

Aktualności CitiService



November 4, 2013

Issue No. 11

Service Shortcuts:



Excerpt from
the Table of
Fees and Com-
missions



CitiService
News



Foreign Ex-
change Rates



CitiDaily Market
Analyses

In this issue:

Bank Holidays in November and December 2013
New Documentation for Trade Products Available
Citi with the Best Transaction Banking Services in
the Central and Eastern Europe
How to Make a Foreign Bank Transfer: *Other Instruc-
tions* Field
Express Payments in EUR: TARGET 2 Transfers

BANK HOLIDAYS IN NOVEMBER AND DECEMBER 2013

Presented below are the dates in October and November 2013 when instructions will be processed on the following business day due to the currency holiday (bank holiday in a specific country)

NOVEMBER

01 - CLP, HRK, HUF, LTL,
MUR, PEN, PHP, PLN, SCR
04 - INR, JPY, RUB, SGD, VEF
05 - AED, BHD, EGP, IDR, JOD, KWD, LBP,
MAD, MYR, OMR, TND
06 - ARS, MAD
11 - CAD, PLN, USD
14 - BHD, INR, LBP, PKR
15 - BHD, BRL, PKR
18 - LVL, MAD, MXN, OMR
19 - OMR
22 - LBP
25 - ARS
28 - ALL, USD
29 - ALL

DECEMBER

02 - AED
05 - THB
09 - SCR
10 - THB
12 - KES, MXN
16 - BHD, ZAR
17 - BHD
18 - QAR
23 - JPY, ZWL
24 - BGN, CZK, DKK, HUF, ISK, LTL, LVL, NOK, PHP, SEK, VEF
25 - ALL, ANG, ARS, AUD, BGN, BRL, BWP, CAD, CHF, CLP, CDF, CZK,
DKK, EUR, GBP, HKD, HRK, HUF, ISK, INR, IDR, JMD, JOD, KES, LBP,
LTL, LVL, MWK, MYR, MUR, MXN, NOK, NZD, PEN, PHP, PLN, PKR,
RON, SCR, SGD, SEK, UGX, USD, VEF, XOF, ZAR, ZWL
26 - ANG, AUD, BGN, BWP, CAD, CHF, CZK, DKK, EUR, GBP, HKD, HRK,
HUF, ISK, IDR, JMD, KES, LTL, LVL, NZD, NOK, PLN, RON, SEK,
UGX, XOF, ZAR, ZWL
27 - HUF
30 - PHP
31 - CLP, DKK, JPY, LBP, LVL, PHP, SEK, THB, VEF



citi handlowy

NEW DOCUMENTATION FOR TRADE PRODUCTS AVAILABLE

Dear Sirs and Madams,

Please be advised that new documentation for Trade Products (Letter of Credit, Guarantee, Collection) was introduced on October 1, 2013. The new documentation (Rules of Extending Bank Guarantees and Letters of Credit and Requests/Instructions) is published on the Bank's website at www.citibank.pl.

Please use the new documents and forms.

Trade Finance Department

CITI OFFERS THE BEST TRANSACTION BANKING SERVICES IN THE CENTRAL AND EASTERN EUROPE

Dear Sirs and Madams,

Between May 16 and July 5, 2013, the *Euromoney* magazine conducted a survey to find out which bank offered the best transaction banking services. We are pleased to announce that Bank Handlowy w Warszawie SA was ranked second best in Poland. This would not have been possible without your votes. It is because of you, our Clients, that we received this recognition.

The first position in the region and advancement to the 2nd place nationally is a great success, especially as the decision was made by the Clients, who picked the bank that they valued the most.

Thank you again for taking part in the survey and voting for our bank.

HOW TO MAKE A FOREIGN BANK TRANSFER: "OTHER INSTRUCTIONS" FIELD

Using the OTHER INSTRUCTIONS field in the FOREIGN TRANSFER form in CitiDirect

NB: Only the following information is allowed in the OTHER INSTRUCTIONS (*Inne instrukcje*) field:

1. VD0 – express transfer order.
2. VD1 – urgent transfer order.
3. Currency conversion information – please enter the negotiated rate and the name of the Bank's officer who negotiated the contract with you.
4. TARGET2 – TARGET2 transfer order.
5. Details and SWIFT/BIC code of the correspondent bank (if applicable).
6. Information on the equivalent.

The Bank reserves the right to collect additional charges for making corrections in the description of the transfer before the transfer is executed. If the information entered in the OTHER INSTRUCTIONS field is different from the examples presented above or is in a different format, this may result in an additional charge in accordance with the current Table of Fees and Commissions.

citi handlowy

EXPRESS PAYMENTS IN EURO: TARGET 2 TRANSFERS

TARGET2 is a Pan-European RTGS clearing system. RTGS stands for Real Time Gross Settlement, a trans-European automated gross settlement system operating in near real time, dedicated for international express clearing in Euro within the European Union. In practice, it is similar to the SORBNET system used for zloty clearing.

Because of Citi Handlowy's participation in RTGS, now it takes only 2 to 3 hours to make a EUR transfer through the electronic banking system.

How to fill in a TARGET2 transfer form:

- Beneficiary Account No. in IBAN format
- Correct SWIFT/BIC code of the Beneficiary Bank
- Beneficiary Bank in EU
- Currency: EUR
- Costs/charges: SHA (*Wspólne*). NB: Selecting "OUR" (*Nasz*) as the cost option will result in an additional charge applied by the Bank to cover flat costs of third party banks.
- Code word TARGET2 in the "Other Instructions" (*Inne instrukcje*) field
- Payment method: SWIFT

TARGET2 operates from 7:00 AM to 5:00 PM. Outgoing transfers must be initiated by 3:00 PM.

TARGET2 transfers are the quickest method of effecting Euro settlements. Transfer instructions may be sent independently of clearing sessions. TARGET2 transfers can be used in emergency situations when it is important to effect a transaction within a few hours. This is a simple way to support and speed up business processes, for instance in situations where a business counterparty expects to have the money in the account within a very short time and the time of transfer affects the terms of the contract.

TARGET2 transfers are now available in CitiDirect. There is no need to sign any additional documents – all you need to do is to fill in the foreign transfer form.

Below is an example of a correctly filled TARGET2 transfer form.

You may want to contact a CitiService Officer before filling in your first TARGET2 form.

The image shows a screenshot of a CitiDirect web interface for filling out a TARGET2 transfer form. The form is titled "Szczegóły Przelewu" and contains several sections. Annotations in blue callouts provide instructions for specific fields:

- Enter the IBAN account number:** Points to the "Numer rachunku strony zar" field.
- Enter the BIC/SWIFT code of the Beneficiary Bank. Press the arrow to allow the system to add the transfer route automatically:** Points to the "Nazwa/ Adres Banku Beneficjenta" field, which contains "GENODESLABR".
- These fields must be left blank:** Points to the "Metoda/identyfikator drogi przekazu banku pośredniego" and "Nazwa i adres banku pośredniego" fields.
- Select Wspólne as a type of charge – this way, each party will bear its own bank costs:** Points to the "Oplaty" dropdown menu, which is set to "Wspólne".
- Enter the code word TARGET2 for an express real-time payment:** Points to the "Inne instrukcje" field, which contains "TARGET2".

Other visible fields include "Identyfikator", "Nazwa zlecniodawcy" (Firma Test), "Data waluty obciążenia" (10/09/2013), "Beneficjent jest" (To nie jest bank), "Numer Rachunku Beneficjenta" (DE570822088319101165421017615113), "Nazwa i Adres Beneficjenta" (Firma Test2), "Rachunek opłat" (48 1030 1508 0000 0001 0003 5014), and "Awizo dla beneficjenta" (Awizo nie wymagane).

citi handlowy