

## General Terms & Conditions – May 2022

### 1. Collections

| Inward Bills/Outward Bills   |                              |
|--|------------------------------|
| Type   | Commission                   |
| Clean Collections/Bills  | 0.10% Min USD 25             |
| Documentary Collections  | 0.15% Min USD 35             |
| Items returned unpaid (outward/Inward)   | Same as above                |
| Cheques (after final payment)  |                              |
| Cheques for collection to be credited to an account maintained with us                         | 0.10% Min USD 20 Max USD 75  |
| Cheques for collection where proceeds are to be transferred to other Banks in Cyprus or abroad | 0.10% Min USD 25 MAX USD 100 |

### 2. Bills

| Type  | Commission           |
|---|----------------------|
| Direct Discountable Bills                       | 1.5% Plus USD 1/Bill |
| Discount of Avalized Draft                      | 1% Plus USD 1/Bill   |
| Bills in Guarantee (in favor of Bank of Beirut) | Free                 |

### 3. Documentary Credits

| Type   | Commission                        |
|--|-----------------------------------|
| Issuance - Import  | MIN 0.30% per Quarter, MIN USD 50 |
| Pre-advising - Export                                    | USD 25 Flat                       |
| Advising without adding our confirmation - Export        | 0.10% MIN USD 50 per Quarter      |
| Advising with adding our confirmation - Export           | MIN 0.30% per Quarter MIN USD 50  |
| Acceptance Commission (Import - Export)                  | 2% per Annum Days MIN USD 50      |
| Amendments (excl. increase or extension)-Import - export | USD 25 Flat                       |
| Payment of Negotiation - Export                          | MIN 0.10% MIN USD 25              |
| Discrepancy Fee - Import & Export                        | USD 75 per set of Documents       |
| Letter of Credit Cancellation- Import & Export           | USD 35 Flat                       |
| Transferring a letter of Credit - Export                 | 0.25% per quarter, MIN USD 50     |
| Reimbursement Charges - Export                           | USD 100 per each drawing          |

#### 4. Placing Goods in Warehouse & Release

| Type      | Commission   |
|-----------|--|
| Placing   | USD 50 for each deposit + agent charges                                |
| Releasing | USD 25 for each release + agent charges                                |
| Visiting  | Charge for each visit to warehouse(in Cyprus) for stock control USD 50 |

#### 5. Guarantees & Standby Letters of Credit

| Type   | Commission   |
|--|--|
| Establishing a Letter of Guarantee or SBLC   | 0.50% MIN USD 50 per Quarter                                       |
| Issuance of a Letter of Guarantee or SBLC against another Bank's counter guarantee or SBLC | Subject to special arrangement with issuing banks or same as above |
| Passing forward an issuing Bank's Guarantee or SBLC without our confirmation               | USD 35 Flat  |
| Amendments (excluding increase or extension)   | USD 25 Flat  |
| Indemnities to Shipping companies (for missing Bills of Lading)                            | USD 50 per Quarter   |

#### 6. Accounts

| Type         | Commission   |
|--------------|--|
| Current      | Nonbearing Interest                                      |
| Time Deposit | Minimum Deposit Bearing Interest USD 5,000 or equivalent |

#### 7. Clean Payment Orders & Transfers

| By Swift in Foreign Currencies Except Euro - Payment Orders and Transfers Sent |                              |
|--|------------------------------|
| Type   | Commission                   |
| When transfer is made to an account with another Bank                          | 0.10% MIN USD 5, MAX USD 300 |
| When transfer is made to our customer's account with one of our branches       | Free                         |
| When transfer is made to account with one of our branches                      | 0.05% MIN USD 5, MAX USD 300 |

|  |   |
|--|---|
| Amendment or cancellation  | USD 20  |
| Charges OUR  | For USD payments MIN USD 15<br>For GBP payments: < 5,000 MIN C/V EUR 20<br>>50,000 MIN C/V EUR 25 |
| <b>By Swift in Foreign Currencies Except Euro- Payment Orders and Transfers Received</b> |   |
| Payment orders in favor of Account with us   | USD 5 Flat (according to currency received)   |
| Payment orders in favor of a third party account with another bank                       | 0.10% MIN USD 5, MAX USD 300  |
| <b>Transfer by Swift in Euro</b>   |   |
| <b>Type</b>  | <b>Commission</b>   |
| Transfer by Swift in Euro  | 0.10% MIN EUR 5, MAX EUR 300 for same day value<br>additional 0.05% MIN EUR 20, MAX EUR 150       |
| If beneficiary IBAN is missing   | EUR 20  |
| Charges OUR- EU countries  | <12,500 EUR 17<br>12,500-50,000 EUR 35<br>>50,000 EUR 50  |
| Charges OUR- Outside EU  | <50,000 EUR 50<br>>50,000 EUR 70  |

## 8. Credit Card Services

|                                  |                   |
|----------------------------------|-------------------|
| <b>Transfer by Swift in Euro</b> |                   |
| <b>Type</b>                      | <b>Commission</b> |
| Regular                          | USD 60            |
| Regular Extra                    | USD 75            |
| Gold                             | USD 95            |
| Gold Extra                       | USD 110           |
| VIP                              | USD 123           |
| VIP Extra                        | USD 130           |
| Plus Photo on cards              | USD 5             |
| IAPA card                        | USD 15            |
| <b>Visa Card</b>                 |                   |
| <b>Type</b>                      | <b>Commission</b> |
| Platinum                         | USD 375           |
| Platinum Extra                   | USD 400           |
| IAPA card                        | Free              |

## 9. Other Account Services

| Type   | Commission  |
|--|---|
| Statement ( By Request)  | USD 3 per statement for current year<br>USD 10 per statement for previous year      |
| Audit Confirmation Report  | USD 25 for Banks<br>USD 50 for Customers  |
| Issuance of Banker Drafts  | USD 10 per draft  |
| Cheque Stop Payment  | On Customer account USD 10<br>On Correspondent Banks USD 25 + Correspondent Charges |
| Foreign Exchange   | Subject to special arrangements   |
| Credit Information Report  | USD 50  |
| Standard Cheque Book   | USD 25  |
| Legal Documentation for Credit Facilities                                    | MIN Charges USD 30, MAX charges USD 150   |
| Arrangement fees at the time of granting a Commercial File below USD 250,000 | New File 350<br>Renewal USD 200   |
| Arrangement fees at the time of granting a Commercial File over USD 250,000  | New File USD 500<br>Renewal USD 350   |
| Arrangement fees at the time of granting a Personal File below USD 5,000     | USD 75  |
| Arrangement fees at the time of granting a Personal File over USD 5,000      | USD 100   |
| Penalty on excess overdraft, current accounts and past due installments      | 2% p.a.   |
| Statement Charges for Current & Checking Accounts                            | USD 2 per month   |

## 10. Communication Services

| Type            | Commission  |
|-----------------|---|
| Special Courier | Subject to International Tariffs, MIN USD 55  |
| Postages        | Subject to International Tariffs, MIN USD 5 for local, MIN USD 10 for international |
| Hold Mail       | USD 50 p.a.   |
| Swift/Telex     | USD 35 for international per message<br>USD 75 for L/C issuance                     |