(1) Hours
09:00-16:00 (closed on weekends and public holidays)

(2) Opening an Account and Bankbook
- Application: Apply at a branch
- Necessary documents: (Resident) passport, alien registration card, personal seal (signature); (Nonresident) passport, driver’s license, credit card, personal seal (signature)
* Check with your bank in advance since different banks and accounts may require different documents.
- Note: If you have to use a passport or a travel certificate, you have to present your address in Korea and contact information along with some additional documents such as your domestic ID card, a credit card you use in Korea or a certificate of tax payment.
※ To apply for an ATM card, you should have a job in Korea or have a Korean guarantee your identity.

(3) Automatic Teller Machine (ATM)
- Most ATMs offer foreign language service.
- ATM fees: They range from KRW 100 to KRW 1,200 depending on intra/inter-bank transactions, working/non-working hours, purposes of ATM usage (different depending on banks, too).
- Working hours: 08:30-18:00 on weekdays, 08:30-14:00 on Saturdays (different depending on regions and branch offices running ATMs)
- Extra charges are levied on service outside working hours including service on public holidays.
- When you use an ATM card issued by another bank, the bank’s efes apply to your ATM usage.
(4) Remittance

① When sending money overseas
- Remittance limit: You can remit up to USD 1,000 per case without any restrictions.
- Remittance method:
  Telegraph Transfer (TT): Used for remittance of large sums of money or an urgent transfer of money
  Demand Draft (DD): Used for non-urgent remittance or a small amount of money
- Necessary documents: A foreign currency remittance application form, alien registration card, and additional documents depending on remittance purposes.
- Basic remittance information: The remitter’s name, address and phone number; the receiver’s name, address, phone number, bank name and address (city, region, nation), account number, the SWIFT code, and the bank code
- Take note:
  • A foreign currency remittance/payment application should be filled out in English.
  • The recipient’s English name and account number must be accurate.
  • The bank account holder and the recipient’s name must be the same.
  • Be sure to write down the receiver’s bank and its branch office as well as the nation correctly.
  • Remittance to some countries including Myanmar, Libya, Iran and Sudan is currently not allowed.

② When receiving money from overseas
- Notify the remitter in advance: The recipient’s bank name in English, the bank’s head office address, his/her account number, the SWIFT code, the recipient’s English name
- Necessary documents to receive remittances: those that can justify overseas remittances (export contract, service contract, etc.)*

* Necessary documents may vary depending on the remittance amount. Contact your principal bank in advance.