

SCHEDULE OF SERVICE CHARGES & FEES W.E.F 01.05.2026

**INDIAN OVERSEAS BANK HONG KONG
SCHEDULE OF SERVICE CHARGES & FEES W.E.F 01.05.2026**

GENERAL CHARGES

Sr	Area of Banking Service	Description / Periodicity	Charges	
			HKD	USD
1	Charges for not maintaining Quarterly Average Balance in Checking Account (If the average balance falls below USD1,000.00 in USD account & HKD8,000.00 in HKD accounts during a Quarter)		800 Per quarter	100 Per quarter
2	Charges for not maintaining Quarterly Average Balance in SB A/c (If the average balance falls below USD500.00 in USD account & HKD2,000.00 in HKD accounts during a quarter)		200 Per quarter	50 Per quarter
3	Annual Maintenance Charges			
	During On-Board	High Risk Medium Risk Low Risk	800 500 250	100 60 30
	During Review	High Risk Medium Risk Low Risk	500 250 100	50 30 20
4	Inoperative/Dormant Account/Unclaimed	Yearly		
	Current Account		800	100
	Savings Bank A/c		200	25
5	Company search fee	New Accounts Old accounts	800 400	100 50
6	Instruction for change in authorized signatory in Account	Per Instruction	800	100
7	Issue of Cheque Book	Per leaf	3.00	0.50
8	Cheque returned charges	For Insufficient funds For other reasons	400 200	50 25
9	Stop payment instruction	Per Cheque	200	25
	Stop payment cancellation	Per Cheque	200	25
10	Account closure	(within twelve months from the date of opening)		
	Current Account		800	100
	Savings Bank Account		200	25
11	Account Statement	Once in a month Free Duplicate statement (Per Month)	-- 100	-- 10
12	Transaction Advice	First Time Free Duplicate Advice	-- 100	-- 12
13	Old Record Enquiry (up to availability of records)	Same financial year Previous Financial year For enquiry beyond two financial years	400 800 800.00 Per year	50 100 100.00 Per year
14	Photocopying of Statement / Cheque / Voucher / Advice)	Per Page / copy	100	12
15	Banker's endorsement on A/C holder's signature	Per Endorsement	400	50
16	Issuance of Reference Letter by Bank	Per Letter	800	100
17	Audit Confirmation Report		400	50
18	Certificate of Account Balance	Per Certificate	400	50
19		Local Mail (Ordinary Post)	100	25

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	Postage (Per set of Documents)	Local Mail (Registered Post)	250	30
		Foreign Mail (Ordinary Post)	400	50
		Foreign Mail (Registered Post)	400	50
		Local Mail (Courier)	500	60
		Foreign Mail (DHL)	800	100
20	SWIFT	General	400	50
Sr	Area of Banking Service	Description / Periodicity	Charges	
			HKD	USD
21	Standing Instructions (Sis)	General	200	25
22	Amendments to SIs	General	100	12
23	Change in Name, Address, Director etc.	General	200	25
24	Any Other Charges	Actual charges to be recovered		

REMITTANCES

Sr No	Area of Banking Service	Description	Charges	
			HKD	USD
1	Inward Remittance	Charges apart from Foreign Bank charges	100	10
2	Outward Remittance (By SWIFT)	If charges are on Beneficiary	250	30
		If charges are sharing	250	30
		If charges are on applicant	500	60
	Outward Remittance (By LOCAL CHAT)	If charges are on Beneficiary	250	30
		If charges are sharing	250	30
		If charges are on applicant	500	60
		For other currencies our charges will be 50 in respective currency and other Bank charges as actual will be recovered		
3	Demand Drafts	Banks Customers	400	50
		Non Customers	400	50
		DD Cancellation	400	50
4	Cashiers Order	Banks Customers	400	50
		Non Customers	400	50
5	Rapid Funds (Rupee Remittance to India)	Both side IOB A/c Holder (EFT)	NIL	NIL
		Remittance to other than IOB account	150	20
6	Cheque Collection Charges (For cheques drawn outside Hongkong)	0.125 % for first USD50,000.00 and 0.0625 % for balance amount above USD50,000.00 with a minimum of USD50.00 / HKD200.00 plus foreign Bank charge and applicable postage charges (For Term Deposit Free of Charge)		
		Amendment / Enquiry / Cancellation Charges for any transaction under above category will be HKD200.00 (USD25.00) plus foreign Bank charges as actual		

CREDIT RELATED

No	Description	Charges		
	PRIME RATE	As applicable from time to time and depending on prevailing interest rate scenario		
1	Processing Charges for Fresh Sanction & Review. Both Fund based & Non-fund based Exposure Based	UP TO HKD 5,000,000	5000	Equivalent
		From 5,000,001 to 10,000,000	10000	Equivalent
		From 10,000,001 to 15,000,000	15000	Equivalent
		From 15,000,001 to 20,000,000	20000	Equivalent

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		From 20,000,001 and Above	0.10% of loan amount with minimum HKD 20,000 and maximum with Max HKD 50,000, or as per arrangement	Equivalent
	For Adhoc Limits For Term Loan	USD 1000 / HKD 5000 1.250% of loan amount		
2	Modification in Terms and Conditions of Sanction	Minimum HKD 5000		
3	Document / Vetting Charges/ Other out of Pocket Expenses	Actual Charged by Solicitor/ Other authority		
4	Obtaining Credit/ DNB/ CCRA reports etc.	Actual charges as applicable (To be recovered from our Customer)		

ISSUANCE OF GUARANTEE

No	Description	Charges
1	Financial / Performance Guarantee	0.125 % for each month or part thereof with minimum USD100.00 Plus SWIFT/ Courier Charges as applicable
2	Shipping Guarantee	HKD200.00 (For a period of 3 Months) In the event that the relative documents are not received within 3 months through the Bank, an additional charge of 0.250 % (Min HKD300.00) will be charged

DOCUMENTARY CREDITS

No	Description	Charges
	Commission on Issuance of Documentary Credit (for validity up to 6 months or part thereof)	
1	Sight LC	i. 0.250 % for first USD 50,000.00 and 0.125 % for balance amount above USD 50, 000.00 with a minimum of USD 50.00. ii. Commitment charges-- NA
	Usance LC	i. 0.250 % for first USD 50,000.00 and 0.125% for balance amount above USD 50,000.00 with a minimum of USD 50.00. ii. Usance Commission of 0.0625% per month
	Revolving LC	i. 0.250 % for first USD50,000.00 and 0.125 % for balance amount above USD50,000.00 with a minimum of USD 50.00. ii. Usance Commission of 0.0625 % per month for usance LC iii. Drawing Commission @ 0.125% over the face value of the LC with minimum of USD 50.00
	Standby LC	i. 0.125 % for each month or part thereof with minimum USD100.00 Plus SWIFT/ Courier Charges as applicable
	Processing Fee Back to Back LC	USD 65.00/HKD 500.00
2	Reimbursement clause	USD 50.00 (If LC to be issued with reimbursement clause, in addition to LC opening charges, USD 50.00 to be recovered)
3	Commission on Amendment to LC	i. General Amendment (without change in value or tenor of LC) – USD 100.00 + SWIFT Charges ii. Increase in value– Commission as per scale in force for new LC. iii. Increase in tenor of LC (Original period plus extension within 6 months) – USD 100.00 + SWIFT Charges iv. Increase in tenor of LC (Original period plus extension exceeds 6 months) – As per LC issuance charges
4	Commission on LC Overdrawn	0.250% on the overdrawn amount with minimum USD 100.00 (In addition to discrepancy Fee of USD 100.00)

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5	Commission on Drawings under expired LC	0.250% on Bill amount with minimum of USD 100.00 (In addition to discrepancy Fee of USD 100.00)	
6	Discrepancy Fee	USD75.00 for presentation of each set of discrepant Documents	
7	LC cancellation charges	HKD 200.00	
8	SWIFT	Documentary Credits (up to 3 Pages)	USD 50.00 / HKD 600.00
		For Each additional page over 3 pages	USD 25.00 / HKD 300.00
		LC Amendment message	USD 50.00/HKD 400.00

Advising of Documentary Credits

1	Advising fee for Documentary Credit		HKD	USD
	Direct Advising to Customer			
	For IOB Customers	400		50
	For Non Customers	800		100
	For postage	100		12
	Advising through other Banks			
	For Banks in Hongkong (By SWIFT)	800		100
	For Banks in Hongkong (By Hard Copy)	400		50
	For Banks outside Hongkong (By SWIFT)	800		100
	For Banks outside Hongkong (By Hard Copy)	800		100
2	Advising Fee for Amendment to LC	Same as applicable to LC Advising		
3	LC Confirmation Charges	0.0625% per month or part thereof for the validity period of credit with Minimum USD 50.00 For deferred reimbursement credits additional charges of 0.0625% per month or part thereof to be charged from credit's expiry date to the latest date on which deferred payment may be received.		

Transfer of LC

1	Simple Transfer of the LC as a whole	USD 300.00 / HKD2500.00
2	Partial transfer/ transfer requiring alteration to the terms and conditions	As per schedule of LC issuance charges.
3	Amendment	HKD 800.00/USD 100.00

Import Loans

1. For TR Loans (Considered under LC/ Non LC Inward Bills) – for each Loan

1	Drawdown Commission	0.125% of loan amount with a minimum of HKD 400.00/USD 50.00
2	Commission in Lieu of Exchange	0.250% for first USD50,000.00 and 0.125% for balance amount above USD 50,000.00 with a minimum of USD 50.00 (Chargeable when a foreign currency is tendered in payment of a debt or obligation in the same currency)
3	TR same day settlement/Part settlement	USD 100.00 / HKD800.00
4	Postage & Telegram	Postage- USD 30 .00 Telegram-USD 6.50 (subjected to change as per actual postage and swift charges)

2. For Import Invoice Finance / Miscellaneous Loans – for each Loan

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1	Drawdown Commission (For each loan)	0.125% of loan amount with a minimum of HKD 400.00/USD 50.00
2	Remittance Charges	As Applicable for OUTWARD Remittances (In addition to this Foreign Bank charges, if any, to be recovered from customer account.)
3	Commission in Lieu of Exchange	0.250% for first USD50,000.00 and 0.125% for balance amount above USD 50,000.00 with a minimum of USD 50.00 (Chargeable when a foreign currency is tendered in payment of a debt or obligation in the same currency)
4	Postage & Telegram	Postage- USD 30 .00 Telegram-USD 6.50 (Postage & Telegram charges are subjected to change as per actual postage and swift charges)

INWARD BILLS

1. INWARD BILLS

1	Handling commission	
	Inward <u>NON LC</u> Bills	0.125 % with a minimum of USD 50.00 (For Sight Bills to be recovered at the time of Payment and for Usance Bills to be recovered upon acceptance)
	Inward Bills Under our LCs presented by Banks	For Bills in all currency: Payment from Debit of customer Account-Commission in lieu (if applicable)+Telegram (USD 30.00)+Postage (USD 6.50)+Bank Commission (USD 50.00). Payment from TR Loan- Telegram (USD 30.00) +Postage (USD 6.50) +Bank Commission (USD 50.00). (Postage & Telegram charges are subjected to change as per actual postage and swift charges)
2	Acceptance Charges	SWIFT Charges as applicable (For USANCE Bills only)
3	Commission in Lieu of Exchange	0.250 % for first USD50,000.00 and 0.125 % for balance amount above USD50,000.00 with a minimum of USD 50.00 (Chargeable when a foreign currency is tendered in payment of a debt or obligation in the same currency)
4	Handling Fee on Long Outstanding Import Bills	USD 100.00 per quarter (To be recovered on quarterly basis after one month from due date of Bill)
5	Direct Settlement of Bills Non-LC.	0.125 % with a minimum of HKD 50.00 and Max HKD 500.00 (Applicable if the Bill is settled directly between drawer and Drawee and requested to close/return the Bill.)
6	Commission on Extension, Amendment of terms and conditions under Bill (Non – LC)	USD 50.00 or HKD 400.00 Plus applicable SWIFT charges

Outward Bills

1. Outward NON LC BILLS

1	Handling Charges	
	NON LC BILLS for Collection	0.125 % of Bill Amount with a minimum of USD 50.00 or HKD 400. (To be recovered at the time of Lodgment)
	NON LC BILLS for Purchase / Discount (To be recovered at the time of Lodgment)	0.125 % of Bill Amount with a minimum of USD 50.00 or HKD 400. (To be recovered at the time of Lodgment)+ CIL (if applicable)+Discount on Export Bill

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2	Purchase/ Discounting of Small value NON LC Bills	HKD 100.00 (Applicable for Bills Less than USD1,000.00)
2	Commission in Lieu of Exchange (To be recovered at the time of crediting funds to customers account)	0.250 % for first USD50,000.00 and 0.125 % for balance amount above USD50,000.00 with a minimum of USD 50.00 (Chargeable when a foreign currency is tendered in payment of a debt or obligation in the same currency. In case of retirement of corresponding/ back to back Import Loan it may be waived)
3	Commission on Extension, Amendment of terms and conditions under Bill	USD 50.00 or HKD 400.00 Plus applicable SWIFT / Postage charges
4	Handling Fee on Long Outstanding Bills	USD 100.00 per quarter (To be recovered on quarterly basis after one month from due date of Bill)
5	Direct Settlement of Bills / Refund / Return of Bills	0.125 % with a minimum of HKD 50.00 and Max HKD 500.00 (Applicable where payment not received by us directly from the drawee bank. Also applicable when Bill is settled directly between drawer and drawee and any bill returned unpaid or released free of payment)
6	Foreign Bank Charges	Actual charges to be recovered
7	SWIFT / POSTAGE	As Applicable in schedule for General Charges for each set of documents/ Message.

**2. Outward Bills under LCs
(For Collection/ Negotiation/ Discounting of Bills under LC)**

1	Handling Commission	
	Outward Collection Bills Under LCs presented to Banks	0.125 % of Bill Amount with a minimum of USD 50.00 or HKD 400. (To be recovered at the time of Lodgment)
	LC BILLS for Purchase / Discount (To be recovered at the time of Lodgment)	0.125 % of Bill Amount with a minimum of USD 50.00 or HKD 400. (To be recovered at the time of Lodgment)+ CIL (if applicable)+Discount on Export Bill.
2	Commission in Lieu of Exchange Checking of Documents	0.250 % for first USD50,000.00 and 0.125 % for balance amount above USD50,000.00 with a minimum of USD 50.00 (Chargeable when a foreign currency is tendered in payment of a debt or obligation in the same currency. In case of retirement of corresponding/ back to back Import Loan it may be waived) USD 50.00
3	Foreign Bank Charges	As Actual
4	Reimbursement Claim Fee	USD 50.00 (Applicable for LC with reimbursement claim)
5	Advising Acceptance	USD 25.00 (For USANCE Bills Only)
6	SWIFT / POSTAGE	As Applicable in schedule for General Charges for each set of documents/ Message
7	Amendment of terms and conditions under Bill	USD 50.00 or HKD400.00 Plus applicable SWIFT charges
8	Document checking fee	HKD 300 or Equivalent

3. For Export Invoice Finance (For Each Loan)

1	Handling Commission	0.125% of loan amount with a minimum of HKD 400.00/USD 50.00
2	Commission in Lieu of Exchange (To be recovered Upfront)	0.250 % for first USD50,000.00 and 0.125 % for balance amount above USD50,000.00 with a minimum of USD 50.00

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		(Chargeable when a foreign currency is tendered in payment of a debt or obligation in the same currency. In case of retirement of corresponding/ back to back Import Loan it may be waived)
3	Direct Settlement of Loans	0.125% with a minimum of HKD 50.00 and Max HKD 500.00 (Applicable where it is settled directly settled between drawer and drawee and not from realization of corresponding/ back to back Export Bill routed through us)
4	Commission on Extension, Amendment of terms and conditions	USD 50.00 or HKD 400.00 Plus applicable SWIFT charges

Note: The above charges are subject to change from time to time. The above mentioned are the standard charges the Bank will levy for its services unless otherwise informed by the Bank. If you have any queries about any of the service charges mentioned in this leaflet, please contact our branch.

Dt. 31.03.2026