

## Mercantile Bank Limited

Head Office, Dhaka

### Schedule of Charges

Ref: Instruction Circular no. 1143, Dated: January 30, 2013

<b>2. Foreign Trade</b>					
Services		Period/Value	Previous Rate of Commission/Charges	Revised/Existing Rate of Commission/Charges	
<b>2.1</b>	<b>Import</b>				
2.1.(i)	Commission for opening of L/C under Cash/AID/Loan/Barter etc.	1st Quarter	Maximum 0.50% (Below 100% Margin) and 0.25% (100% Margin)	Maximum 0.40% (Below 100% Margin) and 0.25% (100% Margin)	
		Each subsequent Quarter or part thereof	0.40% (Below 100% Margin) and 0.25% (100% Margin)	0.40% (Below 100% Margin) and 0.25% (100% Margin)	
2.1.(ii)	Commission for opening of Back to Back L/C including EDF L/C	1st quarter	0.90% for 1st 180 days or part thereof	0.40%	
		Each subsequent quarter or part thereof	0.60% for 2nd 180 days or part thereof	0.20%	
		Minimum	BDT 500.00	BDT 500.00	
2.1.(iii)	Acceptance Commission (BTB L/Cs)	Ist Quarter	Maximum 0.40% per quarter	0.40% for 1st Quarter	
		Each subsequent quarter or part thereof		0.20% for each subsequent quarter or part thereof	
2.1.(iv)	Commission for opening of L/C under Deferred Payment	Per quarter/Part thereof	0.60% for 1st quarter or part thereof	Maximum 0.50% for per quarter or part thereof But minimum BDT 1,000.00	
			0.40% for 2nd quarter or part thereof		
		Minimum	BDT 1,000.00		
2.1 (v)	Acceptance Commission (except BTB L/Cs)	For each quarter	Nil	0.40% per quarter	
2.2	If L/Cs are sent by mail (This shall cover cost of registered mail of local L/C to Advising Bank)		At actual minimum BDT 300.00	At actual minimum BDT 300.00	
2.3	If L/C transmitted by Telex/SWIFT				
2.3.(i)	L/C transmitted by SWIFT	Foreign	At actual or BDT 3,250.00	At actual or BDT 2,900.00	
		Local		At actual or BDT 1,050.00	
2.3.(ii)	Short form or free format message	Foreign	At actual or BDT 1,100.00	At actual or BDT 300.00	
		Local		At actual or BDT 300.00	
	In-operative L/C transmitted by SWIFT	Foreign	At actual or BDT 1,100.00	At actual or BDT 2,900.00	
		Local		At actual or BDT 1,050.00	
2.4	Amendment of local L/C by mail (This shall cover cost of registered mail of amendments to Advising Bank)		i) BDT 500.00	i) Amendment Charge BDT 500.00	
			ii) Mailing charge at actual but minimum BDT 50.00	ii) Mailing Charge at actual	

## Mercantile Bank Limited

Head Office, Dhaka

### Schedule of Charges

**Ref: Instruction Circular no. 1143, Dated: January 30, 2013**

2.5	Amendment transmitted by SWIFT		Foreign	At actual or BDT 1,100.00	At actual or BDT 850.00
			Local		At actual or BDT 500.00
2.6	2.6.(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 stage.		As under Section 2.1 (i, ii and iii)	As under Section 2.1 (i, ii and iii)
	2.6.(ii)	Any amendment of L/C after expiry (excluding Back-to Back L/C); fresh L/C opening charges should be realized as per schedule		As under Section 2.1 (i, ii and iii)	As under Section 2.1 (i, ii and iii)
2.7	For arranging Add Confirmation from third Bank				
	2.7.(i)	For sight L/C on Opener's A/C		i) Commission Waived	i) Commission Waived
				ii) Foreign Correspondent's actual commission and charges	ii) Foreign Correspondent's actual commission and charges
				iii) Service charge at actual minimum BDT 2,000.00	iii) Service charge at actual minimum BDT 2,000.00
	2.7.(ii)	For sight L/C on Beneficiary's A/C		i) Commission Waived	i) Commission Waived
				ii) Service charge at actual minimum BDT 2,000.00	ii) Service charge at actual minimum BDT 2,000.00
	2.7.(iii)	For DP L/C upto 180 days on Opener's A/C		i) Commission Waived	i) Commission Waived
				ii) Foreign Correspondent's actual commission and charges	ii) Foreign Correspondent's actual commission and charges
				iii) Service charge at actual minimum BDT 2,000.00	iii) Service charge at actual minimum BDT 2,000.00
	2.7.(iv)	For DP L/C upto 180 days on Beneficiary's A/C		i) Commission Waived	i) Commission Waived
				ii) Service charge at actual minimum BDT 2,000.00	ii) Service charge at actual minimum BDT 2,000.00
		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	To be quoted by International Division, Head Office by arrangement with the Confirming Bank

## Mercantile Bank Limited

Head Office, Dhaka

### Schedule of Charges

**Ref: Instruction Circular no. 1143, Dated: January 30, 2013**

2.8	Foreign correspondence charge for all types of L/Cs (Mail as well as Telex/SWIFT) to be paid by openers (if applicable)			At actual as per schedule of charges of Foreign Correspondents (to be realised at the time of L/C opening)	At actual as per schedule of charges of Foreign Correspondents (to be realised at the time of L/C opening)
2.9	2.9.(i)	Foreign correspondence charge for amendments of L/C to be paid by openers (if applicable)		At actual as per schedule of charges of Foreign Correspondents	At actual as per schedule of charges of Foreign Correspondents
	2.9.(ii)	Service Charges		BDT 500.00	BDT 500.00
2.10	L/C cancellation charges or expired unutilized				
	2.10.(i)	By Telex/SWIFT		At actual as per schedule of charges of Foreign Correspondents (if applicable)	At actual as per schedule of charges of Foreign Correspondents (if applicable)
			Minimum	At actual	At actual or BDT 550.00
	2.10.(ii)	By Air Mail		At actual as per schedule of charges of Foreign Correspondents (if applicable)	At actual as per schedule of charges of Foreign Correspondents (if applicable)
			Minimum	At actual minimum Postal charges BDT 300.00	At actual
2.11	Interest on PAD (Payment against Documents)			As per lending rate fixed by Bank from time to time	As per lending rate fixed by Bank from time to time
2.12	Collection of credit report of the beneficiary of the L/C (Export/Import)			At actual plus service charge USD 20.00 per case	At actual plus service charge USD 20.00 per case
			Minimum	USD 100.00	USD 120.00
2.13	L/C despatched by Courier (For all L/C irrespective of original or amendment)			At actual	At actual
2.14	LCAF issuance charge			BDT 100.00 per LCAF	BDT 200.00 per LCAF
2.15	2.15 (i)	Processing fee for Pre-shipment Inspection		BDT 500.00 per instance	BDT 500.00 per instance
	2.15 (ii)	C & F Certificate Issue Charge		BDT 500.00 per instance	BDT 500.00 per instance
2.16	Handling charges for settlement of documents of import bills (to be realized from the bill value when applicable)			USD 50.00	USD 50.00
2.17	All other charges not mentioned above in connection with opening and advising of L/Cs			At actual plus BDT 1,000.00 service charges	At actual plus BDT 2,000.00 service charges

**Mercantile Bank Limited**

Head Office, Dhaka

**Schedule of Charges**

**Ref: Instruction Circular no. 1143, Dated: January 30, 2013**

<b>2.18 Export</b>				
2.18.(i)	Bill (Sight/Usance) Negotiating charges for export bills in foreign currency		No Charge	No Charge
2.18.(ii)	Bill (Sight/Usance) Negotiating charges for export bills in foreign currency but proceeds realized in equivalent BDT		i) Handling charges BDT 500.00 if Bill value is upto USD 10,000.00	No Handling charge
			ii) Handling charges BDT 1,000.00 if Bill value is above USD 10,000.00	
2.18.(iii)	Documentary collection bills under all types of L/Cs		0.15% plus postal/Cable/SWIFT charges at actual	Collection Commission BDT 500 plus postal/cable/SWIFT Charges at actual
2.18.(iv)	Mailing of Export Bill by Courier	(Each mail)	At actual	At actual
		Minimum	BDT 2,000.00	
2.18.(v)	Advising of Foreign Bank L/C to the local Beneficiary		BDT 500.00 for our customer and BDT 1,000.00 for other banks customer	BDT 750.00
2.18.(vi)	Advising of amendment of Foreign Bank L/C to the local Beneficiary		BDT 500.00 for our customers and BDT 1,000.00 for other banks customers	BDT 750.00
2.18.(vii)	Transfer of L/Cs		BDT 1,000.00 per instance	BDT 750.00 per instance
2.18.(viii)	Adding of confirmation by our Bank		0.25% per quarter or part thereof	0.20% per quarter or part thereof but minimum USD 50.00
		Minimum	USD 50.00	
2.18.(ix)	Foreign Bank's Guarantee commission against discrepant bills		At actual plus Telex/SWIFT charges	At actual plus Telex/SWIFT charges

## Mercantile Bank Limited

Head Office, Dhaka

### Schedule of Charges

**Ref: Instruction Circular no. 1143, Dated: January 30, 2013**

2.19	2.19.(i)	Advising of guarantees to the Beneficiary in original without any engagement on our part		BDT 750.00	BDT 750.00
	2.19.(ii)	Advising of guarantees in original against 100% counter guarantee of Foreign Bank.		0.25% per quarter or part thereof plus cost of stamp, Tax etc.	0.40% per quarter or part thereof plus cost of stamp, Tax etc.
			Minimum	BDT 2,000.00	BDT 2,000.00
	2.19.(iii)	Advising of guarantee in our own format or on the format supplied by the opening bank with our full engagement against 100% counter guarantee of Foreign Bank		0.25% per quarter or part thereof plus cost of stamp, Tax etc.	0.40% per quarter or part thereof plus cost of stamp, Tax etc.
			Minimum	BDT 2,000.00	BDT 3,000.00
	2.19.(iv)	Issuance of Bid Bond/ Performance Bond favoring overseas beneficiary through foreign correspondents at our customer's request		0.20% per quarter or part thereof plus Telex/SWIFT/Mail charges	0.20% per quarter or part thereof plus Telex/SWIFT/Mail charges
			Minimum	BDT 2,000.00	BDT 3,000.00
	2.19.(v)	Indemnity for shipping guarantees in absence of original documents provided full value of documents is deposited by the customer.		No Charge	<i>Sight L/C – No charge but Deferred &amp; BTB L/C BDT 750.00 per instance</i>
		Endorsement of N/N copy for Custom Assessment Purpose		No Charge	<i>Sight L/C – No charge but Deferred &amp; BTB L/C BDT 500.00 per instance</i>
	2.19.(vi)	PRC issue charges		BDT 500 per instance	BDT 500 per instance
	2.19.(vii)	EXP issue charges		BDT 100.00 per instance	BDT 150.00 per Exp
	2.19.(viii)	Issue of Certificate			
		i)	For BTB L/C		BDT 300.00 per instance
ii)		For Bond Licence, Forced Loan and others		BDT 500.00 per instance	BDT 500.00 per instance

## Mercantile Bank Limited

Head Office, Dhaka

### Schedule of Charges

**Ref: Instruction Circular no. 1143, Dated: January 30, 2013**

<b>2.20 Foreign Remittances</b>				
2.20.(i)	Purchase of Foreign Bank drafts drawn abroad		0.25% per USD, 0.35% per GBP and per Euro plus Actual Telex/Postal/SWIFT charges	0.25% per USD, 0.35% per GBP and per Euro plus Actual Telex/Postal/SWIFT charges
		Minimum	BDT 500.00	BDT 500.00
2.20.(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 Foreign Currency)	FREE (Branch will debit Head Office @ TT clean plus 0.10 paisa per Foreign Currency)
	Encashment charges for encashment of foreign TT at our counter (For other remittance)		Nil	Upto BDT 1,00,000- Charge BDT 200.00
				Upto BDT 1,00,001 to BDT 5,00,000- Charge BDT 500.00
			Above BDT 5,00,000 - Charge BDT 1,000.00	
2.20.(iii)	Collection of clean items(inward)		0.15% plus postage /cable charges	Commission 0.15% but minimum BDT 300.00 plus postage /cable charges
		Minimum	BDT 300.00	BDT 300.00
2.20.(iv)	Issuance of TC and Endorsement in passport		0.75% plus BDT 200.00 Handling Charge	0.75% plus BDT 200.00 Endorsement Charge
2.20.(v)	Issuance of FC (cash) and Endorsement in passport		0.50% plus BDT 200.00 Handling Charge	0.50% plus BDT 200.00 Endorsement Charge
2.20.(vi)	Transaction in FC A/c by Nominee/Account holder		Free	Free
2.20.(vii)	Remittance by TT (FC) through foreign correspondents		i) Service charge BDT 500.00	i) Service charge BDT 1,000.00
		Minimum	ii) SWIFT charge BDT 500.00	ii) SWIFT charge at actual
2.20.(viii)	Cancellation of drafts in foreign currencies		Service charge BDT 300.00 plus postage, telex/SWIFT charges at actual.	Service charge BDT 300.00 plus postage, telex/SWIFT charges at actual.
2.21	Issuance of FC Drafts on foreign/local correspondents.		i) BDT 750.00 for each instrument against local currency	i) BDT 1,000.00 for each instrument against local currency
			ii) BDT 1,000.00 for issuing each instrument by debiting FC a/c with us	ii) BDT 500.00 for issuing each instrument by debiting FC a/c with us

## Mercantile Bank Limited

Head Office, Dhaka

### Schedule of Charges

**Ref: Instruction Circular no. 1143, Dated: January 30, 2013**

<b>2.22</b>	<b>Miscellaneous</b>			
2.22.(i)	Opening of student file for study abroad		i) BDT 5,000.00 at the time of opening and BDT 500.00 for each subsequent transactions as service charge  ii) BDT 6,000.00 (if prior approval / communication with Bangladesh Bank is needed)	i) BDT 5,000.00 at the time of opening and BDT 500.00 for each subsequent transactions as service charge  ii) BDT 6,000.00 (if prior approval / communication with Bangladesh Bank is needed)
2.22.(ii)	Correspondence charge for seeking Buying House/Indenting Firm permission from Bangladesh Bank		i) BDT 6,000.00  ii) BDT 2,000.00 as yearly service charge	i) BDT 6,000.00 (for each permission), BDT 5,000.00 for each subsequent permission of the same customer  ii) BDT 3,000.00 as yearly service charge
2.22.(iii)	Cash incentive handling charge			
	a) Traditional items (Jute, Jute goods etc)		BDT 1,000.00 per case	Upto BDT 500,000 - BDT 2,500, Above 500,000 to 10,00,000 - BDT 3,500, Above 10,00,000 - BDT 4,500
	b) Non-traditional items (Garments etc.)		BDT 3,000.00 per case	Upto BDT 500,000 - BDT 3,000, Above 500,000 to 10,00,000 - BDT 4,000, Above 10,00,000 - BDT 5,000
2.22.(iv)	Others not mentioned above (Cash Incentives Handling Charge)		BDT 2,000.00 per case	BDT 3,000.00 per case

Note: Managing Director and CEO (in absence AMD/DMD) will have the discretion to change (enhance/reduce/waive) the commission/charges according to Banker-Customer relationship.