



**KASB Bank**  
Limited

# **SCHEDULE OF CHARGES**

Effective from : 1<sup>st</sup> January, 2009

Valid upto : 30<sup>th</sup> June, 2009

**KASB BANK LIMITED**

## **MOST IMPORTANT LEVY OF FEDERAL EXCISE DUTY (FED)**

All Branches are advised to recover **FED @ 10% on all non-fund Banking Services** mentioned in the schedule of Bank charges except the followings:

- **Cheque Book Issuance Charges**
- **Umrah & Hajj Service Charges**
- **Cheque Return Charges**
- **Utility Collection Charges**

# KASB BANK LIMITED

## SCHEDULE OF CHARGES

(Effective from 1<sup>st</sup> January 2009 to 30<sup>th</sup> June, 2009)

### INTERNATIONAL BANKING

#### A) IMPORTS

##### i) Documentary Credit

##### a) Opening of Documentary Credit

Commission based on annual volume/expected business during a calendar year from a customer (group accounts). In case of an arrangement, charges as per sanction.

Upto Rs.10 million @ 0.25% for first quarter or part thereof. Minimum Rs.1000/-  
From above Rs.10 million to Rs.50 million @ 0.20% for first quarter or part thereof.  
Exceeding Rs.50 million @ 0.10% for first quarter or part thereof.

For each subsequent quarter or part thereof commission @ 0.10%. Minimum Rs.750/-.

Note: D/C commission for the increased liability should also be recovered for un-expired or extended D/C period in case liability increases.

##### b) Revalidation of Expired D/C or Transfer to New Beneficiary

Same commission as applicable to opening of fresh D/C as above (A i a)

##### c) Non Reimbursable Documentary Credit under Barter/Aid/Loans

0.50% on 1<sup>st</sup> quarter and 0.20% for each subsequent quarter or part thereof – Minimum Rs.250/-.

##### d) In case of L/G undertaking to be issued favouring any bank for providing forward cover exchange risk under suppliers/buyers credit/foreign currency loan etc. on behalf of applicant.

1) L/G commission to be charged @ 1.00% per annum on reducing liability.  
2) In case of 100% Cash Margin : Nil

##### ii) Amendments

Amendments involving increase in amount and / or extension in period of shipment Rs. 500/- per transaction plus commission as per item (i.a) or (i-c).

- iii) Markup on import bill  
Under D/C Sight
- a) 48 paisas per 1000/- per day.
- b) Service charges against all import bills  
If bills are drawn under USANCE D/C
- 1) Rs. 0.10% (flat). Minimum Rs. 300/-  
2) Nil if LC is backed by 100% Cash Margin
- Rs. 200/- per bill (Flat) plus acceptance commission @ 0.10% per month to be recovered for the period beyond the validity of D/C.
- iv) Miscellaneous
- a) Import Bills returned unpaid. USD 50/- (Flat) from forwarding bank plus courier charges, if any.
- b) Collections Rs.500/- (Flat) per collection in addition to Foreign Bank charges.
- c) Import against advance payment to suppliers. Rs.200/- (Flat) plus usual remittance charges.
- d) Issuance of Delivery Order for release of air consignment in absence of original import documents subject to 100% margin of DC value Rs.500/- (Flat)
- e) Guarantees issued to shipping companies in lieu of Bills of Lading. Rs. 500/- (Flat)
- f) Reimbursement charges (Payable to reimbursing Banks) At actual
- g) Credit Report on Foreign Buyer/Seller Rs.200/- plus actual telex charges plus foreign correspondent charges.
- v) Registration of contract for import on consignment basis. 0.1% (Flat) handling charges at the time of registration of contract/purchase order / proforma invoice. Minimum Rs.1000/-.
- vi) Discrepant Document presented under L/C  
US\$ 50/- on beneficiary account if documents received under discrepant and SWIFT Message sent to presenting bank.  
Rs. 1000/- per document if charges are on applicants account
- B) EXPORTS
- i) Documentary Credit
- a) Advising Rs.350/- (Flat)
- b) Amendment Advising Rs.350/- (Flat)
- c) Negotiation of Pak Rupee Bills under Documentary Credit/ACU arrangements 0.15% Minimum Rs.200/-.
- d) Confirmation As per arrangement, Minimum 0.25% per quarter or part thereof.

- e) **Transfer of Export D/C** Rs.250/- (Flat)
- f) **Reimbursement payment to other local banks from Non-Resident Rupee Account.** Rs.250/- (Flat)
- ii) **If the documents are sent to other banks for negotiation under restricted Documentary Credit.** Rs.300/- (Flat)
- iii) **Collections**
- a) **Clean Bills (Cheques, demand drafts etc.)** **General**  
US\$ 5 (Flat)
- b) **Documentary Bills (on which bank does not earn any exchange difference)** Rs.200/- per collection (Flat)
- iv) **Handling of Duty Drawback Claims.** @ 0.20% per claim with a minimum of Rs.250/- or as prescribed by State Bank of Pakistan.
- v) **Service charges against export documents sent on collection basis where payment cover is already received to our Foreign Currency Account.** Paisas 10 per Rs.100/-
- vi) **Handling charges on RDS cases** Rs. 800/- (Flat)
- vii) **Handling charges for discrepant document** Rs. 1000/- (Flat)
- C) **REMITTANCES**
- i) **Outward**
- a) **Foreign Travellers Cheques** 1% of the amount of Travellers Cheques sold.
- b) **Remittance abroad through Foreign Currency Accounts.** Commission @ USD 2/- per USD 1,000/- or part thereof minimum USD 5/- maximum USD 15/- or their equivalent in other foreign currencies (i.e. GBP, EURO & JPY) plus telex charges minimum Rs.100/- per telex (or actual whichever is higher) in case of telegraphic transfer.
- c) **Charges against issuance of Foreign Telegraphic Transfers (FTTs), Foreign Mail Transfers (FMTs) & Foreign Demand Drafts (FDDs) against Pak Rupees.** Commission paisa 10 per Rs.100/- Minimum Rs.100/- plus Rs.100/- telex charges in case of TTs or actual whichever is higher.
- d) **FDD cancellation** US\$ 5/- per case.

- e) **Issuance of duplicate FDD** US\$ 5/- per case
- ii) **Inward**
- a) **Home Remittance** Cost of Money Order or telegram charges when T.T. is requested. No charges to be recovered, if the funds are remitted to the branch of our bank.
- b) **Other Remittances** Nil, if the proceeds are credited to an account with the drawee bank. In other cases the charges are to be recovered as applicable to the specific mode of payment desired by the beneficiary.
- c) **Charges on payment of Inward Foreign Drafts/Foreign Mail Transfers where payment is made to beneficiaries after payment cover is received to our Foreign Correspondent's Account. These charges are to be recovered only when T.T. buying rate is applied.** Actual cost to be recovered.
- D) MISCELLANEOUS**
- i) **Commission/Handling charges on deposit of currency notes for the credit of Foreign Currency Account or deposited for foreign remittance purpose.** Paisas 40 per Euro, Paisas 50 per Pound Sterling – Minimum Rs.300/-.
- ii) **Business Commitment and Compensatory Commission (for International & Domestic Banking).** If a party fails to pass on committed business while getting the Credit Line sanctioned in his favour, the bank reserves the right to recover compensatory commission maximum @ 1% to the extent of shortfall in business so committed to be routed through us.
- iii) **Correspondents charges, if any, will be recovered** Actual
- iv) **Negotiation of Foreign Currency bills under sight Documentary Credit** If proceeds are not realized within 12 days, rate charged shall be as per credit approval terms.
- v) **The following charges (where applicable) are to be recovered in addition to the usual charges / commission:-**
- Telecommunication/Telephone charges
  - Courier/Postage charges

- |   |  |
|---|--|
| a) Postage/Courier  | <ul style="list-style-type: none"> <li>- Inland postages –Rs.25/-</li> <li>- Foreign postages Ordinary Rs.60/-</li> <li>- Foreign postage registered –Rs. 100/-</li> <li>- Inland courier charges –Rs.50/-.</li> <li>- Foreign courier charges – Min. Rs.1200/- per set of documents or at actual whichever is higher</li> </ul> |
| b) Cable/Telex/Swift  | <ul style="list-style-type: none"> <li>-Short cable/telex/Swift D/Cs Rs.600/- per cable/telex/Swift for overseas.</li> <li>- Full telex/cable/Swift D/Cs Rs.1,250/-</li> </ul>   |
| c) Fax (Local i.e. one city to another)<br>Fax (Foreign)  | <ul style="list-style-type: none"> <li>Rs.50/- per page</li> <li>Rs.200/- per page</li> </ul>  |
| d) Any other out of pocket expenses   | Actual   |
| vi) Foreign bills sent to collection returned unpaid.   | Rs.150/- (Flat) plus telecommunication charges, if any.  |
| vii) Cheques received as inward collection drawn on F.C. accounts with our branches whose proceeds to be remitted through our Nostro Account. | Telex charges US\$ 5.00 or actual whichever is higher.   |
| viii) Cheques received as inward collection drawn on F.C. account with our branches for payment in Pak Rupees.                                | Rs.100/- or telex/postage charges whichever is higher.   |
| ix) Standing instructions charges in Foreign Currency A/c   | NIL. Only usual remittance charges where applicable.   |

### DOMESTIC BANKING

#### A) REMITTANCES

- (1) Online Transaction Rupee Accounts (Intercity only)

- 1) Rs. 50/- per transaction
- 2) Free for CD / Business Flex A/c if maintaining min. avg. balance of Rs.100,000/-
- 3) Free for SB A/cs if maintaining min. avg. balance of Rs.100,000/-

- (2) Payment Order  
(PO payable at any branch of KASB Bank in Pakistan)

- 1) Rs. 100/- (Flat) for Account holders
- 2) Rs 500/- (Flat) for Non A/c holders
- 3) Free for Business Flex Account holders if maintaining min. avg. balance of Rs. 100,000/-.

- i) Payorder Cancellation  
ii) Issuance of Duplicate Payorder
- (3) (a) Commission on D.Ds  
Drawn on our correspondent

- Rs.100/-  
Rs.100/-
1. 0.1% Min. Rs.200/-
  2. Rs. 1000/- (Flat) for Non A/c holders

**(b) Commission on M.Ts and T.Ts****i) Drawn on KASB Bank Branches**

**0.05% Min. Rs.100/- Max. Rs.1000/-  
Free for Business Flex Account holders  
if maintaining min. balance of  
Rs.50,000/-**

**ii) Drawn on our Correspondent**

**0.1% Minimum Rs.200/-**

**(c) Telecommunications charges on T.Ts**

**Rs.50/- (Flat) or actual whichever is higher**

**(d) Postage on M.Ts (including Courier Charges)**

**Rs.20/- (Flat) or actual whichever is  
higher.**

**(e) Cancellation/Issuance of Duplicate Drafts.**

**Rs. 200/- (Flat).**

**(f) SWIFT/Test Verification Charges**

**Rs.250/- per instance.**

**(4) INLAND DOCUMENTARY CREDIT****(a) Issuance of Inland D/C**

**Upto Rs. 10 million at 0.25% for first  
quarter or part thereof. Minimum  
Rs.1000/- .From above Rs. 10 million @  
0.20% for first quarter or part thereof .  
Exceeding Rs. 50 million @ 0.10% for  
first quarter or part thereof. For each  
subsequent quarter or part thereof  
commission @ 0.10%. Minimum  
Rs.1000/-**

**(b) Amendment Charges**

**Rs.500/- (Flat) or commission at the  
rates applicable on (a) above if amount  
or validity of the L/C is to be  
increased/extended.**

**(c) Advising/Amendment/Confirmation  
charges of (Inward) Inland D/Cs**

**Charges will be same as applicable in  
case of Export DCs.**

**B) BILLS****i) Collections****a) Clean (Cheques, bank drafts etc.)**

**0.20% Minimum Rs.50/- Maximum Rs.5000/- plus postage/courier/telex charges as mentioned at page-5 para-(V) and other Bank chares, if any.**

**Commission on clean collection to be waived if party maintains average balance of Rs. 1.00 million and above in their current account or Rs. 10.00 million and above in any profit bearing account.**

**b) Documentary**

**0.30% Min. Rs.200/-plus postage / courier charges (excluding other bank's charges, if any).**

**ii) Purchase of Bills****a) Documentary Bills other than those drawn against Documentary Credit and Clean Bills/Trade Cheques.**

**Same charges as for collection cited at (i) (a) and (b) above plus mark-up to be advised by Credit Division/Sanctioning Authority as per prevailing money market situation.**

**Note: Postage/Courier charges are to be recovered on collection/realization of each instrument (whether clean or documentary). However, in case where party has deposited more than one cheque/instrument on a particular date to be collected/drawn on the same branch of the Bank, Postage/Courier are to be recovered once only.**

**b) Other cheques/demand instruments (like dividend warrant).**

**0.40% Minimum Rs.15/- plus mark-up as advised by Credit Division / Sanctioning Authority.**

**Note:****i) Collecting agent's charges, if the collecting bank is other than our bank, will be extra.****ii) Telegram/Trunk Call/Telex/Fax charges will be extra if fate of the instrument is asked for by telecommunication.****iii) Returning charges for Documentary and Clean Collections, in case the instruments are returned unpaid.**

**Rs. 100/- (Flat)**

- iv) **Documentary bills drawn under Inland Documentary Credit**
- 1) **Sight bills**
- a) **Negotiating End** **Negotiation Commission @ 0.40% - Minimum Rs.50/-**
- b) **Collection charges (Where documents are forwarded to some other bank for payment).** **Forwarding Bank/Branch would charge handling charges of Rs.50/- (Flat) per bill (Commission will not be applicable).**
- c) **At opening end (at the time of retirement) Rates of Mark-up:** **To be advised by Credit Division.**
- 2) **Usance bills**
- At collecting end:**
- a) **Collecting Charges** **Commission @ 0.30% - Minimum Rs.50/- plus actual postage.**
- b) **In case of purchase** **Mark-up as advised by Credit Division.**
- C) **FINANCE/ADVANCES**
- i) **Project Appraisal** **All charges related to project appraisal to be advised by Credit Division on case to case basis.**
- ii) **Processing Fee for Fresh / Renewals of Limits** **Rs.2,000/- on fresh cases & Rs.1,000/- on renewals for SME, Middle Market Customers.**
- iii) **For obtaining CIB Report** **Rs. 150/- per report or as advised by State Bank of Pakistan.**
- iv) **Miscellaneous charges for issuance of N.O.C.**
- For the issuance of N.O.C. at the request of customers/clients for creating additional / pari - passu charge/second charge on their fixed assets for acquiring further project finance from other Banks / Financial Institutions.** **Rs.2,500/-**
- For finance against pledge/hypothecation the various charges may be levied as follows:**
- a) **Godown Rent** **Actual**
- b) **Godown staff salaries** **Actual**
- Salaries of Godown Keepers/Chowkidar**

- |     |  |   |
|-----|--|---|
| c)  | <b>Godown Inspection Charges.</b>  | To be credited to Bank's income A/c.  |
| i)  | <b>Within Municipal limits or within a radius of 5 kilometers from our branch.</b> | Upto Rs.1.0 million Rs.250/- above Rs.1.0 million to Rs.10.0 million Rs.450/- above Rs.10.0 million Rs.600/- plus actual conveyance charges |
| ii) | <b>Outside the above limits.</b>   | T.A. and D.A. or conveyance charges admissible to staff as per rules plus charges at c(i) above.  |

**NOTE:**

(No charges, if inspection is done by auditors/controlling office)

- |      |   |                             |
|------|---|-----------------------------|
| iii) | <b>Charges for issuance of Delivery orders for goods under bank's pledge.</b> | Rs 200/- per Delivery Order |
| iv)  | <b>Other incidental expenses.</b>   | Actual                      |
| v)   | <b>Insurance, premia, Legal Charges</b>                                       | Actual                      |

**D) SALE & PURCHASE OF SECURITIES, SAFE CUSTODY & ARTICLES IN SAFE DEPOSITS:**

- |     |   |  |
|-----|---|--|
| i)  | <b>Custody of Securities</b>                      | <b>0.25% of the market value of shares/cost of security held plus CDC &amp; insurance charges.</b>   |
| ii) | <b>Sale and Purchase of shares and securities</b> | <b>0.125% on the first Rs.10,000/- of purchase price Minimum Rs.25/- plus CDC &amp; insurance charges.</b><br><b>0.0625% on amounts exceeding Rs.10,000/- Minimum Rs.100/- plus CDC &amp; insurance charges.</b> |

**Notes:**

1. The above charges are in addition to brokerage.
2. Commission will not be recovered on purchase of newly floated securities, where it is payable by the Government/Government Agencies and from the subscribers to new share floatation.
3. When order for purchase or sale of shares/securities are executed through the bank's other offices, all incidental expenses, such as postage, insurance charges etc. incurred will be recovered in addition to the commission brokerage charges.

- |      |   |   |
|------|---|---|
| iii) | <b>Handling fee on shares and securities for safe custody</b> | <b>Rs.100/- per transaction (inward / outward) plus CDC charges where applicable.</b> |
|------|---|---|

- iv) **Withdrawal fee on Government Securities, where shares and/or securities sold are from those held in safe custody, either commission on sale of shares and securities as shown against item (i) or withdrawal fee as shown against item (ii) and (iii), whichever is higher will be charged but not both.** **Rs.5/- per scrip plus insurance charges.**
- v) **Handling charges for conversion, renewal, consolidation or sub-division of Government Securities.** **Rs.100/- per scrip.**
- vi) **Articles in Safe Deposit**  
**Fee for articles in safe deposit (to be accepted after scrutiny) will be recovered in advance at the time of deposit or at the commencement of each quarter.**
- a. Boxes and packages** **Rs.300/- per quarter**
- b. Envelopes** **Rs.100/- per quarter**
- vii) **Safe Deposit Lockers Charges (To be recovered in advance at the time of allocation of locker and then on yearly basis.)**
- a) **Lockers Fee**
- |                               |                    |                             |
|-------------------------------|--------------------|-----------------------------|
| <b>Upto 0.40 cft.</b>         | <b>Small</b>       | <b>Rs.1000/- per annum</b>  |
| <b>From 0.41 to 1.35 cft.</b> | <b>Medium</b>      | <b>Rs.1,500/- per annum</b> |
| <b>From 1.36 to 2.00 cft.</b> | <b>Large</b>       | <b>Rs.1,800/- per annum</b> |
| <b>From 2.01 to 3.00 cft.</b> | <b>Extra Large</b> | <b>Rs.2,200/- per annum</b> |
| <b>Late payment Fee</b>       |                    | <b>Rs.100 per month</b>     |
- Waiver on rental** **50% waiver of annual rent for KASB Smart Saving Gold customers**
- b) **Key Deposit**  
**Key deposit will apply at the time of issuance of new locker.** **Rs.1,500/- per locker**
- c) **Breaking charges** **Actual or Rs.1,500/- whichever is higher**
- viii) **IPS Transactions**  
**Buy/Sell/Transfer of Govt. Securities for each profit claim from SBP on behalf of customer** **Rs. 1,000/- per transaction**

**E) GUARANTEES**

- |      |   |  |
|------|---|--|
| i)   | <b>Guarantees issued to collector of customs in lieu of payment of Export Duty which are valid upto 6 months.</b> | <b>0.35% per quarter or part thereof – Minimum Rs. 500/- per quarter.</b>  |
| ii)  | <b>Other Guarantees.</b>  | <b>Upto Rs.10.00 million 0.25% per quarter or part thereof – Minimum Rs.500/-<br/><br/>Above Rs.10.00 million 0.20% per quarter or part thereof.</b> |
| iii) | <b>Guarantees issued on behalf of Foreign correspondents</b>  | <b>0.20% to 0.35% per quarter or part thereof minimum Rs.500/- depending upon rating of correspondent</b>  |

**Note:** All guarantees must contain specific amount and expiry date commission to be charged from the date of issue till expiry of the LG or till such time the Bank is released from its liability under the guarantee which ever is later.

**F) MISCELLANEOUS CHARGES**

- |      |  |   |
|------|--|---|
| i)   | <b>Duplicate statement of account</b>  | <b>Rs. 50/- per statement.</b>  |
| ii)  | <b>Issue of SBP/NBP cheques on behalf of customers other than banks and financial institutions, if allowed by SBP</b>            | <b>Rs.250/- per cheque.</b>   |
| iii) | <b>Handling charges for issuance of Student Exchange Remittance permit and maintenance of record for subsequent remittances.</b> | <b>Rs.100/- per annum.</b>  |
| iv)  | <b>Stop payment of cheque</b>  | <b>Rupee A/c Rs.100/- per instruction &amp; F.C. account USD 5/- per instruction.</b>   |
| v)   | <b>Charges on cheques/instruments Returned in Inward Clearing or on Counter due to insufficient funds</b>                        | <b>Rupee A/c Rs.300/- per cheque F.C. account USD 5/- per cheque or eqv. in other currencies. In case of insufficient balance, the credit balance available to be recovered as Charges.</b> |
| vi)  | <b>Same day out ward clearing cheque<br/>Same day cheque return charges<br/>Inter city cheques charges</b>                       | <b>Rs. 100/- per instrument.<br/>Rs.100/- per instrument.<br/>Rs.100/- Flat (per instrument)</b>  |
| vii) | <b>Confirmation of balance to auditors</b>   | <b>Rs.200/- per confirmation.</b>   |

viii)	Issuance of Cheque Book	Re 3/- per leaf (Flat)
ix)	Standing Instructions Fee	Rs.50/- per transaction plus remittance charges if any.
x)	Service Charges on Minimum Balance Maintenance on PLS & Current Deposit Accounts in terms of BPD Circular No 23 dated July 4, 2003, BPD Circular Letter No 2 dated January 7, 2005 and BPD Circular Letter No 3 dated January 23, 2006 and BPRD Circular Letter No. 20 dated August 01, 2007	Rs 50/- per month (if average monthly balance is below Rs 10,000/-)
		<p><b>Note</b></p> <p>a) Following Categories of accounts will be exempted from levy of service charges in any manner what so-ever.</p> <p>1. Students (2) Mustahiqeen of Zakat (3) Employees of Govt/Semi Govt. Institutions for salary &amp; pension purposes, including widows/children of deceased employees eligible for family pension / benevolent fund grant etc. (4) Zakat Accounts maintained for collection and disbursement of Zakat.</p> <p>b) Basic Banking Accounts are exempted from all charges as stipulated in SBP BPD Circular No. 30 dated Nov. 29, 2005. Two chequing withdrawals per month free of charges. Over and above Rs.50/- per withdrawal.</p>
xi)	Account closing charges (Current/Saving Account)	NIL
xii)	Cable / Telex / Swift	Short Cable/Telex/Swift D/Cs Rs600/- per Cable/Telex/Swift for overseas.
xiii)	Hold Mail Instructions	Full Cable/Telex/Swift D/Cs Rs1250/- Rs. 500/- per annum

**NOTE****Other Charges**

Pricing/volume discounts on various products and services may be allowed subject to prior approval of Head Office.

**Out of Pocket Expenses**

Out of pocket expenses not specifically mentioned elsewhere in this Schedule of Charges in connection with the services/facilities provided to customers shall be recovered at actuals. Legal charges will be recovered at actual from the customer in addition to our tariff charges.

**Charges from Bank's Staff Members**

The charges at serial No.(1), (2) and (3) under the Head "DOMESTIC BANKING" sub-head (A) REMITTANCES and at serial (ix) under (F) MISCELLANEOUS CHARGES are not applicable in case of staff members on transactions through staff salary account only, except actual telex/postage expenses and waiver may be allowed by Branch Manager. In case of availment of locker facility, waiver of key deposit and recovery of 50% of normal fee may be allowed to regular employees of the Bank. Concession or waiver in any other charge for staff is subject to Head Office approval.

**G) ATM/DEBIT CARD**

Joining fee	Nil
Annual fee	Nil
Card Replacement	Rs.150/-
Financial transaction from M-Net & 1-link	Rs.15/-
Non-financial transaction from M-Net & 1-link	Rs.5/-
Cash withdrawal from maestro / cirus (international)	3% or Rs.300/- whichever is higher
POS transaction (international)	Upto 2% of transaction amount.