

# PROFESSIONALS AND SMALL BUSINESSES (PSB)

## ACCOUNT MAINTENANCE

Local currency accounts			
Initial Opening Balance	0		
Minimum Operating Balance	0		
Account Maintenance Fee	1.5 per mille min. GHS 50		
Foreign currency accounts			
Initial Opening Balance	0		
Minimum Operating Balance	0		
Account service fee	tiered based on T/O, min USD, EUR, GBP 5, max USD, EUR, GBP 100		
Verification of Business Registration Document	GHS 30-Subject to change (Full cost recovery)		

## CHEQUES

Cheque issuance			
Local currency cheque book - 100 leaves	GHS 120		
Foreign currency cheque book - 100 leaves	USD 15		
Continuous cheques / cheque letter	Full cost recovery		
Counter cheque (after first cheque book delivers)	GHS 15 per leaflet		
Returned cheques			
For insufficient funds - 1st return	10% on face value		
For insufficient funds - 2nd return	15% on face value		
For insufficient funds - 3rd return	20% on face value		
For Post dated cheque	Free		
Other reasons	Free		
Stopped cheque	GHS 49		
Special clearing	GHS 50		

## CASH TRANSACTIONS

Foreign Cash Withdrawal From:			
Foreign Currency Account (fed with off-shore cheque & transfers/remittance)	2.5%; min \$10.00		
Foreign Exchange Account (fed with off-shore cheque & transfers/remittance)	2.5%; min \$10.00		
Foreign Exchange Account fed with Cash	Free		
Cash Collection			
Point per day	Collections above GHS 20k/day - Free		
Offsite teller	Collections below GHS 20k - GHS 50 per pick min GHS 2000 per agent		

## TRANSFERS/PAYMENTS

Book Transfers			
Transfers within SG Ghana branches (Book)	0		
Transfers to other banks in Ghana / ACH	Manual- GHS 5, GIP - GHS 10		
Salary Processing (other banks)	Min. 100 GHS per company, 4 GHS per employee		
Transfers to other banks in Ghana/GIS	Manual- GHS 40, Online - GHS 50		
Bank cheque / Payment Order: To customer	GHS 25		
Bank cheque / Payment Order: To Non customer	0.30%, min GHS 30.00, max GHS 75.0		
Standing order to SG beneficiary	Free		
Standing order to other bank	GHS 5.00 (plus setup fee of GHS 5.00)		
Foreign Currency Transfers			
Foreign Currency fed by Inward Transfers/Export	10% per mille on debit turnover, min USD 5, max USD 100		
Foreign Exchange Acct fed by Bank Notes or from Cedi Accounts	10% per mille on debit turnover, min USD 5, max USD 100		
Outward Transfers-Import Payment			
	Manual transfers : from L/C - 1%, min USD 50 from FCA - 1%, min USD 50 from FEA - 1.5%, min USD 50 + 1% repatriation		
	Electronic transfers: from L/C - 1%, min USD 50 from FCA - 0.75%, min USD 50 from FEA - 1%, min USD 50 + 1% repatriation		
Amendment for Outward Transfer Instruction	\$ 40 or equivalent		
SWIFT charges	\$ 20 or equivalent		
Export Operations			
Inward Remittances to customers	"Inward from offshore bank - free		
Return of Remittance	Inward from resident bank - \$ 15		
Foreign Cheque for collection (Offshore)	\$ 25		
	3%, maximum \$1000		

## PURCHASE OF DRAFT /INTERNATIONAL MONEY ORDER

Payable Abroad		
Minimum	1% of face value \$ 50.00 or equivalent	

## STATEMENT AND REPORTING

Regular monthly statement		
Adhoc requests	no change	
MT940	GHS 5 per page	
Sogecashnet Internet Banking	MT940 Set-up fees: GHS 300, MT940 monthly: 40 EUR/USD 40	
Host to host	Free	
	GHS 1000 for implementation	

## DOCUMENT RETRIEVAL

Up to 3 months	GHS 20	
3 months to 1 year	GHS 30	
1 year to 3 years	GHS 40	
3 years to 10 years	GHS 150	

## BUSINESS CARDS

Card issuance / replacement / renewal	GHS 30 / USD 6 / EUR 5	
Monthly fees	GHS 5 / USD 1 / EUR 1	
Withdrawal at SG Ghana ATM	Free	
Withdrawal at other local bank ATM	0.90% of transaction amount (min GHS 10.00, USD 1.50, EUR 1.00)	
Withdrawal at other international bank ATM	6.5% of transaction amount (min GHS 20.00, USD 2.00, EUR 2.00)	
Payment at local merchants	Free	
Payment at international merchant	Free	
Online payments	Free	
Mini statement	GHS 3 / USD 3 / EUR 4	

## MERCHANT SERVICES

POS acquiring - Local currency payments	3%
POS acquiring - Foreign currency payments	5%
POS terminal rental	GHS 40 / USD 10

## SPECIAL REQUESTS

Ghana Investment Promotion Council confirmation	GHS 200
Certificate of balance to auditors	GHS 100
Introductory / confirmation letter	GHS 50

## CREDITS/LOANS

Facility fee	2.00%
Processing fee	1.50%
Temporary / Excess fee	GHC 70, min 1%
Interest rate	GRR+ a margin of 5% to 9%
Foreign currency Overdraft, Loans, finance lease	
Arrangement fee	1% per annum; min USD 200
Processing Fee	1% flat min USD 200
Interest rate	Libor + negotiated margin

## OVERDRAFTS

Facility Fee	2% per annum; min GHS 200.00
Processing Fee	1.5% flat min GHS 200.00

## FACTORING

Factoring commission	0.80%
Facility fee	1.50%

## TRADE

Documentary Collection-Export Bills	\$100 flat for handling documents. No charge for receiving proceeds
Bills of Exchange on Collection	\$200 flat for handling documents. No charge for receiving proceeds
Documentary Bills for Collection	\$ 30.00 or equivalent
Advice of Fate	\$ 60.00 or equivalent
Courier	Nil - NO charge for receiving proceeds
Pre-Payment	
Letter of Credit - Export Advising or Amendment Commission	\$50
SG Ghana	\$100 Flat
Other Banks	1% per Quarter; Minimum \$200
Confirmation Commission	
Transfer of L/C to:	
SG Ghana Customers	0.25% of LC value Min \$ 100
Non-Customers	0.25% of LC value; min \$ 200.00
Negotiation /Discounting	1.25%; min \$ 200.00
Documents on Collection Basis	\$200 flat for handling documents. NO charge for receiving proceeds
Pre Paid Document	Nil - NO charge for receiving proceeds
Cancellation of L/C	\$ 150.00 + CBC charges
Discrepant Document	\$100
Document Examination	\$200 flat for handling documents. NO charge for receiving proceeds

## DOCUMENTARY COLLECTIONS - IMPORT BILLS

Handling Commission on Bills	\$ 50
Customers	\$120
Non-customers	
Documentary Bills:	
Advice of Fate	\$ 30.00 + SWIFT
Protest	Full cost recovery from remitting bank
Over- Due Bills reminder	\$ 50.00 or equivalent
Payment Commission	Refer to outward transfer charges
Availization	1.50%
Transfer of Documents	\$140 flat

## LETTERS OF CREDIT - IMPORT

Establishment commission	0.75% per quarter


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