

STANDARD TERMS AND CONDITIONS

Effective from 19 October 2009

Head Office address: 46-48-50 Pham Hong Thai Street, District 1,
Hochiminh City
Tel no. 84 8 38224995, Fax no. 84 8 38230131
SWIFT IABBVNX
Website: www.indovinabank.com.vn

Notes:

1. This Standard Terms and Conditions can be changed without prior notice.
2. **All stipulated charges are VAT excluded.**
3. Third party charges, if any, are not included.
4. Collected charges are not refundable, even if transactions are cancelled by customers' orders

I. ACCOUNT RELATED SERVICE

A. Account Opening and Maintenance

1. Minimum balance and required monthly average balance
 - a. VND VND100,000.
 - b. USD and other currencies USD10.00 or equivalent
2. Account maintenance
 - a. Accounts having monthly average balance within requirements Free
 - b. Accounts having monthly average balance less than requirements
 - VND VND20,000.
 - USD and other currencies USD2.00 or equivalent
3. Account closure fees
 - a. In more than 12 months Free
 - b. In less than 12 months
 - VND VND20,000.
 - USD and other currencies USD2.00 or equivalent
4. Regular account statement and debit / credit advices
 - a. At counters Free
 - b. By emails / mails / fax inside Vietnam VND20,000. per case
 - c. By mails / fax outside Vietnam USD5.00 per case
5. Irregular account statement and debit / credit advices (duplicate or older than 01 year)
 - a. At counters VND10,000. per page
 - b. By emails / mails / fax inside Vietnam VND20,000. per page
..... plus VND20,000. postage charge
 - c. By mails / fax outside Vietnam USD5.00 per page
..... plus USD5.00 postage charge

B. Cash Deposit and Withdrawal

1. Cash deposits

- a. Into a IVB account (at all branches)
 - i. VND Free
 - ii. USD
 - Big notes Free
 - Small notes 0.50% Min USD5.00
 - Old USD bill VND50,000. per note
 - iii. Other currencies 1.00% Min USD 5.00

b. For immediate transfer out of IVB	cash counting charge (D1)
.....	and remittance charge (C) applied
c. Deposits out of normal business cut-off times.....	Negotiable
.....	Minimum VND50,000.
2. Cash withdrawal at counters	
a. VND	Free
b. USD	0.20% Minimum USD2.00
c. Other currencies	0.50% Minimum USD5.00
d. VND withdrawals made within 02 working days from a cash deposit	additional cash counting charge applied (D1)
C. Remittances	
1. Local remittances	
a. Book transfer same branch	Free
b. Book transfer inter-branch	Free
c. Inward (into IVB)	Free
d. Outward (out of IVB)	
i. VND	
+ To banks in same town	
- Below VND500,000,000.....	VND10,000.
- From and above VND500,000,000.....	0.015%
.....	Maximum VND300,000.
+ To banks in different town.....	0.025%
.....	Minimum VND25,000. Maximum VND500,000.
+ Urgent cases or through SBV account.....	0.025%
.....	Minimum VND25,000. Maximum VND500,000.
ii. USD and other currencies	
To banks in same town	USD2.00
To banks in different town.....	0.10%
.....	Minimum USD2.00 Maximum USD50.00
e. Transfers made within 02 working days from a cash deposit	additional cash counting charge applied (D1)
2. International remittances	
a. Inward – TT	
i. Vietnamese residents receiving funds from offshore individuals.....	0.05%
.....	Minimum USD2.00 Maximum USD50.00
ii. Others	0.10%
.....	Minimum USD2.00 Maximum USD50.00
b. Outward – TT	From 0.10% to 2.00% subject to negotiation
.....	Minimum USD2.00
.....	Plus USD10.00 cable charge
.....	Charge OUR: at cost, Min USD35.00
Notes: Outward TT application less than USD150.00 or equivalent NOT ACCEPTABLE	
c. Bank draft	
i. Issuing fees.....	From 0.10% to 2.00% subject to negotiation
.....	Minimum USD2.00
.....	Plus USD10.00 handling fees
ii. Cancellation	USD25.00
D. Other account-related services	
1. Cash counting charges.....	Actual cost, negotiable
a. VND	0.03% Minimum VND5,000.
b. USD	0.20% Minimum USD2.00

- c. Other currencies 1.00% Minimum USD5.00
- 2. Cash collecting and counting outside bank's premises Actual cost, negotiable
- 3. Sub-standard VND cash exchange 4.00%
- 4. Clean (cheque) collection sent
 - a. To local banks
 - Courier and handling charges VND20,000. per item
 - Settlement of collected proceeds Free
 - b. To off-shore banks
 - Courier and handling charges Actual cost, initial deposit USD55.00
 - Settlement of collected proceeds 0.10%
 - Minimum USD5.00 Maximum USD50.00
- 5. Clean (cheque) collection received
 - Handling charges Free
 - Settlement of collected proceeds Actual cost, see remittance charges (C)
- 6. TC purchasing (Maximum USD500.00 or equivalent / person / day)
 - Payable in VND 1.00% Minimum USD2.00
 - Payable in foreign currencies 2.00% Minimum USD2.00
- 7. Cash advance against acceptable credit cards VISA, MASTER, JCB 3.00% Minimum USD2.00
- 8. Mass payment instruction (more than 10 paying items per transaction)
 - a. VND VND2,000 per item
 - and applicable remittance charges (C) per item
 - b. USD USD0.20 per item
 - and applicable remittance charges (C) per item
- 9. Standing instructions / direct debit
 - a. VND VND35,000 per month
 - and applicable remittance charges (C) per item
 - b. USD USD2.00 per month
 - and applicable remittance charges (C) per item

E. Miscellaneous charges

- 1. Supply of transaction documents
 - a. In less than 06 months At cost, Minimum USD5.00
 - b. From 06 months to 24 months At cost, Minimum USD10.00
 - c. Older than 24 months At cost, Minimum USD50.00
- 2. Audit confirmation USD5.00
- 3. Balance certification USD2.00
- 4. Foreign currency cash carrying certification USD2.00
- 5. Issuance of certified cheque USD2.00 per cheque
- 6. Other certification USD10.00
- 7. Supply of IVB blank checks USD0.50 per book
- 8. Stop payment / check lost USD2.00 per case
- 9. Amendment instructions At cost, Minimum VND10,000.
- 10. Facsimile
 - Inside Vietnam At cost, Minimum VND5,000.
 - Outside Vietnam At cost, Minimum USD5.00 per page
- 11. SWIFT miscellaneous messages
 - Inside Vietnam USD5.00
 - Outside Vietnam USD10.00
- 12. Postage
 - a. Within Vietnam At cost, Minimum VND20,000.
 - b. Outside Vietnam
 - Asia zone, Australia and New Zealand At cost, Minimum USD30.00

European zone.....	At cost, Minimum USD40.00
North American zone.....	At cost, Minimum USD40.00
Africa zone.....	At cost, Minimum USD50.00
Other zones	At cost, Minimum USD55.00

II. TRADE SERVICES

A. Import

1. Documentary credits
 - a. Issuance From 0.10% to 2.00% / month subject to negotiation
 Minimum 1 Month, Minimum USD20.00
 Plus USD30.00 cable
 - b. Amendment
 - i. Amount increase / extension From 0.10% to 2.00% per month subject to negotiation
 Minimum 1 Month, Minimum USD20.00
 Plus USD20.00 cable
 - ii. Others USD20.00
 Plus USD20.00 cable
 - c. Settlement of import bill under LC
 - i. Payment commission From 0.10% to 2.00% subject to negotiation
 Min USD25.00
 - ii. Acceptance of usance bill 0.10% per month
 Minimum 1 month, Minimum USD20.00
 - d. LC cancellation..... USD50.00
2. Documentary collection D/P

Handling charges	USD5.00, Plus USD20.00 cable
Payment commission:	From 0.10% to 2.00% subject to negotiation Minimum USD2.00
3. Documentary collection D/A

Handling charges	USD10.00, Plus USD20.00 cable
Payment commission:	From 0.10% to 2.00% subject to negotiation Minimum USD2.00
4. B/L endorsements, AWB assignments USD5.00
5. Shipping guarantees under LC..... USD50.00

B. Export

1. Documentary credits
 - a. Advising LCs
 - i. IVB customers..... USD10.00
 - ii. Non-IVB customers..... USD30.00
 Refundable LC advising charges on settlement of proceeds
 if documents are negotiated at IVB..... USD10.00
 - b. Advising amendments..... USD10.00
 - c. Transfer LCs..... USD100.00
 - d. Settlement of export bill under LC0.15%
 Minimum USD20.00 Maximum USD500.00
 - e. Bill negotiation under LC..... Minimum 7 days
 at case by case negotiable interest rate
2. Documentary collection D/P

Handling charges	USD5.00
Settlement of collected proceeds	0.10% Minimum USD2.00 Maximum USD200.00
3. Documentary collection D/A

Handling charges	USD10.00
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Settlement of collected proceeds	0.10%
.....	Minimum USD2.00 Maximum USD200.00
C. Bank guarantee and Standby LC	
1. Issuance	2.00% per year
.....	Minimum USD25.00 VAT exempted.
2. Amendment	
Amount increase / extension	2.00% per year
.....	Minimum USD25.00 VAT exempted.
Others.....	USD25.00 VAT exempted.