




# **SCHEDULE OF SERVICE CHARGES OF ISLAMIC BANKING**

**FOR  
THE HALF YEAR ENDING  
DECEMBER 2013**

  
Dr. Mufti Muhammad Mushtaq Ahmad  
Shariah Advisor  
Islamic Banking Division  
The Bank of Punjab  
Head Office, Lahore

## **TABLE OF CONTENTS**

<b>A. REMITTANCES</b>	<b>1</b>
<b>B. BILLS</b>	<b>2</b>
<b>C. STANDING INSTRUCTIONS FEE</b>	<b>3</b>
<b>D. ON-LINE BANKING</b>	<b>3</b>
<b>E. CHARGES FOR ATM/DEBIT CARD</b>	<b>4</b>
<b>F. LOCKERS</b>	<b>4</b>
<b>G. ARTICLES KEPT IN SAFE CUSTODY</b>	<b>4</b>
<b>H. MISCELLANEOUS CHARGES</b>	<b>5</b>
<b>I. ISLAMIC FINANCING / INVESTMENTS</b>	<b>7</b>
<b>J. LETTER OF CREDIT</b>	<b>9</b>
<b>K. LETTER OF GUARANTEE</b>	<b>11</b>
<b>L. GENERAL NOTES</b>	<b>13</b>

# A. REMITTANCES

Sr. No.	BANKING SERVICES	CHARGES		Applicability of FED
1	<b>Draft, MTs. &amp; TTs</b> Upto Rs. 50,000/- Rs. 50,001 to Rs. 100,000/- Above Rs. 100,000/- to Rs. 2,000,000/- Above Rs. 2,000,000/-	<b>For Account Holders</b> Rs. 200/- only Rs. 200/- Rs. 250/- 0.075% Max Rs. 10,000/-	<b>For Non Account Holders</b> Rs. 200/- only Rs. 250/- Rs. 350/- 0.10% Max Rs. 10,000/-	Yes
	a) Postage/Courier: Demand Draft / MTs b) Telephone/Telex/Fax Charges	Actual Actual	Actual or Rs. 100/- whichever is higher Rs. 100/- Flat	No
	a) D.D/TT Cancellation charges b) Duplicate issuance of DD	Rs. 300/- (Flat) per DD/TT Rs. 350/- (Flat) per DD	Rs. 500/- (Flat) per DD/TT Rs. 500/- (Flat) per DD	Yes
	Customers handled under cash management services (Duly approved by the competent authority)	Negotiable		Yes
	<b>Pay Order</b> a) Issuance of Pay Order b) Cancellation of PO c) Issuance of Duplicate PO Issuance, Cancellation and Duplicate issuance of PO for staff Customers handled under cash management services (Duly approved by the competent authority)	Through A/C Rs. 150/- Through Cash Rs. 300/- Rs. 250/- Rs. 300/- Rs. 50/- Negotiable	Rs. 350/- * Rs. 400/- Rs. 400/- Rs. 400/-	Yes
<b>Call Deposits</b> i) Issuance of Call Deposit Receipt to A/c Holders either through debiting his/her Own A/c or depositing in cash ii) Issuance of duplicate CDR	Free Rs. 300/- per instrument	Rs. 300/- per instrument Rs. 400/- per instrument *(Copy of CNIC must be attached with P.O/CDR issuance Application Form)	Yes	
5 <b>Free Remittance Facility for our bank's Employees</b> Up to Four Gross Salaries during a month, commission Re. 1, No Courier charges will be recovered.			Yes	

  
**Dr. Mufti Muhammad Mushtaq Ahmad**  
 Shariah Advisor  
 Islamic Banking Division  
 The Bank of Punjab  
 Head Office, Lahore

## B. BILLS

Sr. No.	BANKING SERVICES	CHARGES	Applicability of FED
1	<b>Collection</b>		
	a) Documentary	0.25% Minimum Rs. 500/- + Postage/Courier charges Rs. 75/- Flat. If BOP branch exists in collecting city, Rs. 1,000/- Flat	• No (for Courier charges) Yes
	b) Clean (including cheques / dividend warrants)	0.25% Minimum Rs. 250/-, Max. Rs. 10,000/- + Postage/Courier charges Rs. 75/- Flat	Yes No
	c) Urgent clearing/Collection of local cheques (Same day clearing through NIFT)	Rs. 500/- per transaction	Yes
	d) Collection made on staff A/Cs	Free up to 2 collections during a month (Re. 1 Commission, no Courier Charges will be recovered.)	Yes
	e) Outward bills for collection sent in intercity Clearing through NIFT	Rs. 300/-	Yes
	f) Collection of instruments through on-line deposited with any Branch	Nil Note: For instruments sent in intercity clearing charges as per (e) above will be additional	No Yes
2	Instruments cleared/collected within Local area of NIFT	Nil	

### Note:

If total annual/annualized volume exceeds Rs. 50 (M) following slabs shall be applicable:-

Upto Rs. 100 (M)	0.20%	Minimum Rs. 35/-	Yes
Above Rs. 100 (M) upto Rs. 500 (M)	0.15%	Minimum Rs. 35/-	Yes
Above Rs. 500 (M) upto Rs. 1000 (M)	0.10%	Minimum Rs. 35/-	Yes
Above Rs. 1000 (M)	0.05%	Minimum Rs. 35/-	Yes

Annual volume = Annual Import Business + Annual Export Business + Annual Remittance Business + Annual Average Balance for last whole year.

Sr. No.	BANKING SERVICES	CHARGES	Applicability of FED
	<p>i) Postage / Courier charges are to be recovered on collection/realization of each Instrument (whether clean or Documentary). However in case where party has deposited more than one cheque/instrument on a particular date to be collected/drawn on the same drawee or on the same branch of the bank, postage/courier charges are to be recovered once only.</p> <p>ii) Collecting agents charges, if the collecting bank is other than the bank, will be extra.</p> <p>iii) Telegram/Trunk call charges will be extra, if fate of the instrument is asked by Telephone/Fax.</p>		No
3	Return Charges is case of instruments are returned unpaid for:		
	<p>a) Documentary Collections</p> <p>b) Clean Collections (Including LBC/OBC)</p>	<p>Rs. 500/- flat per bill</p> <p>Rs. 300/- flat per bill</p>	<p>No</p> <p>No</p>
Note: Sindh Sales Tax/FED is applicable on Return charges for LBC/OBC for branches operating in Sindh Province			

### C. STANDING INSTRUCTIONS FEE

1	Standing instruction's fee will be recovered in addition to the usual charges on remittances, if any	Rs. 150/- per transaction (Re 1 for staff)	Yes
2	Customers handled under cash management services (Duly approved by the competent authority)	Negotiable	Yes

### D. ON-LINE BANKING

1	All types of online Facilities are free for all customers	No
---	---	----



## E. CHARGES FOR ATM/DEBIT CARD

Sr. No.	BANKING SERVICES	CHARGES	Applicability of FED
1	Issuance of ATM/Re-issuance (Lost/stolen)	Rs. 350/- per card Re. 1 for staff	Yes
2	Renewal Charges		
3	Cash Withdrawals "Self Customer + ATM"	Nil	
4	Cash Withdrawals "Self Customer + Other ATM"	Rs. 15/- per Transaction Re. 1 for staff	Yes
5	Cash Withdrawals "Other Customer + Self ATM"	Rs. 20/- per Transaction Re. 1 for staff	Yes
6	Balance Query	Nil	
7	Mini Statement	Nil	
8	80 Column Statement	Nil	
9	IBFT through ATM	Free	No
10	Customers handled under cash management services (Duly approved by the competent authority)	Negotiable	Yes

## F. LOCKERS

	Size of Lockers	Annual Rent	Key Deposit	Breaking Charges	Remarks	
1	Small Medium Large Extra Large	Rs. 2500/- Rs. 3500/- Rs. 4500/- Rs. 7000/-	Rs. 2500/- Rs. 3500/- Rs. 4500/- Rs. 7000/-	Actual	All terms & conditions in our circulars issued from time to time	Yes
2	Locker rent for staff members Only small size locker allowed charges Re. 1, for other size, full rent on commercial rates will be received					Yes

## G. ARTICLES KEPT IN SAFE CUSTODY

1	Articles in Safe Deposit Fee for Articles in Safe Deposit (To be recovered in advance at the time of deposit or at the commencement of each quarter)		
a	Boxes and Packages	Rs. 5.00 per 100 cubic inches or any part thereof with a minimum of Rs. 500/- per quarter	Yes
b	Envelopes	Rs. 0.40 per 25 square inches or any part thereof with a minimum of Rs. 300/- per quarter	Yes

## H. MISCELLANEOUS CHARGES

Sr. No.	BANKING SERVICES	CHARGES	Applicability of FED
1	Reactivation of Dormant / inoperative/Unclaimed Account within branch	Free (for relation strengthening)	Yes
2	Duplicate Statement of Account or as and when demanded by the A/C Holder other than periodical Statement dispatched.	Rs. 35/- per statement (Inclusive of FED) Re. 1 for staff	Yes
3 (a)	3rd party Funds Transfer through PRISM (MT-103)	SBP Charges + Bank's Commission @ 10% of SBP Cheques	No Yes
3 (b)	3rd party Funds Transfer through PRISM (MT-102)	Maximum PKR 50/- per payment instructions (PKR 25/- SBP Charges + PKR 25/- Bank Charges)	No Yes
3 ©	Reprocessing of returned Funds	SBP Charges	No
4	Issue of SBP/NBP cheque	Rs. 500/- per cheque. No charges if issued to Bank's / DFI's & Corporate Customers	Yes
5	Handling charges for issuance of Student Exchange Remittance permit and maintenance of record for subsequent remittances.	Rs. 100/- per annum	Yes
6	Stop payment of cheque	Rs. 500/- per instruction (Re 1 for staff)	Yes
7	1) Cheque return charges presented in normal outward clearing. US Dollar Clearing (As a collecting Banker)	Nil for PKR US \$ 5 per Transactions Staff free of charge	No
	2 (i) Cheque return unpaid in outward clearing (Same day and intercity)	Rs. 300/- Staff free of charges	
	2 (ii) Cheques received in inward clearing and returned unpaid.	Rs. 300/- including NIFT Charges (LCY) US \$ 6/-, GB 5/-, Euro 5/- (FCY) These charges are to be recovered from the drawer (Our A/c holder) who has issued the cheque drawn on our Bank Branch which is returned unpaid due to insufficient funds, where cheque returned on counter no charges will be recovered, staff, Free of charge	
Sindh Sales Tax / FED applicable for Branches operating in the province of Sindh (Effective since April 14, 2012)			
8	Delivery of Cheque Book by Registered Mail/Courier	Rs. 150/- courier charges	Yes
9	Photo Copy of the Paid Cheque to Customer: Upto One Year Above one year upto five years Above five years	Rs. 250/- per cheque Rs. 750/- per cheque Rs. 1500/- per cheque	Yes
10	Issuance of Balance Confirmation Certificate	Rs. 300/- per certificate	Yes
11	Issuance of Certificate "TO WHOM IT MAY CONCERN" (Business Performance Certificate)	Rs. 450/- per certificate	Yes

Dr. Mufti Muhammad Mushtaq Ahmad  
Shariah Advisor  
Islamic Banking Division  
The Bank of Punjab  
Head Office, Lahore

Sr. No.	BANKING SERVICES	CHARGES	Applicability of FED
12	a) Issuance of Balance Confirmation Certificate to External Auditors b) Certificate regarding profit & tax deducted during other financial years c) Certificate of tax withheld on cash withdrawals	Rs. 200/- per certificate Rs. 200/- per certificate Rs. 150/- per certificate	Yes
13	Issuance of Duplicate RFC's (both for A/C Holder & Non A/C Holder) in lieu of original reported lost.	Rs. 500/- per instrument. (Staff Re. 1)	Yes
14	Account closing charges (where the account is being closed at the request of customer) except PLS deposit accounts	Rs. 300/- (Except Govt A/C, Staff Members, Zakat Committees, Students, Mustehqeen-e-Zakat, Salary A/Cs of Govt/Semi Govt. employees, Pensioner's account (only for salary/pension purpose) including widows / children of deceased employees' eligible for family pension / benevolent fund grant etc.) No charges if account is transferred to another branch or different type of account is opened at the same branch.	Yes
15	Cheque Book issuance Charges	Rs. 5/- per leaf (Staff members Zakat Committees and Zakat Mustehqeen A/Cs are exempted)	No
16	NIFT charges for Non-MICR coded instruments	Rs. 12.50/- Staff, free of charge	No
17	Handling Charges for marking of lien on Govt. securities	Rs. 750/- per cheque	Yes
18	Marking of Lien on securities issued by the Bank for other Banks	Rs. 750/- per cheque	Yes
19	Issuance of new Cheque book in lieu of lost cheque book	Rs. 300/- + actual Cheque book issuance charges Staff, free of charge	• Yes • No
20	Retrieval of Paid cheques: Within one year Exceeding one year	Rs. 300/- Rs. 1500/-	Yes
21	Collection of charges on behalf of the Govt. received through challan	Rs. 20/- per Challan from Depositors	Yes
22	Customers handled under cash management services (Duly approved by the competent authority)	Negotiable	Yes



# I. CHARGES ON ISLAMIC FINANCING / INVESTMENTS

Sr. No.	BANKING SERVICES	CHARGES	Applicability of FED
1	<p><b>Ijarah</b> (Processing Fees refundable in case of decline of the request after deduction of actual expenses)</p> <p><b>Consumer Ijarah</b></p> <p>a) Motor Cycle</p> <p>b) Motor Vehicle</p> <p><b>Commercial Ijarah (Sanctioned Amount)</b></p> <p>Upto Rs. 1,000,000/-</p> <p>Rs. 1,000,000/- up to Rs. 10,000,000/-</p> <p>Rs. 10,000,001/- and above</p> <p><b>Repossession charges (including transportation &amp; storage charges)</b></p> <p>a) Motorcycle (Under Consumer Financing)</p> <p>b) Vehicle (Under Consumer Financing)</p> <p>c) Others</p>	<p>Rs. 1,000/- per vehicle</p> <p>upto 1000 CC Rs. 3,000/- per vehicle above 1000 CC upto 1800 CC Rs. 5,000/- per vehicle. Above 1800 CC Rs. 7,500/-</p> <p>Rs. 5,000/-</p> <p>Rs. 25,000/-</p> <p>0.25% of the Ijarah amount</p> <p>Actual</p> <p>Actual</p> <p>Actual</p>	<p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes</p> <p>Yes No</p> <p>Yes No</p> <p>Yes No</p>

## 2 Diminishing Musharikah

Processing Fees (refundable in case of decline of the request after deduction of actual expenses)

Limits (Amount in PKR) Bank's Investment / Sanctioned Limit	Amount in PKR (Fresh Cases)	Amount in PKR (Renewals)	
Upto Rs. 100,000/-	Rs. 3,000/-	Rs. 3,000/-	Yes
Rs. 100,001/- to Rs. 500,000/-	Rs. 5,000/-	Rs. 5,000/-	Yes
Rs. 500,001/- to Rs. 2,000,000/-	Rs. 8,000/-	Rs. 6,000/-	Yes
Rs. 2,000,000/- to Rs. 10,000,000/-	Rs. 25,000/-	Rs. 15,000/-	Yes
Rs. 10,000,001/- to Rs. 30,000,000/-	Rs. 50,000/-	Rs. 25,000/-	Yes
Exceeding Rs. 30,000,000/-	Rs. 100,000/-	Rs. 50,000/-	Yes

*Dr. Mufti Muhammad Mushtaq Ahmad*  
Shariah Advisor  
Islamic Banking Division  
The Bank of Punjab  
Head Office, Lahore

Sr. No.	BANKING SERVICES	CHARGES	Applicability of FED
---------	------------------	---------	----------------------

**Miscellaneous**

a	Misc. Service Charges (i.e. charged for documents, legal charges, evaluation of security and maintenance thereof etc.)	Actual	Yes No
b	Search Report charges	Actual	Yes No
c	Godown Rent	Actual	Yes No
d	Delivery Service charges if a Godown Keeper is not posted. Conveyance charges will be recovered.	Actual	Yes No
e	Other expenses	Actual	Yes No

**Note:-**

- i For outstation where the Bank of Punjab Branches are not located, processing fee may be charged up to double of the slabs given above for each Islamic Mode of Finance
- ii If any special scheme is launched for consumers, the processing fee shall be collected as per terms of the scheme.
- iii Any other out of pocket expenses incurred will be treated as the cost incurred for acquiring the goods.
- iv No processing Fee is charged for Murabaha Financing
- v Processing Fee for small Agricultural cases shall be exempted.

*(Signature)*  
**Dr. Mufti Muhammad Mushtaq Ahmad**  
 Shariah Advisor  
 Islamic Banking Division  
 The Bank of Punjab  
 Head Office, Lahore

# J. LETTER OF CREDIT

## 1 LETTER OF CREDIT


No Processing Fee shall be charged

Federal Excise Duty applicable

LC Amount Range		Per Quarter Service Charges or part thereof
From	To	
Amount Up to	500,000	1,600
500,001	800,000	2,900
800,001	1,000,000	4,100
1,000,001	1,500,000	5,600
1,500,001	2,000,000	7,900
2,000,001	2,500,000	10,100
2,500,001	3,000,000	12,400
3,000,001	3,500,000	14,600
3,500,001	4,000,000	16,900
4,000,001	4,500,000	19,100
4,500,001	5,000,000	21,400
5,000,001	5,500,000	23,600
5,500,001	6,000,000	25,900
6,000,001	6,500,000	28,100
6,500,001	7,000,000	30,400
7,000,001	7,500,000	32,600
7,500,001	8,000,000	34,900
8,000,001	8,500,000	37,100
8,500,001	9,000,000	39,400
9,000,001	9,500,000	41,600
9,500,001	10,000,000	43,900
10,000,001	12,500,000	50,600
12,500,001	15,000,000	60,900
15,000,001	17,500,000	73,100
17,500,001	20,000,000	84,400
20,000,001	22,500,000	95,600
22,500,001	25,000,000	106,900
25,000,001	27,500,000	118,100
27,500,001	30,000,000	129,400
30,000,001	35,000,000	151,900
35,000,001	40,000,000	174,400
40,000,001	45,000,000	196,900
45,000,001	50,000,000	219,400
50,000,001	55,000,000	241,900

LC Amount Range		Per Quarter Service Charges or
From	To	
55,000,001	60,000,000	264,900
60,000,001	65,000,000	287,500
65,000,001	70,000,000	310,100
70,000,001	75,000,000	332,700
75,000,001	80,000,000	355,300
80,000,001	90,000,000	400,500
90,000,001	100,000,000	445,700
100,000,001	110,000,000	490,900
110,000,001	120,000,000	536,100
120,000,001	130,000,000	581,300
130,000,001	140,000,000	626,500
140,000,001	150,000,000	671,700
150,000,001	160,000,000	716,900
160,000,001	170,000,000	762,100
170,000,001	180,000,000	807,300
180,000,001	190,000,000	852,500
190,000,001	200,000,000	897,700
200,000,001	210,000,000	942,900
210,000,001	220,000,000	988,100
220,000,001	230,000,000	1,033,300
230,000,001	240,000,000	1,078,500
240,000,001	250,000,000	1,123,700
250,000,001	260,000,000	1,168,900
260,000,001	270,000,000	1,214,100
270,000,001	280,000,000	1,259,300
280,000,001	290,000,000	1,304,500
290,000,001	300,000,000	1,349,700
300,000,001	310,000,000	1,394,900
310,000,001	320,000,000	1,440,100
320,000,001	330,000,000	1,485,300
330,000,001	340,000,000	1,530,500
340,000,001	350,000,000	1,575,700
350,000,001	360,000,000	1,620,900
360,000,001	370,000,000	1,666,100
370,000,001	380,000,000	1,711,300
380,000,001	390,000,000	1,756,500
390,000,001	400,000,000	1,801,700
400,000,001	410,000,000	1,846,900
410,000,001	420,000,000	1,892,100
420,000,001	430,000,000	1,937,300
430,000,001	440,000,000	1,982,500
440,000,001	450,000,000	2,027,700
450,000,001	460,000,000	2,072,900
460,000,001	470,000,000	2,118,100
470,000,001	480,000,000	2,163,300
480,000,001	490,000,000	2,208,500
490,000,001	500,000,000	2,253,700



  
**Dr. Mufti Muhammad Mushtaq Ahmad**  
 Shariah Advisor  
 Islamic Banking Division  
 The Bank of Punjab  
 Head Office, Lahore



# K. LETTER OF GUARANTEE

## 1 Letter of Guarantees

No Processing Fee shall be charged

Federal Excise Duty applicable

Guarantee Amount Range		Per Quarter Service Charges or part thereof
From	To	
Amount Up to	300,000	1,500
300,001	500,000	2,000
500,001	1,500,000	5,000
1,500,001	2,000,000	8,750
2,000,001	2,500,000	11,250
2,500,001	3,000,000	13,750
3,000,001	3,500,000	16,250
3,500,001	4,000,000	18,750
4,000,001	4,500,000	21,250
4,500,001	5,000,000	23,750
5,000,001	5,500,000	26,250
5,500,001	6,000,000	28,750
6,000,001	6,500,000	31,250
6,500,001	7,000,000	33,750
7,000,001	7,500,000	36,250
7,500,001	8,000,000	38,750
8,000,001	8,500,000	41,250
8,500,001	9,000,000	43,750
9,000,001	9,500,000	46,250
9,500,001	10,000,000	48,750
10,000,001	12,500,000	56,250
12,500,001	15,000,000	68,750
15,000,001	17,500,000	81,250
17,500,001	20,000,000	93,750
20,000,001	22,500,000	106,250
22,500,001	25,000,000	118,750
25,000,001	27,500,000	131,250
27,500,001	30,000,000	143,750
30,000,001	32,500,000	156,250
32,500,001	35,000,000	168,750
35,000,001	37,500,000	181,250
37,500,001	40,000,000	193,750
40,000,001	42,500,000	206,250

*Dr. Mufti Muhammad Mushtaq Ahmad*  
Shariah Advisor  
Islamic Banking Division  
The Bank of Punjab  
Head Office, Lahore

Guarantee Amount Range		Per Quarter Service Charges or part thereof
From	To	
42,500,001	45,000,000	218,750
45,000,001	47,500,000	231,250
47,500,001	50,000,000	243,750
50,000,001	52,500,000	256,250
52,500,001	55,000,000	268,750
55,000,001	57,500,000	281,250
57,500,001	60,000,000	293,750
60,000,001	62,500,000	306,250
62,500,001	65,000,000	318,750
65,000,001	67,500,000	331,250
67,500,001	70,000,000	343,750
70,000,001	72,500,000	356,250
72,500,001	75,000,000	368,750
75,000,001	77,500,000	381,250
77,500,001	80,000,000	393,750
80,000,001	82,500,000	406,250
82,500,001	85,000,000	418,750
85,000,001	87,500,000	431,250
87,500,001	90,000,000	443,750
90,000,001	92,500,000	456,250
92,500,001	95,000,000	468,750
95,000,001	97,500,000	481,250
97,500,001	100,000,000	493,750

**Note:-**

I Rs. 3,000/- will be charged on LGs upto Rs. 5.00 Million and Rs. 5,000/- will be charged on LGs above Rs. 5.00 Million issued against 100% cash margin / lien on BOP PLS deposit or RFC.


It is to be advised that service charges are recoverable at the time of issuance of LGs for the entire period of LG. However at the time of renewal of LG the charges are to be recovered again according to the period of LG being issued. The charges are not allowed to be recovered in portion / segments. Minimum one quarter charges are to be recovered if the guarantee is issued for less than one quarter.

II Amendment in guarantee (other than increase in amount or extension of period) will be Rs. 1,000/- flat

*Dr. Mufti Muhammad Mushtaq Ahmad*  
 Shariah Advisor  
 Islamic Banking Division  
 The Bank of Punjab  
 Head Office, Lahore

## L- General Notes:

- The charges for making PO,DD and other related instruments for payment of fee dues in favor of educational institutions, HEC/Board etc. shall not exceed 0.50% of fee/dues or Rs. 25/- per instrument, whichever is less.
- No service fee shall be charged from the student depositing the fee directly in the fee collection account of the educational institution.
- All type of government levies from time to time including FED, Excise duties Taxes, Zakat, etc. on customer account will be deducted in addition to the bank charges.
- Management may waive off/exempt any charges to customer with approval of the Shariah Advisor.

  
Dr. Mufti Muhammad Mushtaq Ahmad  
Shariah Advisor  
Islamic Banking Division  
The Bank of Punjab  
Head Office, Lahore