

## Mercantile Bank PLC.

Research and Planning Division

Head Office, Dhaka

### Schedule of Charges for Foreign Trade

As per BRPD Circular No.#11,Dated June 10, 2021

Type of Services			Nature	Charge/ Commission
<b>Import</b>				
<b>3.1</b>	(i)	L/C opening under Cash/AID/Loan/Barter etc	Commission/ Charge/Fee	0.10% to 0.40% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(i)	L/C opening under 100% Cash Margin	Commission/ Charge/Fee	Not more than 0.25% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(i)	L/C opening of Govt. Organization/ Semi Govt. Organization/ Autonomous Bodies	Commission/ Charge/Fee	0.02% to 0.25% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(ii)	Back to Back L/C opening including EDF L/C against Export LC	Commission/ Charge/Fee	0.10% to 0.40% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(iii)	Back to Back L/C opening against Contract	Commission/ Charge/Fee	0.25% to 0.40% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(iv)	L/C opening under Deferred Payment & UPAS	Commission/ Charge/Fee	0.10% to 0.50% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(v)	Acceptance Commission (BTB L/C against Export L/C)	Commission/ Charge/Fee	0.10% to 0.40% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(vi)	Acceptance Commission (BTB L/C against Contract)	Commission/ Charge/Fee	0.40% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(vii)	Acceptance Commission (DP, UPAS etc bills)	Commission/ Charge/Fee	0.10% to 0.40% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(viii)	Import without L/C (Collection/Open Account basis)	Commission/ Charge/Fee	0.40% (but Minimum USD 10.00 or its equivalent BDT)) per instance plus SWIFT charge at actual

	(ix)	Import through Advance Payment	Commission/ Charge/Fee	0.40% (but Minimum USD 10.00 or its equivalent BDT)) per instance plus SWIFT charge at actual.
3.2	If transmitted copy of L/Cs are sent by mail			
	This shall cover cost of registered mail of local L/C to advising Bank		Commission/ Charge/Fee	At Actual
3.3	If L/Cs are transmitted by SWIFT (Foreign/Local)			
	(i)	L/C transmitted by SWIFT	Charge	At Actual
	(ii)	Short form or free format message	Charge	At Actual
	(iii)	In-operative L/C transmitted by SWIFT	Charge	At Actual
3.4	Amendment of Local L/C by mail (This shall cover cost of registered mail of amendments to Advising Bank)		Charge	i) Amendment Charge BDT 500
				ii) Mailing charge at actual
3.5	SWIFT Charge for L/C amendment			
	(i)	Foreign	Charge	At actual
		Local		
	Processing fee for acceptance			
	(ii)	Foreign	Charge	BDT 700
		Local		BDT 350
	Processing fee for Foreign Payment			
	(iii)	Cash/DP/UPAS LC	Fee	Up to USD 25,000 : USD 30
				USD 25,001 to USD100,000 : USD 60
				Above USD 100,000 : USD 100
		BTB L/C	Fee	Up to USD 10,000 : USD 25
				USD 10,001 to USD 100,000 : USD 50
				Above USD 100,000 : USD 70
(iv)	Processing Fee for local Payment	Fee	Up to USD 10,000 or equivalent BDT: USD 15 Above USD 10,000 or equivalent BDT : USD 30	
(v)	Fee for issuance/transaction/of Payment Order/DD/ BFTN/RTGS Fee for Local Bills	Fee	At Actual	
(vi)	Confirmation of Authenticity of SWIFT messages of Correspondent banks to any local Bank	Fee	BDT 750	
3.6	(i)	If amendment includes increase of value or extension of time, then L/C opening commission for additional time or value shall be recovered as prescribed in the opening page	Commission	As described in 3.1

	(ii)	Any amendment of L/C after expiry (excluding Back-Back L/C): fresh L/C opening charges should be realized as per schedule	Charge	As described in 3.1
	(iii)	Amendment Communication Service charge	Charge	BDT 750
<b>3.7</b>	<b>For arranging Add confirmation from third Bank</b>			
	(i)	For Sight L/C on Opener's A/C	Commission/ Charge	a) Foreign Correspondent's actual commission & charges b) Service charge at actual but minimum BDT 2,000
	(ii)	For Sight L/C on Beneficiary's A/C	Commission/ Charge/Fee	a) Service charge at actual but minimum BDT 2,000
	(iii)	For DP L/C up to 180 days on Applicant's A/C	Commission/ Charge	a) Foreign Correspondent's actual commission & charges b) Service charge at actual, minimum BDT 2,000
	(iv)	For DP L/C up to 180 days on Beneficiary's A/C	Charge	a) Service charge at actual but minimum BDT 2,000
		Commission/ charges for confirmation of DP L/Cs over 180 days and for sight L/Cs of Big amounts	Charge	To be quoted by International Division, Head Office by arrangement with the Confirming Bank
<b>3.8</b>	Foreign correspondence charge for all types of L/Cs to be paid by Applicant (if applicable)		Charge	At actual as per schedule of charges of Foreign Correspondents (to be realized at the time of L/C opening)
<b>3.9</b>	(i)	Foreign correspondence charge for amendment of L/C to be paid by Applicant (if applicable)	Charge	At actual as per schedule of charges of Foreign Correspondents
	(ii)	Service charge	Charge	BDT 750
<b>3.10</b>	<b>L/C cancellation charge or expired unutilized</b>			
	(i)	By SWIFT	Charge	At actual as per schedule of charges of foreign correspondents (if applicable) and SWIFT charge at actual
	(ii)	By Air Mail	Charge	At actual as per schedule of charges of foreign correspondents (if applicable) and postal charge at actual
<b>3.11</b>	Interest on PAD (Payment Against Documents)			As per lending rate fixed by Bank from time to time

<b>3.12</b>	Collection of Credit Report of the buyer/ beneficiary of the L/C (Export/Import)		Charge	At actual charge of D&B or other Service Provider plus service charge USD 25 per case
<b>3.13</b>	L/C dispatched by Courier (For all L/C irrespective of original or amendment)		Charge	At Actual
<b>3.14</b>	LCAF issuance charge		Charge	Nil
<b>3.15</b>	(i)	Processing fee for Pre-Shipment Inspection	Fee	BDT 500 per instance
	(ii)	C & F Certificate Issue Charge	Charge	BDT 500 per instance
<b>3.16</b>	Handling charge for settlement of documents of import bills (to be realized from the bill value, when applicable, in case of discrepant documents)			USD 50
<b>3.17</b>	(i)	EDF/EFPP Settlement Charges	Charge	Up to USD 10,000 : BDT 250 Above USD 10,000 : BDT 1,000
	(ii)	Processing fee for seeking permission of maturity date extension for EDF/EFPP loans from Bangladesh Bank	Fee	BDT 2,000 for each permission
	(iii)	All other charges not mentioned above in connection with opening, advising & settlement of L/Cs	Charge	At actual plus BDT 2,000 service charge
	(iv)	Import Document Return Fee	Charge/Fee	BDT 1,000 plus Courier charge at actual and SWIFT communication charge (if any)
<b>Export</b>				
<b>3.18</b>	(i)	Bill (Sight/ Usance) Negotiating charges for export bills in foreign currency	Charges	BDT 500
	(ii)	Bill (Sight/ Usance) Negotiating charges for export bills in Local Currency	Charges	0.15% or minimum BDT 500 to maximum BDT 10,000
	(iii)	Bill (Sight/ Usance) Negotiating charges for export bills in foreign currency but proceeds realized in equivalent BDT	Charges	0.15% or minimum BDT 500 to maximum BDT 10,000
	(iv)	Documentary collection bills under all types of L/Cs/Contracts	Commission/ Charges	Collection Commission BDT 500 plus Postal/Cable/SWIFT Charges at actual
	(v)	Mailing of Export Bill by Courier	Charges	At actual per mail
	(vi)	Advising of Local/Foreign Bank L/C to the local Beneficiary	Charges	BDT 750
	(vii)	Advising of amendment of Local/Foreign Bank L/C to the local Beneficiary	Charges	BDT 750
	(viii)	Transfer of L/Cs	Charges	BDT 750 per instance

	(ix)	Adding confirmation by our Bank	Charges	0.20% for first quarter & commission to be realized on actual utilization period for subsequent quarter(s).
	(x)	Foreign Banks' Guarantee commission against discrepant bills	Commission	Postage/SWIFT charge at actual and Foreign Correspondent Bank Charge (if any)
3.19	(i)	Advising of guarantees to the Beneficiary in original without any engagement on our part	Charges	BDT 1000 plus at actual Mail/SWIFT charges
	(ii)	Issuance/Amendment/Confirmation of Guarantee/SBLC	Commission	If the tenor of the Guarantee is one quarter (90 days) or below one quarter; Commission to be realized @ 0.10% to 0.50% on 90 days (one quarter). For subsequent quarter; Commission to be realized @ 0.10% to 0.50% on actual utilization period*
				Minimum BDT 1,000
	(iii)	Issuance/Amendment of Guarantee in our own format or on format provided by counter Guarantee issuing bank with our full engagement against 100% counter guarantee of Foreign Bank	Commission	If the tenor of the Guarantee is one quarter (90 days) or below one quarter; Commission to be realized up to 0.50% on 90 days (one quarter). For subsequent quarter; Commission to be realized up to 0.50% on actual utilization period plus cost of stamp, Tax, postage/SWIFT charges (at actual) etc. and at actual commission & charges of Foreign Correspondent*.
				Minimum BDT 1,000
	(iv)	Issuance of IRU	Commission	0.10% to 0.30% per quarter
				Minimum BDT 1000
	(v)	Indemnity for shipping guarantees in absence of original documents provided full value of documents is deposited by the customer		Sight L/C-No charge but Deferred, UPAS & BTB L/C BDT 750 per instances
	(vi)	Endorsement of N/N copy for Custom Assessment Purpose	charge	Nil
	(vii)	PRC Issue charge	charge	BDT 500 per instance
	(viii)	EXP Issue charge	charge	BDT 250 per EXP
	(ix)	Issue of Certificate Charge		
		i) For BTB L/C	charge	BDT 500 per instance
		ii) For Bond License, Forced Loan and others	charge	BDT 500 per instance

	(x)	Exp Cancellation Charge	charge	BDT 200 per instance
	(xi)	Collection Charge against Export Bill of other bank.	charge	Foreign: BDT 5,000 plus Courier charge at Actual; Local: BDT 3,000 plus Courier charge at Actual.
<b>Foreign Remittances</b>				
<b>3.20</b>	(i)	Collection of Foreign Bank drafts and clean items drawn abroad through International Division, Head Office	Commission	Commission 0.25% per USD, 0.35% per GBP, EURO, CAD, JPY etc plus actual Postage/SWIFT charges and foreign correspondent bank's charge Minimum BDT 500
	(ii)	Encashment charges for encashment of Foreign TT at our counter (for wage earners remittance)	Charge	FREE (Branch will debit Head Office @TT Clean plus 0.10 paisa per USD and TT clean plus 0.05 paisa for other Foreign Currency except Japanese Yen)
	(iii)	Issuance of FC (Cash)	Commission	Commission 0.50%
	(iv)	Endorsement in Passport		BDT 200 per Endorsement
	(v)	Transaction in F/C A/C by Nominee/Account holder		Free
	(vi)	Remittance by TT (FC) through Foreign Correspondents	Charge/Fee	Up to BDT 1,00,000/ Equivalent Foreign Currency: BDT 100;
				From BDT 1,00,001 to BDT 5,00,000/ Equivalent Foreign Currency: BDT 200;
				5,00,001 to BDT 10,00,000/ Equivalent Foreign Currency: BDT 300;
				Above BDT 10,00,000/ Equivalent Foreign Currency : BDT 500
	(vii)	Collection of Drafts in Foreign Currency drawn on Bangladesh Bank	Charge/ Fee	Service charge BDT 300.00 plus postage & SWIFT charges at actual (if any)
	(viii)	Cancellation of TT (FC)	Charge/ Fee	BDT 200
<b>3.21</b>	(i)	Issuance of FC Drafts on foreign/local correspondents	Charge/Fee	Up to BDT 1,00,000/ Equivalent Foreign Currency: BDT 100;
				From BDT 1,00,001 to BDT 5,00,000/ Equivalent Foreign Currency: BDT 200;
				From BDT 5,00,001 to BDT 10,00,000/ Equivalent Foreign

				Currency: BDT 300;
				Above BDT 10,00,000/ Equivalent Foreign Currency : BDT 500
	(ii)	Cancellation of FDD	Charge/ Fee	BDT 200
<b>Miscellaneous</b>				
<b>3.22</b>	(i)	Opening of student file for study abroad	Charge/ Fee	a) BDT 5,000 per instance at the time of opening and BDT 500 for each subsequent transactions as service charge
				b) BDT 6,000 per instance (if prior approval/communication with Bangladesh Bank is needed)
	(ii)	Correspondent Charge to seek permission from Bangladesh Bank for Refinancing	Charge/ Fee	BDT 6,000 (for first permission), BDT 5,000 for each subsequent permission of the same customer
		Correspondent Charge to seek permission from Bangladesh Bank for- a. Bill of Entry Extension b. Exp Extension c. Others (not covered on the above)	Charge/ Fee	BDT 2,000 per proposal
	(iii)	Buying House payment processing charge	Charge/ Fee	BDT 1,500 per instance
	(iv)	Cash Incentive Handling Charge	Charge/ Fee	
		a) Traditional items (Jute, Jute goods etc)		a) Up to BDT 500,000 : BDT 3,000 b) BDT 500,001 to BDT 1,000,000 : BDT 4,000 c) BDT 1,000,001 & above : BDT 5,000
		b) Non-traditional items (Garments etc)		a) Up to BDT 500,000 : BDT 4,000 b) BDT 500,001 to BDT 1,000,001 : BDT 5,000 c) BDT 1,000,001 & above : BDT 6,000
	(v)	Others not mentioned above		BDT 3,000 per case
	(vi)	Return of Inward Remittance		USD 0 to USD 50

	<b>(vii)</b>	Vessel Tracking Charge*	Charge	BDT 200 per instance
	<b>(viii)</b>	Attestation of Documents/Signature Verification Charge	Charge	BDT 100
<b>Forms/Stationery</b>				
<b>3.23</b>	<b>(i)</b>	LC Application Form	Charge/Fee	BDT 150 plus Stamp Charge
	<b>(ii)</b>	IMP Form	Charge/Fee	BDT 150 per instance
	<b>(iii)</b>	TM Form (Except Cash Dollar Sell)	Charge/Fee	BDT 50 per instance
* VAT is applicable as per Government rules on realized Commission & Charges.				
* Commission will be realized on the basis of Banker-Customer relationship which will be approved by the management of the bank.				
* Branch shall have to realize the upper band of the commission/charges when L/c's are opened under the delegation power of the Head of the Branch				

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