

Instruction Circular: 2471

Date: May 20, 2025

**Subject: Amendment of Schedule of Charges relating to Foreign Exchange Transactions**


Reference to our Instruction Circular no. 2251 dated 05-07-2021 regarding Schedule of Charges relating to Foreign Exchange Transactions, the authority of the Bank has amended the serial no.7 under Heading **D. Foreign Remittance** of the aforesaid circular as under:

SL. No.	Item/Type of Service	Period/ Nature of Charges	Rate of Charges/Fees/Commissions
7.	Issuance of cash (FC) and endorsement in passport	Fee	Tk.300/- +VAT

The above mentioned amendment is effective from the **17<sup>th</sup> May, 2025**.

All concerned are, therefore, advised to realize the bank fees from the customers /clients at the above mentioned amended rates.

The Branch Managers are also advised to display the amendment of Schedule of Charges at a distinct place for all concerned customers /clients.

  
(J.M Akteruzzaman)  
General Manager  
(Khandaker Ali Samnoon)  
Deputy Managing Director**Distribution:**

1. The Managing Director's Secretariat, Uttara Bank PLC, Head Office, Dhaka.
2. The Deputy Managing Directors, Uttara Bank PLC, Head Office, Dhaka.
3. The Executive General Managers, Uttara Bank PLC, Dhaka.
4. The General Manager & Principal, Uttara Bank PLC Training Institute, Dhaka.
5. All Divisional/Departmental Heads, Uttara Bank PLC, Head Office, Dhaka.
6. All Zonal Heads, Uttara Bank PLC, Bangladesh.
7. All Branch Managers, Uttara Bank PLC, Bangladesh.

Instruction Circular: 2399

Date: January 17, 2024

**Subject: Amendment of Schedule of Charges relating to Foreign Exchange Transactions**

Reference to our Instruction Circular no. 2251 dated 05-07-2021 regarding Schedule of Charges relating to Foreign Exchange Transactions, the authority of the Bank has amended the serial no.20 and 41 under Heading **A. Import** of the aforesaid circular as under:

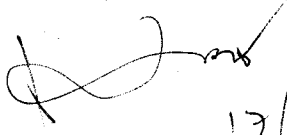
SL. No.	Item/Type of Service	Period/ Nature of Charges	Rate of Charges/Fees/Commissions
20.	Processing Fee of Import Documents (Lodgment & Retirement)	Fee	Nil
41.	SWIFT & Other fees for issuing Reimbursement Authority/Payment Instruction.	Fee	Up to USD 50,000.00 Charge USD 40.00 From USD 50,001.00 to USD 1,00,000.00 Charge USD 70.00 Above USD 100,000.00 Charge USD 120.00

The above mentioned amendment will come into force with effect from the **17<sup>th</sup> January, 2024**.

All concerned are, therefore, advised to realize the bank fees from the customers /clients at the above mentioned amended rates.

The Branch Managers are also advised to display the amendment of Schedule of Charges at a distinct place for all concerned customers /clients.

  
(Khandaker Ali Samnoon)  
Executive General Manager

  
(Maksudul Hasan)  
Deputy Managing Director

**Distribution:**

1. The Managing Director's Secretariat, Uttara Bank PLC, Head Office, Dhaka.
2. The Deputy Managing Directors, Uttara Bank PLC, Head Office, Dhaka.
3. The Executive General Managers, Uttara Bank PLC, Dhaka.
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6. All Zonal Heads, Uttara Bank PLC, Bangladesh.
7. All Branch Managers, Uttara Bank PLC, Bangladesh.

Instruction Circular: 2251

Date: July 5, 2021

**Subject: Revision of Schedule of Charges relating to Foreign Exchange Transactions**

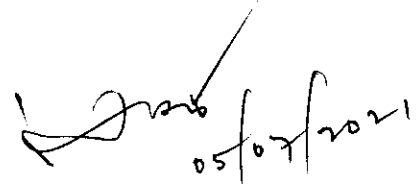
In supersession of Head Office Instruction Circular no. 1642 dated 29-12-2014 and 1714 dated 01-09-2015, the authority of the Bank has refixed the rate of bank charges relating to Foreign Exchange Transactions which will come into force with effect from the 1st of July 2021.

All concerned are, therefore, advised to realize charges including VAT from the customers / clients at revised rates as per enclosed schedule from the 1st of July 2021.

The Branch Managers are also advised to display the revised Schedule of Charges at a distinct place for all concerned customers / clients.



(Khandaker Ali Samnoon)  
Executive General Manager



(Maksudul Hasan)  
Deputy Managing Director



**Distribution:**

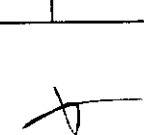
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5. All Divisional/Departmental Heads, Uttara Bank Limited, Head Office, Dhaka.
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**Uttara Bank Limited**

**Schedule of Charges relating to Foreign Exchange Transactions**

Sl.No.	Item/Type of Service	Period/Nature of Charges	Rate of Charges/Fees/Commissions w.e.f. 01-07-2021
<b>A. Import</b>			
1	Sight L/C opening Commissions for Cash (both foreign and inland).	Commission for 1st quarter or part thereof	@0.40% +Vat
		Commission Subsequent quarter	Proportion of @0.40% for Actual Days
		Minimum Commission	N/A
2	L/C opening Commissions for AID/Loan/ Barter/Grant	Commission for 1st quarter or part thereof	@0.40% +Vat
		Commission Subsequent quarter	Proportion of @0.40% for Actual Days
		Minimum Commission	N/A
3	Back to Back L/C opening Commissions on account of export oriented Garments or Specialized Textiles (both foreign and inland & under EDF).	Commission for 1st quarter or part thereof	@0.40% +Vat
		Commission Subsequent quarter	Proportion of @0.40% for Actual Days
		Minimum Commission	N/A
4	L/C opening Commissions under cash (Deferred/Usance/UPAS	Commission for 1st quarter or part thereof	'@0.50% +Vat
		Commission Subsequent quarter	Proportion of @0.50% for Actual Days
		Minimum Commission	N/A
5	L/c opening for 100% cash margin	Commission for 1st quarter or part thereof	'@0.25% +Vat
		Commission Subsequent quarter	Proportion of @0.25% for Actual Days
		Minimum Commission	N/A
6	Acceptance under Usance /UPAS/ Deferred payment L/Cs (in case of Back to Back L/C VAT should not be realized	Commission for 1st quarter or part thereof	'@0.40% +Vat
		Commission Subsequent quarter	Proportion of @0.40% for Actual Days
		Minimum Commission	N/A
7	Amendment of L/C's (All categories) without change of value and time.	Commission	Tk. 750/- + Vat
8	Amendment of L/C for increase of value or extension of time or both.	Commission	As prescribed under SL. No. 1, 2, 3, 4 & 5
9	For L/C cancelled or expired / unutilized Foreign Bank charge if any	Charge	Nil + SWIFT At Actual(Tk.500/-) + Vat
10	PSI Processing fee per instance.	Fee	Tk=500/- +Vat.
11	Mailing of L/C by Courier / Post (Outside country).	Charge	At Actual + Vat
	Mailing of ILC/LC by Courier / Post (Inside country).	Charge	At Actual + Vat
12	Mailing of L/C Amendment by Courier / Post (Outside country).	Charge	At Actual + Vat
	Mailing of ILC/LC Amendment by Courier / Post (Inside country).	Charge	At Actual + Vat
13	L/Cs are Transmitted by SWIFT (Outside country).	Charge	At Actual (Tk. 3,000/- + Vat)
	L/Cs are Transmitted in short / inoperative by SWIFT	Charge	At Actual (Tk. 1,500/- + Vat)
	ILC/LCs are Transmitted by SWIFT (Inside country).	Charge	At Actual (Tk. 1,000/- + Vat)
14	Amendment of L/C by SWIFT (For value increase & Extension of time)	Charge	At Actual (Tk. 2,000/- + Vat)
	Amendment of L/C by SWIFT (Other)	Charge	At Actual (Tk. 1,000/- + Vat)
	Amendment of ILC/LC by SWIFT (Local)	Charge	At Actual (Tk. 800/- + Vat)
15	Acceptance (Maturity) / Intimation of Discrepancies / Others Correspondence by SWIFT/Courier (Outside country).	Charge	At Actual (Tk. 1,000/- + Vat)
16	Acceptance (Maturity) / Intimation of Discrepancies /Others Correspondence by SWIFT/Courier (Inside country)	Charge	By Courier At Actual & SWIFT At Actual (Tk. 500/- + Vat)
17	Adding confirmation for sight/Usance/Deferred L/Cs (should be made through HO/ID)	On Opener's A/c	Foreign banks' (confirming bank) charges plus Swift charge at actual (Tk.1500/- +Vat)

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**Schedule of Charges relating to Foreign Exchange Transactions**

Sl.No.	Item/Type of Service	Period/Nature of Charges	Rate of Charges/Fees/Commissions w.e.f. 01-07-2021
		On beneficiary's A/C	Swift charge At actual (Tk.1,500/- + Vat)
18	UBL charge on credit value of Add Confirm L/C realized from beneficiary.	Commission Per quarter	@ 0.15% +Vat.
19	UBL charge on credit value of Add Confirm L/C realized from opener	Commission Per quarter	@0.20% + Vat
20	Processing fee of Import documents (Lodgment & Retirement)	Fee	Foreign Tk.1,000/- +Vat. Local Tk. 600/- + Vat
21	Processing fee of Import/Inward documents (Without LC)	Charge	Tk.500/- +Vat.
	Processing fee of documents under EDF system.	Charge	Tk.1,500/- +Vat.
22	Interest on EDF Loan	Interest	As per Lending rate of EDF fixed by Bangladesh Bank from time to time.
	Interest on PAD under EDF	Interest	As per Lending rate fixed by our Bank from time to time.
23	Interest on PAD	Interest	As per Lending rate fixed by Bank from time to time.
24	F.C.C. for all types of L/Cs (which will be recovered at the time of lodgment of Bills)	Charge	At Actual
25	D/L creation charge	Charge	Tk.500/- + Vat per instance
26	FDD issuing charge for payment of BB L/C to be realized from beneficiary	Charge	Upto \$10000/- \$=15/- & Above \$10000/- \$=25/- Flat+Vat
27	Payment of Import documents under L/C on collection basis. Charge realizable from Beneficiary / bill forwarding bank as per L/C clause.	Charge	Per Document @0.25% on Bill amount Minimum USD30.00 or equivalent. +Vat.
28	Payment of Import documents without L/C on collection Basis. Charge realizable from Beneficiary / bill forwarding bank.	Charge	@0.30% on Bill amount Minimum USD30.00 or equivalent. +Vat.
29	Copy/Non-negotiable documents endorsement charge	Charge	Nil
30	Processing fee of Import document for "PIF" (Previous "LIM") per instance	Fee	Rate 0.40% +Vat. Mim. Tk=1000/- to Max. Tk. 30,000/-
31	Processing fee of Import document for "PIF" (Previous "LTR") per instance	Fee	Rate 0.10% +Vat. Mim. Tk=2000/- to Max. 10000/-
32	Delivery Order issue against "PIF" (previous "LIM") / Pledge goods per instance	Charge	Tk.500/- per delivery order +Vat.
33	Back to Back L/C certificate issue charge	Charge	Tk. 500/- + Vat
34	Issuance of Import performance certificate	Charge	Tk. 500/- + Vat
35	Issuance of Shipping guarantee in absence of Original Documents at the time of endorsement of non-negotiable documents against deposit of full value of the documents.	Charge	Tk.1,500/- +Vat.
36	Processing fee for Endorsement of Import document for custom assessment purpose subject to compliance of HO's instruction upon receipt of 100% value of Documents.	Charge	Tk.1,000/- +Vat.
37	Issuance of certificate for release of goods from Land/Air/DHL/ Rail/Inland water port in absence of Original Documents at the time of endorsement of non- negotiable documents against deposit of full value of the documents.	Charge	Tk. 750/- + Vat

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05/07/2021

## Uttara Bank Limited

### Schedule of Charges relating to Foreign Exchange Transactions

Sl.No.	Item/Type of Service	Period/Nature of Charges	Rate of Charges/Fees/Commissions w.e.f. 01-07-2021
38	Collection of credit report of the Supplier / Beneficiary / Importer / Buyer	Charge	F.C.C. At actual + Bank charge Tk=1000/- +Vat.
39	Processing of application for obtaining of permission from Bangladesh Bank to remit fund for advance payment against Import of goods.	Charge	Tk.2000/- per case +Vat.
40	Cost of LC application form	Charge	Tk=300/- plus actual cost of adhesive stamp+Vat.
	Cost of LCAF		Tk=300/- +Vat.
	IMP Form Certification		Tk=300/- +Vat.
41	SWIFT & Other charges for issuing Reimbursement Authority / Payment Instruction (applicant or beneficiary's A/c)	Charge	Up to USD 50,000.00 charge USD 40.00 From USD 50,001.00 to USD 1,00,000.00 charge USD 70.00 Above USD 1,00,000.00 charge USD 120.00
42	Discrepancy fee on Import document (Foreign). Charge to be realized from beneficiary/bill forwarding bank.	Charge	Up to USD 1,00,000.00 charge USD 100.00, Above USD 1,00,000.00 charge USD 150.00
43	Discrepancy fee on Import document (Local)	Charge	Upto \$5000/- \$=25/-, \$5001/- to \$10000/-, \$=30/ & Above \$10000/- \$=50/-
44	Transfer of LCAF to other Bank / Branch	Charge	Tk.1000/- per case +Vat.
45	Registration of LCAF with Bangladesh Bank in case of Import without LC	Fee	Tk=1000/- +Vat.

### B. Export

1	Negotiation Commission for Export Bill in Foreign Currency (Foreign).	Commission On portion of Bills where exchange is not involved	@0.15%
		Commission On portion of Bills where exchange is involved	Tk. 500/-
2	Collection Commission for Export Bill in Foreign Currency (Foreign).	Commission On portion of Bills where exchange is not involved	@0.15%
		Commission On portion of Bills where exchange is involved	Tk. 500/-
3	Export documents (Local) on Collection basis in Local Currency	Commission	Rate 0.15% Maximum Tk. 10,000/-
	Export documents (Local) on Collection basis in Foreign Currency	Commission	@0.15%
4	Buying House Commission Payment Processing Charge	Charge	Tk=1000/- (per instance) +Vat.
5	Bill Purchase without L/C (Other Bank).	Commission	@0.50% Min. Tk=2000/- +Vat.
6	Honoring Reimbursement Claim	Charge	Tk=2000/- + Other Cost.
7	Discounting of Inland Bills in F.C.	Commission	Exchange Gain + Processing fee Tk=500/- per instance +Vat
8	Inland bill purchased (IBP)	Commission	0.25% +Vat, Maximum. Tk.2,000/-
9	Export documents examination fee (Foreign)	Fee	Tk.1,200/- per documents.
10	Processing fee of Export documents in case of Advance Payment	Charge	Tk=2,200/- per documents
11	EXP Form Certification I/O Issuance of EXP	Fee	Tk.300/- (per sets) +Vat.
12	Advising of foreign Bank L/Cs to the local beneficiary (both UBL's and other banks' customer)	Charge	Tk. 750/- + Vat
13	Advising of amendment of foreign bank L/Cs to the local beneficiary (both UBL's and other banks' customer).	Charge	Tk. 750/- + Vat
14	Advising of Inland L/c to the local beneficiary.	Charge	Tk. 750/- + Vat

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# Uttara Bank Limited

## Schedule of Charges relating to Foreign Exchange Transactions

Sl.No.	Item/Type of Service	Period/Nature of Charges	Rate of Charges/Fees/Commissions w.e.f. 01-07-2021
15	Advising of amendment of Inland L/Cs to the local beneficiary	Charge	Tk. 750/- + Vat
16	(Authentication of) Transfer of Foreign Export L/C (both UBL's and other banks' customer). If charge on Openers A/C payable prior advising.	Charge	Tk. 750/- + SWIFT At Actual (Tk. 750/-) + Vat
	(Authentication of) Transfer of Local Export L/C (both UBL's and other banks' customer). If charge on Openers A/C payable prior advising.	Charge	Tk. 750/- + SWIFT At Actual (Tk. 750/-) + Vat
17	Transfer of amendments of Foreign Export L/Cs (both UBL's and other banks' customer)	Charge	Tk. 750/- + SWIFT At Actual (Tk. 750/-) + Vat
	Transfer of amendments of Local Export L/Cs (both UBL's and other banks' customer)	Charge	Tk. 750/- + SWIFT At Actual (Tk. 750/-) + Vat
18	Cancellation of Export L/C Transfer (Both foreign and local)	Charge	SWIFT At Actual(Tk. 750/- + Vat)
19	Adding confirmation to export L/Cs.	Commission Per quarter or part thereof	1st quarter @0.20% & proportion of @0.20% for Actual days in subsequent quarter
20	Collecting Bank's charges abroad	Charge	At actual plus service charge Tk.750/- + Vat
21	Payment Reminder Fee (per instance).	Charge	Swift Charge At Actual (Tk.750/-) +Vat (Outside Country) Swift Charge At Actual (Tk.500/-) +Vat (Inside Country).
22	Mailing charge of Export documents	By Courier By Post Inland	At Actual + Vat
23	Issuance of PRC (Proceeds Realization Certificate)	Charge	Tk. 500/- + Vat
24	Processing fee for payment of Cash Subsidy (Jute) application (per case).	Fee	Upto Tk.5.00 lac Fee Tk=2000/- +Vat. Tk.5.01 lac to Tk. 10.00 lac Fee Tk.3000/- Above Tk.10.00 lac Fee Tk.4000/-
25	Processing fee for payment of Duty draw back application (per case).	Fee	Upto Tk.5.00 lac Fee Tk=2000/- +Vat. Tk.5.01 lac to Tk. 10.00 lac Fee Tk.3000/- Above Tk.10.00 lac Fee Tk.4000/-
26	Processing fee for payment of Cash Assistance application (per case).	Fee	Upto Tk.10.00 lac Fee Tk=3000/- +Vat. Tk.10.01 lac to Tk. 20.00 lac Fee Tk.4000/- + Vat Above Tk.20.00 lac Fee Tk.5000/- + Vat
27	Processing each file of OD against Export Incentive/Cash assistant/Duty draw back	Fee	Tk.1000/- (per instance) +Vat
28	Interest for Export bill (clean) negotiation (FBP account)	After 21 days from the date of negotiation	@0% interest only for 1st 21 days. After 21 days interest will be realized as per lending rate fixed by Bank from time to time
29	OD against Export documents (In case of discrepant documents) on receipt of acceptance.	Interest	Interest will be realized as per lending rate fixed by Bank from time to time.
30	Interest for Overdraft against Export (OD Export)	Interest	@ 7% only for 21 days from the date of disbursement. After 21 days interest will be realized for overdue period as per lending rate fixed by Bank from time to time.
31	Processing fee incase of Re-Export of goods.	Fee	Tk.3000/- per Documents. +Vat.
32	Charge on obtaining authority for negotiating discrepant Export Bills from L/C issuing Bank	Charge	Tk.750/- + Swift Charge at actual (Tk. 750/-) + Vat
33	NOC against CFR / CPT for issuing BL by Shipping Lines. (CFR/CPT Certificate issuing charge)	Charge	Tk. 500/- + Vat
34	Issuing Export Performance Certificate for any purpose	Fee	Tk. 500/- + Vat

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# Uttara Bank Limited

## Schedule of Charges relating to Foreign Exchange Transactions

Sl.No.	Item/Type of Service	Period/Nature of Charges	Rate of Charges/Fees/Commissions w.e.f. 01-07-2021
<b>C</b>	<b>FOREIGN BANK GUARANTEE</b>		
1	Advising of Bank Guarantee to the Beneficiary in Original without any engagement on our part	Commission	Tk.1500/-+Vat
2	Advising of amendment of Bank Guarantee for extension of validity /increase of amount in Original to the Beneficiary by adding our confirmation	Commission	@0.50% per quarter Minimum Taka equivalent to USD 50.00 +Vat
3	Advising of amendment of Bank Guarantees without extension of validity/ increase of amount in Original to the Beneficiary by adding our confirmation	Commission	Tk.1000/-+Vat
4	Issuing of Bank Guarantee against 100% Counter Guarantee of our Foreign Bank/Correspondents	Commission	@0.50% 1st quarter Minimum Tk-1000/- and proportion of 0.50% for Actual days in subsequent quarter + SWIFT At Actual (Tk.1,500/- + Vat)
5	Issuing of Bank Guarantee on account of our own client	Commission	@0.50% 1st quarter Minimum Tk-1000/- and proportion of 0.50% for Actual days in subsequent quarter + SWIFT At Actual (Tk.1,500/- + Vat)
6	Issuing of amendment of Bank Guarantee on account of our own client without extension of validity/increase of amount.	Commission	Tk.1000/-+Vat
7	Issuance of Bid Bond/Performance Bond favouring overseas beneficiary through foreign correspondent at our customer's request.	Commission	@0.50% per quarter Min. Tk=1,000 + postage At Actual/ SWIFT at actual (Tk.1,500/-+Vat)

<b>D</b>	<b>FOREIGN REMITTANCE</b>		
1	Purchase of foreign bank's DD, PO, Banker's cheque	Charge	@0.25% (Min TK= 1,000/-) + Vat
2	Purchase of Cash/T.C.( T.C. encashment charge)	Charge	@0.10% (Min TK= 300/-) and Postage/Curier Charge At Actual + Vat
3	Encashment certificate issuance fee for Cash/T.C.	Charge	Tk.200/- + Vat
4	Processing fee for encashment of foreign DD/TT	Fee	Up to Tk.2.00 Lac Tk.200/- Tk.200001/- to Tk.5.00 lac Tk.300/- above TK 5.00 LAC Tk.400/- + Vat
5	Collection of clean item (FDD, PO, Banker's cheque etc).	Charge	@0.15% +cost of postage At Actual +SWIFT At Actual(Tk.750/-) +VAT
6	Other Charges Including E-mail/ SWIFT etc. relating to remittance.	Charge	At Actual SWIFT (Tk.750/-) to be deducted from collection proceeds + Vat
7	Issuance of Cash ( FC ) and Endorsement in passport	Fee	Tk.400/-for SAARC Countries & Tk.500/- for other than SAARC Countries + Vat
8	Issuance of foreign currency draft ( N.B. BC selling rate will be applied for conversion of FC if realization of charge in Taka)	Charge	up to Tk. 1,00,000/- charge-Tk.100/-, Tk. 1,00,001 to tk. 5,00,000/- charge Tk. 200/- Tk. 5,00,001/- to Tk.10,00,000/- charge Tk. 300/- and above Tk. 10,00, 000/- charge Tk. 500/- + Vat
9	Issuance of Duplicate FDD at Inland Bank's request.	Charge	Tk.500/- + Vat
10	Issuance of FC Draft drawn on Bangladesh Bank for clearing A/C.	Charge	Tk.500/- + Vat
11	For commercial settlement by DD/TT in FC.	Fee	@0.15% Min. TK=1000/-+ VAT
12	Remittance/ Issuance of TT in foreign currency through foreign correspondence.	Fee	up to Tk. 1,00,000/- charge-Tk.100/-, Tk. 1,00,001 to tk. 5,00,000/- charge Tk. 200/- Tk. 5,00,001/- to Tk.10,00,000/- charge Tk. 300/- and above Tk. 10,00, 000/- charge Tk. 500/- + SWIFT At Actual (Tk.750/-) + Vat
13	Cancellation of DD/TT in foreign currency.	Fee	Tk 200/- + SWIFT At Actual (Tk.750/-) + Vat




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# Uttara Bank Limited

## Schedule of Charges relating to Foreign Exchange Transactions

Sl.No.	Item/Type of Service	Period/Nature of Charges	Rate of Charges/Fees/Commissions w.e.f. 01-07-2021
<b>E</b>	<b>MISCELLANEOUS:</b>		
S.N	Type of Services	Nature of Charges	Remarks
1	Debit Authority for non acceptance of remittance through Nostro A/C	Charge	Usd= 30/- or equivalent other FC
2	Maintenance of Student File (Handling charge for students education abroad)	Fee	For opening TK 3,000/- +Vat & Renewal charge per year Tk 2,000/- +vat
3	Maintenance of Medical File.	Fee	TK=1000/-+Vat
4	Processing Fees for obtaining Bangladesh Bank's permission for Buying House/ Indenting Firm/Freight Forwarder Agent etc	Fee	TK=6000/-+Vat
5	Processing Fees for renewal of Bangladesh Bank's permission for Buying House/ indenting Firm/freight Forwarder Agent etc.	Fee	TK=4000/-+Vat
6	Yearly service charge for Buying House/ Indenting Firm/Freight Forwarder Agent etc.	Charge	TK=1000/-+Vat
7	Service charge for renewal of IRC	Charge	Govt. free at actual plus service charge Tk1000.00 per case +Vat
8	Service charge for renewal of Indentor's IRC	Charge	Govt. free at actual plus service charge Tk1000.00 +Vat
9	Processing Fees for verification of IRC, ERC & Indentor's IRC from CCI & E	Fee	TK.1,000/-+Vat
10	Money Exchanger initial file processing fee	Fee	TK=6000/-+Vat
11	Money Exchange License renewal fee	Fee	TK=4000/-+Vat
12	Forwarding of monthly statement of Money Exchange companies to Bangladesh Bank	Charge	TK=1000/- per case +Vat
13	To obtain permission from Bangladesh Bank Document processing fee for release of FC (Export Import of goods)	Fee	TK=3000/- per case +Vat
14	Documents Attestation Charge for Bond License issue / renew purpose.	Charge	TK=2000/- per sets +Vat
15	B/L Endorsement signature verification	Charge	TK=300/- +Vat
16	Local acceptance letter verification charge	Charge	TK=300/- +Vat
17	Any type of Certificate issuance Charge	Charge	TK=500/- +Vat
18	Test decoding charge on SWIFT message of other Banks.	Charge	TK=700/-+Vat
19	SWIFT charge ( for all types of correspondence other than mentioned in schedule)	Charge	At actual Tk.750/-+Vat
20	Issuance of Lien Confirmation Certificate on FC balance Encashment Certificate, FC Balance Certificate, FC Solvency Certificate	Charge	TK.1,000/- +Vat
21	Certificate for Bond License purpose	Fee	TK=1000/-
22	C & F agent	Enlistment Fee renewal/Upgrading/ Degrading/Cancellation Fee	Enlistment Tk.10,000/-, Renewal Tk. 7,000/-, Cancellation Tk. 5,000/- + Vat
23	Transaction by Nominee/Account Holder in FCA/Cs	Fee	No Charge
24	closing charge of FC/ NFCD/RFC/ ERQ A/C	Charge	TK=500.00
25	Foreign Currency A/C maintenance charge	USD A/C GBP A/C EUR A/C Other A/C	USD3.00 Half Yearly GBP2.00 Half Yearly EUR2.00 Half Yearly USD3.00 or Equivalent half yearly




05/07/2021

# Uttara Bank Limited

## Schedule of Charges relating to Foreign Exchange Transactions

Sl.No.	Item/Type of Service	Period/Nature of Charges	Rate of Charges/Fees/Commissions w.e.f. 01-07-2021
<b>Offshore Banking</b>			
<b>Import (Offshore Banking)</b>			
1	Sight L/C opening	Commission	1st quarter: @0.40%, subsequent quarter: proportion of @0.40% for Actual Days
2	Deferred /Usance/UPAS	Commission	1st quarter: @0.50%, subsequent quarter: proportion of @0.50% for Actual Days
3	Back to Back L/C	Commission	1st quarter: @0.40%, subsequent quarter: proportion of @0.40% for Actual Days
4	100% cash cover L/C	Commission	1st quarter: @0.25%, subsequent quarter: proportion of @0.25% for Actual Days
5	Amendment of L/C except increase of Value/Validity	Commission	USD10.00
6	Amendment of L/C for increase of value or extension or time	Commission	As prescribed under SL. No. 1, 2, 3, & 4
7	L/C cancellation	Charge	Nil + Swift At actual (USD 10.00)
8	Import bill retirement (Under sight L/C)	Charge	USD10.00
9	Acceptance Commission of Usance /Deferred/UPAS/Back to Back L/Cs	Commission	1st quarter: @0.40%, subsequent quarter: proportion of @0.40% for Actual Days
10	Add Confirmation Commission	Commission	@0.20% per quarter + SWIFT At Actual (USD20.00)
11	Copy documents certification	Charge	Nil
12	Credit Reoprt collection	Charge	USD15.00+ Credit Report Agency Charge
13	L/C Application	Fee	USD8.00
14	LCAF	Fee	USD8.00
15	IMP From certification	Charge	USD4.00
16	Issuance of Certificate	Charge	USD10.00
17	Renwal of IRC	Charge	USD25.00
18	UPAS LC Processing Fee on applicants Account	Fee	Tk. 1,000/- (USD12.00) per instance
19	UPAS LC Payment charge on applicants Account	Charge	Up to USD 50,000.00 charge USD 20.00 per instance, USD 50,001 to USD 1,00,000 Charge USD 30.00 per instanceAbove USD 1,00,000.00 charge USD 50.00
<b>EXPORT (Offshore Banking)</b>			
1	L/C Advising	Charge	USD15.00
2	L/C Ammendment Advising	Charge	USD 10.00
3	L/C Pre- Advice	Charge	USD8.00
4	L/C Transfer	Charge	CustomerUSD10.00 and Non- customer USD15.00
5	Negotiation of Export Bill	Commission	USD8.00
6	Collection of Export Bill	Commission	@0.15% + other cost
7	Advance Receipt Against Export	Commission	USD15.00
8	Bill discount /Invoice Finance	Interest	As per Instruction of BB
9	Issuance of PRC	Charge	USD8.00
10	EXP form Certification	Charge	USD10.00 per set
11	Attestation of Export L/C documents	Charge	USD10.00
12	Bill Financing arrangement in BDT on applicants account	Fee	As per negotiation up to 0.25% on financed amount
<b>MISCELLANEOUS( Offshore Banking)</b>			
1	Extension of Maturity date	Charge	Discount rate + 1%
2	Overdue Interest	Interest	Discount rate +2 %
3	Issuance of other certificate	Charge	USD 10.00 per instance
4	Payment reminder Fee	Fee	USD 10.00
5	Outward Remittance	Charge	Swift charge At actual (USD10.00)
<b>Direct Guarantees/ Advising Guarantees (Offshore Banking)</b>			
1	Advising of Bank Guarantees without our Engagement or Responsibility	Commission	USD 25.00
2	Advising of Bank Guarantees by adding Confirmation	Commission	@0.50% per quarter (Minimum USD 30.00)
3	Advising of Bank Guarantees with our full engagement	Commission	@0.50% per quarter (Minimum USD 30.00)

05/07/2021

# Uttara Bank Limited

## Schedule of Charges relating to Foreign Exchange Transactions

Sl.No.	Item/Type of Service	Period/Nature of Charges	Rate of Charges/Fees/Commissions w.e.f. 01-07-2021
<b>Bond and Guarantees (Offshore Banking)</b>			
1	Issuance/ Extention of Validity/ Amount Increase	Commission	As per Advising Commission
2	Indemnity for shipping Guarantee in absence of original documents, provided full value of documents is deposited by the client.	Charge	USD 30.00
3	Stamp Duty		USD 5.00
<b>COMMUNICATION COST (Offshore Banking)</b>			
1	Full Operative Swift LC/LG	Charge	At Actual USD 35.00
2	Amendment of LC/LG by Swift	Charge	At Actual USD 20.00
3	Other short & non-operative Swift Message	Charge	At Actual USD 20.00
4	Courier & Postage ( Outside Country )	Charge	At Actual USD 35.00
5	Courier & Postage ( Inside Country )	Charge	At Actual USD 3.00

Note: i) Regarding VAT , Branch shall follow NBR'S instructions . At present@15% Vat will be realized on all fees except in cases waived by NBR

ii) Branches shall realize commission/ charges at maximum rate mentioned above and must seek approval from Head Office to realize charges/commission at minimum and/ or reduced rate.

Add: i) In case of concessional commission/charges Vat should be collected as per standard/maximum charges mentioned in the schedule of charges.

