

GENERAL

35 Company and Deeds Registry	
Searches	– K150,000
Sealing of Documents	– K60,000 per document sealed
36 Safe Custody	
a) Large Boxes	
Guidelines	
– 25cm x 20cm x 8cm or larger	– K120,000 per month
b) Small Boxes	
Guideline – smaller than above	– K100,000 per month
37 Salary handling	
Salary handling charge	– K10,000 per entry charge to employer
38 Standing Orders	– K40,000
Amendment	– K20,000
39 Managers Cheques	
Account Holders	– K90,000
Non-account holders	– K100,000
40 Night safes	– K50,000 per day
41 Responding to Auditor's letters	
Full letter	– K250,000
Certificate of balance	– K200,000
42 Treasury Bill/Government Bond Applications	– K100,000 per application
43 Certification of documents	
i. Internal use	– not applicable
ii External use	– K60,000 per document
45 Administering Commissioner of Oaths Services	– K60,000 per document
46 Transfers through BOZ (RTGS)	– K50,000
47 Transfers through BOZ (DDACC)	– K50,000
48 Penalty on unpaid direct debits (DDACC)	– K350,000
49 Photocopy of paid cheques	– K10,000 per cheque
50 Search fees for items over 1 year	– K250,000

ADVANCES (Competitive rates can still be obtained)

51 Reference Letter/CRB (Credit Reference Bureau)	– K50,000 flat
52 Agricultural charges	–registration fee
	– K200,000
53 Bonds, Guarantees and Indemnities	
(Cheque Guarantees, Bid Bonds, Performance Bonds, Advance Payments Guarantees, Warehouse Bonds etc)	
i. Secured cash	– 0.75% per quarter min K500,000
ii. Secured – other	– 0.75% per quarter min K500,000
iii Arrangement fees	– 3%
54 Loans & Overdrafts	
Arrangement fees	
i. Between 2-5% upfront of the facility granted	
ii. Minimum	– K500,000
Documentation Fees	
i. As billed by Registry Authority and Lawyers	
ii. Discharge fees	– K300,000
55 Encashment against uncleared effects	– K500,000
56 Interest rates on Loans and Overdrafts (INDICATIVE only)	
a. Kwacha	
i. Cash secured	– Base Rate + margin (1 to 10%)
ii. Other security	– Base Rate + margin (1 to 10%)
iii. Temporary overdraft	– Base Rate + 15%
b. US Dollar	
i. Cash secured	– Base Rate + margin (1 to 4.5%)
ii. Other security	– Base Rate + margin (1 to 4.5%)
iii. Temporary overdrafts	– Base Rate + 5%
57 Lease repayment	
i. Kwacha and US Dollar lease repayments are based on agreed instalments	
ii. Interest on lease instalment in arrears will be as per conditions in the lease agreement.	
58 Commitment Fees	– 0.5% if not utilised within 30 days
59 Late payment charges (charge on delayed loan/lease instalments)	– Base rate + 15% on outstanding instalments



Tariff Guide (effective February 2010)

This Tariff Guide is being published in accordance with the Banking and Financial Services Act of 1994 as amended in 2000.

It is a guide to the main charges applicable to Banking services we provide and enables you to establish the cost of transactions before charges are levied. Charges for services not included are available upon request.

Whilst a general review is only carried out annually, it is necessary to amend individual charges periodically. In such cases, details of any amendments will be available at our Branches.

KWACHA ACCOUNT OPERATIONS

- 1. Cheque Books**
 - i. 50 leaves Personal ZMK – K95,000
 - ii. 50 leaves Company ZMK – K95,000
 - iii. 100 leaves Company ZMK – K120,000
 - iv. 25 leaves US\$ – K95,000
 - v. 50 leaves US\$ – K95,000
- 2. Deposit Books** – K25,000 per book
- 3. Monthly Statement** – Free
- 4. Interim Statement** – K25,000 per sheet
Duplicate Statement – K55,000 per sheet
Mini ATM Statement – K2,000
- 5. Account Maintenance Fees (per month)**
 - a. Current accounts**
 - i. Personal – K150,000
 - ii. Corporate – K350,000
 - iii. Initial Deposit to open account:
Personal – K500,000
Corporate – K1,000,000
 - b. Cheque Savers Accounts (interest bearing accounts)**
Minimum balance – K1,000,000 – Corporate
Minimum balance – K500,000 – Personal
No maintenance fee unless balance falls below minimum charge as for Current Accounts.
 - c. Savings Accounts (interest bearing accounts)**
Minimum Balance – K30,000
If balance falls below minimum, charge of K30,000 per month. Interest to be paid above balances over K30,000
Transaction fee per cash withdrawal over the counter – K10,000
 - d. ATM**
ATM Card replacement – K50,000
ATM withdrawal at Investrust ATM – K3,000
ATM withdrawal at non-Investrust ATM – K5,000
Retrieval of captured ATM – Free
 - e. Dormant Accounts (all types)**
Accounts not operating for more than 6 months – K50,000 p.m
- 6. Cash withdrawal by withdrawal slips on current accounts** – K50,000
- 7. Stop Payments** – K350,000 per item
- 8. Third party cheque encashment charge to the beneficiary** – K250,000
- 9. Bulk cash handling fee above K100 million (per K100 million)** – K100,000 per K100 million
- 10. Account enquiries**
 - i. Within the branch – Free
 - ii. With other branches – Free
- 11. Closure of accounts**
 - i. Within 6 months – K100,000
 - ii. After 6 months – K80,000
 - iii. Breaking Fixed Deposit before maturity date – Forfeiture of interest

FOREIGN CURRENCY ACCOUNT OPERATIONS

- 12. Minimum Account balance**
 - i. Personal – US\$500
 - ii. Corporate – US\$1,000
 - iii. Other – ZAR1,000, GBP500, EUR500
If account falls below minimum balance:
i. Corporate: US\$15, GBP8, EURO10, ZAR40
ii. Personal: US\$5, GBP4, EURO5, ZAR20
- 13. Account Maintenance fees**
 - i. Personal Accounts – US\$10 per month
 - ii. Corporate Accounts – US\$30, GBP15, EUR20, ZAR75 per month
- 14. Cheque Books** – same charges as for Kwacha accounts
- 15. Interim/duplicate statements** – same charges as for Kwacha accounts.
- 16. Special clearance of locally drawn Foreign Currency**
Cheques over US\$50,000 only – US\$100 shared 50/50 basis between the collecting Bank and paying Bank.
- 17. Withdrawal of Cash Forex**
\$5,000 or less – 1.5% commission, min US\$10
- 18. Internal Transfers from ZMK Accounts to FX Accounts** – Free
- 19. Currency drafts sold**
 - i. Account holders – Flat fee US\$40 per draft
 - ii. Non-account holders – Flat fee US\$50 per draft
- 20. Outward telegraphic transfers**
 - i. Flat fee – US\$75 per transfer
 - ii. Correspondents charges are for beneficiaries account
 - iii. Investigation of fees for non receipt of funds where funds have been remitted – US\$100.00
- 21. Stop payments** – US\$100 per item

FOREIGN TRANSACTIONS

- 22. Inward Telegraphic Transfers** – US\$5 or equivalent
- 23. Collection/Negotiation of outward Foreign Cheques**
 - i. SADC region – US\$30
 - ii. Other parts of the world – US\$50
- 24. Inward Collection received through Overseas banks** – US\$70 flat fee
- 25. Encashment of Travelers Cheques**
 - i. US\$20 – Minimum – 1.5% commission US\$ 20 minimum
 - ii. American Express T/Cs – Free
- 26. Foreign Currency Notes Sold against Kwacha funds**
 - i. Account holders – Free
 - ii. Non-account holders – Board rate + 2.5% commission

FOREIGN TRANSACTIONS (continued)

- 27. Foreign Currency Notes Bought** – Free
- 28. Travellers Cheques Sold** – 1.5% Commission
– minimum US\$20
- 29. Back to Back Transactions in the same Foreign Currency**
 - i. Bills Negotiation – 0.5%
 - ii. Exchange for Travellers Cheque – 1.5%, minimum US\$20
 - iii. Telegraphic Transfers – Flat fee US\$70 per transfer
 - iv. Drafts – Flat fee US\$40 per draft
- 30. Outward Letters of Credit (imports)**
 - a) Opening commission**
 - i) Sight L/C's – 1.5% - minimum US\$70
 - ii) Usance L/Cs – 1.75% - minimum US\$70
 - iii) Donor funded L/C's – 1% - minimum US\$70
 - b) Drawing commission** – Flat fee US\$70
 - c) Amendment commission on extension** – 0.75% - minimum US\$100
 - d) Amendment commission on increase in value** – 1%
 - e) Postage** – US\$15
 - f) Other amendments** – US\$100
 - g) Swift Charges (Full L/C text)** – US\$70
 - h) Brief Swift/amendment** – US\$100 + US\$20
- 31. Inward Letters of Credit**
 - a) Advising commission – 0.5% - minimum US\$100
 - b) Confirmation commission – 1% - minimum US\$150
 - c) Negotiation commission – 0.5% - minimum US\$100
 - d) Extension
 - i. Confirmed by us – 1% - minimum US\$150
 - ii. Advised without confirmation – 1% - minimum US\$100
 - e) Other amendments – US\$60 flat fee
 - f) Postage – Courier – US\$100
 - g) Closing charges on undrawn L/Cs – Flat Fee US\$100
 - h) Swift Charges – minimum US\$100
- 32. Tender/Performance/Advance Guarantee on Account of Correspondent Bank**
 - a) Advising commission – 0.5% - minimum US\$100
 - b) Confirmation Commission – 1% - minimum US\$100
 - c) Increase in value
 - i. confirmed by us – 1% - minimum US\$150
 - ii. advised without confirmation – 1% - minimum US\$100
 - d) Extension
 - i. confirmed by us – 1% - minimum US\$150
 - ii. advised without confirmation – 1% - minimum US\$100
- 33. Shipping Guarantees on behalf of Customers**
Issuing commission – 1.5% of value of consignment
- 34. Export Documentary Collection**
Collection commission – 1.5% plus US\$55 Courier charge