

Tariff Guide

(Effective 01 December 2020)

All prices are VAT inclusive

Tariff	Charge (BWP)
(a) ACCESSIBILITY FACILITATION CHARGES	
(i) ATM Charges - Business (VISA Debit Card)	
ATM cash withdrawal (Own ATM)	2.39
ATM cash withdrawal (Other bank's ATM)	5.80
ATM cash withdrawal (International)	23.83
Lost ATM card replacement	59.58
Mini statement at ATM	FREE
Pin replacement	FREE
Additional card issued	59.58
Balance enquiry	FREE
Annual Card Fee	57.68
(ii) ATM Charges - Individuals (VISA Debit Card)	
ATM cash withdrawal (Own ATM)	2.38
ATM cash withdrawal (Other bank's ATM)	4.99
ATM cash withdrawal (International)	23.83
Mini statement at ATM	FREE
Additional card issued	59.58
Pin replacement	FREE
Balance enquiry	FREE
Annual Card Fee	51.40
(iia) Declined ATM / Point of sale machine	
Own ATM	FREE
Local	FREE
International	FREE
(iii) Internet banking system	
Installation	FREE
Re-installation	FREE
Monthly fee per user	FREE
Sign-up / Registration	FREE
Balance enquiry single account	FREE
Balance enquiry multiple account	FREE
Statement request	FREE
Cheque book request	FREE
(iiia) Local transfers (EFT)	
To own account within the same bank	FREE
To own account in other banks	3.45
To third party accounts within bank	2.30
To third party accounts in other banks	3.45
(iiib) International transfers (Outward Telegraphic Transfers / RTGS)	
To own account	0.29%, min 87.38 and max 345.41
To third party account within the bank	0.29%, min 87.38 and max 345.41
To other banks	0.29%, min 87.38 and max 345.41
E-mail Payment Notification	FREE
(b) Investment/intermediation Charges	
(i) Term Deposits	
Charge for breaking a term deposit	Card rate of the period at which the deposit was matured minus 0,25%. For example if one has a Term Deposit for 1 year (card rate of 4%) and an early redemption is done at 6 months; if card rate for 6 months was 3% then the interest payable will be calculated at 3% minus 0,25%)
Admin fee for breaking a Term deposit	FREE
Other***	
(ii) Savings Accounts	
Minimum Balance P100 (Salary Savings)	
Monthly maintenance fee	23.18
Withdrawal fee	0.392 per 100, min. 7.84 and max, 560.00
Violation of minimum balance	35.75
Activation of dormant account	FREE
Monthly bank statements (electronic)	FREE
Adhoc bank statements	5.76
Copies of old statements (printed per page)	11.51
Over-the-counter cheque encashment	6.91
Over-the-counter cheque deposit	FREE
Over-the-counter cash deposit	0.42 per 100, min. 5.96 and max, 560.00
External debit order	17.39
Closing of account	FREE

Tariff	Charge (BWP)
Minimum Balance of P500 (Normal Savings)	
Monthly maintenance fee	23.18
Withdrawal fee	0.40 per 100, min. 8.06 and max, 560.00
Violation of minimum balance	34.54
Activation of dormant account	FREE
Monthly bank statements (electronic)	FREE
Adhoc bank statements	5.76
Copies of old statements (printed per page)	11.51
Over-the-counter cheque encashment	6.91
Closing of account	FREE
Over-the-counter-cheque deposits	FREE
Over-the-counter-cash deposit at own bank	0.42 per 100, min. 5.96 and max, 560.00
External debit order (EFT)	17.39
(iii) Foreign Currency Account - Personal	
Monthly bank statements	FREE
Adhoc bank statements	5.96
Copies of old statements (printed per page)	11.91
Over-the-counter cash withdrawal	2.8% of value min. 28.00
Over-the-counter cash deposit	2.8% of value min. 28.00
(iv) Foreign Currency Accounts- Business	
Monthly bank statements (electronic)	FREE
Adhoc bank statements	5.96
Copies of old statements (printed per page)	11.91
Over-the-counter cash withdrawal	2,8% of value min 28.00
Over-the-counter cash deposit	2,8% of value min 28.00
Foreign Draft	0,29%, min 59.58, max 345.41
(v) General Business Accounts	
Monthly Maintenance	47.67
Monthly bank statements (electronic)	FREE
Weekly bank statements (electronic)	FREE
Daily bank statements (electronic)	FREE
Adhoc bank statements	5.76
Copies of old statements (printed per page)	11.51
Copies of deposit slips	57.57
Over-the-counter cash withdrawal	0.40 per 100, min. 8.06 and max, 560.00
Over-the-counter cash deposit	0.42 per 100, min. 5.96 and max, 575.68
Over-the-counter cheque encashment (cheque usage fee)	6.91
Over-the-counter cheque deposit	FREE
Balance enquiry over-the-counter	34.54
Stop payment	115.14
Internal debit order	FREE
External debit order (EFT)	17.88
Sweeping charge	8.64
Activation of dormant account	FREE
Closing of account	FREE
Bulk Deposit charge (CIT)	0.42 per 100, min 5.96, max. 560
Corporate Payroll - maintenance fee	FREE
Corporate Payroll - activity fee	3.58
Non maintenance of min balance	59.58
(vi) General Personal Accounts (Current)	
Monthly Maintenance	23.83
Monthly bank statements (electronic)	FREE
Weekly bank statements (electronic)	FREE
Daily bank statements (electronic)	FREE
Adhoc bank statements	5.96
Copies of old statements (printed per page)	11.91
Copies of deposit slips per item	57.57
Over-the-counter cash withdrawal	0.40 per 100, min. 8.06 and max, 560.00
Over-the-counter cash deposit	0.42 per 100, min. 5.96 and max, 575.68
Balance enquiry over-the-counter	50.00
Activation of dormant accounts	FREE
Closing of account	FREE
Cheque encashment	6.91
Stop payment	115.14
Non maintenance of min balance	59.58
(vii) Advances/Loans	
Personal Loans (non-payroll):	
Application/Administration Fee	1,12% of loan amount with min 1,120, max 2,800.00

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Processing/Arrangement	1,12% of loan amount with min 280.00, max 2,800.00
Early repayment penalty	One month penalty interest on balance
Collection Fee (monthly)	2.50%
Corporate and Commercial loans	
Processing/Arrangement	1,12% of loan amount with min 575.68, max 100,000.00
Documentation fees for facilities up to 200,000	575.68
Documentation fees for facilities between 200,000 and 500,000	1,151.36
Documentation fees for facilities between 500,000 and 1 million	2,302.72
Documentation fees for facilities between 1 million and 3 million	3,454.08
Documentation fees for facilities more than 3 million	5,756.80
Sending notices other than attorney's notices for default	59.58
Obtaining additional documents due to the change of partners / directors / constitution	345.41
Issuance of attorney's notice	As charged by the attorney
Drafting of special documents	On actual basis in consultation with attorneys
SME loans:	
Processing/ Arrangement	1.12%, min. P579.71, max. 60,000.00
Documentation fees for facilities up to P200,000	575.68
Documentation fees for facilities between 200,000 and 500,000	1,151.36
Documentation fees for facilities between 500,000 and 1 million	2,302.72
Documentation fees for facilities between 1 million and 3 million	3,454.08
Documentation fees for facilities more than 3 million	5,756.80
Sending notices other than attorney's notices for default	59.58
Obtaining additional documents due to the change of partners / directors / constitution	345.41
Issuance of attorney's notice	As charged by the attorney
Drafting of special documents	On actual basis in consultation with attorneys
Purchase order/invoice discounting:	
Discounting charges for purchase order or invoice discounting	2% to 10% per month for the period of loan
Processing Fee	2.24%
Overdrafts:	
Authorised facility arrangement Corporate & Commercial	1,12% of the facility applied for, min 575.68, max 50,000.00
Authorised facility arrangement SME	1,12% of loan amount, min 575,68, max 25,000.00
Excess Availment	154.20
Renewal/Extension of Facility Corporate & Commercial	0.42% min 560.00 max 10,000.00
Renewal/Extension of Facility SME	0.42% min 560.00 max 10,000.00
(c) TRADE FACILITATION CHARGES	
(i) Foreign Exchange Charges	
Foreign currency transfer	0.29%, min 87.38 .max 345.41
Foreign draft	0.29%, min 59.58 max 345.41
Purchase of foreign notes	2.8% min 85.00
Sale of foreign notes	2.8% min 28.00
Postage (international)	100.00
Draft replacement	115.92
Draft request to stop	112.00
(ii) Letters of Credit (inward - exports)	
Advising commission	238.33
Confirming commission	0.2898%, Min 238.33, Max 791.50
Negotiation of documents	0.56% min 231.84 + interest for transit period at negotiated interest rate
Amendments (other than extensions)	119.17

Tariff	Charge (BWP)
Collection of clean and documentary bill payable / drawn under letter of credit	0,47% min 119.20, max 287.84
(iii) Letters of Credit (outwards - import)	
Processing/Arrangement	1,12% of loan amount with min 575.68, max 100,000.00
Commission on establishment of letter of credit (Standard & Standby)	0.2898%, min 297.91
SWIFT cost on establishment	0.2898%, min. P59.58, max 345.41
Extension or renewal of letter of credit	0.2898%, min. 266.00
Increase of amount of letter of credit	119.17
Amendment of letter of credit	119.17
Couriering of documents	Actual Courier costs
Revolving and standby letter of credit	0.2898%, Min 297.91
Retirement of documents under LC	168.00
Acceptance of documents under issuance LC	173.88
Inward collection handling	
Documentary & clean bills (inside and outside Botswana)	0,40% of the amount with min 119.17 max 357.50
Collection of foreign current cheque or draft	0,40%, min 115,14 max 345,41
(v) Bonds / Guarantees / Indemnities	
Bank Guarantees and Performance / Tender bonds	
Establishment/processing fee	1.15% of the amount of guarantee with a minimum of 575,68
Commission on guarantee	0.58%, min 297.91
Increase of amounts	0.58% per quarter of the part thereof min 172.70
Extension of tenure	0.58% per quarter or part thereof min 178.74
Amendment of any other clause	119.17
Confirmation fees/amendment / advising / bill handling charges recovered by the advising / confirming bank will be recovered on actual basis	Only what the confirming bank charges
(d) PAYMENT AND CLEARING CHARGES	
(i) Cheque-Books/Forms:	
Standard cheque book:	
20 pages	41.77
100 pages	107.90
(ii) Issue of bank cheque-per cheque leaf:	
Issue to customer	47.67
(iii) Penalty charges	
Stop payment	115.14
Cheque dishonoured due to lack of funds	238.33
Debit order unpaid	238.33
Post-dated cheques	57.57
Excess item fee/referral fees	154.20
(iv) Account Services	
Certificate of Balance	34.78
Audit confirmation	154.20
Certificate covering interest paid	35.75
Reference letters / Account confirmation	FREE
(e) SAFE DEPOSIT BOX / VAULT CLASS	
A (13*8*60)	Rental p.a 500.00 + Security deposit 8,000.00
B (26*8*60)	Rental p.a 700.00 + Security deposit 15,000.00
C (26*12*60)	Rental p.a 1,200.00 + Security deposit 20,000.00
D (26*24*60)	Rental p.a 2,000.00 + Security deposit 25,000.00
(e) PAYROLL LENDING	
Bank of Botswana - Admin Fee Charge	1%, min. 1,000
Bank of Botswana - Processing Fee Charge	1 %, min. 250
LAHISA / BOTUSAFE - Admin Fee Charge	1.12%, min. 1,120.00, max. 2,878.40
LAHISA / BOTUSAFE - Processing Fee Charge	1.12%, min. 1,120.00, max. 2,878.40
LAHISA / BOTUSAFE - Employer Collection Fee	2.68% - 2.80% of installment collected (installment includes interest, capital, monthly insurance and collection fee)
Settlement Quotation	21.00