



Bangladesh Commerce Bank Limited

Trade Division, Head Office, Dhaka

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Trade Circular No-01

Date: June 27, 2011

All Branch Manager/Divisional Head
Bangladesh Commerce Bank Limited
Bangladesh.

Sub: Schedule of Commission/Charges/Fees on Foreign Exchange Transactions.

As per decision of the management, the Commission/Charges/Fees on Foreign Exchange business Transactions re-fixed as under which will be effected from 1st July' 2011.

SL	Item	Period/Value	Rate
1.0	IMPORT		
1.1	L/C Opening commission under Cash L/C (Sight):		
1.1.1	With 100% Cash Margin realized at the time of opening of L/C	1st quarter Rest quarters & part thereof Minimum	@ 0.25% @ 0.25% BDT 750/-
1.1.2	Below 100% Cash Margin	1st quarter Rest quarters & part thereof Minimum	@ 0.40% @ 0.30% BDT 1000/-
1.2	L/C opening commission under DP (Deferred Payment)		
1.2.1	With 100% Cash Margin realized at the time of opening of L/C	1st quarter Rest quarters & part thereof Minimum	@ 0.25% @ 0.25% BDT 750/-
1.2.2	Below 100% Cash Margin	1st quarter Rest quarters & part thereof Minimum	@ 0.50% @ 0.40% BDT 1000/-
1.3	L/C opening commission for Back to Back L/C on account of Export oriented Garments, Textile Ind. etc.		
1.3.1	Back to Back L/C opening commission	1st quarter Rest quarters & part thereof Minimum	@ 0.40% @ 0.30% BDT 1000/-
1.4	L/C opening commission under EDF	1st quarter Rest quarters & part thereof Minimum	@ 0.40% @ 0.30% BDT 1000/-
1.5	L/C opening commission under Aid /Loan /Credit /Barter etc	1st quarter Rest quarters & part thereof Minimum	@ 0.40% @ 0.30% BDT 1000/-
1.6	Acceptance of DP L/C (Cash/BTB)		
1.6.1	Acceptance Commission	1st quarter Rest quarters & part thereof Minimum	@ 0.40% @ 0.30% BDT 1000/-
1.6.2	Communication Charge	SWIFT-Foreign SWIFT-Local Mail-Foreign Mail-Local	BDT 750/- BDT 500/- At actual At actual

1.7	L/C Transmission Charge		
1.7.1	By SWIFT	Foreign Local	BDT 2800/- BDT 2500/-
1.7.2	By Mail/ Courier	Foreign/Local	At actual
1.7.3	If foreign L/Cs are transmitted in short and non-operative	By SWIFT	BDT 1000/-
1.8	L/C Amendment Communication Charges		
1.8.1	By SWIFT	Foreign Local	BDT 750/- BDT 500/-
1.8.2	By Mail/ Courier	Foreign/Local	At actual
1.9	L/C amendment		
1.9.1	Amendment for increase of L/C value or Extension of time	1st quarter Rest quarters & part thereof	As same as L/C opening Commission/ Rate
1.9.2	Amendment for other than increase of L/C value or Extension of time		BDT 750/- Flat
1.10	Add Confirmation Charge:		
1.10.1	For sight & DP L/Cs on applicant's A/C	F Bank Charges Service Charge	At actual
1.10.2	For sight & DP L/Cs on beneficiary's account, charges to be recovered from the applicant	Service Charge	@ 0.20%
1.11	IRC (Import) renewal fee	Govt. fee Service Charge	At actual BDT 500/-
1.12	IRC (Intender) renewal fee	Govt. fee Service Charge	At actual BDT 500/-
1.13.2	Communication Charge	SWIFT-Foreign SWIFT-Local Mail-Foreign Mail-Local	BDT 750/- BDT 500/- At actual At actual
1.13.3	Expired L/C Charges		No Charges
1.14	Reimbursement Authority MT740	Processing fee	BDT 200/-
1.15	Payment against local bills	Processing fee	BDT 1000/-
1.16	Discrepancy Charges for each set of discrepant document on Beneficiary's A/c at the time of payment.		
1.16.1	Foreign	Discrepancy Fee SWIFT charge Mail charge	USD 50/- USD 50/- USD 30/-
1.16.2	Local	Discrepancy Fee SWIFT charge Mail charge	USD 30/- USD 20/- USD 10/-
1.17	Processing charges for LIM	on the landed cost Minimum	@ 0.15% BDT 750/-
1.18	Collection of Credit Report on the Beneficiary of the Import L/C and applicant of the Export L/C from Dun & Bradstreet	Charges of D&B Processing fee	At actual BDT 100/-
1.19	Stationary of LC (LCAF, IMP, LC application, Agreement form etc)	Per set	BDT 500/-
1.20	Foreign Correspondence Charges	Foreign Local	At actual No Charges

2.0	INLAND L/C		
2.1	ILC Opening commission under Cash (sight)	1st quarter Rest quarters & part thereof Minimum	@ 0.40% @ 0.30% BDT 500/-
2.2	ILC Opening commission under DP	1st quarter Rest quarters & part thereof Minimum	@ 0.50% @ 0.30% BDT 500/-
2.3	Advising of ILC		BDT 500/-
2.4	Reimbursement of ILC		BDT 500/-
2.5	Amendment communication charges of ILC	By SWIFT By Mail By Courier	BDT 750/- At actual At actual
2.6	Amendment of ILC value or Extension of time		As same as ILC opening Commission / Charge Rate
2.7	Negotiation /collection & checking of documents under ILC (where these charges are recovered, reimbursement charges are to be waived)	commission	@ 0.10%
3.0	EXPORT		
3.1	Negotiation/Collection of Export bills in Foreign currency (FDBP/FDBC)	Commission	@ 0.15%
3.2	Negotiation of export bills in foreign currency on behalf of other bank or financial company. NOT applicable for our own clients.	Commission Minimum	@ 0.15% BDT 500/-
3.3	Local documentary bills for collection against L/C under LDBC /LFDBC (for scrutiny, processing & examination of documents)	Commission Minimum Maximum	@ 0.15% BDT 750/- BDT 2000/-
3.4	Local documentary bills purchased against L/C under LDBP (for scrutiny, processing & examination of documents)	Commission Minimum Maximum	@ 0.15% BDT 750/- BDT 1000/-
3.5	Local documentary bills purchased against L/C under LFDBP (for scrutiny, processing & examination of documents)	Commission Minimum Maximum	@ 0.15% BDT 750/- BDT 1000/-
3.6	For inward documentary bills for collection under grant (without L/C)	Commission Minimum	@ 0.15% BDT 250/-
3.7	Advising Charges		
3.7.1	Original L/C (export L/C) to the local beneficiary	Foreign Local	BDT 750/- BDT 500/-
3.7.2	Amendments	Foreign Local	BDT 750/- BDT 500/-
3.7.3	Pre-advising of Export L/C		BDT 500/- BDT 300/-
3.8	Export L/C transfer Charges		
3.8.1	Original L/C	Foreign Local	BDT 750/- BDT 500/-
3.8.2	Amendments	Foreign Local	BDT 750/- BDT 500/-
3.8.3	SWIFT communication, if any		BDT 1000/-

3.9	Adding of confirmation to export L/C by our Bank at the request of Foreign Bank	Commission per quarter Minimum	@ 0.25% USD 50/-
3.10	Foreign Bank's Guarantee commission against Discrepant Bills		At actual
3.11	Collecting Bank's Charges abroad		At actual
3.12	Mailing of Export documents		
3.12.1	By Mail/ Courier		At actual
3.13	Issuance of Proceed Realization Certificate (PRC) against Export Bill		BDT 500/-
3.14	Issuance of EXP		BDT 250/-
3.15	Issuance of C&F Certificate		BDT 500/-
3.16	Issuance of BTB L/C Certificate		BDT 500/-
3.17	Export document processing under FDBC /FDBP (for scrutiny, processing & examination of documents)	Foreign	BDT 500/-
4.0	FOREIGN BANK GUARANTEE		
4.1	Advising of the Guarantees to the beneficiary in original without any engagement on our part		BDT 500/-
4.2	Advising of Guarantee in original by adding our confirmation	Per quarter Minimum	@ 0.25% USD 30/-
4.3	Advising of Guarantee (Performance) in our own format or on the format supplied by the opening Bank with our full engagement against counter guarantee of 1st class foreign Bank.	Per quarter Minimum	@ 0.15 ~ 0.40% USD 100/-
4.4	Advising of Guarantee (Bid Bond) in our own format or on the format supplied by the opening Bank with our full engagement against counter guarantee of 1st class foreign Bank.	Per quarter Minimum	@ 0.15% USD 100/-
4.5	Indemnity for shipping guarantee in absence of original documents (Provided 100% value of document plus 2% as exchange fluctuation risk & F Bank charges (if any) is to be deposited by the client)		No charge
5.0	FOREIGN REMITTANCE		
5.1	Issuance of Foreign Currency Draft/Counter Draft		
5.1.1	Drawn on Bangladesh Bank from FC A/C	Issuance Charge	USD 10/-
5.1.2	Drawn on Bangladesh Bank from other than FC A/C (except wage earners)	Issuance Charge	USD 10/-
5.1.3	Drawn on Foreign Bank from FC A/C	Issuance Charge F Bank Charges	USD 10/- USD 15/-
5.1.4	Drawn on Foreign Bank from other than FC A/C	Issuance Charge F Bank Charges	USD 15/- USD 15/-
5.2	Remittance by TT		
5.2.1	TT in foreign currency through foreign correspondent from FC A/C in case the fund transfer involves a intermediary bank other than reimbursing bank	Issuance Charge F Bank Charges Third Bank Charge	USD 10/- USD 25/- USD 25/-
5.2.2	TT in foreign currency through foreign correspondent from other than FC A/C In case the fund transfer involves a intermediary bank other than reimbursing bank	Issuance Charge F Bank Charges Third Bank Charge	USD 15/- USD 25/- USD 25/-

5.3	Passport endorsement		
5.3.1	By issuance of TC	Exchange Rate Commission Endorsement Fee	TT & OD @ 1.30% BDT 250/-
5.3.2	By issuance of Cash Foreign Currency	Exchange Rate Endorsement Fee	BC Selling BDT 250/-
5.4	Cancellation of FDD	Processing fee	BDT 300/-
5.5	Issuance of Duplicate FDD	Processing fee	BDT 500/-
5.6	Collection of FC draft/cheques under LBC/FBC	Commission Minimum Postage	@ 0.15% BDT 250/- At actual
5.7	Purchase of FC drafts/cheques under LBP/FBP	Commission Minimum Postage Exchange Rate Overdue Interest	@ 0.15% BDT 250/- At actual OD Transfer Lending rate
6.0	OTHERS		
6.1	Application /confirmation of Test (Applicable for other Banks only and our Bank reserves the right to refuse such service to other Banks)		BDT 750/-
6.2	Credit information on Local Firm / Companies	Per instance	USD 125/-
6.3	If the charges (confirmation, amendment etc)/ commission are on Beneficiary's account and the charges are not paid by them, the charges /commission are to be realized from the applicant as per Article 13(b) iv, ci of UCP600.		At actual
6.4	Processing fee for cash subsidy, cash incentive & duty drawback for export		BDT 500/-
6.5	Processing fee for obtaining Bangladesh bank approval /permission (indenting, Buying house, freight forwarders agent etc.)	First time Additional of each principal Renewal Charges	BDT 2000/- BDT 1000/- BDT 1000/-
6.6	Closing Charges of FC /RFCD /Exporter's retention quota A/C		BDT 500/-
6.7	Opening of Student file in Foreign Currency		BDT 3000/-
6.8	payment of Taka Draft / TT issued under Taka drawing arrangement (wage earners remittance)		No Charges
6.9	transaction by Nominee / Account holder in FC Accounts		No Charges

1. These Charges/ Commissions/ Rates are exclusive of Government duty /Tax/ Vat, if any, shall be recovered in addition (where applicable).
2. Charges will be the equivalent of that currency in the case of transaction in other than US Dollar.

Sd/-

(Md. Iftakhar Hossain)
First Asst. Vice President

Sd/-

(Md. Kamruzzaman Akhand)
Vice President & Head of Trade Division