



# BANKING TERMS AND CONDITIONS

## EFFECTIVE FROM 1st JUNE

All our rates are in FCFA and are subject to change. According to the Ministerial Decree, all bank charges and commissions are subject to VAT (19.25%).

Credit in account	Value Date	Availability
SYGMA Transfer	(D)+1	(D)
Transfer in compensation	(D)+1	(D)+1
Payment in Cash	(D)+1	(D)
Transfer	(D)+1	(D)
Discounted bill of X	(D)+1	(D)
Rem ②	(D)+2	(D)+2
Rem ③	(D)+1 month	(D)+1 mois
Rem ④	In accordance with	Negotiable
Rem ⑤	In accordance with	Negotiable
Rem ⑥	(D)+1	(D)
AFG Cheque VD	(D)+1	
Debit in account		
CW,BT, CP	(D)+1	
Savings account Ops		
Debit Value date	(T5 and 30)	D
Credit Value date	(T6r and 30)	D

Rem ②	Remittance of standardized cheque for compensation (CEMAC zone)
Rem ③	Remittance of standardized cheque for compensation (outside CEMAC)
Rem ④	Remittance of cheque & bill of exchange for compensation (CEMAC)
Rem ⑤	Remittance of cheque & bill of exchange for compensation (outside CEMAC)
Rem ⑥	Cheque remittance in our branches
AFG cheque value date	Cash withdrawal bank transfer, check payment
CW,BT,CP	Savings Account Operations
Savings account Ops	
(D)	Represents the credit day of the Account for Value Date
In accordance with	In accordance with the procedures relating to the 2 entities
In accordance with	In accordance with the procedures relating to the 2 entities

### TERMS AND CONDITIONS FOR RETAIL BANKING

<b>1- ACCOUNTS</b>			
<b>1.1 Current Accounts for Retail</b>			
Guaranteed Minimum Banking Service (Applicable from 01.01.23)			
Opening an account	France		
Issuing a bank statement	France		
Cash Withdrawal	France		
Withdrawing from the cardholder's ATMs	France		
Transferring from one account to another	France		
Payment by check	France		
Change of identification details	France		
Account consultation at the branch	France		
Issuance of a certificate of non-payment of fees once a year and upon account closure	France		
Cash deposits at the institution's branches	France		
Issuing cash withdrawal forms.	France		
Issuing fifty cheque forms per year.	France		
Account maintenance.	France		
The provision of monthly Account Statement in soft or electronically once a year	France		
Bank domiciliation	France		
Electronic debit or credit advice	France		
Balance enquiries at the ATMs of the bearer's Bank	France		
Cashing of cheques drawn on a CEMAC bank	France		
The provision, once a year, in paper form at the counter, or electronically, of a summary of the charges and transactions not resulting from an order from the consumer, recorded on his account during the previous calendar year	France		
The collection of national, community & international transfers	France		
Card payment in CEMAC	France		
Opening of Employee Accounts	France		
Initial deposit for checking account		20000	
Individuals who are traders		10000	
Individuals who are self-employed		5000	
Individuals who are students		5000	
Individuals who are employees	France		
<b>1.2 - Interest-bearing accounts</b>			
<b>1.2.1 Classic savings account</b>			
Minimum deposit		25000	
Minimum balance required		20000	
Interests		2.45% per annum, payable half-yearly	
<b>1.2.2 Atlantic Savings Plus Account</b>			
Minimum deposit		500000	
Interests		4.5% / year, payable half-yearly from a balance of 2,500,000	
Withdrawal fee		5 000/withdrawal	
<b>1.2.3 IRVM (Securities Income Tax)</b>			
		16.5% above 50 million deposits	
<b>1.2.4 Savings certificate</b>			
Duration		Negotiable	
Minimum amount		2.5 million	
Interests		Negotiable	
Penalties for early repayment		1% of the amount of accrued interest	
<b>1.3 Operating conditions</b>			
Account maintenance fees		Variable	
Individuals who are self-employed	France		
Monthly statement	France		
Statement on request		1000 / page	
Debit interest		TBB ≤ ID ≤ 16%	
Commission for higher overdraft			
Individuals who are not traders	France		
Individuals who are traders	0.03%		
Commission on debit transactions INDIVIDUALS			
Individuals who are traders	France		
Individuals who are traders	0.025% min 3 000		
Withdrawal by counter cheque	France		
Account closure	France		
Account reactivation	France		
Forcing fees		1% of the amt. Min.300000	
Card re-delivery fee (Effective Aug 1, 2024)		5000 Excl taxes	
<b>2- Banking packages</b>			
<b>Package EASY</b>			
Civil servant package		1500 Excl taxes / month	
CIVIL SERVANTS PLUS Pack		2 000 Excl taxes / month	
Partner package		2 500 Excl taxes / month	
Package SELECT		2 500 Excl taxes / month	
Package ELITE		4 000 Excl taxes / month	
Package PRO		10 000 Excl taxes / month	
Retired person package		10,000 Excl taxes / month	
Savings Package		500 Excl taxes / month	
<b>3- BANK CARDS</b>			
GMAC CARD		1500 Excl taxes / month	
GMAC CARD FOR CIVIL SERVANTS		2 000 Excl taxes / month	
VISA CLASSIC CIVIL-SERVANT PLUS		2 500 Excl taxes / month	
VISA CLASSIC PARTNER		2 500 Excl taxes / month	
VISA CLASSIC SELECT		4 000 Excl taxes / month	
VISA GOLD ELITE		10 000 Excl taxes / month	
VISA GOLD PRO		10 000 Excl taxes / month	
VISA PLATINUM		20 000 Excl taxes / month	
<b>3.1 Transactions linked to bank cards</b>			
Cash withdrawal at GMAC ATMs		1% of the transaction amt with a min of 500F and a max of 1'000	
Payment at GMAC POS terminals		1% of the transaction amt (owners POS) and 200 (our customer)	
Balance request on AFG Bank ATMs	France		
Balance request on GMAC ATMs	100		
Pin code reset fee	France		

Card blocking fee	5 000 Excl taxes
Fee for lifting block after blocking	France
Mini statement on AFG Bank ATMs	France
Mini statement on GMAC ATMs	N/A
Account to account transfer	France
Destruction of card for failure to withdraw within 3 months - COMMUNICATION @ THIS REGARDING +	5,000 HT
<b>4- PREPAID CARDS</b>	
<b>Cash CNPS</b>	
Subscription	500 excl taxes
Loading fee	367 excl taxes
Monthly fee	Free
Other services on prepaid card	
Cash withdrawal at GAB ATMs	France
Cash withdrawal at GIMAC ATMs	1% of the transaction amount with a minimum of 500F and a maximum of 1000F
Payment at GIMAC POS terminals	1% of the transaction amount
Request for balance on ATMs	France
Request for balance on GMAC ATMs	100
Resetting confidential code	France
Card blocking fee	5 000 FCFA excl taxes
Fee for release after opposition	France
Mini statement on ATMs	France
Mini statement on GIMAC ATMs	N/A
Transfer account to account	France
Destruction of card for failure to withdraw	5 000 excl taxes
<b>5- Remote banking</b>	
<b>5.1 Sms Banking</b>	
- Checking accounts	1 000 Excl taxes / month
- Savings accounts	500 Excl taxes / month
<b>5.2 AFG e-Bank</b>	
1 500 Excl taxes / month	
<b>5.3 Email alerts</b>	
1 000 Excl taxes / month	
<b>5.4 E-Statement (excluding packages)</b>	
Private individuals' savings accounts	500
Individuals' checking accounts	1000
AFB format (upon request)	50 000 Excl taxes / month
<b>5.5 BANK TO WALLET</b>	
Check your balance	50
Mini statement	50
Bank to Wallet transactions	According to telecom operator's rate schedule
Wallet to bank transactions	According to telecom operator's rate schedule
<b>6- METHODS OF PAYMENT</b>	
<b>6.1 National methods of payment</b>	
<b>6.1.1 Cheques</b>	
AFG Bank cheques	
Discount commission	See cheque advance
Cheque value date AFG Bank	D+1
Fixed collection fee	France
Issuer's non-payment charges (limited funds, stop payment, frozen account, incorrect signature and missing signature)	30000
Letter of demand	10000
Regulatory penalties on unpaid cheque for insufficient funds	According to regulations
Application for 25-sheet checkbook	3000
Application for 50-sheet checkbook	5000
Destruction of checkbook not withdrawn after 3 months 25 sheets	3000
Destruction of checkbook not withdrawn after 3 months 50 sheets	5000
Checks for colleagues	
Value date of checks for colleagues	D+2
Fixed collection fee	France
Postage paid	France
Delivery of non-standardized check to colleague // to be reactivated - check with the DSI (IT Department)	7000
Correspondence costs on the beneficiary	France
Beneficiary non-payment costs (insufficient funds, stop payment on check, frozen account, non-compliant signature and missing signature)	France
<b>Issuance of bank checks and Certification</b>	
Issuance of bank checks	4000
Cancelling of bank checks	4000
<b>6.1.2 Transfers</b>	
Standing orders to our cash offices	
Transferring from one account to another	France
Setting up a standing order	10000
Individuals who are non-resident traders	10000
Individuals who are residents:	France
Civil servants and State employees	
Individuals who are residents: Other employees	France
Simple transfer - execution fees	France
Transfers not executed	5000
Transfer modification or cancellation fees	5000
Standing interbank transfers (per line)	
Interbank transfer (SYSTAC)	5000
Interbank transfer (SYGMA)	25000
Setting up the transfer (*)	10000
Execution of each transfer via SYSTAC	5000
Unexecuted transfers (insufficient funds)	5000
Transfer modification or cancellation fees	5000
MAD (provision)	
€1 000 000	10000
[1000 001-20 000 000]	20000
>20 000 000	30000
International standing orders	
Setting up the transfer	10000
Unexecuted transfers (insufficient funds)	5000
Modification or cancellation fee	5000
Execution fees (see individual transfer pricing)	1% Min 5000 + BEAC commission 0.5%
<b>7- FOREIGN TRADE OPERATION</b>	
<b>7.1 Delivery of checks and bills</b>	
<b>7.1.1 Checks and Instruments</b>	
<b>Payable outside CEMAC</b>	
Check cashing fee	0.1%, minimum 10 000
Instrument cashing fee	0.2%, minimum 15 000
Postage for check letter	Upon location min 55,000
Postage for instrument letter	Upon location min 55,000
Application fees	15000
Value date	D+1 collection date
Correspondent's fee	Actual costs
Unpaid fees	50000
<b>7.1.2 Cheques and bills of exchange received from abroad (outside CEMAC)</b>	
SWIFT fee	10000
Postage paid	10000
Application fees	10000
BEAC fee	0.5% of the amount
Unpaid fees on AFG Bank	30000
Unpaid fees on colleagues	15000
Fees on fraudulent checks	50000
Processing fee per item	0.1%, minimum 10 000
<b>7.2 TRANSACTIONS WITH GUCE</b>	
Import/export invoice domiciliation fee	15000
Domiciliation declaration fee	15000
Charge for imputation agreement	15000
Certificate of non-financing/non-direct debt/repatriation of funds	15000
Fees for collection of tax in cash	10% (minimum 500 -maximum 10 000)
Taxation slips	

PVI (Import Verification Program)	Fixed commission of XAF 10 000 + 0.1% Min 5000
HPVI (Outside the Tax Verification Program)	Commission of 0.15% Min 2000
SGS verification fee	France
<b>7.3 MANUAL EXCHANGE</b>	
<b>7.3.1 Manual exchange in EURO</b>	
Commission on purchases from customers	France
Commissions on purchases from non customers	France
Customer private sale commission	5% EXCLTAXES
<b>7.3.2 Manual exchange in USD</b>	
Commission on purchases from customers	0.05% EXCLTAXES
Customer private sale commission	5% EXCLTAXES
<b>7.3.3 Manual exchange of other currencies (XOF)</b>	
Commission on purchases from customers	5% EXCLTAXES
Customer private sale commission	5% EXCLTAXES
<b>8- TRANSFERS</b>	
<b>8.1 Outgoing transfer</b>	
Commission	
Transfer fee	1% Excl taxes (min 5,000 excluding BEAC fees)
Commission for transfer of income from work	0.5% EXCLTAXES
BEAC Commissions	0.5% EXCLTAXES
Correspondent's fee	To be paid by the client on the basis of actual costs
Other BEAC (BDF) charges	984 Excl taxes
Fund return charges	10 000
SORT request charges	10 000 + correspondent's actual charges
Request to modify transfer issued	10000
Exchange rate	EUR 655.957
XOF	1
USD	According to BEAC rate
Other currencies	According to BEAC rate
<b>8.2 Transfers received</b>	
Direct debit for natural persons	0.15% EXCLTAXES
Exchange rate	
EUR	655.957
XOF	1
USD	According to BEAC rate
Other currencies	According to BEAC rate
<b>8.3 Fast transfers (Rio, Moneygram, Western Union etc.)</b>	
Tax on money transfers (TTA) sending/receiving	0.2% Excl taxes of the amounts 4F
<b>9- LOANS, FACILITIES &amp; COMMITMENTS BY SIGNATURE</b>	
<b>9.1 Loans and Advances</b>	
<b>9.1.1 - Credits</b>	
Application fees Personal loans	Variable
Application fees Personal loans	Variable
<b>School loans</b>	
Application fees	Variable
Interest Rate	Variable
Direct debit for natural persons	
Overdraft rate	Max 15%
Setting up and renewing overdrafts	Variable
Application fees Personal loans	Variable
Setting up and renewing overdrafts	Variable
Cheque advances	
Cheque advance charges for individuals	20 000 FCFA excl taxes
Forcing fees	
Fees for temporary overdrafts other than cheque advances Individuals	1%, Min 1 000FCFA
Extension of loan maturity	0.5% / indivisible quarter Min 25000
Early repayment except for market financing	Varies from 0 to 2% of the outstanding capital
Late payment of due date	Loan rate +2% on the unpaid amount
<b>9.1.2 Advances</b>	
Advance on pledged market	TBB+/- margin
Advance on cash voucher	[TBB - 4.00%, TBB] i.e. (4.00% excl. tax; 12.00% excl. tax); TBB + 12.00% excl. tax to date
<b>9.2 COMMITMENT BY SIGNATURE</b>	
Tax bonds and bonds, Indivisible bond /year/ indivisible quarter	10000
Swift / Telex charges if outside Cameroon	Actual price
Shipping costs (if required)	
Taking of security (per deed)	15000
Personal guarantee	50000
Mortgage & pledge of goods, equipment, BDC, etc.	10000
Amendment	20000
Release of guarantees	
Debt clearance certificate	
Individuals who are employees	France
Traders	15000
Debt certificate	15000
Financial capacity certificate	50000
For Visa (Natural Persons)	
<b>10- LEGAL SERVICES</b>	
Guarantee promise (free deposit)	30000
From seizure/Notice to third party holder/Blocking of account: Individuals	10000
>20 000 000	20000
Lifting of banking ban	20000
Requisition to bank	25000
costs (protective, allocation (ATD): individuals	25000
Authentication request	20000
Summons on the initiative of a third party	25000
Summons at the initiative of the bank	Actual costs/ notification
Cost of drafting a deed	10000
Penalty in case of false documents	100000
Inheritance file: <1000 000	25000
Inheritance file: 1000001 - 5 000 000	75000
Inheritance file: 5000001- 20000000	150000
Inheritance file: 20 000 000 - 5 000 000	250000
Opening of inheritance file: > 50 000 000	500000
Inheritance liquidation commission	0.02%
Power of attorney (per account)	10000
Powers (per account)	10000
Cancelling power of attorney (per account)	10000
One-off power of attorney (one transaction)	5000
Blocking of account	4000
<b>11- OTHER SERVICES</b>	
Letter of recommendation / Good standing	50000 Excl taxes
Claim processing of individuals	France
Account certificate for salary transfer	France
Bank domiciliation certificate	15000
Balance certificate	15000
Payment certificate	10000
Transfer certificate	10000
Irrevocable transfer certificate	10000
Bank details	France
Commercial information	15000
Notice of outcome requested by the transferee	10000
Photocopy / at the customer's request	1000/page
Banking information fees	
For the benefit of the client	5000/request
Document search	
Less than 1 year	20000
Less than 5 years	30000
More than 5 years	50000

TERMS AND CONDITIONS FOR CORPORATE BANKING			
1.1 CURRENT ACCOUNT			
Initial deposit			
Ets /	50,000 Excl taxes		
SARL	100,000 Excl taxes		
MFI	1 000 000 Excl taxes		
SA/GIE	1 000 000 Excl taxes		
Associations and other non-profit organizations	50,000 Excl taxes		
Operating conditions			
Account maintenance for companies / professionals /	7500 Excl taxes		
Account maintenance fees for public	/ month		
Account maintenance fees for limited companies / private limited companies / simplified joint-stock companies	10,000 Excl taxes / month		
Account maintenance fees for associations	7,500 Excl taxes		
Withdrawal by counter cheque	5,000 Excl taxes		
Monthly statement	France		
Statement on request	1 000 FCFA / page		
Debit interest	TBB + ID + 1%		
Commission for higher overdraft	0.025% / month		
Commission on debit transactions	0.025% min. 5,000 for ETS -		
Account closure	0.025% for companies, min. 10,000		
1.2 - Interest-bearing accounts	15000		
Term deposit			
Duration	Term deposit		
Minimum amount 10 millions	Negotiable		
Interests	10 millions		
Penalties for early repayment	Negotiable		
If disbursement before term, penalty calculated in proportion to the rate of return on DAT, decreasing to 1%.			
Remote banking			
4.1 Sms Banking			
Company accounts / LLC		2,500	
4.2. AFG e-Bank			
SME		5,000	
Large companies		10,000	
4.3 Email alerts			
SME		3,000	
Large companies			
4.4 E-Statement (excluding packages)			
SME		2,500	
Large companies		3,500	
4.5 Electronic payment terminals			
Commission per transaction (international cards)		2%	
Commission per transaction (local GIMAC cards)		1%	
METHODS OF PAYMENT			
2.1 Cheques			
AFG Bank cheques			
Discount commission			See cheque
Cheque value date AFG Bank			D+1
Fixed collection fee			
Issuer's non-payment charges (insufficient funds, stop payment, frozen account, incorrect signature and missing signature)			France
Letter of demand			30000
Regulatory penalties on unpaid checks for insufficient funds			10000
Request for checkbook for legal entities 25 sheets			According
Request for checkbook for legal entities 50 sheets			3000
Destruction of checkbook not withdrawn after 3 months 25 sheets			5000
Destruction of checkbook not withdrawn after 3 months 50 sheets			3000
Checks for colleagues			5000
Value date of checks for colleagues			
Fixed collection fee			D+2
Postage paid			France
Delivery of non-standardized check to colleague // to be reactivated - check with the DSI (IT Department)			France
Correspondence costs on the beneficiary			7000
Beneficiary non-payment costs (insufficient funds, stop payment on check, frozen account, non-compliant signature and missing signature)			France
Issuance of bank checks and Certification			France
Issuance of bank checks			4000
Cancelling of bank checks			4000
2.2 Transfers			
Standing orders to our cash offices			
Setting up standing orders (opening a file)			Standing
Legal entities			10000
Solary transfers (originator): fewer than 25 employees			10000
Solary transfer (originator): 25 to 50 employees			5000
Solary transfer (originator): more than 50 employees.			10000
Simple transfer - execution fees			25000
Unexecuted transfers (insufficient funds)			France
Transfer modification or cancellation fees			5000
Standing interbank transfers (per line)			5000
Interbank transfer (SYSTAC)			Standing
Interbank transfer (SYGMA)			5000
Setting up the transfer (*)			25000
Execution of each transfer via SYSTAC			10000
Unexecuted transfers (insufficient funds)			5000
Tax payment (DGE): transfer and certificate			5000
Transfer modification or cancellation fees			10%
MAD (provision)			5000
0 < and < 1000 000			MAD
1 000 001 < and < 20 000 000			10000
>20 000 000			20000
International standing orders			30000
Setting up an order			ISO
Unexecuted transfers (insufficient funds)			10000
Modification or cancellation fee			5000
Execution fees (see individual transfer pricing)			5000
Solary transfers Colleagues			1% min
Solary transfers (originator): less than 25 employees			Salary
Solary transfers (originator): 25 to 50 employees			5000
Solary transfer (originator): 50 to 100 employees			25000
Solary transfer (originator): more than 100 employees			35000
Multiple electronic transfers			50000
Monthly subscription			1000
Transfer to our cash offices			Free
Transfer to colleagues (25 lines)			5000
Transfer to colleagues (25 to 50 lines)			25000
Transfer to colleagues (50 to 100 lines)			35000
Transfer to colleagues (more than 100 lines)			100000
FOREIGN TRADE OPERATION			
3.1. Delivery of checks and bills			
3.1.1- Checks and Instruments Payable			
Check cashing fee		0.1%, minimum 10 000	
Instrument cashing fee		0.2%, minimum 15 000	
Postage for check letter		Depending on location min XAF 55,000	
Postage for instrument letter		Depending on location min XAF 55,000	
Application fees		15000	
Value date		D+1 collection date	
Correspondent's fee		Actual costs	
Unpaid fees		50000	
3.1.2- Cheques and bills of exchange			
received from abroad (outside CEMAC)			
SWIFT fee		10,000	
Postage paid		10,000	
Application fees		10,000	
BEAC fee		0.5% of the amount	
Unpaid fees on AFG Bank		30,000	
Unpaid fees on colleagues		15,000	
Fees on fraudulent checks		50,000	
Processing fee per item		0.1%, minimum 10 000	