



# TARIFF GUIDE

EFFECTIVE 1ST NOVEMBER 2017

## General Tariff

### Ledger Fees (Current Account)

Personal Accounts	Kes 35 per transaction, min. Kes 350 per month
Business Accounts	Kes 35 per transaction, min. Kes 550 per month

### Account Statements

Interim/duplicate statement	Kes 100 per sheet
E-statements	Free

### Over The Counter Cash Withdrawal

If amount is within ATM daily limit	Kes 200 per withdrawal
If amount is above ATM daily limit	Free
Internal Transfers	Free

### Cash Handling Charges In Kes

Up to Kes 500,000 per day	Free
Above Kes 500,000 per day	0.15% - aggregate per day

### Cheque Payments

Counter Cheque	Kes 200
Upcountry cheques	Kes 0.25%, min Kes 10,000

### Demand Draft

Local bankers cheque	Kes 200 per cheque
Bankers cheques stop payment with indemnity)	Kes 2,500
Bankers cheques repurchased if cheque is produced	Kes 250
Bankers cheque cancellation	Kes 100

### FCY Cheques

Sent on collection	Kes 750.00 + Courier Charges
Discounted drawn on third parties	0.25%, min. Kes 750, max. Kes 5,000 + courier charges Kes 1,000
Discounted drawn on self within EU	Euro 20 flat

### Returned Cheques Charges

Technical reasons	Kes 500 per cheque
Financial reasons (effects not cleared & refer to drawer)	Kes 3,000 per cheque
Cheques returned by other banks	Kes 1,000 per cheque
Inhouse Cheques returned	Kes 1,000 per cheque

### Cheque Book Issuance (inclusive of stamp duty)

100 leaves	Kes 1,600 per cheque book
50 leaves	Kes 800 per cheque book
25 leaves	Kes 400 per cheque book

### Stop Payments

Local cheques (Kes\Fcy)	Kes 500 per cheque\instruction
Foreign bankers cheque	Kes 1,000 per cheque +correspondent bank charges

## Remittances

### RTGS

Outward payment	Kes 500 flat
Inward payment	Free

### EFT

Outward payment	Kes 200 per transaction
Inward Local EFTs	Kes 10 per transaction

### Salaries processing

In our books (internal transfers)	Free
Electric upload	Kes 100
Manual processing	Kes 200

### Standing Orders

Setting up	Kes 200
Amendment	Kes 200
Stopping	Kes 200
Processing-local	Kes 200 per item
Unpaid standing orders	Kes 2,000 per standing order

### VAT/PAYE

VAT processing service fee	Kes 500 per transaction
PAYE processing service fee	Kes 300 per transaction

### Dormant account

Dormant (current A/C) monthly charge	Kes 500
Dormant (savings A/C) monthly charge	No charge
Dormant (Account Reactivation)	Kes 150

Direct Debits	
Set up charges	Kes 300
Outward/inward	Kes 100
Inward returned	Kes 1,000
Outward returned	Kes 500

### Third Party Encashments

Deducted from Net proceeds received by third party	Kes 250
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### Mobile banking charges (incl. 20% excise duty)

Item	Cost (kshs)
Registration/Activation	Free
SMS Alerts	6.00
Balance enquiry	12.00
Full statement	24.00
Mini statement	18.00
Forex rates request	18.00
Cheque book request	18.00
Funds Transfer to own account	36.00
Funds Transfer to another BOA Account	36.00
Funds Transfer to other Bank account	600.00
Funds Transfer to Mobile Wallet	60.00
Cardless withdrawal	38.00
Change pin	12.00
Airtime top-up	6.00
Bill payment	36.00

### Pesa Link transaction tariff

Amount (Kshs)	Cost (Kshs)
10 - 500	Free
501 - 1,500	15.00
1,501 - 5,000	30.00
5,001 - 10,000	50.00
10,001 - 50,000	100.00
50,001 - 100,000	110.00
100,001 - 500,000	180.00
500,001 - 999,999	200.00

### Cards

Item	Cost (Kshs)
New Card	
VISA Classic	500.00
Card Replacement	
VISA Classic	500.00
Card Reload	
Balance inquiry	Free
Mini statement	Free

### Electronic Banking - Bweb

Corporate	Kes 1,000 per month
SME	Kes 500 per month
Individual	Kes 100 per month
Transactional charges	As per BOA-K standard tariff

## Other Services

### Bankers Opinion

Local	Kes 1,000 per opinion
Foreign	Kes 1,000 + courier charges/postages

### Credit Facilities

Credit application processing fee	2-3%flat for each application (new or renewal and depending on the loan)
Facility renewal for SME & RETAIL	2-3% per annum on anniversary of the facility
Late return of letter offer	After 3 months, Kes 5,000 and thereafter Kes 5,000 for subsequent quarters.
Processing fees on TODs and Early draw	2-3%of the transaction amount subject to a minimum of Kes 10,000
GOK Treasury Bills/Band Tenders	Kes 5,000 per tender

### General Enquiries Account

Items less than 6 months	Kes 200 per item/copy
Items more than 6 months	Kes 500 per report/item/copy

### Audit Reports

Full audit report	Kes 1,500 per report
Specific full audit report	Kes 3,000 per report
Balance confirmation	Kes 500 per confirmation
Misc. Statement/report	Kes 300 per statement
Document Certification	Kes 500 per certified document including duplicates)

### Postage Charges

Local	Kes 200 per set of documents
Abroad	Kes 3,000 per set of documents
Retrieval of Old cheques/Entry per copy	Upto (1 year) 300.00. (over 1 year ) Kes 500.00

### Telephone Charges

Local	Kes 100 per call
Abroad	Kes Actual cost + Kes 500

### Facsimile Charges

Local	Kes 300 per page
Abroad	Kes 500 per page

Photocopies	Kes 100 per page
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## FOREX

Deposit of foreign bank notes	0.25% per deposit
Foreign Draft	0.25% min Kes 500, max. Kes 4,000 + swift Kes 1,000

Local FYC draft payable in Kenya Kes 500 flat

Incoming TT (foreign inward-payment Business accounts)	USD 10 per transfer
Incoming TT ( Personal accounts)	USD 5

### Swift Transfer

Sent abroad correspondent bank charges where borne by remitter (our charges)	Kes 1,500 flat
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Foreign incoming payment - business other currencies	USD 10 per transfer as per correspondent charges.
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Foreign incoming payments - individual	USD 5
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Receivable from abroad - Non account holder	Kes 2,500 flat
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## Trade

### Import letter of Credit

Opening commision	
Corporate	0.5% for 3months,min. Kes 3,000 + swift Kes 2,000
SME & RETAIL	1% for 3 months ,min. 5,000 + swift Kes 2,000
Amendment commission	Kes 1,500 flat+ swift Kes 2,000
I/C Acceptance commission	0.25%for 3 months, min. Kes 3,000 + swift Kes 2,000
Extension commission	0.45% min. Kes 3,000 + swift Kes 2,000
Settlement commission	0.20%min. Kes 3,000 + swift Kes 2,000 or Kes 200 postage
Shipping guarantee	0.25% per month, min. Kes 500
Cancellation	Kes 1,000 flat + swift Kes 2,000

### Export Letter of Credit

Advising L/C or amendment	Kes 1,000 Flat
L/C confirmation commission	0.20% per quarter or part thereof, min Kes 1,500
L/C negotiation commission	0.40% per quarter or part thereof, min. Kes 1,500
Postage (courier)	Kes 3,000 per set of documents
Tracer	Kes 1,000 by swift
Discrepancy	Kes 250 per discrepancy

### Import collection

Advising commission	Kes 500 Flat
Discount of foreign bills/ collection	1.5% Flat
Settlement commission	0.25%, min. Kes 2,000 + swift Kes 1,500 + postage Kes 500
Tracer	Kes 1,000 each
Notification of acceptance	Kes 500 flat + swift Kes 1,000
Protest	Kes 3,000 Flat
Discharge	Kes 1,000 Flat
Holding commission after due date	Kes 500 per month
Avalisation of Bills of Exchange	0.5% per quarter

### Export Collection

Settlement commission	0.20% min. Kes 1,000
Tracer	Kes 1,000 each
Postage (courier)	Kes 3,000 per set of documents

### Local Bills

Discount commission (Trade Bills)	0.125%, min. Kes 1,500+ courier Kes 1,000
Local bills returned unpaid	Kes 1,000 Flat
Postage within the city	Kes 500 per bill
Extension commission	Kes 250
Local bills sent for collection	Kes 1,000 Flat
Local bills received on collection	0.5%, min. Kes 1,000, max Kes 5,000

### Guarantees & Bonds

Corporate	0.5% per quarter , min. Kes 1,000 for 1st quarter, there after min. Kes for subsequent quarters.
SME & Retail	1% per quater, min. Kes 5,000 and thereafter Kes 500 for subsequent quaters

## Excise Duty of 20% applicable to all charges

**Head office:** BOA House, Karuna Close, Off Waiyaki Way, Westlands, Nairobi

**Phone:** 0703 058 000 **SMS:** 20030

**Email:** yoursay@boakenya.com

**Business Centres: Nairobi** - BOA House, Karuna Close, Off Waiyaki Way, Westlands, Nairobi.

**Branches: Nairobi Region:** Nairobi | Embakasi | Galleria | Greenspan | Kitengela | Ngong' Road | Ongata Rongai | River Road | Ruaraka | Sameer Business Park | Uhuru Highway | Upper Hill | Westlands

**Regional:** Bungoma | Chamgamwe | Kericho | Kisii | Kisumu | Meru | Moi Avenue (Mombasa) | Nakuru | Nyali | Thika | Eldoret

Bank of Africa - Kenya is regulated by the Central Bank of Kenya