

# **TERMS AND CONDITIONS FOR BUSINESSES**



**TERMS AND CONDITIONS FOR BUSINESSES**
**A. ACCOUNTS**
**1. Current Accounts Business**

|  |  |
|--|--|
| 1.1 Account Opening  | Free of Charge   |
| 1.2 Minimum opening amount   | ALL10,000 for ALL account<br>EUR 100 for EUR account<br>USD 100 for USD account<br>GBP 100 for GBP account |
| 1.3 Minimum Balance required   | ALL10,000 for ALL account<br>EUR 100 for EUR account<br>USD 100 for USD account<br>GBP 100 for GBP account |
| 1.4 Account Maintenance (every month)  | EUR 3 all FCY, 400 ALL   |
| 1.5 Account Closing  | EUR 20   |
| 1.6 Account Statement:   |  |
| 1.6.1 Once per month   | EUR 2 all FCY, ALL 300   |
| 1.6.2 02 – 12 months   | EUR 5 all FCY, ALL 700   |
| 1.6.3 Above 12 months  | EUR 10 all FCY, ALL 1,500  |
| 1.7 Cash Deposits:   |  |
| 1.7.1 At company's account by authorized persons<br>Up to EUR 30,000 for Foreign Currency<br>Up to LEK 4,000,000 | Free of Charge   |
| 1.7.2 At company's account by authorized persons<br>Over EUR 30,000 for Foreign Currency<br>Over LEK 4,000,000   | ALL 300, EUR 3   |
| 1.7.3 At company's account by non-authorized persons<br>For all amounts  |  |
| 1.8 Payments for Customs duty accounts   |  |
| 1.8.1 Transfers by TB accounts to Customs Duty accounts  | ALL 250  |
| 1.8.2 Cash deposit to Customs Duty Account:  |  |
| 0-1,000,000 ALL  | ALL 500  |
| Over 1,000,000 ALL   | ALL 1,500  |
| 1.9 Registration of FDP  |  |
| 1.9.1 Zero Balance   | ALL 50 per FDP   |
| 1.9.2 Registration & Payment of FDP (Account Transfer)   | ALL 100 per FDP  |
| 1.9.3 Registration & Payment of FDP (Cash Deposit)   | ALL 250 per FDP  |
| 1.9.4 Registration & Payment of FDP Non TB client<br>(Cash Deposit)  | ALL 500 per FDP  |
| 1.10 Payments to Local Taxes   |  |
| 1.10.1 For bank customers  | ALL 50 for each tax specified in the document  |
| 1.10.2 For bank customers with accounts blocked<br>From third parties  | ALL 75 for each tax specified in the document  |
| 1.10.3 For Non- Customers (Walk –in Customers)   | ALL 100 for each tax specified in the document   |
| 1.11 Value Dates for Cash Deposit  |  |
| 1.11.1 Cash Deposit in ALL   | 0-day value date   |
| 1.11.2 Cash Deposits in Foreign Currency   | 0-day value date   |

|  |  |
|--|--|
| 1.12 Cash withdrawal *   |  |
| 1.12.1 Prior notification (1 working day)<br>Up to EUR 30'000, ALL 4 MIO<br>Over EUR 30,000, ALL 4 MIO   | Free of charge<br>0.03% min EUR 15- max EUR 50 |
| 1.12.2 Without prior notification  |  |
| a) Up to EUR 15,000, ALL 1.5 MIO   | Free of charge                                 |
| b) Above EUR 15,000, ALL 1.5 MIO   | 0.2% max EUR 250/ ALL 35,000                   |
| * The availability of funds under Cash Management Units approval/confirmation for any case   |  |
| 1.13 Foreign Exchange Office (FEO)*  |  |
| 1.13.1 Cash Deposit<br>Over EUR 5'000, ALL 650,000   | 0.1% min EUR 10                                |
| 1.13.1 Cash Withdraw (Prior to 1 Day Notification)<br>Over EUR 5'000, ALL 650,000  | 0.1% min EUR 10                                |
| 1.13.1 Account Transfer from FEO to CUSTOMER<br>Over EUR 5'000, ALL 650,000  | 0.1% min EUR 10                                |
| Note: FEO transactions can be excluded from the above- mentioned commissions only when: 1) they are FX deals concluded by TB Treasury Department and 2) They are utility and tax offices payment, for which should be applied the commissions under section 1.8 - 1.10 |  |
| Note: For other rare currencies such as NOK, DKK, SEK, JPY, AUD, CAD cash to be converted in ALL, USD, EUR currency; The availability of funds under Cash Management Units approval / confirmation   |  |
| 1.14 Currency Exchange Account to Account (Non-FEO)  | Free of Charge                                 |
| 1.15 Utility Payments<br>(UKT, OSSHE, Mobile & Phone toward all companies<br>Police and Municipalities fines)  |  |
|  | ALL 100  |
| 1.16 Payments to customers   |  |
| Internal transfers form on customer a/c to the other   | ALL 0  |

## 2. Premium Account Business

|                                   |   |
|-----------------------------------|---|
| 2.1 Account Opening               | Free of Charge  |
| 2.2 Initial deposit required      | ALL 1,000,000 for ALL account<br>EUR 10,000 for EUR account<br>USD 10,000 for USD account<br>GBP 10,000 for GBP account |
| 2.3 Account Maintenance (monthly) | EUR 3 all FCY, 400 ALL  |
| 2.4 Account Closing               | EUR 20  |
| 2.5 Account Statement:            |   |
| 2.5.1 Monthly                     | EUR 2 all FCY, 300 ALL  |
| 2.5.2 02 – 12 months              | EUR 5 all FCY, 700 ALL  |
| 2.5.2 Above 12 months             | EUR 10 all FCY, 1,500 ALL   |

## 3. Escrow Accounts Business

|                         |                                 |
|-------------------------|---------------------------------|
| 3.1 Account Opening     | EUR 25 / Account all currencies |
| 3.2 Account Maintenance | 0                               |
| 3.3 Account Closing     | 0                               |

Deposits of in Tirana Bank S.A are insured by the Albanian Deposit Insurance Agency (DIA), according to the law no. 53/2014 "On deposits insurance", up to 2.500.000 ALL or the equivalent in foreign currency for each depositor, regardless of the number of deposits or the amount deposited. The level of compensation for each depositor is calculated on the aggregate amount of insured deposits to the depositor at the Bank, regardless of the number of deposits, and the type of currency deposited or paid. DIA conducts compensation process immediately after it is notified in written by the Bank of Albania for latter's decision to put under receivership the Bank, or the decision of the Bank's voluntary liquidation. The compensation process is carried out in accordance with procedures established in the Law "On Deposit Insurance" and relevant regulations in force, and shall end no later than three months from the date of its commencement. DIA, whose mission is to create public confidence in the banking system in particular and the national financial system in general, provides and compensates all kinds of banking product in local currency deposits and foreign ones to any commercial companies that have the meaning as defined in Law no. 9901, dated 14.4.2008, "On Entrepreneurs and Companies", and / or any of its amended Law in Albania, until the amount specified in the law for each depositor in each bank licensed by the Bank of Albania to conduct banking activities. All exceptions to this protection are set out in the Law "On Deposit Insurance", and can be found on the official website of the Agency, For more information, leaflets of DIA are available at our branches or you can visit the DIA internet site at [www.dia.org.al](http://www.dia.org.al).

## B. PAYMENTS

(Valid for payments through domestic & Cross-border systems, with or no to your account with Tirana Bank)

### 1. Payments in favor of other financial institutions

#### Cut-off times (MT2XXX) \*

|                    |  |
|--------------------|--|
| - Currency ALL     | 15.00 local time of D date D: Value date   |
| - Other currencies | 16.00 local time of D+1WD WD: working date |
| Local time: C.E.T  |  |

*\*Cut-off times are guaranteed for STP payments. The execution of non-STP payments received after cut-off time will be processed on best-efforts basis.*

#### Availability of Funds (MT2XX)

- Beneficiary Bank will be credited on d + 1wd, subject to cut-off

### 2. Payments in favor of customers (MT1XX)

#### 2.1 Incoming payments

|   |                                  |
|---|----------------------------------|
| 2.1.1 Paid over the counter                   |                                  |
| - Charging option (all options)               |                                  |
| 2.1.1.1 Foreign currencies                    | 0,15% (min EUR 10 - max EUR 100) |
| 2.1.1.2 Local currency                        | Free of Charge                   |
| 2.1.2 Credited to another Bank within Albania |                                  |
| - Charging option (all options)               | 0.1 % (min EUR 10 - max EUR 200) |

#### Cut-off times (MT1XX) \*

|                    |  |
|--------------------|--|
| - Currency ALL     | 14.30 local time of D date D: Value date |
| - Other currencies | 15.00 local time of D                    |

*\*The execution of payments received after cut-off time will be processed on best-efforts basis*

**Availability of Funds (MT1XX)**

Credited to an a/c with TB:

- Beneficiary Bank will be credited with D WD, subject to cut-off time

Credited to an a/c outside TB:

- Beneficiary Bank will be credited with D + 1 WD, subject to cut-off time

**2.2\*\* Outgoing payments**
**2.2.1 Local Payments (in foreign currencies)**

Transfer from an a/c with TB - charging option (BEN/SHA)

0,15% (min EUR 10 - max EUR 150) + swift commission

**2.2.2 Local Payments (in local currency)**
**2.2.2.1 AECH system**

0,15% (min ALL 300 - max ALL 500)

**2.2.2.2 AIPS system**

0,15% (min ALL 500 - max ALL 1500)

Plus swift commission

**2.2.3 Abroad Payments**

#Transfer from an a/c with TB - charging option (BEN/SHA)

0,20% (min EUR 20 - max EUR 200)

**2.2.4\*\*\* Urgent Payments**

2.2.4.1 Urgent Payments +1 day value date

+0,025% (min EUR 5 - max EUR 25)

2.2.4.2 Urgent Payments +0 day value date

+0,050% (min EUR 7 - max EUR 50)

*\*\*Availability of Funds on Outgoing Transfers is under Back office confirmation/approval*

*\*\*\*The commission of urgent payment is applicable over the standart commission on Outgoing Transfers in FCY locally, abroad and toward Piraeus Bank*

**Charges transmitted to the beneficiary's bank**
**2.2.5 Payments from budgetary accounts**

- Within TB accounts

Free of charge

- Transfer to other banks in Albania

EUR 2.5 (ALL 350)

- Transfer to other banks out of Albania

EUR 2.5 (ALL 350)

**2.2.6 SWIFT charges**

2.2.6.1 Payments in favor of Financial Institution (MT2XX)

2.2.6.2 Payments in favor of customer (MT1XX)

- AECH system

Free of charge

- Local payments (all currencies)

EUR 6

- Abroad payments

EUR 8

**Cut-off times (MT1XX)**

- Currency ALL

14.00 local time of D date D: Value date

- Other currencies

15.00 local time of D date

### Availability of Funds (MT1XX) \*\*\*\*

Transfer from an a/c with TB:

-The value date of the payment will be D + 2WD, subject to cut-off time.

Transfer with unavailable funds in account (funds or cash)

-The value date of the payment will be D + 3 WD, subject to cut-off time

\*\*\*\* The same value date applies under the extra charges, under the debit interest structure. Payments within the PG will be executed with D + 1WD without any debit interest for ordering.

### 3. Repair / Amendment / Cancellation

3.1 Repair of payments / Non STP fee

Incoming payments Non- STP EUR 10

- Charges imposed to TB by third parties, reason Non STP- incorrect instructions, will be passed on to ordering customer

3.2 Payments requiring additional processing costs

3.2.1 Credited to an a/c with TB

3.2.2 Transferred to another bank

Amendments / Cancellations:

- Before execution date EUR 15

- After execution date EUR 30

Investigations in order to apply funds:

- Within six months EUR 20

- Over six months EUR 80

- Tracers requesting fate EUR 10

Returns of payment orders:

- Abroad payments EUR 25

- Local payments FCY/ALL EUR 15/ ALL 1,500

Modification of value date EUR 8

## C. CHEQUES

### 1. Bank Draft drawn on TB

1.1 Local currency

- From an a/c with TB 0.25% (min EUR 25 - max EUR 150)

1.2 Foreign currencies

- From an a/c with TB 0.4% (min EUR 25 - max EUR 240)

### 2. Cheques for collection

2.1 Local currency

0.25% (min EUR 25 – max EUR 150)

2.2 Foreign currencies

- from an a/c with TB

0.3% (min EUR 25 - max EUR 250)

2.3 Cheques returned unpaid

EUR 30 per Cheque (In additional of the a/m commissions & correspondent charges if any)

2.4 Stop Payments

EUR 30 per Cheque / bank draft

2.5\* Cheque book (10 pages) EUR 10

**Note:** \*Bank Cheques must be paid within 10 working days from the release date

### 3. Payments

Tirana Bank provides an array of payment services. With high quality means, Tirana Bank can be your single point of service for Low or High value, domestic or international payments. Especially for domestic Low Value Payments, a low cost channel is provided for handling large volumes of payments.

### 4. Swift MT101 – Request for transfer

Tirana Bank has joined the Swift's Request for Transfer Service Level Master Agreement and is a member of the MT101 – User Group. Special agreements with major banks may be established upon request.

## D. DOCUMENTARY CREDITS (Against 100% cash cover or Credit Line)

### 1. Imports Letter of Credit

|   |   |
|---|---|
| 1.1 Client Consultation                     | Free of charge  |
| 1.2 Draft of Letter of Credit (Preparation) | EUR 15  |
| 1.3 Pre-advise of documentary credit        | EUR 20  |
| 1.4 Opening Commission                      | 0.2% Min EUR 70 (prepayment)                                    |
| 1.5 Confirmation Commission (Quarterly)     | 0.25% Min EUR 70 (prepayment)                                   |
| 1.6 Payment Commission                      | 0.30% Min EUR 70  |
| 1.7 Amendment Commission                    | EUR 50 + SWIFT  |
| 1.8 Examination of Documents                | 0.1% Min EUR 100  |
| 1.9 Cancellation Commission                 | 0.15% Of remaining amount plus commission of Correspondent Bank |
| 1.10 Deferred Payment Commission            | 0.30% Min EUR 70  |
| 1.11 Documents with discrepancy             | EUR 70  |
| 1.12 Charges of Correspondent Bank, if any  | As occurred   |
| 1.13 Swift expenses/each                    | EUR 15  |
| 1.14 Postages                               | As occurred   |

**Note:** No bearing interest for cash collateral. The interest rate of credit limit are not included in this table

### 2. Exports Letter of Credit

|  |                                |
|--|--------------------------------|
| 2.1 Case Explanation to the client         | Free of charge                 |
| 2.2 Advising Commission                    | 0.10% Min EUR 70 (prepayment)  |
| 2.3 Confirmation Commission (Quarterly)    | 0.20% Min EUR 100 (prepayment) |
| 2.4 Examination of Documents               | 0.10% Min EUR 30               |
| 2.5 Payment Commission                     | 0.25% Min EUR 70               |
| 2.6 Cancellation Commission                | EUR 100                        |
| 2.7 Amendment Commission                   | EUR 50 + SWIFT                 |
| 2.8 Transfer to third party                | 0.10% Min EUR 100 + SWIFT      |
| 2.9 Deferred Payment Commission            | 0.20% Min EUR 70               |
| 2.10 Charges of Correspondent Bank, if any | As occurred                    |
| 2.11 Swift expenses/each                   | EUR 15                         |
| 2.12 Postages                              | As occurred                    |

**E. GUARANTEES**
**Bank Guarantee within Albania**
**1. Bank Guarantee covered with Cash Collateral**

|   |                               |
|---|-------------------------------|
| 1.1 Client Consultation   | Free of charge                |
| 1.2 Draft-Text of Guarantee (Preparation)                       | EUR 10                        |
| 1.3 Participation (Tender BG)                                   |                               |
| Standard  | EUR 30                        |
| Non- standard   | EUR 50                        |
| 1.4 Performance   | 0.55% min EUR 100             |
| 1.5 Payment BG, Advance Payment, Custome BG, Other types of BGs | 0.35% min Eur 50              |
| 1.6 Amendment   | EUR 50                        |
| 1.7 Payment in Case of Exceution (Claim Funds)                  | 0.40% Min Eur 50- Max Eur 150 |
| 1.8 Cancellation BG   | EUR 70                        |

**Bank Guarantee within Albania**
**2. Bank Guarantee covered with Credit Line**

|  |  |
|--|--|
| 2.1 Client Consultation  | Free of charge                           |
| 2.2 Draft-Text of Guarantee (Preparation)  | EUR 10                                   |
| 2.3 Participation (Tender BG)  |  |
| Standard   | 0.50% min EUR 40                         |
| Non standard   | 0.75% min EUR 50                         |
| 2.4 Performance  | 1.25% min EUR 120                        |
| 2.5 Payment BG, Advance Payment, Custome BG, Other types of BGs                          | 0.75% min Eur 100                        |
| 2.6 Amendment  | EUR 50                                   |
| 2.7 Payment in Case of Exceution (Claim Funds)   | 0.40% Min Eur 50- Max Eur 200            |
| 2.8 Cancellation BG  | EUR 70                                   |
| 2.9 Advise without TB responsibility (To Banks)  | Eur 100+ swift charges                   |
| 2.10 Advise without TB responsibility (To Client)  | Eur 20                                   |
| 2.11 Signature Authentication- Claim funds under existing BG to third Banks              | 0.15% Max Eur 200                        |
| 2.12 Insurance of BG under our Counter-Guarantee to Correspondent Banks paid in addition | Commission of Correspondent Bank will be |
| a) Engagement Fee of TB  | 0.10%                                    |
| b) BG's covered with Cash Collateral   | Same commission as above                 |
| 2.13 Release of BG before expiry date  | Eur 10                                   |
| 2.14 Swift Expenses / Each swift sent  | Eur 15                                   |

**3. Bank Guarantee outside Albania**

Will be applied the same commission as above plus EUR 50

**Notes:**

- L/Gs commissions will be applied quarterly
- No bearing interest for cash collateral
- Standard are considered BG's template approved by TB Authority (and based on URDG latest version)/ Non Standard are customer's BG proposal, not in compliance with TB template (and based on URDG latest version).

**Important Note:** No Commission or Fee will be returned in case of cancellation or expiration as non-utilized (fully or partially) or any LC or BG



## F. COLLECTION

### 1. Import Documentary Collection

|   |                          |
|---|--------------------------|
| 1.1 Client Notification                                     | Free of charge           |
| 1.2 Inward Documents for Collection                         |                          |
| Payments of Documents under Collection D/P (Fund Transfer)  | 0.25% Min EUR 50 + Swift |
| Payment against Draft at Maturity Date D/A (deferred dated) | 0.20% EUR 50 + Swift     |
| 1.3 Handling Commission (original Doc's to client)          | EUR 30                   |
| 1.4 Return Documents refused by our client                  | EUR 50                   |
| 1.5 Return Documents refused by Drawer Bank                 | EUR 50 plus Swift        |

### 2. Export Documentary Collection

|  |                  |
|--|------------------|
| 2.1 Dispatch of Documents for Collection to other Banks          | 0.10% Min EUR 50 |
| 2.2 Incoming Payment against Doc. Collection                     | 0.20% Min EUR 50 |
| 2.3 Return unpaid of documents (Invoices, B/C etc) or unaccepted | 0.10% Min EUR 50 |
| 2.4 Modification or Cancellation of Instruction                  | EUR 50           |
| 2.5 Postage  | As occurred      |
| 2.6 Swift Expenses / each swift sent out                         | EUR 15           |

## G. PAYROLL

|   |                |
|---|----------------|
| 1. Payments of the salary or other payments to the employee | Free of charge |
|---|----------------|

## H. Winbank

|   |                           |
|---|---------------------------|
| 1.1 Commission on performed transactions              | Free of charge            |
| 1.2 Registration fee                                  | EUR 5                     |
| 1.3 Monthly service fee                               | EUR 5, USD 6, ALL 700     |
| 1.4 Annual service fee                                | EUR 60, USD 72, ALL 8,400 |
| 1.5 Annual fee for OTP device                         | EUR 8, ALL 1,000, USD 10  |
| 1.6 Password reprinting Fee                           | EUR 3, ALL 400, USD 4     |
| 1.7 Credit Card Payment                               | Free of charge            |
| 1.8 Utility Payments                                  | Free of charge            |
| 1.9 Payments Log / Transfers > History                | Free of charge            |
| 1.10 Transfers between Own Accounts                   | Free of charge            |
| 1.11 Transfers to a Third Party (between Tirana Bank) | Free of charge            |

**I. OTHER SERVICES**

|   |                         |
|---|-------------------------|
| <b>1. Confirmation Letter for account balance or relationship</b> | EUR 10                  |
| 1.1 Letter of reference   | EUR 50                  |
| 1.2 Auditors certificate re balances, etc.                        | EUR 50                  |
| <b>2. Fax</b>   | Free of Charge          |
| <b>3. Postage Charges</b>   | As incurred             |
| <b>4. Investigations:</b>   |                         |
| 4.1 Within six months   | Negotiable, Min. EUR 30 |
| 4.2 Over six months   |                         |
| 4.3 Investigation at Archive (Physical Extraction of Documents)   | EUR 30                  |
| <b>5. Letter of confirmation for blocking / unblocking orders</b> | EUR 5 or Equivalent     |

**J - LOANS BUSINESS**

|   |                                   |
|---|-----------------------------------|
| <b>1. Restructuring/rescheduling</b>  | 0,5% (min EUR 200) at any case    |
| <b>2. Cash disbursement (Cash collateral excluded)</b>                                | 0, 2 % (max. EUR 200) at any case |
| <b>3. Request for collateral change (i.e. replacement, release, modification etc)</b> | EUR 50 at any case                |
| <b>4. Credit Lines, Over Draft renewal fee</b>  | 1% on annual bases                |
| <b>5. Term loan administrative fee</b>  | 1 % at any case                   |

**K. GOVERNMENT SECURITIES ACTIVITY**
**1. Commissions regarding government securities retail secondary market for non-individuals.**

|  |  |
|--|--|
| <b>1.1 Primary market Transaction fee (in ALL)</b> |  |
| 1.1.1 Treasury Bills Auctions                      | ALL 3,000 Up to 1 Mio N. Value<br>ALL 5,000 Over 1 Mio N. Value  |
| 1.1.2 Bonds Auctions                               | 2Y Bonds ALL 8,000<br>3Y Bonds ALL 8,000<br>5Y Bonds ALL 10,000<br>7Y Bonds ALL 15,000<br>10Y Bonds ALL 15,000 |
| <b>1.2 Primary market Transaction fee (in EUR)</b> |  |
| 1.2.1 Treasury Bills Auctions                      | Flat EUR 50  |
| 1.2.2 Bonds Auctions                               | Flat EUR 70  |
| <b>1.3 Secondary Market Transaction fee</b>        | Free of charge   |

## 2. Custody commissions

2.1 Custody fee Maintenance fee

0.15% per annum of the total portfolio outstanding, (Face value) Frequency Each quarter

Deposits of in Tirana Bank S.A are insured by the Albanian Deposit Insurance Agency (DIA), according to the law no. 53/2014 "On deposits insurance", up to 2.500.000 ALL or the equivalent in foreign currency for each depositor, regardless of the number of deposits or the amount deposited. The level of compensation for each depositor is calculated on the aggregate amount of insured deposits to the depositor at the Bank, regardless of the number of deposits, and the type of currency deposited or paid. DIA conducts compensation process immediately after it is notified in written by the Bank of Albania for latter's decision to put under receivership the Bank, or the decision of the Bank's voluntary liquidation. The compensation process is carried out in accordance with procedures established in the Law "On Deposit Insurance" and relevant regulations in force, and shall end no later than three months from the date of its commencement. DIA, whose mission is to create public confidence in the banking system in particular and the national financial system in general, provides and compensates all kinds of banking product in local currency deposits and foreign ones to any commercial companies that have the meaning as defined in Law no. 9901, dated 14.4.2008, "On Entrepreneurs and Companies", and / or any of its amended Law in Albania, until the amount specified in the law for each depositor in each bank licensed by the Bank of Albania to conduct banking activities. All exceptions to this protection are set out in the Law "On Deposit Insurance", and can be found on the official website of the Agency,  
For more information, leaflets of DIA are available at our branches or you can visit the DIA internet site at [www.dia.org.al](http://www.dia.org.al).

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