

SCHEDULE OF BANK CHARGES

Effective from 1st January 2017

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S. No.	PARTICULARS	MVR	USD
1	ACCOUNT SERVICES - CURRENT ACCOUNT		
a	Maintenance / Service charges (Balance less than average balance requirement - to be charged monthly)	50	5
b	Minimum balance to open an account	2,500	500
c	Average balance requirement during calendar month.	2500	500
d	Cheques returned due to Insufficient funds (Per Cheque)/refer to drawer (on inward cheques only)	200	20
e	Interest paid on current account	nil	nil
f	Stopped cheques (per request)	200	20
g	Account Statement other than half yearly &/or as agreed with the customer (charges per request).	25	2
h	Account Statements – to send by Fax Overseas (Per Page.	25	2
i	Account statement – to send by email	Nil	Nil
j	Standing Orders (Per instruction), plus remittance and swift charges if applicable	25	3
k	Payment Guarantee on Cheques (Per Cheque)	200	12
l	Payment by cashiers order to account with other banks.	40	3
m	Non-payment due to lack of funds on automated transactions	200	20
n	Cashiers Order/Banker's Cheque Issued.	30	3
o	Photocopy of paid cheque	25	2
p	Account Closing charges	100	10
q	Balance Certificate	Nil	Nil
r	Issuance of Cheque Books.: 100, 50, 25 OR Less than 25 leaves	100, 60, 30 respectively	10, 06, 03 respectively
s	Issuance of Cheque Book (due to lost/misplaced)	100	10
t	Maintenance Charges for Dormant accounts-(to be charged twice a year i.e. 1 st week of Jan and 1 st week of July)	450	30
u	Flat fee on regulatory enforced payments	200	20
v	SMS Alert Fee	NIL	NIL
w	HBL Internet Banking	NIL	NIL

S. No.	PARTICULARS	MVR	USD
2	ACCOUNT SERVICES - SAVING ACCOUNT		
a	Maintenance / Service charges (Balance less than average balance requirement-to be charged monthly)	40	4
b	Minimum balance requirement to open accounts	1,000	500
c	Average balance requirement during calendar month	1,000	500
d	Interest paid on saving deposits.	2%	1.00%
e	Cheques returned due to Insufficient funds (Per Cheque)/refer to drawer (on inward Cheques only):	200	20
f	Stopped Cheques (per instruction)	200	20
g	Account Statement other than half yearly &/or as agreed with the customer (charges per request).	25	2
h	Account Statements – to send by Fax Overseas (Per Page.	25	2
i	Account Statements – to send by email	Nil	Nil
j	Standing Orders (Per instruction)	25	3
k	Payment Guarantee on Cheques (Per Cheque)	200	12
l	Payment by cashiers order to account with other banks.	40	3
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n	Cashiers Order/ Bankers Cheque Issued.	30	3
o	Photocopy of paid cheque	25	2
p	Account Closing charges	100	10
q	Balance Certificate	Nil	Nil
r	Issuance of Cheque Books. 100, 50, 25 or less than 25 leaves	100, 60, 30 respectively	10, 06, 03 respectively
s	Issuance of cheque Book (due to lost/misplaced)	100	10
t	Maintenance Charges for Dormant accounts-(to be charged twice a year i.e. in January and July)	450	30
u	Flat fee on regulatory enforced payments	200	20
	<p>Note:</p> <p>1)- Interest is calculated on cleared funds on minimum balance in the month. If minimum balance on any given date is less than MVR 1,000.00 for Rufiyaa Accounts and less USD 500.00 for US Dollar Accounts NO INTEREST IS CALCULATED for that month. Interest is credited to Savings Account on six monthly basis i.e. June & December.</p> <p>2)-Dormant accounts are those accounts where there are no transactions in the account for past 12 months.</p> <p>3)- Account can be opened with NIL balance on business merit to remain competitive in the market.</p> <p>4)- Euro account may be opened as a current account only. Average balance in the account to be kept EURO 500 minimum. Cheaque books / cash will not be entertained in these accounts. These accounts will only be used for inward / outward remittances of the clients.</p>		

3. Interest on Fixed Deposits:

MVR	3month	6month	12 month	12-24 months
10,000 to 100,000	2.5 % to 4.0 % (to be decided on case to case basis by Country Manager on the recommendations of branch management. In absence CM interest rate will be approved by Country Ops Manager)			
100,001 to 500,000				
500,001 to 1,000,000				
1,000,000 to 10,000,000				
10,000,001 & above				

USD	3month	6month	12 month	12-24 months
1,000 to 10,000	1.5 % to 3.0 % (to be decided on case to case basis by Country Manager on the recommendations of branch management. In absence CM interest rate will be approved by Country Opss Manager)			
10,001 to 50,000				
50,001 to 100,000				
100,001 to 1,000,000				
1,000,001 & above				

Minimum period for issuance of FDR is three months.

- In case FDR is en-cashed pre-mature and also without completing minimum 3 month trash hold no interest will be paid.
- IF FDR is en-cashed pre-mature but it has completed a time period of 3 month or more the interest in that case will be paid at prevailing saving rate for days deposit remained with the bank.
- Exceptions if any, premature encashment to be approved by CM or Com (In the absence of CM) on the recommendation of respective departmental Head.

4 FINANCES / ADVANCES			
FEE TYPE	AMOUNT (MVR or equivalent or remarks	FEE PERCENTAGE FOR ALL LOANS AND ADVANCES	MINIMUM MVR or equivalent
Processing fee (fresh /renewal/enhancement /rescheduling /restructuring of credit facility both funded and non-funded, to be recovered on acceptance of offer letter.	Up to 2M	0.50 % to 1.00 %	5,000
-----do-----	Exceeding 2 M	0.25 % to 1.00 %	10,000
Interim/changes/ One-Off /TOD/EOL/replacement of security.			1,000 to 5,000 (Negotiable)
Processing fee on fully cash collateralized facilities		0.25%	500
Prepayment Fee	Payable on the early adjustment	2% of the prepaid amount	Nil
Temporary Extensions		-	2,500
Legal charges		Actual	
Valuation/site visit charges/godown inspection charges etc		Actual	
Interest on approved facilities to be charged as agreed with the customer/as per offer letter. Interest on TOD or EOL to be charged as per bank's policy.			

5 FOREIGN CURRENCY RELATED SERVICES

5.1	OUT WARDS REMITTANCES SWIFT/TELEX TRANSFER (TT) ABROAD	MVR	USD
a	Commission for customers who pay in USD funds. In exceptional cases based on the business volume, deposits etc concessionary rates will be charged from the customer. Name of all such customer would be approved by CM or COM (in the absence of CM) on the recommendation of departmental heads.		0.50%. Min USD 20 plus swift charges USD 20
	Issuance of Foreign Draft		Same as above
	Cancellation/stop payment of draft		USD 20 plus swift charges USD 20
b	Commission (in the case USD fully / partially is arranged by the bank subject to availability of USD resource with the bank). These charges will also be applicable in case remittance is effected against payment of import LCs or Payment against		0.75%-4.0% negotiable based on business consideration approved by CM or COM (in the absence of CM) on recommendation of respective departmental head. Min USD 50/ plus swift charges
c	SWIFT/Telex charges (to be charged on issuance/amendments of TTs)		20
e	Cancellation (each message)		20
f	Amendments to TTs at the request of applicant		20 Plus Swift \$20/-
g	Home Remittance (Pak Expatriate)		Swift charges \$10/-
Inwards Remittance(Telegraphic Transfer)			
	COMMISSION		Up to USD 10,000 USD 15 Exceeding USD 25

Local Collection:**a) Outwards:**

No commission if cheques are drawn on local bank/branches. However, if cheques are returned unpaid due to insufficient funds or refer to drawer, return charges @ MVR 200 or equivalent are to be recovered.

b) Inwards:

No commission. However, if cheques are returned unpaid due to insufficient funds or refer to drawer, return charges @ MVR 200 or equivalent are to be recovered.

6		TRADE RELATED SERVICES – IMPORTS	
		MVR	USD
6.1	LETTER OF CREDIT ISSUANCE (BOTH INLAND & IMPORT)		
a	Opening Commission (per quarter)		0.50% Min 150 plus swift 50
b	LC Beneficiary's Credit Report Charges		Actual
6.1.1	LC AMENDMENTS (FOREIGN)		
a	Amendment Commission – Change of amount and/or extension of period (per quarter) from date of issuance to expiry.		0.50% Min 50 plus Swift 20
b	General amendment		USD 50 flat plus swift 20
6.1.2	CANCELLATION OF LC		
a	Cancellation fee		30 (Plus Swift.20)
6.1.3	LC CONFIRMATION (FOREIGN)		
a	LC confirmation charges – foreign bank charges.		Actual
b	LC confirmation charges – Arrangement fees (cost of communication/SWIFT Message)		Actual
6.1.4	SHIPPING GUARANTEE ISSUANCE.		
a	Issuance Commission.		50 plus USD 10 as postage charges
6.1.5	NEGOTIATION/RETIREMENT OF DOCUMENTS.		
a i	Retirement commission (sight /usance)		1% of bill amount Min USD 50
ii	Documents drawn under LCs: Additional charges of 0.35% per month will also be recovered per month (Usance commission) after expiry of LCs, till due date.		
b	Interest on PAD (As per bank's policy) Tenor of regular PADs 10 days Overdue PAD rate after 10 days 20% PA		16% (up to 10 days) 20% (after 10 days)
c	Interest on FPAD (As per bank's policy)& Overdue FATR		20% (subject to change)
d	SWIFT Charges.		30

e	Foreign bank charges.		Actual
f	Discrepancy Advising fee		50
6.2	DOCUMENTARY COLLECTIONS-IMPORTS	MVR	USD
a	Commission (to be recovered at the time of delivery of import documents).		1 % Min 50
b	SWIFT charge per message to acknowledge receipts/return of documents to forwarding Bank		20
c	Amendment Charges		50
d	SWIFT charge per message to advise acceptance/non-acceptance of amendment to forwarding bank.		20
e	FOREIGN BANK CHARGES.		Actual
f	Swift Charges for the payment of Usance and Sight Bill		30
g	Charges on returned unpaid documents: Usance Sight		50 plus courier charges. Above plus commission under serial a

6.3 TRADE RELATED SERVICES – EXPORTS			
		MVR	USD
6.3.1	LC Advising		
a	LC advising commission (without adding confirmation)	400	30
b	LC advising commission (with confirmation)	400(Plus Min: 1.50% Per Qtr)	30 (Plus Min:1.50% Per Qtr)
6.3.2	Amendment Advising:		
a	Amendment Advising commission – per amendment (increase in amount) without adding Bank’s confirmation.	250	20
b	Amendment Advising commission – per amendment- (increase in amount) with bank’s confirmation.	250	20
c	Amendment Advising commission – per amendment – (extension of validity) without adding bank’s confirmation.	250	20
d	Amendment Advising commission – per amendment – (extension of validity) with bank’s confirmation per quarter.	250 (Plus Min:1.50% Per Qtr)	20 (Plus Min:1.50% Per Qtr)
	(Confirmation charges negotiable on case to case basis)		
e	Amendment other (per amendment)	250	20
6.3.3	LC Cancellation Fee:		
a	Cancellation fee	600	50
b	Cancellation of LC’s communication cost	400	30
6.3.4	LC Negotiation:		
a	Negotiation / purchase of documents.	1000	75
b	Minimum commission.	650	50
c	Foreign Bank charges	Actual	Actual
d	Interest (from payment date to realization)	8.50 to 10%	8.30 to 10%
e	SWIFT Charges (per document)	250	20
f	Courier Charges (per document)	400	30
g	Postage charges (per document) – by registered post	10	10

6.4	EXPORT DOCUMENTARY COLLECTION:	MVR	USD
a	Charges to send the documents on collection and advise collecting bank.		
b	Handling commission.	400	30
c	SWIFT charge per message.	250	20
d	Courier charges per document	620	40
e	Postage by registered post	Actual	Actual
g	Acceptance/payment tracers.	250	20
h	SWIFT charge per msg to inquire status of Acceptance/payment from collecting bank.	250	20
6.4.1	Amendment:		
a	Handling commission	250	20
b	SWIFT charge per message to advise collecting bank of Amendments.	250	20
c	Courier charges per document.	620	40
d	Postage by registered post.	Actual	Actual
6.4.2	Payment:		
a	Retirement Commission.	0.50%	0.50%
b	Minimum Commission.	250	20
c	SWIFT charge per msg	250	20
d	Courier charges per document.*	620	40
e	Postage by registered post.	Actual	Actual
f	Foreign Bank charges.	Actual	Actual

***Or actual whichever is more**

7	BANK GUARANTEE	MVR	USD
a	Issuance of guarantee- commission(per quarter)	1 % per quarter Min 500	1 % per quarter Min 50
b	Enhancement/extension of guarantees-commission(payable on enhanced amount) (per quarter)	1 % per quarter Min 500	1 % per quarter Min 50
c	General amendment	500	50
d	Swift charges	200	20
e	In case BG's issued/enhanced /extended against 100% cash margin / cash secured 50 % of charges mentioned under serial number a &b will be recovered		

8	VISA DEBIT CARDS	MVR	USD
A	Joining Fee	50	4
B	Annual Fee	50	4
C	Card Re-issue/Replacement Fee	50	4
D	Mini Statement at HBL ATM	NIL	1
E	PIN Re-Issuance Fee	50	4
F	CASH WITHDRAWALS (per transaction)		
i	HBL ATM	2	NIL
ii	Domestic Visa ATM	25	2
iii	International Visa ATM	3% of transaction amount (per withdrawal)	
G	BALANCE INQUIRY (per transaction)		
i	HBL ATM	NIL	NIL
ii	Domestic Visa ATM	10	1
iii	International Visa ATM	10	1
H	POS Transaction (per transaction)		
i	Domestic Visa POS	3% of transaction amount (per withdrawal)	
ii	International Visa POS	3% of transaction amount (per withdrawal)	
I	Funds Transfer (HBL TO HBL account only)	NIL	NIL
J	Sales Slip Retrieval (on disputed transaction)	65	5

Note: ALL THESE CHARGES ARE SUBJECT TO CHANGE.

9	MISCELLANEOUS	MVR	USD
9.1	Salary Transfer		
a	Commission on transfer of salaries per employee account with HBL	20	2
b	Commission on transfer of salaries per employee account with other banks	50	5
9.2	Others		
a	Bank Account Reference Letter	75	5
b	Balance Confirmation Letter	75	5
c	Banker's Cheque Cancellation Charges	50	5
d	RTGS Out going Transfer Charges	50	5
e	RTGS incoming Transfer Charges	15	2
f	Investigation fees for more than one year old documents (per item).	200	20
g	Service charges @ 2.5% are applicable on deposit of small denomination i.e. USD 1		

All these charges are negotiable in consultation with the Country Manager (Country OPs Manager in absence of CM). Bank reserve the right to amend any of above rates without notice.

Interest on credit facilities will be charged as per the offer letters acknowledged by the customer.