

Instruction Circular No: AIBL/HO/IBW/FTOD/2022/04
Date: 13-06-2022

The Manager
Al-Arafah Islami Bank Ltd.
All Branches

Sub: Revised Schedule of Commission and Charges related to Foreign Exchange Business Transactions (Excluding VAT) of our Bank.

Muhtaram
As-salamualikum

We like to inform to all concern that considering the prevailing market demand and to remain competitive, the Management of the Bank has been pleased to revise the existing Schedule of Commission and Charges related to Foreign Exchange Business Transactions (Excluding VAT) of our Bank with immediate effect.

The Schedule of Commission and Charges has mentioned rate in the form of ranges in some cases. In that case commission/charges to be realized at the highest ranges if not otherwise fixed by the Head Office Sanctioning Authority.

The usual VAT will be realized as per instruction of NBR as well as Financial Administration Division (FAD) of AIBL, HO time to time.

The applicable VAT on all commission/charges related to import, those are deductible from beneficiary account/bill value/counterpart will be treated as including in respective amounts of commission/charges mentioned in this Instruction Circular.

If L/C value increased by amendment the L/C opening Commission on increased value will be realized at least for First Quarter from the date of amendment and part thereof for subsequent Quarter if any.

If L/C opened with (+/-) tolerance option, the L/C Opening Commission will be realized for one quarter on tolerance amount at the time of Lodgement/Payment.

If in any case client settled UPAS L/C payment at Sight basis without availing UPAS facility the Acceptance Commission will not be applicable on L/C applicant.

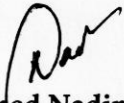
All charges those are mentioned in USD and will be realized from L/C applicant; the prevailing BC Selling rate of transaction date will be applicable.

The revised Schedule of Commission and Charges is enclosed herewith (06 pages) for strict compliance and displaying the same in the easily visible place to bring the notice of all concerns.

This Circular will supersede all the previous circulars issued in this respect.

For any queries/clarifications please feel free to contact with Head Office, Foreign Trade Operation Division (FTOD) of International Banking Wing (IBW).

Ma-assalam.
Yours Faithfully,


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Enclose: Schedule of Commission and Charges (06) pages

Al-Arafah Islami Bank Ltd.

International Banking Wing

Head Office, Dhaka

**Schedule of Commission and Charges related to Foreign Exchange Business Transactions
(Excluding VAT)**

A. Import:

SL No	Nature of Transactions/Services	Description	Revised Rate of Commission/Charges	
1	L/C Opening Commission			
	i) Cash L/C (Sight)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	ii) Cash L/C (Sight) for 100% cash security	Each Quarter	0.10% - 0.25% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	iii) Cash L/C (usance)	Each Quarter	0.10% - 0.50% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	iv) Inland Back to Back L/C (sight)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	v) Inland Back to Back L/C (usance)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	vi) Foreign Back to Back L/C (sight)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	vii) Foreign Back to Back L/C (usance)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	viii) Import from EPZ (cash L/C sight)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	ix) Import from EPZ (cash L/C usance)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	x) Import from EPZ (BB L/C sight)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
		Minimum charge	Tk. 1000/-	
	xi) Import from EPZ (BB L/C usance)	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter	
	Minimum charge	Tk. 1000/-		
xii) Other L/C	Each Quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter		
	Minimum charge	Tk. 1000/-		
2	L/C Transmission:			
	i) By SWIFT	SWIFT	At Actual	
	ii) By Courier	a) Within the Country		At Actual
		b) To India		At Actual
		c) Other Location		At Actual
	iii) By Mail (Postage)	a) Within the Country		At Actual
		b) Other Country		At Actual
3	L/C Amendment:			
	a) Amendment charge		Tk. 750/-	
	b) If value increased: commission to be realized at the rate mentioned in SL -1 on increased value		As Applicable in SL. No. -1	
	c) If time extended: commission to be realized at the rate as mentioned in SL -1 for extended period.		As Applicable in SL. No. -1	
	d) If beneficiary or beneficiary's address is changed (within the same country)		Tk. 750/-	

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SL No	Nature of Transactions/Services	Description	Rate of Commission/Charges
4	Transmission of L/C Amendment:		
	i) By SWIFT	SWIFT Charge	At Actual
	ii) By Courier	a) Within the Country	At Actual
		b) To India	At Actual
		c) Other Location	At Actual
iii) By Mail (Postage)	a) Within the Country	At Actual	
	b) Other Country	At Actual	
5	Add Confirmation Charge (Including May Add):	i) Arrangement Commission	Nil - 0.20% flat Mini. Tk. 1,000/- (except Nil commission)
		ii) Local Confirmation	0.10% - 0.20% flat Mini. Tk. 1,000/-
		iii) Foreign Bank's Charge (In case of Applicant's Account)	At actual plus arrangement commission as per SL. No. i)
6	Acceptance Commission on BB Bills and Cash L/C (deferred) Bills including refinance period by OBU/Other Bank/FI :	a) Each quarter	0.10% - 0.40% First Quarter and part thereof for subsequent Quarter, Mini. Tk. 1000/-
7	Re-imburement/Payment Arrangement Fee; to be realized from Bill Value (Local/Foreign) [if relevant clause incorporated in the LC]	i) Arrangement of payment	(On bill value) - Up to USD 50,000.00: USD 50.00 - From USD 50,001.00 to USD 100,000.00: USD 75.00 - Above USD 100,000.00: USD 100.00
		ii) Transmission of Re-imburement authority/ payment instruction by SWIFT (charges on Applicant/Beneficiary)	At Actual
		iii) Foreign Bank's charge in case of opener's account	At actual
8	Document Retirement Charge/ Endorsement charge for clearance of goods: (Excluding Back to Back Local L/C) -If UPAS facilities and HPSM facilities both are availed against same LC then only one charge will be imposed.	i) On Cash Payment/ FC Held	Tk. 1,000/-
		ii) On Post Import Facility (MPI/MPI-TR)	0.10% - 0.25% to be charged, Maximum Tk. 5,000/- per docs.
		iii) Against UPAS	0.05% Max. Tk. 5,000/- Min. Tk. 1,000/-
		iv) Against HPSM/ HPSM in FC	0.10% Max. Tk. 5,000/- Min. Tk. 1,000/-
		v) EDF	Tk. 2,000/- per case
9	Correspondence Charges (Foreign Part):		At Actual
10	Collection of Bill of entry from local port authority		At actual + Tk. 300/- (Per bill)
11	Cost of Stationery for L/C opening		- L/C Application : Tk. 100/- + Stamp Charge at Actual - LCA Form : Tk. 100/- - IMP Form : Tk. 100/- - Other Agreement & Charge Documents: Tk. 100/- + Stamp Charge at Actual
12	Collection of suppliers credit Report		Credit Report Suppliers Company Charges are At actual + applicable TAX & VAT (as per Income Tax Ordinance-1984, Section-56) + Collection Charge: Tk. 500/-
13	Discrepancy Charge (Including VAT)	i) Payment of Discrepant Bills	-Up to USD 10,000 charger is USD 30 -From USD 10,001 to USD 50,000 charge USD 50 -Above USD 50,000 Charge is USD 100 -SWIFT Charge at actual
14	Issuance of Shipping Guarantee / NOC (If shipping guarantee is issued retirement charge and payment instruction charge to be realized with shipping guarantee charge)	Per Guarantee	Shipping Guarantee up to USD 50,000 charge Tk. 1000/- Shipping Guarantee above USD 50,000 charge Tk. 2000/ NOC for land Port and Air Port Tk. 1000/-
15	Legal Fees: In case of suit filed by foreign Bank/supplier		At actual
16	Renewal of IRC/ERC		Govt. fee + Tk. 500/-
17	Loss of LCAF from the custody of the client	For Each Set of LCAF	Tk. 500/-
18	Import processing fees under firm contact/LCAF (without opening L/C)	Commission	Nil to 0.40% First/Per Quarter and part thereof, Minimum Tk. 500/- (except Nil commission)

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SL No	Nature of Transactions/Services	Description	Rate of Commission/Charges
19	Charges for inward documentary collection without L/C (Against Govt./Special permission)		@ 0.10% to 0.25% First Quarter and part thereof for subsequent Quarter, Minimum Tk. 1000/-
20	Payment charges against Import through LCAF/Buy-Sale Agreement/ Payment charges against Inward collection documents without L/C:		On Bill Value: up to USD 5,000 charge USD 20 above USD 5,000 charge USD 50
21	Cancellation of L/C		NIL SWIFT Charge: At Actual
22	Accepted Bills Maturity Extension Processing Charge	a) Charge b) SWIFT c) Acceptance Commission for extended period	a) Tk. 1,000/- per Bill b) At Actual c) As per L/C Acceptance Commission, Minimum Tk. 1,000/-
23	Handling of EDF Loan Maturity Extension		BDT 1,000/- per Bills
24	Arranging Buyers' Credit/UPAS from other bank/OBU (will be realized at the time of opening L/C)	Arrangement Fee	Up to USD 100,000: \$50 Above USD 100,000: \$100
25	Arranging Refinancing from other Bank/OBU (will be realized at the time of issuing Acceptance)	Arrangement Fee	Up to USD 100,000: \$50 Above USD 100,000: \$100
26	Arrangement Fee against Import Bills Discounting under UPAS/ Buyer's Credit from AIBL OBU	Arrangement Fee in BDT	As per negotiation up to @2.50% of Accepted value
27	Processing of application for obtaining permission from Bangladesh Bank to remit fund for Advance Payment against import of goods/service (Above regulatory limit)	charge	Tk. 1,000/- (per case)
29	Processing of Bangladesh Bank Approval for Long Term Investment in FC	Processing Fee	Tk. 5,000/-
30	Arrangement Fee against Long Term Financing in FC from own OBU	Arrangement Fee in BDT	Up to USD 1 Million Tk. 5,000/- Above USD 1 Million to 10 million Tk. 10,000/- Above USD 10 Million Tk. 20,000/-
31	Commission for advance payment (applicable for advance payment against Letter of Credit)		Tk. 500/-
32	Re-use of Collected Credit Report	For each client	Tk. 2,000/- per credit report
33	Certification of Import Documents for Customs assessment purpose only		Tk. 500/- per Documents
34	LC Payment by creating forced investment i.e. Baim BB Bills/MIB/MPI/TR etc. (if applicable)	Processing charge	-Up to USD 50,000 charge Tk. 2,000/- - USD 50,001 to USD 100,000 charge Tk. 4,000/- -Above USD 100,000 charge Tk. 5,000/-
35	Issuance of Import performance Certificate		Tk. 500 per certificate



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B. Export:

SL No	Nature of Transactions/Services	Description	Rate of Commission/Charges	
1	Advising of Foreign Bank's Export L/C	i) Client	Tk. 750/-	
		ii) Non Client	Tk. 750/-	
2	Advising of Amendment of Export L/C	i) Client	Tk. 750/-	
		ii) Non Client	Tk. 750/-	
3	Transfer of Export L/C/Amendment	i) Export L/C	Tk. 750/-	
		ii) Transfer of Amendment of export L/C	Tk. 750/-	
4	Advising of Inland export L/C:	i) Client	Tk. 750/-	
		ii) Non Client	Tk. 750/-	
5	Advising of Amendment of Inland L/C:	i) Client	Tk. 750/-	
		ii) Non Client	Tk. 750/-	
6	Confirmation to foreign Banks L/C (Local Charge):	a) Sight L/C	0.10% to 0.40% per Quarter	
		b) Deferred up to 180 days	0.20% to 0.40% per Quarter	
		c) Deferred beyond 180 days	0.20% to 0.40% per Quarter	
7	Negotiation/Purchase of Bills (FBP/IBP):	i) Foreign bill (sight)	-Where Exchange earned through buying and selling on realization: Maximum Tk. 500 per document/Bill -Where Usance Rate is not apply for purchasing Usance Bill: Wokatnama Fee @ 0.75% for every 30 days or as fixed by the HO Management for time to time/ case to case basis	
		ii) Foreign bill (usance)		
8	Overdue Profit on FBP and IBP	Beyond 21 days for sight bill and beyond usance period for usance bill	Compensation @ 1.00% for every 30 days or as per Banks rules	
9	Collection of export Bills (Docs sent on collection basis)	i) Export Bill drawn on Banks outside Bangladesh	-Where Exchange earned through buying and Selling on realization: Maximum Tk. 500 per document/Bill -Where no Exchange earned on realization against Export LC/Contract: Commission @ 0.15% on bill value Minimum Tk. 500	
10	Mailing of export document	i) By Courier	a) Within the country	At Actual
			b) Other country	At Actual
		ii) By Mail (Postage)	a) Within the country	At Actual
			b) Other country	At Actual
11	Foreign Banks charge on local beneficiary account		At Actual+ Tk.500/-	
12	Issue of Back to Back L/C Certificate		Tk. 500/-	
13	Issuance of PRC		Tk. 500/-	
14	Issue of Exp/Duplicate Issue/Lost	For Each Set	Tk. 200/-	
15	Cancellation of Exp	For Each Set	Tk. 300/-	
16	Duty Drawback Service charge	Duty drawback	Tk. 2000/- per case	
17	Processing fees of Cash Assistance file (if QSCA is not availed).	Per File	Up to tk. 05.00 Lac: Tk. 2000/-	
			Above 05.00 Lac to 10.00 Lac: Tk. 4,000/-	
			Above Tk. 10.00 Lac: Tk. 5,000/-	
18	Processing fees of Cash Assistance file (if QSCA is availed).	Per File	Up to 01.00 Lac: Tk. 3000/-	
			Above 01.00 Lac to 05.00 Lac: Tk. 4000/-	
			Above 05.00 Lac : Tk. 5000/-	
19	Issuance of Certificate relating to bond license, UD, GSP & B/L	Per certificate	Tk. 500/-	
20	Cancellation of Export L/C lien		Tk. 700/- & SWIFT Charge At Actual	
21	Charges for encashment of TT against Export	For advance payment received	Tk. 300/-	
22	Extension of Accepted bills Receivable		Tk. 500/-	
23	Processing fee in case of re-export of goods	Fee	@ 0.15% or minimum Tk. 2,000/- per document	
24	Processing charge for MDB (BDT/FC) case to case proposal		Tk. 500/ (per proposal)	



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SL No	Nature of Transactions/Services	Description	Rate of Commission/Charges
25	Endorsement charges for export against open account system/Cash in Advance/Sample Export (Where documents not forwarded through bank)	Endorsement Charge	Tk. 500/- per file
26	Obtaining Negotiation Authority from foreign bank for discrepant bill	Processing Charges	Tk. 500/-
		Foreign Bank Charges	At Actual
		SWIFT charges	At Actual
27	For claiming Reimbursement against Export Bill	Processing Charges	Tk. 200/- per msg.
		Foreign Bank Charges	At Actual
		SWIFT charges	At Actual
28	Issuance of Export performance/transactions Certificate		Tk. 500/- per certificate
29	EXP correction charge in Online Export Monitoring System (OEMS)		Tk. 100/- per EXP

C. Foreign Remittance:

SL No	Nature of Transactions/Services	Description	Rate of Commission/Charges
1	Issue of FDD, FTT, MT	Commission	-Up to eqv. Tk. 1,00,000/- charge Tk. 100/- -Eqv. Tk 1,00,001/ to Tk. 5,00,000/- charge Tk. 200/- -Eqv. Tk 5,00,001/ to Tk. 10,00,000/- charge Tk. 300/- - Above eqv. Tk. 10,00,000/- charge Tk. 500/-
2	Cancellation of FDD, FTT, MT As per Bangladesh Bank Instruction		Tk. 200/- + postage / Swift Charge (at actual)
3	Issue of duplicate instrument		Tk. 500/- + postage / Swift Charge (at actual)
4	Issue of T.C		@ 1.00% on FC Amount
5	Issue/Sale of cash F.C		Endorsement charge Tk. 200/- for up to USD 500 Tk. 500/- for above USD 500
6	Collection of F.C draft/cheque	i) Within the country	@ 0.10% Mini Tk. 500/- Max Tk. 5000/-
		ii) From abroad	@ 0.10% Min. Tk. 500/- Max Tk. 5000/- + Postage etc. at actual
7	Encashment of FDD, FTT, TC at counter	Other than wage earners	Tk. 300/-
8	Encashment Certificate for cash FC and Others	Charges	Tk. 300/- per instance
9	Transaction of FC account by money changer	Charges	Tk. 500/- per transaction
10	Inward remittance return processing charge (charges will be deduct from remittable amount)	Charge	Tk. 1,000/- per instance or eqv. FC

D. Bank Guarantee:

SL No	Nature of Transactions/Services	Description	Rate of Commission/Charges
1	Foreign/Local Bank Guarantee	Commission	0.40% - 0.50% First Quarter and part thereof for subsequent Quarter Mini: Tk.1,000/-
2	BID bonds/Performance bond/counter guarantee/stand by L/C against 100% counter guarantee of Foreign correspondents / Banks		0.20% - 0.50% First Quarter and part thereof for subsequent Quarter Minimum \$50.00
3	BID bond/performance bond /advance payment guarantee fvg. oversees beneficiary through foreign correspondents at request of local client		0.20% - 0.50% First Quarter and part thereof for subsequent Quarter Mini Tk. 2000/-
4	Processing fee		\$50.00 - \$ 100.00
5	Postage/Mailing/SWIFT charge		At Actual
6	Charge for encashment of SBLC/ Guarantee	Charge	Tk. 500/- (per instance)



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E. Charges/Commission of Miscellaneous Foreign Exchange Transaction

SL No	Nature of Transactions/Services	Description	Rate of Commission/Charges
1	Issue of C & F Certificate	Per Certificate	Tk. 500/-
2	Issue of No Objection Certificate	Per Certificate	Tk. 500/-
3	Issue performance certificate/solvency certificate	Per Certificate	Tk. 500/-
4	Opening of student file	Per Case	Tk. 2,000/- plus DD/TT/TC as per schedule
5	Yearly renewal fees of Student File	Yearly Fee	Tk. 1,000/-
6	Issuance of NOC for study purpose	Per case	Tk. 500/-
7	Application Processing Fee to Bangladesh Bank	i) Buying house and freight forwarder	Tk. 4000/- per case
		ii) Indenter	Tk. 4000/- per case
		iii) Sells commission sending abroad on behalf of local seller/exporter	Tk. 4000/- per case
8	Printing & stationery		Tk. 500/-
9	Enlistment of C& F Agents & International Courier	Enlistment fee	Tk. 10,000/-
		Up-gradation fee	Tk. 5,000/-
		Renewal fee	Tk. 10,000/-
10	Issuance FC Balance confirmation /Encashment certificate		Tk. 500/-
11	Credit Information on local firm/companies	At request of Local Bank	Tk. 1000/-
		At request of Foreign Bank	USD 50.00
12	Processing of application of remittance of profit / dividend.		Tk. 500/- + Applicable SWIFT charge
13	Payment of indenting commission/technical knowhow fees/royalty etc.		Tk. 500 + Applicable SWIFT Charges
14	A/c maintenance fee of Indenting, Buying House, Freight Forwarding agent	Fist time	Tk. 3000/-
		Renewal	Tk. 2,000/-
15	Misc charge, if any charges not mentioned in schedule of charges		Actual + Tk. 500/-
17	Issuance of Lien confirmation on FC balance for International Credit Card	New	Tk. 800/-
		Renewal	Tk. 500/-
18	BL Tracking Charge (irrespective of Import or Export)	Fee	Tk. 500/- per BL
19	Vessel Tracking Charge (irrespective of Import or Export)	Fee	Tk. 500/- per tracking
20	Processing of application for obtaining permission from Bangladesh Bank for time extension of submission of Bill of Entry/IMP/EXP/ LCAF revalidation waiver of Submission of Bill of Entry/ any other Bangladesh Bank permission proposal processing charge	Charge	Tk. 1,000/- (per case)
21	Processing Bangladesh Bank permission for Foreign Exchange outward Remittance		Tk. 1,000/- (per case)
22	NOC for lien with other bank		Tk. 500/-
23	Buying House Commission Payment Processing Charge		Tk. 1,000/-
24	Bangladesh Bank Return/statement processing fees of money changer/indenting/buying house/shipping company and other agency		Tk. 500/- per instance

