 1000 Subsequent Qtr.(s) max @0.30% .
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Amendments of Letters of Credit

Amendment of L/C except increase of value and extension of validity	Maximum BDT 750/= Plus Communication Cost.
L/C cancellation (including cancellation of unutilized LC)	No Fees plus communication cost as per Schedule

Import Bills

Import Bill retirement (under sight L/C) in case of LIM	0.25% on landed cost, min BDT 1,000 max BDT 10,000/ No fees (Handling Charges)
Import against LCA Form	Maximum 0.25% Flat minimum BDT 1500
No objection Certificate or Attestation of Shipping Documents for Release of Goods.	BDT 1500.00
Discrepancy Fee (On Beneficiary)	For Foreign Docs : USD 75/= flat per bill. For Local Docs : USD 15/= flat when payment in FCY BDT 500/=flat when payment in BDT (To be deducted from bill value)
Payment Fee for local documents	For Local Docs : USD 15/= flat when LC is in FCY BDT 1000/=flat when payment in BDT (To be deducted from bill value)

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Item	Charges
Acceptance and Usance Bills	

Acceptance Commission	Foreign- Per Quarter @ 0.40% maximum, subsequent quarters @0.30% max. Minimum BDT 1000/= Local- 0.25 % per quarter maximum. Minimum BDT 1000
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LC Confirmation	
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LC confirmation arranged by City Bank: charges to be paid by the beneficiary	Flat @ 0.20% plus communication cost. Maximum BDT 100,000
LC confirmation arranged by City Bank: charges to be paid by the applicant	Flat @ 0.20% plus communication cost. Maximum BDT 100,000
Foreign Correspondent Charges (Local)	No Fees

Cost of Forms	
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L/C Application	BDT 200/=(including Tk.150/= for Stamp)
LCA	BDT 100
IMP	BDT 50
Issuance of Certificate	BDT 500
Advice of L/C Copy by Fax	Nil
Renewal of IRC	BDT 500
TM Forms	Free
C Forms	Free

Miscellaneous	
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Credit Report Collection	At actual
Registration of LCA	BDT 500

Export Related Charges	
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L/C Advising	Maximum BDT 750 plus communication cost
L/C Amendment Advising	BDT 750 for each plus communication cost
EXP. Issue:	BDT 100 per set
Processing of New Application to Bangladesh Bank for Buying House Permission	BDT 2000 per application
Processing of Renewal/Amendment Application to Bangladesh Bank for Buying House Permission	BDT 1000 per application
Buying House Commission Payment Processing Charge	BDT 300 per transaction.
Issuance of export proceed realization certificate (PRC)	BDT 500 per certificate
Issuance of Back-to-back LC issuance certificate	BDT 500 per certificate
Issuance of C&F certificate	BDT 500 per certificate
Issuance of certification of import documents for customs assessment purpose	BDT 500 per certificate
Any other Certificate	BDT 500 per certificate

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Item	Charges
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Transfer of L/C /Amendment (With Value)	
Customer	BDT 750 + SWIFT / Courier (as applicable)
Non Customer	BDT 750 + SWIFT / Courier (as applicable)

Transfer of Amendment (Without Value)	
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Customer	BDT 750
Non Customer	BDT 750

LC Confirmation	
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LC confirmation by City Bank	Flat @ 0.20% plus communication cost
Foreign Correspondent Charges (Local)	No Fees

Export credit and collections	
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Documentary Export Bill Collections / Negotiations (Foreign)	a) @.15%, Minimum BDT 1000; if there is no exchange gain b) Maximum Commission BDT 500; if there is exchange gain.
Documentary Export Bill Collections / Negotiations (Local)	a) @.15%, Minimum BDT 1000, Maximum BDT 5000; if there is no exchange gain b) Maximum Commission BDT 500; if there is exchange gain.
Processing Charges for Cash Assistance	Flat BDT 2000 + At actual cost of audit firm charges (if applicable)
Interest and commission on Export Bill (Negotiated/Purchased/Discounted)	Commission maximum 0.15%. Overdue/Penal interest: 13% after 21 days. Documents to be purchased at the prevailing OD sight / usance exchange rate (whichever applicable).
Service Charges on Export Credit/Packing Credit	No Fees

Guarantee Issuance	
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Issuance of Guarantee without 100% Cash Margin/FDR	@0.60% per qtr maximum or part thereof with a min of BDT 2000
Issuance of Guarantee at 100 % cash Margin	Flat BDT 500 per year
Issuance of Guarantee at 100% in the form of City Bank FDR	Flat BDT 1,000 per year
Issuance of Guarantee at 100% in the form of Othe Bank FDR	@0.60% per qtr maximum or part thereof with a min of BDT 2000
Shipping guarantee to carrier	1.BDT 500 for guarantee amount upto BDT 5.00 lac 2.BDT1000 for guarantee amount upto BDT10.00 lac 3.BDT2000 for guarantee amount above BDT10.00 lac
Amendment of Guarantee : for Extension of validity/ Increase of Amount	@0.60% per qtr maximum or part thereof with a min of BDT 1000.00
Amendment of Guarantee : without Extension of validity/ Increase of Amount	BDT 500.00
Advising of Guarantee to the Beneficiary in original without any engagement on our part	BDT 2000.00
Advising of Amendment of Guarantee to the Beneficiary in original without any engagement on our part	BDT 1000.00

Schedule of Charges

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Guarantee Issuance

Item	Charges
Advising of Guarantee to the Beneficiary in original by adding our confirmation	Per Quarter @ 0.5% maximum. Minimum BDT 3000.00
Advising of Amendment of Guarantee for Extension of validity/ Increase of Amount in original to the Beneficiary by adding our confirmation	Per Quarter @ 0.5% maximum. Minimum Tk.1500.00
Miscellaneous (Including Stamp Cost)	BDT 350.00

Other Services

Communication Costs / Misc. cost

Full Operative SWIFT LC (including transfer LCs) /LG	Outside Country- BDT 3000 Inside Country - BDT 1000
Amendment of L/C (including transfer LC) / LG by SWIFT	Outside Country- BDT 1000 Inside Country - BDT 1000
Courier (Outside country)	SAARC BDT 750 and other than SAARC BDT 2500
Courier (Inside country)	BDT 100
Regular Air Mail/Outside Country	At Actual, Min. Tk. 500
Other SWIFT message, not mentioned otherwise	BDT 500
Postage (inside country)	BDT 100
Attestation of Documents / Signature Verification Charges on Transport Document	BDT 100 per set
Warehouse Charges	
Delivery Order Charges	
Any other type of trade related transaction not covered herein above, unless otherwise stipulated	Negotiable

Godown Charges

Borrower's Godown under Bank's Custody (Borrower's Godown)

Rent	To be managed by the borrower
Insurance	To be managed by the borrower
Salary and Allowance of Godown Staff	To be managed by the borrower

Borrower's Godown under Bank's Custody

Rent	Actual cost of floor space occupied plus 75% of floor space cost as maintenance charge
Insurance	110% of the actual Cost of Insurance of stocks (To be distributed among the borrowers proportionately)
Salary and Allowance of Godown Staff	To be distributed among the borrowers proportionately
Delivery Order (Both Borrower's and Bank's Godown)	Per Delivery Order BDT 100 + actual cost of conveyance

NOTE :

1. Bank reserves the right to change / amend this Schedule of Charge as per BB guideline which would be updated on www.thecitybank.com
2. VAT is applicable @15% (or at prevailing rate) on all fees and charges.
3. Corporate bank includes all cash management and treasury account relationships.
4. Ledger fee shall be exempted for all government a/cs, deceased a/cs and blocked a/cs
5. Minimum account opening balance will be exempted for the CASA accounts which to be opened for loan disbursement or deposit schemes accounts opening purposes.