

Mercantile Bank Limited
Research and Planning Division
Head Office, Dhaka

Schedule of Charges

1. General Banking and Credit Operation

Service		Nature of Charge	Charge/Commission
1.1 Collection			
1.1 (i)	Collection of Local Cheque/Bill/Draft	Charge	i) Where there is a Clearing House : Free ii) Where there is no clearing house : All Costs at actual, plus BDT 100
1.1 (ii)	Cheque Dishonored or returned from Clearing House	Charge	Inward Cheque Charge: BDT 300 Outward Cheque Charge: BDT 200
1.1 (iii)	Bounced Cheque drawn on us (cash or transfer) [if Customer wants any Certification against this]	Charge	BDT 300 (flat) per instance from the account of the Drawer of cheque
1.1 (iv)	Collection of Outstation Cheques/Bills/Drafts (Clean/Documentary including IBPs) (will not be applicable for institutional account)	Commission	i) Upto BDT 25,000 @ 0.20%, but minimum BDT 50 ii) From BDT 25,001 to BDT 1 lac @ 0.20%, but minimum BDT 100 iii) From BDT 1,00,001 to BDT 5 lac @ 0.15%, but minimum BDT 200 iv) Above BDT 5 lac @ 0.10%, but minimum BDT 750, maximum BDT 5,000
1.1 (v)	BACH	Charge	<u>Charge on regular value Cheque</u> Less than BDT 50,000 : Free BDT 50,000 but less than BDT 5,00,000 : BDT 10 BDT 5,00,000 and above : BDT 25 <u>Charge on high Value Cheque</u> BDT 5,00,000 and above : BDT 60
1.1 (vi)	Postage (Registered/Courier)	Charge	At actual
1.2 Issuance of Cheque Book			
1.2a Issuance of MICR Cheque Book			
1.2a (i)	CD/ SND Account	Charge	BDT 10 per leaf
1.2a (ii)	Savings Account	Charge	BDT 5 per leaf
1.2a (iii)	Issue of new Cheque Book in case of lost one	Service Charge	BDT 500
1.2b Issuance of Bangladesh Bank Cheque			
1.2b (i)	Issuance of Bangladesh Bank Cheque (on request of the Customers)	Charge	BDT 1,000 per instance

* VAT is applicable as per Government rules on realized Commission & Charges.

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1.3 Account Closing Charge			
1.3 (i)	CD/SND Account	Service Charge	BDT 300
1.3 (ii)	Savings Account	Service Charge	BDT 200
1.3 (iii)	All Schemes and FDRs	Service Charge	Free
1.4 Account Transfer Charge			
1.4 (i)	CD/SND Account	Service Charge	BDT 500
1.4 (ii)	Savings Account	Service Charge	BDT 300
1.4 (iii)	Accounts under Schemes (MSS)	Service Charge	BDT 300
1.5 Remittance (Inland)			
1.5 (i)	Issue of DD*/TT	Commission	@ 0.10%
		Minimum	BDT 50
	Telephone Charges for TT	Charge	BDT 50
1.5 (ii)	Cancellation of DD/TT	Charge	Up to BDT 500 : Free Above BDT 500 : BDT 200
1.5 (iii)	Issue of Payment Order (PO)*	Charge	i) Upto BDT 10,000 : BDT 25
			ii) Above BDT 10,000 to BDT 1,00,000 : BDT 50
			iii) Above BDT 1,00,000 : BDT 100
	Issue of Payment Order for e-tender (e-GP Payment Order)	Charge	Free
	Issuance of Payment Order through online transfer from other Branch	Charge	BDT 150
	Cancellation and/or Issue of Duplicate Payment Order*	Charge	Up to BDT 500 : Free Above BDT 500 : BDT 300
1.6 Issuance of Duplicate Instruments			
1.6 (i)	Issuance of Duplicate Instruments (except PO)	Charge	Up to BDT 10 Lac: BDT 1,000 Above BDT 10 Lac & Above: BDT 1,500
1.6 (ii)	Issuance of Duplicate Instruments against 'Sanchoy Patra' and 'Bond'	Charge	BDT 500
1.7 Standing Instruction			
1.7 (i)	Standing Instruction	Charge	i) BDT 150 for execution of each instruction (except loan A/C)
			ii) No Standing Instruction charge for transfer of balance from any deposit account to Scheme Account(s) and Vice Versa

* Bank will charge commission of BDT 10 (ten) only for issuing Demand Draft/ Payment Order (not exceeding BDT 1,000) in connection with application by the students/unemployed youth for employment.

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1.8 Issuance of Guarantee and e-GP System			
1.8 (i)	Issuance of Guarantee	Commission/ Service Charge	i) If the tenor of the Guarantee is one quarter (90 days) or below one quarter; Commission to be realized @ 0.25% to 0.60% on 90 days (one quarter). For subsequent quarter; Commission to be realized @ 0.25% to 0.60% on actual utilization period.** ii) Lump sum BDT 300 in case of 100% cash margin iii) Service charge of BDT 1,000 per instance
1.8 (ii)	e-GP	Charge	BDT 300 per instance for any type of e-GP services
1.8 (iii)	Issuance of Duplicate Guarantee (local) (subject to complying all formalities)	Charge	BDT 2,000 plus Stamp cost at actual
1.9 Incidental Charges (except employees' account)			
1.9 (i)	Current and SND Account	Charge	NIL
1.9 (ii)	Savings Account	Charge	NIL
1.9 (iii)	All Loan Accounts (except Staff Loan)	Charge	NIL
1.10 Account Maintenance Fee (except Staff, School Banking, Financial Inclusion, Agriculture Loan A/Cs)			
1.10 (i)	Current Account	Charge	BDT 300 (half yearly basis on each account)
1.10 (ii)	SND Account	Charge	BDT 500 (half yearly basis on each account)
1.10 (iii)	Savings Account	Charge	Half Yearly Average Balance: Up to BDT 10,000 : Nil Above BDT 10,000 to BDT 25,000 : BDT 100 Above BDT 25,000 to BDT 200,000 : BDT 200 Above BDT 200,000 to BDT 10,00,000 : BDT 250 Above BDT 10,00,000 : BDT 300 (half yearly basis on each account)
1.10 (iv)	MBL Prabasi Sanchaya Hishab	Charge	NIL
1.10 (v)	All Loan Accounts (except PC, PAD, Staff Loan)		
	Limit less than BDT 1 Lac	Charge	NIL
	Limit from BDT 1 Lac to BDT 1 Crore		NIL
Limit above BDT 1 Crore	NIL		

** Commission will be realized on the basis of Banker-Customer relationship which will be approved by management of the Bank.

** Branch shall have to realize the upper band of the commission/charge when guarantee is given under the delegation power of Head of Branch.

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Service		Nature of Charge	Charge/Commission
1.11 Locker Service			
1.11 (i)	Locker Service	Rent (Annual_360 Days)	i) Small : BDT 3,000 (for employee BDT 1,500) ii) Medium: BDT 4,500 (for employee BDT 2,250) iii) Large : BDT 5,500 (for employee BDT 2,750)
		Security Deposit (Refundable)	i) Small : BDT 3,000 ii) Medium : BDT 4,500 iii) Large : BDT 5,500
		Replacement of Key (Lost/Damage)	BDT 5,000
		Closing Charge	NIL
1.12 Miscellaneous Services			
1.12 (i)	Stop Payment Instruction	Service Charge	BDT 500
1.12 (ii)	Issue of Certificate to customers (all accounts including Scheme accounts)	Service Charge	BDT 500
1.12 (iii)	Issuance of Commitment letter and verification of Certificate	Service Charge	Less than BDT 1 Crore : BDT 1,000 BDT 1 Crore & Above : BDT 2,000
1.12 (iv)	Issue of Balance Confirmation Certificate	Service Charge	Yearly & Half-Yearly Free. But more than that BDT 200 for each instance thereof
1.12 (v)	Issuance of Solvency Certificate	Service Charge	BDT 500
1.12 (vi)	Issuance of BO Certificate	Service Charge	BDT 100
1.12 (vii)	Issue of Account Statement ***	Service Charge	BDT 50 per page for current year And BDT 75 per page for each of past year
1.12 (viii)	Dormant Account Activation Fee	Service Charge	Savings Account: BDT 300 CD/SND Account: BDT 500
1.12 (ix)	SMS Alert Service (if applicable)	Service Charge	CD/SND Account : BDT 200 (half yearly basis)
			Savings Account : BDT 150 (half yearly basis)
			Only Cheque Bearing Loan Account (except CMSME): BDT 200 (half yearly basis)
1.12 (x)	Editing/ Changing Contact number of the A/C holder	Service Charge	BDT 100
1.12 (xi)	Lien Mark & Security Encashment		
	Other Bank's Instruments kept lien with our Bank	Service Charge	BDT 250
	Our Bank's Instruments kept lien with other Bank	Service Charge	BDT 250
	Encashment of other Bank's Instruments kept lien with our Bank	Service Charge	BDT 500

***** Issue of account statements:**

Current and SND Account :	1 (One copy of A/C Statement/ week) : Free
Savings Account and Scheme Deposit Account :	2 (Two copies of A/C Statement/ year) : Free

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Service		Nature of Charge	Charge/Commission
1.13 Charges for Credit Operation			
1.13 (i)	Loan Processing Fee		
	SOD against Schemes/FDR/Share/all other Financial Securities	Charge/Fee	NIL
	Cottage, Micro, SME Loan	Charge/Fee	NIL
	Consumer & Retail Loans (other than SOD)	Charge/Fee	Up to 2% on Loan Limit
	Other Loans (Sanctions/renewal /enhancement/extension)	Charge/Fee	BDT 500
1.13 (ii)	SOD-Earnest Money Financing Scheme' under e-Tendering		
	Registration/Renewal Fees	Fee	BDT 300 (yearly basis)
	Document Fees	Fee	BDT 25
	Tender/Proposal Security/Upload	Fee	BDT 25
	Performance Security	Fee	BDT 200
	New Performance Security	Fee	BDT 200
	Issuance of PO	Charge	NIL
1.13 (iii)	Syndication Loan/Structured Finance		
	Arranger Fee (Specific)	Fee	0.25% - 1.00% of Arranged Amount
	Underwriting Fee (Specific)	Fee	0.25% - 1.00% of Underwriting Amount
	Agency Fee_Facility (Annually)	Fee	0.05% - 0.50% of Outstanding Amount
	Agency Fee_Security (Annually)	Fee	0.05% - 0.50% of Outstanding Amount
	Participation Fee	Fee	As per arrangement of Lead Bank/Arranger
1.13 (iv)	Commitment Fee (on Undrawn Amount)	Commission	NIL
1.13 (v)	Early Settlement Fee		
	For Instalment Loans (except Cottage, Micro & Staff Loans)	Commission	2.00% on outstanding amount
	For Cottage, Micro & Staff Loans	Commission	NIL
1.13 (vi)	Price of Loan Application Form(s)		
	Loan Application Form (except Cottage, Micro, SME, Staff & SOD)	Charge	Less than BDT 1 Crore: BDT 500 BDT 1 Crore & Above: BDT 1,000
	Loan Application Form(s) for Cottage, Micro, SME	Charge	BDT 200
	Loan Application Fee for SOD against Financial Instruments	Charge	BDT 200
1.13 (vii)	CIB Charge	Charge	At actual
1.13 (viii)	Others (not specified above)	Commission/ Charge	i) At Actual (For Cottage, Micro, SME) ii) To be fixed by the Management

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Service		Nature of Charge	Charge/Commission
1.14 On-line Charges			
1.14a On-line Charges			
1.14a (i)	Inter/Intra City (per instance) for Deposits, withdrawal or A/C to A/C transfer	Commission/ Charge	NIL
1.14a (ii)	MSS if deposited in other Branch (per instance)	Charge	NIL
1.14a (iii)	Current, SND and Cheque Bearing Loan Account	Service Charge	Half Yearly Basis (Based on total amount of online transactions) BDT 0 to BDT 10 lac : BDT 200 Above BDT 10 lac to BDT 1 Cr: BDT 500 Above BDT 1 Cr to BDT 5 Cr : BDT 2,000 Above BDT 5 Cr : BDT 5,000
	Savings Account	Service Charge	Half Yearly Basis (Based on total amount of online transactions) BDT 0 to BDT 2 lac : BDT 100 Above BDT 2 Lac to BDT 10 lac : BDT 150 Above BDT 10 lac to BDT 1 Cr: BDT 500 Above BDT 1 Cr to BDT 5 Cr : BDT 1,000 Above BDT 5 Cr : BDT 2,000
	School Banking, Financial Inclusions & Agriculture Loan Accounts	Service Charge	NIL
1.14a (iv)	Collection of other Branch cheques through clearing house	Commission/ Charge	NIL
1.14b BD-RTGS Charges			
1.14b	BD-RTGS transaction	Service Charge	If RTGS transaction is made BDT 1 lac and above, charges will be imposed BDT 86.96 and VAT BDT 13.04 on each outward transaction

Note: *The Managing Director and CEO will have the discretion to change (enhance/reduce/waive) the charge/commission according to Banker-Customer relationship. In absence of MD & CEO, concerned AMD/DMD will enjoy the same discretionary power subject to post facto approval from Managing Director & CEO.*

(Ref: Instruction Circular no. 2437/2020, Dated: December 20, 2020)