

# Business Banking Pricing Guide

## 1 Account Charges

### Singapore Dollar Business Accounts

Fees	Business Growth Account	Business Entrepreneur Account Plus
<b>Minimum Initial Deposit</b>	N.A.	S\$30,000
<b>Account Fee</b>	S\$10 per month Waived for first 2 months.	N.A.
<b>Service Fee</b>	N.A.	S\$50 per month if monthly average balance falls below S\$30,000
<b>Early Account Closure Fee</b>	S\$50 for accounts closed within 12 months of opening.	S\$50 for accounts closed within 6 months of opening.
<b>Excess Fee</b> (Incidental overdraft charge for accounts without limits)	Minimum S\$30 or Prime + 4.75% per annum (whichever is higher) on the excess amount.	
<b>OCBC Velocity</b> (Business Internet Banking) <b>Token</b>	Please refer to Page 9 for details. Transaction fees apply.	Please refer to Page 9 for details. Transaction fees apply.
<b>eAlerts@ocbc</b>	Standard charges apply. First 3 months waived. Please refer to page 8 for detailed charges.	Standard charges apply. First 3 months waived. Please refer to page 8 for detailed charges.
<b>Transaction Fees</b>	<p><b>Free bundled package via OCBC Velocity</b></p> <ul style="list-style-type: none"> <li>• Unlimited free FAST &amp; GIRO transactions</li> </ul> <p>For any other type of transaction that exceeds the free monthly bundled package listed above, standard charges apply to any other transaction(s) as per sections "Transaction Charges" &amp; "Other Service Charges" in the following pages, unless otherwise mentioned.</p>	<p>GIRO - S\$0.10 per item via OCBC Velocity.</p> <p>Standard charges apply to any other transaction(s) as per sections "Transaction Charges" &amp; "Other Service Charges" in the following pages, unless otherwise mentioned.</p>
<b>Cheque book Issuance Fee</b>	S\$25 per cheque book (waived for the first cheque book issued)	N.A.
<b>Cheque Clearing Fee*</b>	S\$0.75 per cheque	S\$0.75 per cheque
<b>Over the counter branch transaction charges</b> (The transactions are calculated on an aggregate basis for all your bank accounts under the same customer name.) <i>* Chargeable transactions include cash deposits (including bulk cash) and withdrawal/cash cheque encashment.</i>	S\$20 per transaction	<ul style="list-style-type: none"> <li>• First 3 transactions per month: FREE</li> <li>• 4th transaction onwards: S\$20 per transaction</li> </ul>

\* Cheque Clearing Fee refers to fee charged on a cheque that has been issued and presented to the bank for clearing

## Foreign Currency Business Accounts

Fees	Multi-Currency Business Account		
<b>Minimum Initial Deposit</b>	N.A.		
<b>Service Fee</b>	Currency	If monthly average balance falls below	Service fee payable (in respective currency)
	CHF	CHF 25,000 and below	Waived
		Above CHF 25,000	2.5% p.a. for a monthly average balance in excess of CHF 25,000
	EUR	EUR 25,000 and below	Waived
		Above EUR 25,000	0.75% p.a. for a monthly average balance in excess of EUR 25,000
	JPY	JPY 3,000,000 and below	Waived
Above JPY 3,000,000		0.5% p.a. for a monthly average balance in excess of JPY 3,000,000	
<b>Account Fee</b>	S\$10 per month. *Waived if your company has an OCBC SGD account		
<b>Early Account Closure Fee</b>	N.A.		
<b>Account Set-up Fee</b>	N.A.		
<b>Excess Fee</b> (Incidental overdraft charge for accounts without limits)	AUD : Minimum AUD10 or AUD Prime Rate + 4% p.a. CAD : Minimum CAD8 + CAD Prime Rate + 4% p.a. CHF : Minimum CHF8 or CHF Prime Rate + 4% p.a. DKK : Minimum DKK42 or DKK Prime Rate + 4% p.a. EUR : Minimum EUR6 or EUR Prime Rate + 4% p.a. GBP : Minimum GBP4 + GBP Prime Rate + 4% p.a. HKD : Minimum HKD40 or HKD Prime Rate + 4% p.a. JPY : Minimum JPY750 + JPY Prime Rate + 4% p.a. NZD : Minimum NZD12 or NZD Prime Rate + 4% p.a. NOK : Minimum NOK45 or NOK Prime Rate + 4% p.a. SEK : Minimum SEK53 or SEK Prime Rate + 4% p.a. USD : Minimum USD10 or USD Prime Rate + 4% p.a. (whichever is higher) on the excess amount.		
<b>Minimum Day End Balance to Earn Interest</b>	N.A.		
<b>Special outward Telegraphic Transfer fee</b> (via OCBC Velocity/Business Mobile Banking)	US\$43		

## Foreign Currency Business Accounts - continued

Fees	USD Business Smart Account
Minimum Initial Deposit	US\$500
Service Fee	Waived for 1st 6 months. Thereafter, US\$15 per month if monthly average balance falls below US\$1,000.
Early Account Closure Fee	US\$50 for accounts closed within 1 year of opening.
Account Set-up Fee (One time for new accounts opened from 1 April 2015)	N.A.
Excess Fee (Incidental overdraft charge for accounts without limits)	Minimum US\$10 or USD Prime Rate + 4% p.a. (whichever is higher) on the excess amount.
Minimum Day End Balance to Earn Interest	N.A.

## 2 Time Deposits

### Singapore Dollar Time Deposit

Minimum Initial Deposit	Available Tenures	Premature Termination
S\$5,000	1-12, 18, 24 and 36 months (shorter tenures available for higher amounts)	Premature withdrawal fees applicable for withdrawal made prior to maturity.

### Foreign Currency Time Deposit

Minimum Initial Deposit	Available Tenures	Premature Termination
<ul style="list-style-type: none"> <li>• AUD10,000</li> <li>• CAD25,000</li> <li>• CHF25,000</li> <li>• CNH250,000</li> <li>• EUR5,000</li> <li>• GBP5,000</li> <li>• HKD200,000</li> <li>• JPY1,000,000</li> <li>• NZD10,000</li> <li>• USD5,000</li> </ul>	1, 2, 3, 6, 9 and 12 months (shorter tenures available for higher amounts)	Premature withdrawal fees applicable for withdrawal made prior to maturity.

## 3 Transaction Charges

All charges, if converted into another currency, are performed at the Bank's published foreign exchange rates.

### Cheques

Cheques Clearing		Charges				
Standard Clearing Fee*		S\$0.75 per <b>cleared</b> cheque				
Returned Cheques (SGD)		S\$50 per returned cheque due to insufficient funds S\$40 per returned cheque due to technical reasons				
Returned Cheques (USD)		US\$40 per cheque (due to insufficient funds/technical reasons)				
Cheques Retrieval		Charges				
Cheque Image Retrieval**		S\$21.40 (inclusive of GST) for retrievals of cheques cleared less than 1 year ago S\$32.10 (inclusive of GST) for retrievals of cheques cleared between 1 to 3 years ago S\$53.50 (inclusive of GST) for retrievals of cheques cleared more than 3 years ago				
Stop Payment		Charges				
Stop Payment (SGD)		S\$30 per cheque				
<ul style="list-style-type: none"> <li>via Branch/Business Banking Commercial Service Centre</li> <li>via Business PhoneBanking/ Business Internet Banking</li> </ul>		S\$15 per cheque				
Stop Payment (USD)		US\$30 per cheque				
<ul style="list-style-type: none"> <li>via Branch/Business Banking Commercial Service Centre</li> <li>via Business PhoneBanking/ Business Internet Banking</li> </ul>		US\$10 per cheque				
Loss of Cheque Book		Charges				
Loss of Cheque Book (SGD)		S\$60				
<ul style="list-style-type: none"> <li>Report via Branch/Business Banking Commercial Service Centre</li> <li>Report via Business PhoneBanking/ Business Internet Banking</li> </ul>		S\$30				
Loss of Cheque Book (USD)		US\$30				
Marked Cheques		Charges				
Direct Marked Cheque <sup>1</sup>		S\$100 per cheque + Courier Charges (if applicable)				
Foreign Currency Cheques		Charges	Commission	Agent Fees	Commission-in-lieu of exchange <sup>2</sup>	Courier/Postage
Cleared Locally:						
<ul style="list-style-type: none"> <li>USD Cheques Drawn on Local Clearing Participating Banks</li> </ul>		Free	N.A.	N.A.	N.A.	N.A.
<ul style="list-style-type: none"> <li>Other Currency Cheques and USD Drawn on Non-Participating Banks</li> </ul>		N.A.	1/8% commission (min S\$30, max S\$100)	If applicable	N.A.	If applicable
<ul style="list-style-type: none"> <li>Sent for Overseas Clearing</li> <li>In All Currencies</li> </ul>		N.A.	1/8% commission (min S\$30, max S\$100)	If applicable	N.A.	If applicable

\*Cheque Clearing fee refers to fee charged on a cheque that has been issued and presented to the bank for clearing.

\*\*For each urgent cheque image retrieval (within 7 business days), an additional charge of S\$21.40 (inclusive of GST) will be levied.

## Inward Remittances

Telegraphic Transfer	Charges
Credit to SGD Account	S\$10
Credit to FCY Account	S\$10
Credit to Time Deposit	Free

MEPS (MAS Electronic Payment System)	Charges
Credit to Account	Free

Demand Draft	Drawn on OCBC Bank	Drawn on other Banks
Credit to SGD or FCY Account	Free	1/8% commission (min S\$30 + Agent fees (if applicable) + postage (if applicable))

## Outward Remittances

Telegraphic Transfer					
Account Holder	Commission	Agent Fees <sup>3</sup>	Commission-in-lieu of exchange <sup>2</sup>	Cable Charge	
				OCBC Velocity (Business Internet Banking)	Branch
Debit from SGD Accounts	Same/Third Party: 1/8% commission (min S\$10, max S\$100)	If applicable, fixed fee based on remitting currency <sup>3</sup>	N.A.	Flat fee of S\$25	Flat fee of S\$35
Debit from Foreign Currency Account without Foreign Exchange	Same/Third Party: 1/8% commission (min S\$10, max S\$120)		1/8% commission-in-lieu of exchange <sup>2</sup> (min S\$25, max S\$120)		
Debit from Foreign Currency Account with Foreign Exchange	Same/Third Party: 1/8% commission (min S\$10, max S\$100)		N.A.		
Withdrawal from Foreign Currency Time Deposits	Same/Third Party: 1/8% commission (min S\$10, max S\$100)		1/8% commission-in-lieu of exchange <sup>2</sup> (min S\$25, max S\$120)		

IACH (International Automated Clearing House)	
Account Holder	Charges
Out-going Payments	S\$30 per transaction

MEPS (MAS Electronic Payment System)	
Account Holder	Charges
Out-going Payments	S\$20

Cashier's Order	
Account Holder	Charges
Payable to Own Name/ Third Party	S\$5 per Cashier's Order

## Outward Remittances

Demand Draft			
Account Holder	Commission	Commission-in-lieu of exchange <sup>2</sup>	Postage
Debit from SGD Accounts	1/8% commission (min S\$15, max S\$100)	N.A.	If applicable
Debit from Foreign Currency Accounts <u>with</u> Foreign Exchange	1/8% commission (min S\$10, max S\$120)	N.A.	If applicable
Debit from Foreign Currency Account <u>without</u> Foreign Exchange	1/8% commission (min S\$10, max S\$120)	1/8% commission-in-lieu of exchange (min S\$25, max S\$120)	If applicable

## GIRO (Payment and Collection) and Standing Instructions

Description	Charges
Outward GIRO	S\$0.20 per item
Outward GIRO Return	S\$10 per item
Inward GIRO Return	Up to 50 items: S\$0.50 per item 51 to 200 items: S\$0.70 per item 201 to 500 items: S\$1 per item Above 500 items: S\$1.50 per item
GIRO Standing Instruction	S\$10 per transaction

## FAST

FAST (Fast And Secure Transfers) - Transfer in S\$, available via OCBC Velocity (business internet banking) and Business Mobile Banking app	
Description	Charges
FAST (Payment and Collection)	S\$0.50 per transaction

## PAYNOW

PayNow is a new service that – via OCBC Velocity (business internet banking) or our Business Mobile Banking app – lets you:	
<ul style="list-style-type: none"> <li>• Receive money from a sender who uses just your Unique Entity Number (UEN) or QR code. Your bank account number need not be used;</li> <li>• Make a secure payment using the recipient's UEN (for businesses) or NRIC/ mobile number (for individuals).</li> </ul>	
Description	Charges
To receive money through PayNow	Per transaction: S\$0.20 (Introductory Promotion extended: Free till 31 December 2022)
To make payment through PayNow	Per transaction: <ul style="list-style-type: none"> <li>• Applicable GIRO or FAST transaction fee</li> <li>• S\$0.20 lookup fee* (Introductory Promotion extended: Free till 31 December 2021)</li> </ul> <p>*To check if recipient has registered for PayNow</p>

## Internal Funds Transfer

Description	Charges	
	Branch / Manual Instruction	OCBC Velocity (Business Internet Banking)
For funds transfer within OCBC Singapore accounts	S\$5 per transaction	Free

## Standing Instructions (Telegraphic Transfer/MEPS)

Description	Charges
<b>Set-up Charge</b> Note: Standard charges apply as per section "Outward Remittances" in this Business Banking Pricing Guide	S\$10
<b>Amendment/Cancellation</b>	S\$10
<b>Rejected items due to insufficient funds</b>	S\$30

## Cancellations/Stop Payments/Amendments/Investigations

Cancellation				
Description	Charge (SGD Account)	Charge (Foreign Currency Account)	Agent Fee	Cable Charge
Cashier's Order	S\$5 per Cashier's Order	N.A.	N.A.	N.A.
Demand Draft	S\$10 per draft	US\$5 per draft	If applicable	If applicable
Stop Payments				
Description	Charge (SGD Account)	Charge (Foreign Currency Account)	Agent Fee	Cable Charge
Cashier's Order	S\$20 per Cashier's Order	N.A.	N.A.	N.A.
Demand Draft	S\$20 per draft	US\$10 per draft	If applicable	If applicable
Amendments/Cancellations/Investigations				
Description	Charge (SGD Account)	Charge (Foreign Currency Account)	Agent Fee	Cable Charge
Telegraphic Transfer	N.A.	N.A.	If applicable	Flat fee of S\$20
IACH	N.A.	N.A.	N.A.	Flat fee of S\$20

## 4 Other Service Charges

### ATM/OCBC Business Debit Card

Description	Card Replacement Fee/Charges
Lost/Stolen Card	ATM: S\$5 per card OCBC Business Debit Card: S\$20 per card
Damaged Card	Free
ATM Charges (Coin Deposit Fee)	S\$0.012 per coin (total fee rounded to the nearest 1 cent)
Sales Draft Retrieval Fee (1st copy) (Applicable for OCBC Business Debit Card)	S\$5
Sales Draft Retrieval Fee (Subsequent copy) (Applicable for OCBC Business Debit Card)	S\$15
Shared ATM	S\$0.30 charge from third withdrawal onwards per calendar month 3% is levied on the S\$ equivalent of the amount withdrawn (min S\$5 and max S\$20 per transaction)
OCBC Malaysia & Bank NISP Indonesia ATMs	S\$2 per transaction
Participating MEPS ATMs in Malaysia <sup>#</sup>	S\$5 per withdrawal
Transactions (including refunds) in foreign currencies	2% administrative fee + costs of conversion applies
Dynamic Currency Conversion Fee	All MasterCard transactions effected in Singapore dollars in a foreign country or on a foreign website will have an additional fee of 1% levied on the converted Singapore dollar amount.

### Business Deposit Card

Description	Card Issuance/Replacement Charges
Card Issuance	S\$5 per card <b>(Promotion extended: Free for applications before 30 June 2022)</b>
Replacement of card due to lost/stolen/damaged card	S\$5 per card

### eAlerts@ocbc

Service Type	Service Fee
Cash Alerts	S\$25 per month. 1st 3 months waived. A monthly fee of S\$25 will be payable for any one of the following combinations: <ul style="list-style-type: none"> <li>Two different accounts with one Authorised User or</li> <li>One account with two different Authorised Users or</li> <li>Account 1 for Authorised User 1 and Account 2 for Authorised User 2</li> </ul> A monthly fee of S\$10 will be payable for each additional account or Authorised User to be alerted
Trade Finance Alerts	S\$25 per month. 1st 3 months waived. A monthly fee of S\$25 will be payable for Trade Finance eAlerts for 2 different email user addresses A monthly fee of S\$10 will be payable for each additional Authorised User to be alerted
Cash and Trade Finance Alerts	S\$35 per month. 1st 3 months waived. A monthly fee of S\$15 will be payable for each additional account or Authorised User to be alerted.



## OCBC Velocity (Business Internet Banking)

Service Package Type	Charges
<b>Basic Service Package</b> (Account Inquiry only)	<ul style="list-style-type: none"> <li>Digital token: free</li> <li>Hardware token: S\$20 each</li> </ul>
<b>Standard Service Package</b> (Account Inquiry and any 1 Maker/Authoriser for transaction approvals)	<ul style="list-style-type: none"> <li>Digital token: free</li> <li>Hardware token: S\$20 each</li> <li>Transaction fees apply</li> </ul>
<b>Classic Service Package</b> (Account Inquiry and up to 2 Authorisers for transaction approvals)	<ul style="list-style-type: none"> <li>Digital token: free</li> <li>Hardware token: S\$20 each</li> <li>Transaction fees apply</li> </ul>
<b>Premium Service Package</b> (Account Inquiry and Complex Authorisation Controls for transaction approvals)	<ul style="list-style-type: none"> <li>Digital token: free</li> <li>Hardware token: S\$20 each</li> <li>Transaction fees apply</li> </ul>

## OCBC OneCollect

OCBC OneCollect is an app that helps merchants to collect payments through QR code, receive real time transaction notifications and live transaction listings, along with end-of-day reports for easy reconciliation.	
Description	Charges
OCBC OneCollect	Monthly fee equivalent to 0.25% of the total funds collected through QR code. (First 3 months waived for new registration from 1 January 2021 until 30 June 2021)

# 5 Account and Statement Service Charges

Description/Services	Charges
<b>Document/Statement Retrieval Charges<sup>4</sup></b> (for each monthly statement)	<p><b>Non-Borrowing Customer</b> Free for the current and previous month (statement only) S\$20 for retrieval of less than 1 year ago S\$30 for retrieval between 1 to 3 years ago S\$50 for retrieval of more than 3 years ago S\$150 per month + S\$150 restoration charges for statements beyond 6 years - subject to availability</p> <p><b>Borrowing Customer</b> Free for the current and previous month (statement only) S\$21.40 for retrieval of less than 1 year ago (inclusive of GST) S\$32.10 for retrieval between 1 to 3 years ago (inclusive of GST) S\$53.50 for retrieval of more than 3 years ago (inclusive of GST)</p>
<b>Audit Confirmation</b>	S\$55 per financial year confirmation
<b>Letter of Reference/Foreign Endorsement</b> (non-loan-related)	S\$30 per letter
<b>Letter of Reference/Foreign Endorsement</b> (loan-related)	S\$32.10 per letter (inclusive of GST)
<b>Retrieval of MT103</b>	S\$5 (not subject to GST)
<b>Tracers/Investigations</b>	Cable Charge

## 6 Cash Deposit/Withdrawal and Exchange Services Charges

### Cash Deposit/Withdrawal and Exchange Services at Teller Counter

Description	Charges
Coin Deposit	S\$1.50 for every 100 coins deposited or part thereof
Coin Withdrawal	S\$1.50 for every S\$50 coins withdrawn or part thereof
Coin Exchange	S\$1.50 for every S\$50 changed or part thereof

**Note: Our coin deposit and exchange services are available every Tuesday and Thursday during the following hours:**

- 3.00pm to 5.00pm (Sunday Banking branches\*, City Square, Holland Village, Paya Lebar Square and White Sands branches)
- 9.30am to 11.30am (All other branches)

\*Please refer to [www.ocbc.com](http://www.ocbc.com) to view the list of Sunday Banking branches.

Description	Charges
Cash Deposit	<p>First S\$20,000 per day - free; every subsequent S\$10,000 (or less) - S\$10.</p> <p>For faster processing of notes deposited, please follow the guidelines below. Otherwise, an additional S\$50 fee will be levied.</p> <ol style="list-style-type: none"> <li>1. Sort the notes by denomination and arrange them with the front side facing up, unfolded;</li> <li>2. Separate the notes into paper and polymer types, then pack them using rubber bands in 100-piece bundles of the same denomination;</li> <li>3. Bundle loose notes (ie. fewer than 100 pieces per denomination) together, sorted by denomination, and stack them upwards from the largest-sized notes (at the bottom) to the smallest (at the top).</li> </ol>

### Express Bulk Cash Deposit Service (Free 30 disposable security bags\* upon sign up)

Description	Charges
Cash Deposit	<p>First S\$30,000 per day - free; every subsequent S\$10,000 (or less) - S\$5.</p> <p>For faster processing of notes deposited, please follow the guidelines below. Otherwise, an additional S\$50 fee will be levied.</p> <ol style="list-style-type: none"> <li>1. Sort the notes by denomination and arrange them with the front side facing up, unfolded;</li> <li>2. Separate the notes into paper and polymer types, then pack them using rubber bands in 100-piece bundles of the same denomination;</li> <li>3. Bundle loose notes (ie. fewer than 100 pieces per denomination) together, sorted by denomination, and stack them upwards from the largest-sized notes (at the bottom) to the smallest (at the top).</li> </ol> <p><b>Note: Ensure coins are packed not more than a total of S\$5 worth of coins per bag.</b></p>
<b>OCBC Security Bag/Tag</b> <ul style="list-style-type: none"> <li>• Disposable bag (small)</li> <li>• Disposable bag (big)</li> <li>• Reusable bag</li> <li>• Security Tag</li> </ul>	<ul style="list-style-type: none"> <li>• S\$0.40/bag (inclusive of GST) (min. 500 bags, in multiples of 500)</li> <li>• S\$0.60/bag (inclusive of GST) (min. 500 bags, in multiples of 500)</li> <li>• S\$56/bag (inclusive of GST)</li> <li>• S\$0.11/tag (inclusive of GST) (min. 1,000 tags, in multiples of 1,000)</li> </ul>

\* Small size: 257mm (W) x 305mm (L)

## Express Bulk Cheque Deposit Service

Description	Charges
<b>OCBC Security Bag/Tag</b> <ul style="list-style-type: none"> <li>• Disposable bag</li> <li>• Reusable bag</li> <li>• Security Tag</li> </ul>	<ul style="list-style-type: none"> <li>• S\$0.40/bag (inclusive of GST) (min. 500 bags, in multiples of 500)</li> <li>• S\$56/bag (inclusive of GST)</li> <li>• S\$0.11/tag (inclusive of GST) (min. 1,000 tags, in multiples of 1,000)</li> </ul>

## Deposit/Withdrawal in Foreign Currency Notes

Description	Cash Deposit Charges
Deposit/Withdrawal in Foreign Currency Notes	Minimum 1% commission-in-lieu of exchange <sup>2</sup> (subject to availability of currency types and currency notes)

## Cash Deposit via ATMs

Description	Cash Deposit Charges
Cash Deposit (Card-less)	Free. Maximum 5 deposits per account per day
Cash Deposit (with Card)	Free. Maximum S\$100,000 per account per day

<sup>1</sup> For OCBC Bank Cheques, service is not available on Sundays and Public Holidays.

<sup>2</sup> Commission-in-lieu of exchange is applicable when there is no foreign exchange involved.

<sup>3</sup> For Telegraphic Transfer in JPY, the fixed agent fee is applicable only for amounts up to JPY100million. For amounts more than JPY100 million, both fixed agent fee and 3rd party bank charges are applicable.

<sup>4</sup> Includes monthly SGD/FCY statement of account, SGD/FCY time deposit interest statements and advices, deposit/withdrawal/debit/credit vouchers. (Retrieval charges debited from FCY accounts will be based on the prevailing buying TT rate applicable.)

# Applicable to ATM and Debit Cards only.

Information updated as of 1 April 2021. The fees and charges are subject to change from time to time.

