

# PROFESSIONALS AND SMALL BUSINESSES (PSB)

## ACCOUNT MAINTENANCE

<b>Local currency accounts</b>	
Initial Opening Balance	0
Minimum Operating Balance	0
Account Maintenance Fee	1.5 per mille min.GHS 60
<b>Foreign currency accounts</b>	
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
<b>Verification of Business Registration Document</b>	<b>GHS30-Subject to change (Full cost recovery)</b>

## CHEQUES

<b>Cheque issuance</b>	
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
<b>Returned cheques</b>	
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

<b>Foreign Cash Withdrawal From:</b>	
Foreign Currency Account (fed with off-shore cheque & transfers/remittance)	5% of cash amount
Foreign Exchange Account (fed with off-shore cheque & transfers/remittance)	5% of cash amount
Foreign Exchange Account fed with Cash	Free
<b>Cash Collection</b>	
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

<b>Book Transfers</b>	
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)
<b>Foreign Currency Transfers</b>	
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
<b>Outward Transfers-Import Payment</b>	
	Manual transfers :
	from LCY - 1%, min USD 50
	from FCA - 0.75%, 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% repatriation
Amendment for Outward Transfer Instruction	\$ 40 or equivalent
SWIFT charges	\$ 20 or equivalent
<b>Export Operations</b>	
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, min 1%
Interest rate	GRR+ a margin of 5% to 9%
<b>Foreign currency Overdraft, Loans, finance lease</b>	
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

<b>Documentary Collection-Export Bills</b>	
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
<b>Letter of Credit - Export Advising or Amendment Commission</b>	
SG Ghana	\$50
Other Banks	\$100 Flat
Confirmation Commission	1% per Quarter; Minimum \$200
<b>Transfer of L/C to:</b>	
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

<b>Handling Commission on Bills</b>	
Customers	\$ 50
Non-customers	\$120
<b>Documentary Bills:</b>	
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

<b>Establishment commission</b>	
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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## OTHER SERVICES

<b>Gold Coin</b>	
Service charge on sale and purchase of Gold Coins	GH¢50