

# STANDARD TERMS AND CONDITIONS

Effective from 01 December 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 IABBVNVX  
Website: [www.indovinabank.com.vn](http://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 ..... VND55,000.
  - 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 ..... VND10,000.
    - 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



- c. Other currencies ..... 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% / month, subject to negotiation
.....	Minimum 1 Month, Minimum USD20.00
.....	Plus USD30.00 cable
b. Amendment	
i. Amount increase / extension .....	From 0.10% / 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%, subject to negotiation
.....	Min USD25.00
ii. Acceptance of usance bill .....	From 0.10% per month, subject to negotiation
.....	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%, subject to negotiation
.....	Minimum USD2.00
3. Documentary collection D/A	
Handling charges .....	USD10.00, Plus USD20.00 cable
Payment commission: .....	From 0.10%, 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 LC .....	0.15%
.....	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

Settlement of collected proceeds .....	0.10%
.....	Minimum USD2.00 Maximum USD200.00
<b>C. Bank guarantee and Standby LC</b>	
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.