

# Schedule of Charges

Effective from May 2, 2021



## Cash Management Services

### Account Services

Account Maintenance Fee	Nil
Stop Payment	Tk. 300 per item
Account Closing	Nil
Statement Rendition - Hard Copy	- Account Statements (Monthly) - Free; In addition to the free monthly account statement, Issuance of ad-hoc statement in current year - Tk. 1000 - Issuance of ad-hoc statements for previous** years Tk. 2,000. **Previous Year is defined as any timeframe that progresses into the preceding year
Sending Statement through E-mail	Tk. 800
Balance Confirmation Certificate	Half yearly and annual balance confirmation certificates will be free of cost. For more than two balance confirmation certificate in a year Tk. 200 will be charged per certificate.
Any Certificate other than Balance Confirmation Certificate /Other specifically mentioned in SoC	Tk. 1000

### Inward Remittance

Inward Remittance to Citibank Account	Nil
Telegraphic Transfer	For payment to Citi account is Free, for payment to other bank account Tk. 1000.
Charges for fund return	For payment to Citi account is Free, for payment to other bank account USD 25.
Encashment Certificate Fee/ Duplicate encashment certificate fee	Tk. 1,000 for current year Tk. 2,000 for previous year

### Outward Remittance

Issuance of Telegraphic Transfer	0.00% - 0.40% on transaction amount (but not below USD 25 per transaction if not waived)
Issuance of Telegraphic Transfer (Manual Instruction)	0.00% - 0.40% on transaction amount (but not below USD 50 per transaction if not waived)
Issuance of Telegraphic Transfer - OBU Clients	Up to USD 50 per transaction
Issuance of Demand Draft (Local Currency)	0.3% (Minimum Tk.250)
Issuance of Demand Draft (Local Currency) over 3,000 per month	0.3% (Minimum Tk.70)
Issuance of Demand Draft (Foreign Currency)	USD 10
Issuance of Manager's Check (Manual Instruction)	Tk. 2,000
Initiation of Book Transfer (Manual Instruction)	Tk. 200 (for each transaction)
Issuance of Manager's Check through CitiDirect	Up to Tk. 50
Corporate Check through CitiDirect	Tk. 10/- per check
Cash Delivery	As charged by the service provider depending on distance/location/frequency
Direct Account Credit at Correspondent Banks	Tk. 0.15% of the value (Minimum Tk. 200 per transaction)
Direct Account Credit at Correspondent Banks amounting over Tk. 10 Crores per month	Nil
Cancellation of issued Demand Draft (Foreign Currency)	USD 15
Refund/Dividend warrant	Tk. 20
Integrated Payment Solution	Min Tk. 0 to Max Tk. 10 per transaction & Tk. 1000 per batch
Real Time Gross Settlement (RTGS)	Up to Tk. 100 per transaction

### Receivable Management

Integrated Receivable Solution	Min Tk. 0 to Max Tk. 10 per transaction & Tk. 1000 per batch
Local Collection	<b>CitiClear</b> : For amount above Tk. 50,000 but less than 500,000 => Tk. 10 (Inclusive of VAT)  <b>CitiClear</b> : For amount equal or above Tk. 500,000 =>Tk. 60 (Inclusive of VAT) for same day clearing  <b>CitiClear</b> : For amount equal or above Tk. 500,000 =>Tk. 25 (inclusive of VAT) for regular value clearing

	<b>CitiSpeed</b> : 0.10% of value <b>CitiCheck</b> : 0.10% of value <b>CitiCash</b> : 0.10% of value <b>CitiAnywhere</b> : Tk. 350
Guaranteed Credit on CitiSpeed	Min 0.10% to Max 0.15% of value
Wholesale Collection	CitiCash=over 5,000 transactions per month= Nil CitiAnywhere=over 1,000 transactions per month = Tk. 175
Same Day Collection MIS	Nil
Cash Pick-up	As charged by the service provider depending on distance/location/frequency
Cash Overnight Vaulting	As charged by the service provider
Coordinator Service	Nil
Post Dated Check Warehousing	Tk. 10 per instrument
Post Dated Check Warehousing (More than 1,000 per Month)	Tk. 5 per instrument
Post Dated Check Warehousing (Withdrawal)	Tk. 100 per instrument
Post Dated Check Discounting Commission	Applicable overdraft rate (Charged upfront)
Banker to the Issue Commission	0.1% of IPO collections amount (Inclusive of VAT)
<b>Foreign Currency Transaction Fees</b>	
Foreign Currency Notes Issuance	1% of issued amount (Minimum Tk. 200)
Passport Endorsement	Tk. 500
Travelers Checks Encashment	Free for Citi customer Non-Citi customer: 0.5% (Minimum Tk. 250)
Foreign Currency Notes Encashment	Free for Citi customer Non-Citi customer: 0.5% (Minimum Tk. 250)
Foreign Currency Check Collections (Non-USD)	0.25% (Minimum Tk. 750), Courier charges at actual
Foreign Currency Check Collection (USD)	0.25% (Minimum Tk. 750)
<b>Other Charges</b>	
Courier Delivery within Dhaka / Chittagong	As charged by the service provider based on location/ distance/ frequency
Courier Delivery outside Dhaka / Chittagong	As charged by the service provider based on location/ distance/ frequency
Courier Pick-up within Dhaka / Chittagong	Waived
Courier Pick-up outside Dhaka / Chittagong	As charged by the service provider based on location/ distance/ frequency
Dishonored Check Due to Insufficient Fund (when customer is the issuer)	Tk. 500
Salary Instruction Processing	Tk. 500 per batch instruction
Standing Instruction (per annum / instruction)	Tk. 500
<b>Special Remittances and Services</b>	
Application or Renewals to Bangladesh Bank under Section 18A/18B of Foreign Exchange Regulation Act	Tk. 10,000 for companies
Expatriates Yearly Permit Issue for Salary Remittance	Tk. 1,000 per application
Expatriates Leave Salary Permit Issue	Tk. 1,000 per application
Shipping Vessel Handling Permission	Tk. 1,000 per vessel

## Internet Banking Services

### CitiDirect Basic for Corporate Client

Setup Fee (One-time)	Tk. 500
<b>CitiDirect Classic for Corporate Client</b> Including Payments Modules	
Setup Fee	Tk. 2,000
User ID Charge	5 User IDs free, Additional IDs at Tk. 3,000 (One Time) Each
Monthly Maintenance Charge	5 User IDs free, Additional IDs at Tk. 250. Monthly Maintenance Charge for one additional user is waived for every 250 payment or 5 trade transactions initiated in any month during the last 6 months.

### CitiDirect Basic for Bank

Setup Fee (One-time)	Nil
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### CitiDirect Classic for Bank

Including Payments Modules	
Setup Fee	Nil
User ID Charge	Nil

Monthly Maintenance Charge	Nil
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## Import

Issuance (applicable on LC Value+ Tolerance)	1st Quarter	Subsequent Quarters
Letter of Credit-Sight	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit – Back to Back & EDF	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit – Usance	Min 0.04% to Max 0.50%	Min 0.04% to Max 0.45%
Letter of Credit – Mixed Payment	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit with 100% Cash Margin	Min 0.04% to Max 0.25%	Min 0.04% to Max 0.25%
SWIFT / Telex Charge	Waived	
Amendment (applicable on LC Value+ Tolerance)	1st Quarter	Subsequent Quarters
Increase of Amount / Extension of Validity		
Letter of Credit – Sight	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit – Back to Back	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit – Usance	Min 0.04% to Max 0.50%	Min 0.04% to Max 0.45%
Letter of Credit – Mixed Payment	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit with 100% Cash Margin	Min 0.04% to Max 0.25%	Min 0.04% to Max 0.25%
Amendment: Non Increase/Extension of Amount/Validity	Min Tk. 500 to Max Tk. 750	
SWIFT / Telex Charge	Waived	
Advance Endorsement		
Shipping Guarantee (Issuance/Amendment)	Min Tk. 300 to Max Tk. 2,000	
Import Delivery Order (Issuance/Amendment)	Min Tk. 200 to Max Tk. 1,000	
Import Bills		
Acceptance / Deferred Payment Undertaking Commission (per quarter for LC)	Min 0.04% to Max 0.40%	
Import Bill Handling Fee	Waived	
Other Charges (On Account Of Beneficiary)		
Discrepancy Fee	Min USD10 to Max USD75	
Reimbursement Fees	Min USD30 to Max USD135	
Foreign Correspondent Charge		
Foreign Courier Fee	At actual	
Local Courier Fee	At actual	
Postage	At actual	
Others		
Registration of LCA	Min 0.0005% to Max 0.20%	
Amendment of registration of LCA		
Amendment: Increase of Amount	Min 0.0005% to Max 0.20%	
Amendment: Non Increase of Amount/any other kind of amendment	Min Tk. 300 to Max Tk. 500	
LC Application Set	Min Tk. 500 to Max Tk. 1,000	
LCA	Min Tk. 250 to Max Tk. 500	
IMP	Min Tk. 150 to Max Tk. 250	
Issuance of Certificate (Including Back to Back L/C Certificate and C&F Certificate)	Min Tk. 250 to Max Tk. 500	
Pre-shipment Inspection	Min Tk. 100 to Max Tk. 300	
Credit Report Collection	At actual	
Stamp Duty	At actual	
IRC Renewal Fee	Min Tk. 500 to Max Tk. 1,000	
Duplicate Advice	Min Tk. 50 to Max Tk. 100	
Photocopy Attestation / Copy Document Certification	Waived	
Fax / Email of Scanned Image	Min Tk. 50 to Max Tk. 100	

## Export

### Export LC Advising

<b>For Customer</b>		
LC Advising	Min Tk. 300 to Max Tk. 750	
Amendment Advising	Min Tk. 100 to Max Tk. 750	
<b>For Non-customer</b>		
LC Advising	Min Tk. 500 to Max Tk. 750	
Amendment Advising	Min Tk. 500 to Max Tk. 750	
<b>Transfer of LC / Amendment</b>		
<b>For Customer</b>		
LC	Min Tk. 500 to Max Tk. 750	
Amendment	Min Tk. 500 to Max Tk. 750	
<b>For Non-customer</b>		
LC	Min Tk. 500 to Max Tk. 750	
Amendment	Min Tk. 500 to Max Tk. 750	
<b>LC Confirmation</b>	<b>1st Quarter</b>	<b>Subsequent Quarters</b>
Export LC Confirmation	Min 0.15% to Max 0.20%	Min 0.15% to Max 0.20%
<b>Export Bills</b>		
<b>Commission</b>		
Negotiation Bills (Sight)	Min 0.0005% to Max 0.15%( where there is no exchange gain)  Maximum Tk 500 per document/bill( where there is exchange gain)	
Collection	Min 0.0005% to Max 0.15%( where there is no exchange gain)  Maximum Tk 500 per document/bill( where there is exchange gain)	
<i>Client can freely negotiate the convertible export proceeds with any bank</i>		
<b>Local Bill Discounting Commission</b>	<b>1st Quarter</b>	<b>Subsequent Quarters</b>
	Min 0.10% to Max 0.50%	Min 0.10% to Max 0.50%
<b>Foreign Correspondent Charge</b>		
Foreign Courier Fee	At actual	
Local Courier Fee	At actual	
SWIFT / Telex Correspondence	Waived	
<b>Others</b>		
EXP Certification	Min Tk. 50 to Max Tk. 500	
Processing of Cash Assistance / Incentive	Min Tk. 900 to Max Tk.3000	
Issuance of PRC	Min Tk. 100 to Max Tk. 500	
Issuance of Other Certificate	Min Tk. 200 to Max Tk. 500	
Re-export doc handling charge	Min Tk. 5000 to Max Tk.10000	
Photocopy Attestation / Copy Document Certification	Waived	
Advance Remittance Fee	Min BDT 1200 to Max 0.15%	
Signature Verification	Min Tk. 50 to Max Tk. 150	
Fax / Email of Scanned Image	Min Tk. 50 to Max Tk. 100	

## Guarantee

<b>Guarantees on Account of Local Applicant</b>		
Issuance/ Extension of Validity/ Increase in Amount**		Min 0.04% p.q. to Max 1.0% p.q.
Open Ended Guarantee**		Min 0.125% p.q. to Max 1.0% p.q.
Amendment (Except Extension of Validity or Increase in Amount)		Min Tk. 50 to Max Tk. 1,000

## Guarantees Against Foreign Counter Guarantee

Issuance/ Extension of Validity/ Increase in Amount ( < USD 1 million)	0.125%	Min USD 250 to Max USD 1000
Issuance/ Extension of Validity/ Increase in Amount ( ≥USD 1 million)	0.1%	Min USD 500 to Max USD 2000
Amendment (Except Extension of Validity or Increase in Amount)		Min USD 100 to Max USD 500
Stamp Duty		At Actual
Allocated facility charge against which counter guarantee opened*		
India		0.01%-3%pa or equivalent quarter
Others		0.01%-6%pa or equivalent quarter

\*Minimum charges may apply for different country

\* \*The commission will be charged on day basis for tenor maturing/expiring half way through a quarter.

## Import – OBU

Issuance (applicable on LC Value+ Tolerance)	1 <sup>st</sup> Quarter	Subsequent Quarters
Letter of Credit-Sight	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit – Back to Back & EDF	Min 0.10% to Max 0.40%	Min 0.10% to Max 0.35%
Letter of Credit – Usance	Min 0.04% to Max 0.50%	Min 0.04% to Max 0.45%
Letter of Credit – Mixed Payment	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit with 100% Cash Margin	Min 0.04% to Max 0.25%	Min 0.04% to Max 0.25%
SWIFT / Telex Charge	Waived	

Amendment (applicable on LC Value+ Tolerance)		
Increase of Amount / Extension of Validity	1 <sup>st</sup> Quarter	Subsequent Quarters
Letter of Credit – Sight	Min 0.04% to Max 0.40%	Min 0.04% to Max 0.35%
Letter of Credit – Back to Back	Min 0.10% to Max 0.40%	Min 0.10% to Max 0.35%
Letter of Credit – Usance	Min 0.04% to Max 0.50%	Min 0.04% to Max 0.45%
Letter of Credit – Mixed Payment	Min 0.04% to Max 0.50%	Min 0.04% to Max 0.45%
Letter of Credit with 100% Cash Margin	Min 0.04% to Max 0.25%	Min 0.04% to Max 0.25%
Amendment: Non Increase/Extension of Amount/Validity	Min USD 6 to Max USD 9	
SWIFT / Telex Charge	Waived	

Advance Endorsement	
Shipping Guarantee (Issuance/Amendment)	Min USD 3 to Max USD 25
Import Delivery Order (Issuance/Amendment)	Min USD 2 to Max USD 12

Import Bills	
Acceptance / Deferred Payment Undertaking Commission ( per quarter for LC)	Min 0.04% to Max 0.40%
Import Settlement Fee under Contract	Min USD 15 to Max USD 30
Import Bill Handling Fee	Waived

Other Charges (On Account Of Beneficiary)	
Discrepancy Fee	Min USD10 to Max USD75
Reimbursement Fees	Min USD30 to Max USD135

Foreign Correspondent Charge	
Foreign Courier Fee	At actual
Local Courier Fee	At actual
Postage	At actual

Others	
Registration of LCA	Min 0.0005% to Max 0.20%
Amendment of Registration of LCA	
Amendment: Increase of Amount	Min 0.0005% to Max 0.20%
Amendment: Non Increase of Amount/any other kind of amendment	Min Tk. 300 to Max Tk. 500
LC Application Set	Min USD 6 to Max USD 12
LCA	Min USD 3 to Max USD 6
IMP	Min USD 2 to Max USD 3
Issuance of Certificate (Including Back to Back L/C Certificate and C&F Certificate)	Min USD 3 to Max USD 6

Pre-shipment Inspection	Min USD 2 to Max USD 3.5
Credit Report Collection	At actual
Stamp Duty	At actual
IRC Renewal Fee	Min USD 6 to Max USD 12
Duplicate Advice	Min USD 1 to Max USD 2
Photocopy Attestation / Copy Document Certification	Waived
Fax / Email of Scanned Image	Min USD 1 to Max USD 2

## Export – OBU

### Export LC Advising

#### For Customer

LC Advising	Min USD 3 to Max USD 9
Amendment Advising	Min USD 1.5 to Max USD 9

#### For Non-customer

LC Advising	Min USD 3 to Max USD 9
Amendment Advising	Min USD 3 to Max USD 9

### Transfer of LC / Amendment

#### For Customer

LC	Min USD 3 to Max USD 9
Amendment	Min USD 3 to Max USD 9

#### For Non-customer

LC	Min USD 3 to Max USD 9
Amendment	Min USD 3 to Max USD 9

### LC Confirmation

	1 <sup>st</sup> Quarter	Subsequent Quarters
Export LC Confirmation	Min 0.15% to Max 0.20%	Min 0.15% to Max 0.20%

### Export Bills

#### Commission

Negotiation Bills (Sight)	Min 0.0005% to Max 0.15%( where there is no exchange gain)  Maximum Tk 500 per document/bill( where there is exchange gain)
Collection	Min 0.0005% to Max 0.15%( where there is no exchange gain)  Maximum Tk 500 per document/bill( where there is exchange gain)

*Client can freely negotiate the convertible export proceeds with any bank*

#### Commission

	1 <sup>st</sup> Quarter	Subsequent Quarters
Discounting Commission Against On-shore Bank Acceptance	Min 0.1% to Max 0.5%	Min 0.1% to Max 0.5%

### Foreign Correspondent Charge

Foreign Courier Fee	At actual
Local Courier Fee	At actual
SWIFT / Telex Correspondence	Waived

### Others

EXP Certification	Min USD 0.50 to Max USD 6
Processing of Cash Assistance / Incentive	Min USD 11 to Max USD 40
Re-export doc handling charge	Min USD 64 to Max USD 126
Issuance of PRC	Min USD 1 to Max USD 6
Issuance of Other Certificate	Min USD 3 to Max USD 6
Photocopy Attestation / Copy Doc Certification	Waived
Advance Remittance Fee	Min USD 15 to Max 0.15%



Signature Verification	Min USD 1 to Max USD 2
Fax / Email of Scanned Image	Min USD 1 to Max USD 2

## Guarantee - OBU

### Guarantees on Account of Local Applicant

Issuance/ Extension of Validity/ Increase in Amount **	Min 0.04% p.q. to Max 1.0% p.q.
Open Ended Guarantee**	Min 0.25% p.q. to Max 1.0% p.q.

Amendment (Except Extension of Validity or Increase in Amount)	Min USD 1 to Max USD 12
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### Guarantees Against Foreign Counter Guarantee

Issuance/ Extension of Validity/ Increase in Amount ( < USD 1 million)	0.125%	Min USD 250 to Max USD 1000
Issuance/ Extension of Validity/ Increase in Amount ( ≥ USD 1 million)	0.1%	Min USD 500 to Max USD 2000
Amendment (Except Extension of Validity or Increase in Amount)		Min USD 100 to Max USD 500
Stamp Duty		At Actual
Allocated facility charge against which counter guarantee opened*		
India		0.01%-3%pa or equivalent quarter
Others		0.01%-6%pa or equivalent quarter

\*Minimum charges may apply for different country

\*\*The commission will be charged on day basis for tenor maturing/expiring half way through a quarter.

## Direct Custody & Clearing

### Minimum Charge

### Transaction Fees (Formatted Transaction)

Versus Payment / Free Of Payment	USD 10.00- 120.00
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### Special Transaction Fees

Unformatted Additional	USD 10
St Message Repair	USD 10
Late Fee	USD 10
Cancel Fee	USD 25

### Custody/Safekeeping Fees

(Basis Points Calculated Per Annum, Portfolio Value Based On Month-End Market Value)

Portfolio Fee	3.00- 20.00 Bps
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### Other Fees

Fund Transfer Fee (Per transaction, Non-securities related):	USD 10- 50
Minimum Account Maintenance Fee (Per Month)	USD 0.00- 5,000.00
Proxy Attendance & Voting (Only Outside Dhaka)	USD 200

### Out-Of-Pocket Expenses

Typical Out-Of-Pocket Expenses Incurred Cover, but are not Limited to the Following, and will be Passed on to the Client at Cost

Translation Charge For Proxy Materials	At Actual
Transportation and Accommodation Costs	At Actual
Courier / Postage Charge	At Actual
Dematerialization Fee	Tk. 0.00025 per Tk. 1; Minimum Tk. 5.00; Basis - Market Value Of Securities; Payable Monthly
Transaction Fee	Tk. 0.00025 per Tk. 1; Minimum Tk. 5.00; Basis - Market Value Of Securities; Payable Monthly
Custody Fee	0.050% P.A.; Minimum Tk.5.00; Basis - Market Value Of Securities; Payable Monthly
Re-materialization Fee	Tk. 0.10; Minimum Tk.100.00; Basis - Per Share; Payable Monthly

## Agency & Trust

### Minimum Charge

Agency & Trust Fees	USD 5,000 to USD 80,000
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## Loan related Fees

## Minimum Charge

Loan commitment fees	0% to 3% of the committed amount
Unused commitment fees	0% to 3% of the committed amount
Partial usage of committed facility	0% to 3% of the unused commitment
Loan syndication and bond placement fees	0.2% to 2.25% of the deal amount

*Please Note That 15% VAT Will Apply To All The Above Charges. VAT Is Still Payable On The Minimum Standard Fee, Even Where Waived.*

### **Disclaimer:**

*The charges mentioned in this Schedule of Charges were correct at the time of publishing. The Schedule of Charges is subject to change. The charges included are applicable only for accounts maintained with Citibank, N.A. Bangladesh in Bangladesh. Citibank, N.A. reserves the right to make any changes or addition to the Schedule of Charges. VAT is applicable on all fees and commissions.*

*VAT is not applicable to charges and commissions of export related trade transactions as they are exempted by SRO # 264-Law/99/241-Musk dated September 07, 1999*