



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	GHS30-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 Collections below GHS 20k - GHS 50 per pick min GHS 2000 per agent
Offsite teller	

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 LCY - 1%, min USD 50 from FCA - 1%, min USD 50 from FEA - 1.5%, min USD 50 + 1% repatriation
	Electronic transfers: from LCY - 1%, min USD 50 from FCA - 0.75%, min USD 50 from FEA - 1%, min USD 50 + 1% repatration
Amendment for Outward Transfer Instruction	\$ 40 or equivalent
SWIFT charges	\$ 20 or equivalent
Export Operations	
Inward Remittances to customers	"Inward from offshore bank - free Inward- from resident bank - \$ 15
Return of Remittance	\$ 25
Foreign Cheque for collection (Offshore)	3%, maximum \$1000

PURCHASE OF DRAFT /INTERNATIONAL MONEY ORDER

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

STATEMENT AND REPORTING

Regular monthly statement	no change
Adhoc requests	GHS 5 per page
MT940	MT940 Set-up fees: GHS 300, MT940 monthly: 40 EUR/EUR 40
Sogecashnet Internet Banking	Free
Host to host	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,min1%
Interest rate	GRR+ a margin of 5% to 9%
Foreign currency Overdraft, Loans, finance lease	
Arrangement fee	1% per anum; min usd 200
Processing Fee	1% flat min USD 200
Interest rate	Libor + negotiated margin

OVERDRAFTS

Facility Fee	2% per anum; min GHS 200.00
Processing Fee	1.5% flat min GHS 200.00
Interest rates	Libor +margin

FACTORING

Factoring commission	0.80%
Facility fee	1.50%

TRADE

Documentary Collection-Export Bills	
Bills of Exchange on Collection	\$100 flat for handling documents. No charge for receiving proceeds
Documentary Bills for Collection	\$200 flat for handling documents. No charge for receiving proceeds
Advice of Fate	\$ 30.00 or equivalent
Courier	\$ 60.00 or equivalent
Pre-Payment	Nil - NO charge for receiving proceeds
Letter of Credit - Export Advising or Amendment Commission	
SG Ghana	\$50
Other Banks	\$100 Flat
Confirmation Commission	1% per Quarter; Minimum \$200
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	
Customers	\$ 50
Non-customers	\$120
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
Avalization	1.50%
Transfer of Documents	\$140 flat

LETTERS OF CREDIT - IMPORT

Establishment commission	
Fully Cash Covered (Sight)	0.75% per quarter
Fully Cash Covered (Usance)	0.75% per quarter
Partial Cash Covered - Min 30% cash cover of LC value (Sight)	1% per quarter
Partial Cash Covered - Min 30% cash cover of LC value (Usance)	1% per quarter
Non-Cash Covered (Sight)	1.25% per quarter
Non-Cash Covered (Usance)	1.25% per quarter
Minimum (for all)	\$ 200.00 or equivalent
Swift charges	\$ 40.00 or equivalent
Payment/ Drawing Commission	0.5% flat

AMENDMENTS

Increase in Amount	Same as establishment fee
Amendment in Tenor	Same as establishment fee
General Amendment	N/A
Other Amendment	\$ 50
Amendment Swift Charges	\$ 20
Discrepancies	\$150
LC Cancellation	\$150 + SWIFT

GUARANTEES

Established / Issuance	1.5% per quarter min GHS 200
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