

Schedule of Charges

Import | With effect from 01-01-2025

SI	Service Description	Nature of Charges/ Commissions	Southeast Bank PLC. (Charges/commissions)
1	L/C Opening Commission (Sight)	Commission	0.10% - 0.40% p.q.
2	L/C Opening Commission under AID/Loan Credit/Barter	Commission	0.10% - 0.40% p.q.
3	L/C Opening Commission for Back to Back L/C	Commission	0.10% - 0.40% p.q.
4	L/C Opening Commission under (DP/Usance/UPAS)	Commission	0.10% - 0.50% p.q.
5	L/C Opening Commission (Sight) against 100% margin	Commission	0.10% - 0.25% p.q.
6	Inland L/C opening and acceptance Commission	Commission	0.10% - 0.40% p.q.
7	Pre Advice/ Non-operative L/C opening commission	Commission	As applicable in Sl. No. 1-6
8	LC Amendment Charge	Charge	Tk. 750/-
9	LC Cancellation Charge	Charge	Nil
10	Commission for LC Amendment (Time Extension & Value Increase)	Commission	As stated under Sl. No. 1-7
11	Acceptance commission under DP/Usance/UPAS/ BTB LC	Commission	0.10% - 0.40% p.q.
12	Import against Contract	Commission	0.10% - 0.40% p.q.
13	Mailing or Courier Charges (Local & Foreign)	Charge	At actual
14	SWIFT Charge for-		
	Transmission of LC	Charge	At actual
	Transmission of Amendment	Charge	At actual
	Transmission of Pre-advice/Non-operative L/C	Charge	At actual
	Transmission of Acceptance	Charge	At actual
	Transmission of PI/RA	Charge	At actual
	Transmission of L/C Confirmation	Charge	At actual
	Transmission of L/C Cancellation	Charge	At actual + Correspondent Bank's charge, if any
	For any other SWIFT communication	Charge	At actual
15	Add confirmation Charge (Confirmation by foreign Bank)	Charge	0.10% - 0.20% p.q. + Foreign Correspondent's Commission and Charges
16	Payment Charge for Import Bills against local & foreign transactions	Charge	Document Value: Up to \$20,000/- \$ 30/- \$20,001/- to \$50,000/- \$ 40/- \$50,001/- to \$100,000/- \$ 50/- \$100,001/- and above \$ 60/-
17	Discrepancy Charge	Charge	Document Value: (Foreign) Up to \$50,000/- \$ 50/- \$50,001/- to \$100,000/- \$ 75/- \$100,001/ and above \$ 100/- Document Value: (Local) Up to \$10,000/- \$ 30/- \$10,001/- to \$50,000/- \$ 50/- \$50,001/ and above \$ 75/-

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18	Application Set (Import through LC/Advance Payment/Contract)	Charge	Tk. 500/- plus cost of stamp
19	PSI Processing charges	Charge	Tk.200/- plus cost of inspection as claimed by PSI company (if applicable)
20	Payment Charge against collection of documents (Import without L/C)	Charge	Document Value: Up to \$20,000/- \$ 30/- \$20,001/- to \$50,000/- \$ 40/- \$50,001/- to \$100,000/- \$ 50/- \$100,001/- and above \$ 60/-
21	Collection of Credit Report on the Beneficiary of the L/C	Charge	Actual cost of rating agency + Handling Tk. 200/- + charge under Sl. No. 13 or 14 as applicable.
22	Collection of Credit Report through SWIFT	Charge	Tk. 750/-
23	Enlistment Fees of C&F Agent	Fee	Enlistment- Tk. 5,000/- Renewal-Tk. 3,000/- Cancellation- Tk. 2,000/-
24	Endorsement for Assessment Purpose	Fee	Tk. 750/-
25	Processing of Assignment of Import Bill (to be deducted from import bill)	Charge	USD 20-50/-
26	Processing of Refinance & Time Extension approval of Bangladesh Bank for DP/ Usance/ UPAS LC	Charge	Tk. 5,000/- for permission & Tk. 2,000/- for renewal
27	Processing of Any Bangladesh Bank Approval other than Sl. No. 26 & 31	Charge	Tk. 3,000/-
28	Advance Payment (Adv. TT) for Import	Charge	Tk. 2,500.00 + Correspondent Bank's Charge
29	Vessel/Shipment Tracking Charge (By Sea Shipment)	Charge	Tk. 200/- for each instance
30	Price Verification Charge	Charge	Tk. 200/- for each instance
31	Bill of Entry Time extension: obtaining approval From Bangladesh Bank	Fee	Tk.500 per approval-per permission
32	Issuance of Shipping Guarantee / Delivery Order for release of consignment in absence of original Documents	Charge	Tk.750/- per Guarantee
33	EDF Loan Maturity Extension	Charge	Tk. 200/- per EDF loan
34	Accepted Bill Maturity Extension	Charge	BDT 1000.00 per bill
35	UPAS Arrangement Charge (Without Add confirmation)	Charge	0% to 0.10 %

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Schedule of Charges

Export | With effect from 01-01-2025

SI	Service Description	Nature of Charges/ Commissions	Southeast Bank PLC. (Charges/commissions)
1	Advising Charge-L/C & Amendment (Both Foreign & Local)	Charge	Tk.750/- (Both own & other bank)
2	Negotiation commission for export bills (Payment in foreign currency)	Commission	a) If No Exchange Gain: Nil- 0.15%
3	Negotiation commission for export bills in Local Currency	Commission	b) If Exchange Gain: Tk. 500/-
4	Transfer of-	Charge	
	a) Letter of Credit (L/C)		Tk. 750/-
	b) Transfer of amendment		Tk. 750/-
	c) Transfer confirmation & Intimation to Issuing Bank		At Actual
	d) Issuance of MT 720		At Actual
5	Adding confirmation	Charge	As per agreement with issuing Bank, or 0.20% p.q. Minimum Tk. 1,000/-
6	Collecting Bank's charges abroad	Charge	At Actual
7	Processing of documentary collection of foreign bills / in foreign currency	Charge	Tk. 500/-
8	Processing of Export documents against remittance (FTT / Foreign DD)	Charge	Tk. 500/-
9	Mailing of Export document (Local & Foreign)	Charge	At actual
10	Collection of Credit Report of the Buyer	Charge	Actual cost of rating agency + handling charge Tk. 200/- + Mail / Courier / SWIFT charge
11	SWIFT Charges	Charge	At Actual
12	Issuance of-		
	a) Export Performance Certificate	Charge	Tk.750/-
	b) Proceeds Realization Certificate (PRC) for Cash Incentive/Dedo/Customs Purpose	Charge	Tk. 500/-
	c) BTB L/C certificate/ C&F Certificate	Charge	Tk.500/-
	d) Issuance of other certificate related to Export	Charge	Tk. 500/-
13	EXP Processing Fee	Fee	Tk.200/-
14	Issuance of C & F certificate	Fee	Tk. 500/-
15	Cash Incentives Processing Fee	Fee	Up to Tk.200,000/-: Tk.1,500/- Tk.200,001/- to Tk.500,000/-: Tk.2,500/- Tk.500,001/-to Tk.1,000,000/-: Tk.3,500/- Tk.1,000,000/- and above-: Tk.5,000/- Per certificate
16	Payment of Buying House Commission	Fee	Tk. 1000/-
17	Processing fee for obtaining Bangladesh Bank approval for EXP Time Extension	Fee	Tk.500 per approval-per permission
18	Vessel/Shipment Tracking Charge (If applicable)	Charge	Tk. 200/- for each instance

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Schedule of Charges

Remittance | With effect from 01-01-2025

SI	Service Description	Nature of Charges/ Commissions	Southeast Bank PLC. (Charges/commissions)
1	Opening/ Renewal of Student file (Education purpose)	Fee	Opening Tk. 7,000/- Maintenance Tk. 3,500/- for each subsequent Year
2	Collection of clean item (Inward)	Charge	Tk. 500/-
3	Collection of foreign currency draft from abroad	Charge	Tk.1,000 - Tk. 2000/- + SWIFT/ Postage/ Courier charge at actual
4	Endorsement of Passport	Charge	Tk. 500/- Per Passport
5	Remittance by TT (FC)/ MT (FC) through foreign correspondent (outgoing)	Charge	Up to Tk. 100,000/- Tk. 100/- Tk. 100,001/- to Tk. 500,000/- Tk. 200/- Tk. 50 0,001/- to Tk. 1,000,000/- Tk.300/- Tk. 1,000,000/- and above Tk. 500/- Plus Correspondent Bank's Charge
6	Cancellation of TT (FC) / MT (FC)	Charge	Tk. 200/- + Swift Charge, if any, at actual
7	Processing Fee of FC Fund Transfer through RTGS	Charge	Maximum Tk.100/- or equivalent FC for each transaction.
8	Processing fee for Bangladesh Bank approval/ permission related to Outward & Inward Remittance	Fee	Tk. 2,500/-
9	Processing Fee of Expatriate of Salary file	Fee	Opening – Tk. 2,000/- Maintenance – Tk. 500/- Per Year
10	Processing documentation for Reconciliation Statement of Shipping Agents/Freight Forwarder/Local Agents/ etc. forwarded to BB as per FERA (Amendment) 2015	Fee	Tk. 2,000/- (Quarterly) Tk. 500/- (Monthly)
11	Maintenance Charge for Indenting, Buying house, freight forwarders agent, liaison office etc.	Charge	Tk. 3,000/- Per Year
12	Issuance of FC Encashment certificate	Charge	Tk. 500/-
13	Issuance of Inward & Outward Foreign Remittance Certificate (For Tax, VAT & Other Official use)	Charge	Tk. 500/-
14	Processing Fee for non-wage earners & Non-export related Inward Remittance	Fee	Tk. 500/-
15	Payment of Foreign Remittance in BDT against expatriates remittance	Charge	Free

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Schedule of Charges

Guarantee (Foreign Currency) | With effect from 01-01-2025

SI	Service Description	Nature of Charges/ Commissions	Southeast Bank PLC. (Charges/commissions)
1	Issuance of Guarantee/SBLC (BID/ PB/APG/CG) favouring a Foreign Bank/ Beneficiary	Commission	0.10% - 0.50 % p.q. Minimum Tk 1,000/- + SWIFT Charge at actual
2	Time Extension/ Value Increase of Guarantee/SBLC (BID/PB/APG/CG) favouring foreign Bank	Commission	0.10% - 0.50 % p.q. Minimum Tk 1,000/- + SWIFT Charge at actual
3	Amendment to any guarantee/SBLC (BID/PB/APG/CG) without extension/ value increase favouring foreign bank	Charge	BDT 500/- to BDT 1,000/- + SWIFT Charge at actual
4	Issuance of Guarantee/SBLC (BID/PB/APG) against Counter Guarantee of Foreign Bank	Commission	0.05% - 0.40% p.q. Min USD 300/-
5	Time Extension/ Value Increase of any Guarantee/SBLC (BID/PB/ APG) issued against Counter Guarantee of Foreign Bank	Commission	0.05% - 0.40% p.q. Min USD 100/-
6	Amendment without extension/ value increase against counter guarantee of foreign bank	Charge	USD 100/-
7	Advising with adding confirmation of any Guarantee/SBLC (BID/PB/ APG) issued by foreign bank	Commission	0.05% - 0.40% p.q. Min USD 100/-
8	Advising without confirmation of any Guarantee/ SBLC (BID/PB/APG) issued by foreign bank	Charge	USD 100/-
9	Advising of any Guarantee/SBLC Amendment (BID/PB/APG)	Charge	USD 50/-
10	Upload in E-GP Portal (Guarantee, Amendment)	Charge	BDT 500/-
11	Delivering Guarantee Directly to the beneficiary	Charge	USD 25/-
12	Stamp Duty & Other Charges	Charge	At Actual

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Schedule of Charges

Off-Shore Banking | With effect from 01-01-2025

SI	Service Description	Nature of Charges/ Commissions	Southeast Bank PLC. (Charges/commissions)
1	L/C (Usance/ Sight) opening	Commission	0.10% - 0.40% p.q.
2	BTB L/C opening	Commission	0.10 % - 0.40% p.q.
3	L/C Amendment-	Charge	
	a) If validity extended & value increased		As per SI. No. 1
	b) Other than validity extension & value increase		Equivalent to Tk 750/-
4	L/C Cancellation	Charge	Nil + Correspondent Bank's charge, if any
5	Acceptance Commission	Commission	0.10% - 0.40% p.q.
6	Credit Report collection	Charge	Actual cost of rating agency+Handling USD 10/-
7	Application set (LCA,LCAF, IMP,TM)	Charge	USD 8/-
8	Renewal of IRC	Fee	Govt. fee at actual
9	Payment Charge	Charge	Document Value: Up to \$20,000/- \$ 30/- \$20,001/- To \$50,000/- \$ 40/- \$50,001/- to \$100,000/- \$ 50/- \$100,001/- and above \$ 60/-
10	Discrepancy Charge	Charge	Document Value: Up to \$50,000/- \$ 50/- \$50,001/- to \$100,000/- \$ 75/- \$100,001/ to \$1,000,000/- \$ 150/- \$1,000,001/- and above \$ 200/-
11	L/C Advising	Charge	Equivalent to Tk 750/-
12	Bill Collection Commission	Commission	a) If No Exchange Gain: Nil- 0.15% b) If Exchange Gain: Equivalent to Tk. 500/-
13	Discounting/Negotiation Commission	Commission	a) If No Exchange Gain: Nil- 0.15% b) If Exchange Gain: Equivalent to Tk. 500/-
14	Issuance of certificate	Fee	Equivalent to TK 500/-
15	EXP Processing Charge	Charge	USD 1-5/-
16	L/C transfer	Charge	Equivalent to Tk 750/-
17	Stamp	Fee	At Actual
18	SWIFT Transmission	Charge	At Actual
19	Courier	Charge	Foreign: At Actual Local: At Actual
20	Postage	Charge	Foreign: At Actual Local: At Actual
21	FDD/TT/MT Issuance Charge	Charge	Up to Tk 100,000/- Tk 100/- Tk 100,001/- to Tk 500,000/- Tk 200/- Tk 500,001/- to Tk 1,000,000/- Tk 300/- Tk 1,000,000/- and above Tk 500/- Plus Correspondent Bank's Charge
22	UPAS Payments Charges	Charge	USD 50/- (Bill Value up to USD 5.00 Lac) USD 100/- (Bill Value above USD 5.00 Lac)
23	Refinance Processing Charge	Charge	USD 200/-
24	Time Extension Processing Charge	Charge	USD 200/-
25	Advance Payment Charge	Charge	USD 25/-
26	Documents Collection charges on CMT basis Export	Charge	USD 5/- Per Presentation
27	Issuance of PRC	Charge	USD 5/- Per Instance

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