



Business Banking Pricing Guide 2019

First National Bank
How can we help you?

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Introduction

Welcome to First National Bank. We are making banking easier, quicker, safer and cheaper for you to do your day-to-day banking. We want you to pay less, and get more. This guide has everything you need to understand how your bank fees are charged.

As a First National Bank customer you have various pricing options based on your annual turnover. We ensure that you always get exactly what you need, without paying too much.

You are charged a percentage of the value of certain services used or a fixed amount per transaction over the course of the month with a minimum and maximum fee per transaction.

A minimum monthly service fee applies **irrespective of whether you transact or not.**

Bank using eChannels, which consist of:

- First National Bank ATM
- Online Banking for sole signatories
- Online Banking Enterprise for more complex electronic requirements

You are welcome to visit any First National Bank branch if you have questions, want to know more about your account or need more information.

Business Cheque Account

The First National Bank Business Cheque Account is a day to day transactional account for businesses from all sectors of the economy.

Why do I need this for my business?

The Business Cheque Account offers your business the convenience of a hassle-free solution with the added benefit of safety at your finger tips, plus:

- A fully transactional account with basic services available at reasonable cost
- Different transactional channels to allow you to decide which transactional medium would best suit your needs
- Access to your account 24 hours a day, 7 days a week via First National Bank's Electronic Banking Channels with free subscription
- Built-in security controls to ensure that only client-approved and authorised movements of funds take place
- A record of all payments and receipts to and from your cheque account as well as bank fees and interest earned/paid
- No need to visit the bank to enquire about your balance
- Free subscription to inContact Pro, our FREE messaging service that notifies you via SMS or email whenever there is a transaction of more than GH¢25.00 on your account
- A safer way to pay with your Business Visa Cheque Card as you don't need to carry cash with you.
- Free ATM cash withdrawals at First National Bank ATMs
- Cheque Accounts in US Dollar, Euro and Pound Sterling
- A cheque book in GH¢ and US Dollars with which you can make payments and withdraw money
- Statements specially designed for businesses, providing both summarised and detailed information

You can:

- Pay suppliers more easily and at a cheaper rate with your Visa Cheque Card
- **Build up a good credit record with the bank to support future borrowing**
- Make deposits at any First National Bank Ghana Branch

FEES	GHC
Minimum Opening Balance	100.00
Monthly Fees	
Minimum Service Fee (dependent on Business turnover)	Ranges from 20 to 40
Online and Cellphone Banking Subscriptions	Free
<i>InContact Pro</i>	Free
Card Purchases	
Card Purchase Local	Free
Card Purchase International	5.00
Cash Withdrawals	
First National Bank ATM	Free
Other Banks' ATM*	(1.50 + 0.40%) of transaction value
International ATM*	5.00
First National Bank Branch	5.00
International Branch*	5.00
Deposits	
Cash Deposit at First National Bank Branch	Free
Cheque Deposit at First National Bank Branch	Free
ENC Upliftment Fee	50.00
Express Clearance	50.00
Post-dated Cheque	10.00
Prepaid Purchases	
Using eChannels & Mobile Channels	Free
Stop Payments	
Using Mobile/Electronic Channels	5.00
First National Bank Branch	20.00
Inter-account Transfers	
Using Mobile/Electronic Channels between own accounts	Free
Branch	5.00
Payments	
Internal Direct Debits	5.00

* Some banks may charge an additional surcharge (inclusive or exclusive of VAT)

FEES	GH¢
External Direct Debits	5.00
Standing Orders and 3rd Party Payments (using eChannels & Mobile channels)	Free
Cheque Payments	5.00
Branch	5.00
GIS Payment	25.00
Bank Cheque	5.00
Foreign Payment via Swift	0.75% min USD 50.00 plus USD 30.00 swift fee
Standing Order Related Fees (Establishment and Amendment)	
Online	Free
Branch	5
Balance Enquiries	
Using eChannels & Mobile Channels	Free
Other Banks' ATM*	2.00
International ATM*	2.00
Branch	2.00
Statements	
E-Mail (First Monthly Statement)	Free
Posted (First Monthly Statement)	Free
Printed Monthly Statement	2.00
Provisional/ Interim Statements (per page)	2.00
Mini Statements (Print Only)	2.00
Cellphone Statements	Free
Additional Statements (Online-up to 3 months)	
Daily	5.30
Weekly	1.60
Bi-monthly	0.79
Additional Statements (Branch)	
Daily	30.00
Weekly	20.00
Bi-monthly	10.00
Unsuccessful Transactions	
First National Bank ATM	Free
Other First National Bank (Point-of-Sale, Scheduled Payment, EDO) and other banks' ATM	Free
Failed Standing Order	Free

* Some banks may charge an additional surcharge (inclusive or exclusive of VAT)

FEES	GHC
Honouring Fee	Discussed % with a norm of minimum of 60.00
Dishonoured payments (DUD cheque)	10% of value, min 100
Dishonoured Payments (Direct Debits)	60.00
Card Fees	
VISA Service Fee	Free
Card Issuance	Free
Expired Cards	Free
Damaged/Lost/Stolen Cards	10.00
Forgotten Pin (Branch)	5.00
Electronic Subscriptions Services	
My Limit Alert	Free
Standing Order Payment Alert	Free
Balance Alert	
Monthly	Free
Weekly	Free
Daily	Free
Payment Notifications	
Email	0.30
SMS	0.20
Fax	Free
Cheque Books	
50 pages	15.00
Additional Services	
Registered Mail	Minimum 30.00 or per service providers fee
Confirmation to Auditors (per sheet)	30.00
Capital Import Confirmation to BOG (GIPC)	75.00
Statement for Visa Purposes Embassy (per sheet)	30.00
Voucher retrieval	5.00
Swift MT940 Statements (per page)	USD 1.50

* Some banks may charge an additional surcharge (inclusive or exclusive of VAT)

Fee are per transactions unless otherwise stated

Online Banking

Online Banking is a web based offering which gives you secure, controlled, real time access to accounts and online banking functionality. Avoid queues, and handling cash and cheques with FREE Online Banking (Single Level Control). Save time and money with our secure and convenient electronic banking channels.

Single Level Control

- One Time Pin to enhance security of Online Banking
- Up to five users with customised permissions to specific accounts
- Set up and maintenance of payment recipients online
- Future-dating payments up to 12 months in advance
- Real-time payments to First National Bank-banked recipients
- Same-day value for payments to all banks if authorised within cutoff times
- Referencing for all transactions to recipients
- Payment notifications sent by SMS or email
- Sixty day's transaction history on all First National Bank accounts
- Purchase of prepaid airtime

Dual Level Control

- Dual administration of your online profile will eliminate risks of single level controls
- Segregation of duties for users, customised per requirement
- Permit one to nine signatories to authorise financial transactions
- Future-dating payments up to 12 months in advance
- Real-time payments to First National Bank-banked recipients
- Same-day value for payments to all banks if authorised within cutoff times
- Referencing for all transactions to recipients
- Payment notifications sent by SMS or email
- Flexible statement options including formats and delivery options
- Sixty days transaction history on all First National Bank accounts
- Customised user access to specific accounts
- A multi-layered approach to security including use of digital certificates
- Event logs to monitor user activity online
- Customise billing to account level or to a nominated account

FEES	GH₵
Additional Services(with fee)	
History Retention 90 Days	7.96
History Retention 120 Days	10.61
History Retention 150 Days	13.26
History Retention 180 Days	14.54
Statements Retention 90 Days	7.96
Statements Retention 120 Days	10.61
Statements Retention 150 Days	13.26
Statements Retention 180 Days	15.92
CSV Historical Statements	1.00
Online payment(EFT Express)	4.00
Online payment(EFT using Ghana Instant Pay)	4.00
Administrator Reactivation	5.00
Real-time payments to 3rd Party bank recipients (INSTANT PAY)	4.00
Same-day value for payment to all banks if authorised before cut-off times (EXPRESS PAY)	3.00

Foreign Exchange Account

The Foreign Exchange Account is designed for business customers who receive income in foreign currencies. This account is funded locally with foreign exchange generated from activities within Ghana, transfers from outside Ghana or transfers from other Foreign Exchange Accounts in Ghana.

Features and Benefits:

- Safe and secure method of maintaining foreign funds
- Can be opened by customers in their business capacity
- Accounts can be opened in the following currencies: USD, GBP and Euro
- Funds can be transferred outside of Ghana but only under the Exchange Control regulations with accompanying documentation

Foreign Exchange Account Pricing (Businesses)	Fees listed below are USD/USD equivalent relative to all Foreign Exchange accounts(USD,GBP,EUR)
Account Fees	
Monthly Account Fees	Free
Cash Withdrawals (prior notice required)	
Commission on Withdrawal	Up to 3% of transaction value
Linked Account Transfers	
Internal Transfers (between own accounts)	Free
Payments	
Swift Transfers - Outward Payment	0.75% min USD 50.00 plus USD 30.00 swift fee
Swift Transfer - Inward Deposit	Free
Cheque Payment	N/A
Deposits	
Local Cheque Deposit Branch	Free
Cash Deposits	Free
Balance Enquiries	
First National Bank Online Banking, First National Bank ATM	Free
Branch	USD 0.50
Statements	
Current Month e-mailed Statement	Free
Provisional Statements	USD 1.00
Historical Statements e-mail (per Statement)	USD 2.00

Foreign Exchange Account Pricing (Businesses)	Fees listed below are USD/USD equivalent relative to all Foreign Exchange accounts(USD,GBP,EUR)
Historical Statements Branch (per Statement)	USD 2.00
Branch Statements (per Page)	USD 1.00
Other Cheque Transactions	
Cheques sent for collection – Offshore	0.75% of face value min USD 25.00 max USD 150.00
Cheques sent for collection – Onshore	USD 15.00
Stopped Cheque	USD 10.00
Returned cheque	10% of face value or min of USD 50.00 whichever is higher
Returned cheque – Post dated	USD 10.00
Returned cheque – Other technical reasons	USD 10.00
Cheque Book (50 leaflets)	USD 10.00

Foreign Currency Account

The Foreign Currency Account is targeted at business customers who receive foreign currency directly from abroad (outside of Ghana). This account can be funded with inward remittances from abroad, foreign cheque deposits or transfers from other Foreign Currency Accounts.

Features and Benefits:

- Safe and secure method of maintaining foreign funds
- Can be opened by customers in their business capacity
- Accounts can be opened in the following currencies: USD, GBP and Euro
- Exchange Control regulations are not imposed on transfers into or out of this account to other countries but the purpose for transfers must be indicated and remittances must be in line with actual business operations

Foreign Currency Account Pricing (Businesses)	Fees listed below are USD / USD equivalent relative to all Foreign Currency Accounts (USD, GBP, EUR)
Account Fees	
Monthly Account Fees	Free
Cash Withdrawals (Prior notice required)	
Commission on Withdrawal	3% of transaction value
Linked Account Transfers	
Internal Transfers - between own accounts	Free
Payments ¹	
Swift Transfers - Outward Payment	0.5% min USD 75.00 plus USD 30.00 swift fee
Deposits ²	
Inward Swift	Free
Balance Enquiries	
First National Bank Online Banking, First National Bank ATM	Free
Branch	USD 0.50
Statements	
Current Month e-mailed Statement	Free

Foreign Currency Account Pricing (Businesses)	Fees listed below are USD / USD equivalent relative to all Foreign Currency Accounts (USD, GBP, EUR)
Posted Statement	Free
Provisional Statements	USD 1.00
Historical Statements email (per Statement)	USD 1.00
Historical Statements Branch (per Statement)	USD 2.00
Branch Statements (per Page)	USD 1.00
Other Cheque Transactions	
Cheques sent for collection – Offshore	0.75% of face value min USD 25.00 max USD 150.00
Returned cheque	10% of face value or min of USD 50.00 whichever is higher

1. For corresponding bank charges in excess of USD 40 or the equivalent thereof in Euro, or Pound Sterling, the Bank reserves the right to recover the difference.
2. All the above are subject to regulatory rulings.

Business Trade

Connects you and your business to the world. First National Bank Business Trade offers a range of foreign trade solutions to suit your needs, whether you are sending or receiving money globally or managing imports and exports. First National Bank's Business Trade makes it easy to transact around the world.

Products	Fees
Letters of Credit - Import (Cash Covered) - Usance	
Establishment	0.5% per qtr. min USD 100.00 plus USD 30.00 swift fee
Amendment	USD 60.00 flat plus USD 30.00 swift fee
Amendment - extension (date and/or amount)	1.00% per qtr. min USD 100.00 plus USD 30.00 swift fee
Courier /Delivery / Postage	Actual Costs
Query / Swift Fee	USD 30.00
Payment commission	0.5% min USD 60.00 plus USD 30.00 swift fee
Discrepancy Fee	USD 70.00 per drawing
Cancellation Fee	USD 80.00 + swift USD 30.00
Letters of Credit - Import (Cash Covered) - Sight	
Establishment	1.00% per qtr. min USD 100.00 plus USD 30.00 swift fee
Amendment Fee	USD 60.00 flat plus USD 30.00 swift fee
Amendment - extension (date and/or amount)	1.00% per qtr min USD 100.00 plus USD 30.00 swift fee
Payment Commission	0.5% min USD 60.00 plus USD 30.00 swift fee
Expired /Unutilised LC	USD 80 + swift USD 30.00
Discrepancy fee	USD 70.00 per drawing
Query / Swift Fee	USD 30.00
Cancellation Fee	USD 80.00 + swift USD 30.00

Products	Fees
Letters of Credit - Import (Non-Cash Covered) - Usance	
Establishment	0.5% per qtr min USD100.00 plus USD 30.00 swift fee
Amendment	USD 60.00 flat plus USD 30.00 swift fee
Amendment - extension (date and/or amount)	1.00% per qtr. min USD 100.00 plus USD 30.00 swift fee
Courier /Delivery / Postage	Actual Costs
Query / Swift Fee	USD 30.00
Payment commission	0.5% min USD 60.00 plus USD 30.00 swift fee
Discrepancy Fees	USD 70.00 per drawing
Cancellation Fee	USD 80.00 + swift USD 30.00
Letters of Credit - Import (Non-Cash Covered) -Sight	
Establishment	1.00% per qtr. min USD100.00 plus USD 30.00 swift fee
Payment commission	0.5% min USD 60.00 plus USD30.00 swift fee
Discrepancy Fees	USD 70.00 per drawing
Cancellation Fee	USD 80.00 + swift USD 30.00
Letters of Credit - Export	
Advising commission (Non-Banked Clients)	USD 50.00
Advising commission (Banked Clients)	Free
Transfer (Without Confirmation)	0.5% plus swift of USD 30.00
Confirmation Fee	(Bank and country risk determined) per qtr. min USD 75.00
Amendment	USD 30.00
Negotiation (FOB)	1% Flat plus USD 30.00
Amendment with our Confirmation	(Bank and country risk determined) per qtr. min USD 30.00
Amendments (general)	USD 30.00
Payment commission	0.25% min USD 45.00

Products	Fees
Cancellation	USD 100.00 + swift USD 30.00
Transfer of LC for non customers	0.5% transfer amount plus Swift USD 30.00
Courier Fee	Actual costs
Swift / Queries	USD 30.00
Documentary Collections - Import	
Handling Charges per item	0.3% min USD 45.00
Swift Fee	USD 30.00
Amendment	0.30% min USD 30.00
Overdue bill per quarter (Reminder)	USD 25.00
Protest	Full cost + USD 100.00
Avalisation	0.75% of value
Payment	0.65% min USD 30.00
Documentary Collections - Exports	
Handling Charges per item	0.3% min USD 50.00 max USD 150.00
Courier Fee	USD 50.00 min + (actual cost)
Swift / Queries	USD 30.00
Amendment	0.3% min USD 50.00 max USD 150.00
Settlement Commission	Free
Guarantees	
Commission	1.00% per qtr or part thereof min USD 75.00
Amendment - General	USD 75.00
Amendment (extension date and/or amount)	1.00% per qtr or part thereof min USD 75.00
Advising clients	USD 50.00
Advising Non-clients	USD 100.00
Courier Charges	USD 50.00
Swift / Queries	USD 30.00
Cancellation	USD 150.00
Forward Exchange Contracts (FEC's)	
Establishment & Extensions	Free
Draw-downs (1st 2 draw-downs FREE of charge)	thereafter USD 10.00
Cancellations	USD 30.00

