

Mercantile Bank Limited
Research and Planning Division
Head Office, Dhaka

Schedule of Charges

3. Foreign Trade

Service		Nature of Charge	Charge/Commission
Import			
3.1	3.1 (i) (a)	Commission for opening of L/C under Cash/AID/Loan/Barter etc	1st Quarter 0.10% to 0.40% for each quarter & part thereof*
			Each subsequent Quarter or part thereof For 100% margin commission should not be more than 0.25% per quarter & part thereof
	3.1 (i) (b)	Commission for opening of L/C of Govt. Organization/ Semi Govt. Organization/ Autonomous Bodies	1st Quarter 0.05% to 0.25% per Quarter & part thereof*
			Each subsequent Quarter or part thereof
	3.1 (ii)	Commission for opening of Back to Back L/C including EDF L/C against Export LC	1st Quarter 0.10% to 0.40% for each quarter & part thereof*
			Each subsequent Quarter or part thereof
	3.1 (iii)	Commission for opening of Back to Back L/C against Contract	1st Quarter 0.25% to 0.40% for each quarter & part thereof*
			Each subsequent Quarter or part thereof
	3.1 (iv)	Acceptance Commission (BTB L/C against Export L/C)	1st Quarter 0.10% to 0.40% for each quarter & part thereof*
		Each subsequent Quarter or part thereof	
3.1 (v)	Acceptance Commission (BTB L/C against Contract)	1st Quarter 0.40% for each quarter & part thereof*	
		Each subsequent Quarter or part thereof	
3.1 (vi)	Commission for opening L/C under Deferred Payment & UPAS	Per Quarter or Part Thereof 0.10% to 0.50% for each quarter & part thereof*	
		Minimum Commission	
3.1 (vii)	Acceptance Commission (DP, UPAS etc bills)	for each Quarter 0.10% to 0.40% for each quarter & part thereof*	
3.1 (viii)	Import without L/C	-	Processing fee USD 50.00 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)	-	At Actual

* **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 deligation power of the Head of the Branch

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Service		Nature of Charge	Charge/Commission	
If L/Cs are transmitted by SWIFT				
3.3	3.3 (i)	L/C transmitted by SWIFT	Foreign	At Actual
			Local	
	3.3 (ii)	Short form or free format message	Foreign	At Actual
			Local	
	3.3 (iii)	In-operative L/C transmitted by SWIFT	Foreign	At Actual
			Local	
3.4	Amendment of Local L/C by mail (This shall cover cost of registered mail of amendments to Advising Bank)		-	i) Amendment Charge BDT 500
				ii) Mailing charge at actual
3.5	3.5 (i)	SWIFT Charge for L/C amendment	Foreign	At Actual
			Local	
	3.5 (ii)	Processing fee for acceptance	Foreign	BDT 700
			Local	BDT 350
	3.5 (iii)	Processing fee for Reimbursement Authority/PI	Cash/DP/UPAS LC	Up to USD 25,000 : USD 25 USD 25,001 to USD100,000 : USD 50 Above USD 100,000 : USD 100
			BTB L/C	Up to USD 10,000 : USD 15 USD 10,001 to USD 100,000 : USD 40 Above USD 100,000 : USD 60
	3.5 (iv)	Processing Fee for Payment of local bills through Bangladesh Bank vide FDD/RTGS.	-	Up to USD 10,000 : USD 40 Above USD 10,000 : USD 60
3.5 (v)	Processing Fee for Payment of Local Bills through Payment Order/DD/ BFTN	-	BDT 1,500	
3.5 (vi)	Confirmation of Authenticity of SWIFT messages of Correspondent banks to any local Bank	-	BDT 750	
3.6	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	-	As described in Para 2.1 (i, ii and iii)
	3.6 (ii)	Any amendment of L/C after expiry (excluding Back-Back L/C): fresh L/C opening charges should be realized as per schedule	-	As described in Para 2.1 (i, ii and iii) in earlier page
	3.6 (iii)	Amendment Communication Service charge	-	BDT 750

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Service		Nature of Charge	Charge/Commission	
For arranging Add confirmation from third Bank				
3.7	3.7(i)	For Sight L/C on Opener's A/C	-	a) Foreign Correspondent's actual commission & charges b) Service charge at actual but minimum BDT 2,000
	3.7(ii)	For Sight L/C on Beneficiary's A/C	-	a) Service charge at actual but minimum BDT 2,000
	3.7(iii)	For DP L/C upto 180 days on Applicant's A/C	-	a) Foreign Correspondent's actual commission & charges b) Service charge at actual, minimum BDT 2,000
	3.7(iv)	For DP L/C upto 180 days on Beneficiary's A/C	-	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		-	To be quoted by International Division, Head Office by arrangement with the Confirming Bank	
3.8	Foreign correspondence charge for all types of L/Cs to be paid by Applicant (if applicable)		At actual as per schedule of charges of Foreign Correspondents (to be realized at the time of L/C opening)	
3.9	3.9 (i)	Foreign correspondence charge for amendment of L/C to be paid by Applicant (if applicable)	At actual as per schedule of charges of Foreign Correspondents	
	3.9 (ii)	Service charge	BDT 750	
L/C cancellation charge or expired unutilized				
3.10	3.10 (i)	By SWIFT	-	At actual as per schedule of charges of foreign correspondants (if applicable) and SWIFT charge at actual
	3.10 (ii)	By Air Mail	-	At actual as per schedule of charges of foreign correspondants (if applicable) and postal charge at actual
3.11	Interest on PAD (Payment Against Documents)		As per lending rate fixed by Bank from time to time	
3.12	Collection of Credit Report of the buyer/ beneficiary of the L/C (Export/Import)		-	At actual charge of D&B or other Service Provider plus service charge USD 25 per case
3.13	L/C despatched by Courier (For all L/C irrespective of original or amendment)			At Actual
3.14	LCAF issuance charge		-	BDT 200 per LCAF
3.15	3.15 (i)	Processing fee for Pre-shipment Inspection	-	BDT 500 per instance
	3.15 (ii)	C & F Certificate Issue Charge	-	BDT 500 per instance

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Service		Nature of Charge	Charge/Commission
3.16	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
3.17	3.17 (i) EDF Settlement Charges	-	Upto USD 10,000 : BDT 250 Above USD 10,000 : BDT 1,000
	3.17 (ii) Processing fee for seeking permission of maturity date extension for EDF loans from Bangladesh Bank	-	BDT 2,000 for each permission
	3.17 (iii) All other charges not mentioned above in connection with opening, advising & settlement of L/Cs	-	At actual plus BDT 2,000 service charge
EXPORT			
3.18	3.18 (i) Bill (Sight/Usance) Negotiating charges for export bills in foreign currency	-	BDT 500
	3.18 (ii) Bill (Sight/Usance) Negotiating charges for export bills in foreign currency but proceeds realized in equivalent BDT	-	BDT 500
	3.18 (iii) Documentary collection bills under all types of L/Cs	-	Collection Commission BDT 500 plus Postal/Cable/SWIFT Charges at actual
	3.18 (iv) Mailing of Export Bill by Courier	Each Mail	At actual
	3.18 (v) Advising of Local/Foreign Bank L/C to the local Beneficiary	-	BDT 750
	3.18 (vi) Advising of amendment of Local/Foreign Bank L/C to the local Beneficiary	-	BDT 750
	3.18 (vii) Transfer of L/Cs	-	BDT 750 per instance
	3.18 (viii) Adding confirmation by our Bank	-	0.20% per quarter or part thereof*
	3.18 (ix) Foreign Banks' Guarantee commission against discrepant bills	-	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	-	BDT 1000 plus at actual Mail/SWIFT charges
3.19 (ii)	Issuance/Advising of guarantee/Amendment in original by adding our confirmation 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 @ 0.10% to 0.40% on 90 days (one quarter). For subsequent quarter; Commission to be realized @ 0.10% to 0.40% on actual utilization period*
		Minimum Commission	USD 50

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Service		Nature of Charge	Charge/Commission	
3.19	3.19 (iii)	Issuance/Advising of guarantee/ Amendment 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 @ 0.20% to 0.40% on 90 days (one quarter). For subsequent quarter; Commission to be realized @ 0.20% to 0.40% on actual utilization period plus cost of stamp, Tax, postage/SWIFT charges (at actual) etc. and at actual commission & charges of Foreign Correspondent*.	
		Minimum Commission	BDT 3,000	
	3.19 (iv)	Issuance of Bid Bond/Performance Bond favoring overseas beneficiary through foreign correspondent at our customer's request	Commission If the tenor of the Guarantee is one quarter (90 days) or below one quarter; Commission to be realized @ 0.20% to 0.40% on 90 days (one quarter). For subsequent quarter; Commission to be realized @ 0.20% to 0.40% on actual utilization period plus cost of stamp, Tax, postage/SWIFT charges (at actual) etc. and at actual commission & charges of Foreign Correspondent*.	
		Minimum Commission	BDT 3,000	
	3.19 (v)	Issuance of IRU	Minimum Commission 0.10% to 0.30% per quarter BDT 1000	
	3.19 (vi)	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
		Endorsement of N/N copy for Custom Assessment Purpose	-	Sight L/C-No charge but Deferred, UPAS & BTB L/C BDT 500.00 per instances
	3.19 (vii)	PRC Issue charge	-	BDT 500 per instance
	3.19 (viii)	EXP Issue charge	-	BDT 250 per EXP
		i) For BTB L/C	-	BDT 500 per instance
ii) For Bond Lisence, Forced Loan and others		-	BDT 500 per instance	

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Service		Nature of Charge	Charge/Commission
Foreign Remittances			
3.20	3.20 (i)	Collection of Foreign Bank drafts and clean items drawn abroad through International Division, Head Office	Commission Minimum 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 BDT 500
	3.20 (ii)	Encashment charges for encashment of Foreign TT at our counter (for wage earners remittance)	-
			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)
	3.20 (iii)	Issuance of FC (Cash)	-
			Commission 0.50%
	3.20 (iv)	Endorsement in Passport	-
		BDT 200 per Endorsement	
	3.20 (v)	Transaction in F/C A/C by Nominee/Account holder	-
			Free
	3.20 (vi)	Remittance by TT (FC) through Foreign Correspondents	-
			a) Foreign Correspondent charge at actual plus Service charge BDT1,000 b) SWIFT charge at actual
	3.20 (vii)	Collection of Drafts in Foreign Currency drawn on Bangladesh Bank	-
			Service charge BDT 300.00 plus postage & SWIFT charges at actual (if any)
3.21	Issuance of FC Drafts on foreign/local correspondents		-
			a) BDT 1,000 for each instrument against local currency b) BDT 500 for issuing each instrument by debiting FC A/C with us
Miscellaneous			
	3.22 (i)	Opening of student file for study abroad	-
		Correspondent Charge to seek permission from Bangladesh Bank for Refinancing	-
			BDT 6,000 (for first permission), BDT 5,000 for each subsequent permission of the same customer

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3.22	3.22 (ii)	Correspondent Charge to seek permission from Bangladesh Bank for- a. Bill of Entry Extension b. Exp Extension c. Others (not covered on the above)	- BDT 2,000 per proposal	
	3.22 (iii)	Buying House payment processing charge	- BDT 1,500 per instance	
	3.22 (iv)	Cash Incentive Handling Charge		
		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) Upto BDT 500,000 : BDT 4,000 b) BDT500,001 to BDT1,000,001 : BDT 5,000 c) BDT 1,000,001 & above : BDT 6,000
	3.22 (v)	Others not mentioned above	- BDT 3,000 per case	
	3.22 (vi)	Return of Inward Remittance	Minimum Charge	USD 0 to USD 50
3.22 (vii)	Vessel Tracking Charge*	Charge	BDT 1,500 per instance	

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)