



# Instruction Circular

APPLICABLE IN PAKISTAN

Circular No. P/INST-IBD/2024/44  
December 20, 2024

## Addendum – Islamic Schedule of Bank Charges (ISOBC) for the period from 01.01.2025 to 30.06.2025

To: All Islamic Banking Branches  
All Islamic Banking Windows

From: Islamic Banking

This refers to the Islamic Schedule of Bank Charges (ISOBC) for the period from 01.01.2025 to 31.06.2025, communicated through Circular No P/INST-IBD/2024/40 dated 29.11.2024.

The following sub-section have been revised, effective from January 24, 2025:

Part E – CHARGES FOR REMITTANCES		
	Banking Services	Charges
1	a. Issuance of Banker's Cheque	Free
	c. Cancellation of Bankers Cheque	Free
3	Inter Branch Online Transactions/ Cross Branch Off Line Transfers a. Deposit (Cash) ii. Inter city	Free
3	Inter Branch Online Transactions/ Cross Branch Off Line Transfers b. Withdrawals (Cash) ii. Inter-city upto Rs. 500,000/- per Transaction iii. Inter-City Over Rs. 500,000/- per Transaction	Free
3	Inter Branch Online Transactions/ Cross Branch Off Line Transfers d. FCY Intercity Deposit / Withdrawal	Free
Part F – BILLS		
	Banking Services	Charges
1	e. Intercity clearing through NIFT	Free

Part N – MISCELLANEOUS CHARGES		
	Banking Services	Charges
3	Cheque Book Issuance Charges	Free
3	c. Stop Payment of Cheque i. Rupee A/c ii. F.C. A/c	Free
4	Charges on cheques returned in Inward Clearing/Collection to be recovered from Customers issuing the Cheques with in-sufficient balances in account or for any other reason. "due to fault of customer"  i. Rupee A/c ii. FC A/c	Free
5	Over the counter cash cheque returned due to insufficient balance. For all accounts (LCY/FCY)	Free
22	SMS Alert Charges for over-the counter transactions	Free

Furthermore, the following sub-section have been removed, effective from January 24, 2025:

Part E – CHARGES FOR REMITTANCES	
1a	<p><b>Issuance of Banker's Cheque</b></p> <p>Note (i): Charges for issuance of Banker's Cheque for payment of fee/dues in favor of Educational Institutions, HEC/Board etc. 0.50% of fee/dues or Rs. 25/- per instrument*, whichever is less. *Charges amount should not exceed Rs. 25/- inclusive of FED.</p> <p>Note (ii): No issuance charges on Banker's Cheque for: (a) HBL AI Mukhtar AC if the monthly average balance is PKR 40,000/- or more (b) HBL Islamic@Work Premium</p>
1c	<p><b>Cancellation of Banker's Cheque</b></p> <p>Note:- No cancellation charges on Banker's Cheque : (i) Issued in favour of Ministry of Food, Government of Pakistan, as an advance deposit against BARDANA (Jute Bags) only during wheat procurement season. (ii) Issued in favour of Government Departments as Security Deposit and refunded to the Purchaser on recommendation of the same Government Department. (iii) Issued in favour of Educational Institutions, HEC/Board etc. (iv) Following are exempted from these charges: (a) HBL Islamic AI Mukhtar if the monthly average balance is PKR 40,000/- or more (b) HBL Nisa Tawfir Plus (Current Remunerative A/c)</p>
Part E –	
3g	<p><b>Inter Branch Online Transactions/ Cross Branch Off Line Transfers</b></p> <p>Note:-(6) Charges mentioned in Point 4 (a, b &amp; f) above are not applicable to HBL Islamic AI Mukhtar on maintaining PKR 40,000 or above monthly average balance and HBL Islamic at Work Account Holders.</p>
4c	<p>Note: No Charges will be applied up to an accumulated monthly transaction limit of Rs. 25,000. Any amount exceeding Rs. 25,000/- may be charged up to 0.1% or Rs. 200 whichever is lower. * HBL Islamic AI Mukhtar accounts on maintaining PKR 40,000 or above monthly average balance, and Islamic HAW accounts are exempted from IBFT Charges</p>
Part F – BILLS	

1	<p><b>Collection</b></p> <p>Note (3): Following are exempted from these charges: (i) HBL Islamic AI Mukhtar A/c holder is exempted from these charges on maintaining PKR 40,000 or above monthly average balance</p>
<b>Part N – MISCELLANEOUS CHARGES</b>	
1c	<p><b>HBL AI Mukhtar Account</b></p> <p>For the month in which the average monthly balance is below Rs. 40,000/-, cumulative transactions Charge @ Rs. 34.8/- (inclusive of FED) per transaction will be applicable in a lump sum at month end on all customer initiated Debit Transactions and it will be auto recovered by the system</p>
3	<p><b>Cheque Book Issuance Charges</b></p> <p>Note: (i) Free Cheque Book, HBL Islamic AI-Mukhtar Account on maintaining average balance of PKR 40,000 or above, HBL Islamic @ Work Premium and Islamic Branchless Banking Account is exempted from these charges. (ii) Only first Cheque Book of 10 leaves is free for HBL NISA Tawfir Accounts, HBL Islamic Mahana Amdan, HBL Islamic Uraan and Islamic Rutba. (iii) Subsequent cheque book for HBL Islamic NISA Tawfir Accounts, HBL Islamic Mahana Amdan, HBL Islamic Uraan and Islamic Rutba will be charged as per ISOBC.</p>
3c	<p>Note:- (1) Stop payment charges are to be levied once for stop payment per day per Account, whether for one or more cheques. (2) Stop Payment Charges are applicable on HBL Islamic at Work Premium Account. (3) HBL Islamic AI Mukhtar Account holder is exempted from these charges on maintaining PKR 40,000 or above the monthly average balance.</p>
22	<p>Following categories of Accounts are exempt from recovery of “SMS Alert Charges”</p> <ol style="list-style-type: none"> <li>1) Deceased</li> <li>2) Blocked</li> <li>3) Inactive</li> <li>4) Closed</li> <li>5) Unclaimed</li> <li>6) Zero Balance/ Overdraft</li> <li>7) Staff</li> <li>8) HBL at Work Islamic Premium Account</li> <li>9) HBL AI-Mukhtar Account on maintaining PKR 40,000 or above monthly average balance</li> </ol>
<b>Part O – HBL DEBIT CARD (ATM CARD)</b>	
	<p><b>Note</b></p> <p>(iv) Free debit card (Classic variant) for HBL Islamic AI Mukhtar.</p>
<b>Part P – HBL ALTERNATE DELIVERY CHANNELS (ADC)</b>	
	<p><b>Note</b></p> <p>Free Cash Withdrawals from HBL Islamic AI Mukhtar Account on maintaining PKR 40,000 or above monthly average balance</p>
1.3	<p><b>Funds Transfer (HBL to Other Bank)</b></p> <p>HBL Islamic AI Mukhtar accounts on maintaining PKR 40,000 or above monthly average balance, Islamic HAW accounts</p>
2c	<p><b>Stop Payment of Cheque(s)</b></p> <p>Note:- Stop payment charges are to be levied once for stop payment per day per Account, whether for one or more cheques. HBL Islamic AI Mukhtar Account on maintaining PKR 40,000/- or above monthly average balance is exempted from this charge</p>
2d	<p><b>Cheque Book Request</b></p>

	Note: HBL Islamic AI Mukhtar Account on maintaining PKR 40,000 or above monthly average balance, HBL Islamic at Work Premium. Only first Cheque Book of 10 leaves is free for HBL NISA Tawfir variants, Islamic Uraan and Islamic Rutba. Subsequent cheque book for HBL NISA Tawfir, Islamic Uraan and Islamic Rutba will be charged as per ISOBC.
3	<p><b>HBL Digital Channels (Mobile App, Internet Banking, WhatsApp Banking)</b></p> <p><b>c. Inter Bank Funds Transfer (IBFT) *</b></p> <p>HBL AI Mukhtar accounts on maintaining PKR 40,000 or above monthly average balance and HBL@Work accounts are exempted from IBFT Charges</p>
3	<p><b>HBL Digital Channels (Mobile App, Internet Banking, WhatsApp Banking)</b></p> <p><b>f. Cheque Book Request</b></p> <p>Note: HBL AI-Mukhtar Account on maintaining PKR 40,000 or above monthly average balance, HBL Islamic at Work Premium . Only first Cheque Book of 10 leaves is free for All HBL NISA Tawfir variants, HBL Islamic Mahana Amdan, Islamic Uraan and Islamic Rutba. Subsequent cheque book for HBL NISA Tawfir Variants, Islamic Uraan and Islamic Rutba. will be charged as per ISOBC</p>

All branches are advised to attach the Addendum – ISOBC with the above-referred original circular.

*sohail siraj*  
sohail siraj (Dec 23, 2024 11:30)  
**Raja Sohail Saraj**  
General Manager  
Islamic Banking

*Fouzia Janjua*  
Fouzia Janjua (Dec 23, 2024 12:06 GMT+5)  
**Fouzia Jabeen Janjua**  
Head-Branch Operations &  
Retail Operational Risk

*for, Syed Mujtaba*  
for, Syed Mujtaba Husain Naqvi (Dec 23,  
**Aalishaan Zaidi**  
Head Retail Banking

**Enclosed:**

- Circular No. P/INST-IBD/2024/40 dated 29.11.2024– Islamic Schedule of Bank Charges (SOBC) for January to June 2025