

## Account Services (For Business Accounts)

Category	Charge per item
Cheques Collected	40p
Each Credit paid in	40p
Cheques Debited	40p
Direct Debits	40p
Standing Orders	40p
Cash Credits	30p per £100
Audit Confirmation Letter	£30 + VAT
Limited Company Account set up fee	£25
Quarterly Business Charge	Minimum £10
Weekly Statement	£13 per quarter

## Account Services (For Business & Personal Accounts)

Category	Charge per item
Copying Service	
1. Copy Statements	£5 per statement
2. Copy of Presented Cheque	
- Within 6 months	£5 per cheque
- Over 6 months	£5 per cheque plus retrieval cost from storage minimum £50
Bank Reference Letter or Status Enquiry	£20 + VAT
Exchange of notes and coins	50p per £100 (Minimum £1)
Personal Data Access Request	£10
Standing Order set up fee	£5
Handling charge on all foreign currency account	
1. Cash deposits	1.5% (minimum £3 or its equivalent)
2. Cash Withdrawals	1% (minimum £3 or its equivalent)

## Unauthorised Overdraft

- This is not applicable to savings account
- A standard debit interest rate of 10% above BEA's base rate (for daily base rate, please enquire within) is applicable if you are over your overdraft limit.
- In addition, there is also a £15 administration charge for making a telephone call, forwarding a letter or fax message to you concerning the unauthorised overdraft.
- It is your responsibility to keep your account within your overdraft limit at all times.

## Deposit Services

Category	Charge per item
Unpaid Items	
1. Return of cheques, standing orders, direct debits due to insufficient funds or other reasons	£25
2. Unpaid Item received in	£5
Stop Cheque	£10
Account closed within 6 months from date of opening	£10 per account (or its equivalent in any deposit currency)
Savings account	£10 (or its equivalent in any deposit currency)
1. Report loss of passbook	£10 (or its equivalent in any deposit currency)
2. Passbook damaged	
Special Presentation of cheque	£20
Cancellation of Fixed Deposit before maturity date <sup>1</sup>	£10

## Safe Deposit Box

Category	Charge per box
Type Height Width Depth	Yearly Rental
A 3" 10" 22"	£90 + VAT
B 5" 10" 22"	£150 + VAT
C 10" 10" 22"	£230 + VAT
D 22" 16" 22"	£450 + VAT
E 44" 16" 22"	£1000 + VAT
Refundable Deposit per box (including 2 keys)	£50.00
Report loss of key	
- 1 key	£50.00
- 2 keys (including charge for box to be opened by locksmith)	£300.00

## Remittance

Category	Charge per item
Inward Remittance	
1. Cheque sent for collection	£20
2. Inward Remittance Fee	£5
Outward Remittance <sup>2</sup>	
Local Remittance	
1. Chaps	£20
2. Bank Cheque	25p per £100 Minimum £10 Maximum £30
Overseas Remittance	
3. Telegraphic Transfer	25p per £100 Minimum £10 Maximum £40 Cable charge £10
4. Mail Transfer	25p per £100 Minimum £10 Maximum £30
5. Demand Draft	25p per £100 Minimum £10 Maximum £30
6. Amendment on Remittance	£15
7. Cancellation of Remittance	£15

## Bureau de Change

Category	Charge per item
Money exchange <sup>3</sup>	
Exchange of foreign currency notes	1% (Minimum £3)

<sup>2</sup> BEA is entitled to reimbursement from the applicants/remitters for all charges incurred outside the UK

<sup>3</sup> We only accept EURO notes under EUR50 for exchange

<sup>1</sup> With loss of interest