



CitiService News

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Contact with CitiService:
tel.: 801 24 84 24; 22 690 19 81

Domestic funds transfers to the tax office

Pursuant to regulations of the Ministry of Finance (Regulation of the Minister of Development and Finance of 23 February 2017 on model forms for cash deposits and credit transfers to the bank account of the tax office, Journal of Laws 2017, item 391, Regulation of the Minister of Finance of 23 December 2008 on model forms for cash deposits and credit transfers to the account of the taxing authority, Journal of Laws 2008, No. 236, item 1636), domestic funds transfers to the tax office require proper formatting of the payment title.

Customers using the Citi Direct BE software have been granted access to a dedicated form for ordering transfers to the tax office in accordance with the requirements of the regulations listed above.

When transfers are executed and the relevant form is omitted in Citi Direct BE, Citi Handlowy executes the transfer without checking if the payment title meets the aforementioned requirements.

Below, please find the correct formatting guidelines for the aforementioned payments (as defined by the regulations of the Ministry of Finance):

- **/TI/** code word - type of identifier (1x) and identifier content (14x)
- **/OKR/** code word - period for which the payment is made (7x), (for this code word, "0" value is allowed)
- **/SFP/** code word - form symbol or payment title (7x)
- **/TXT/** code word - free text (optional), (40x).

The payment title (box 70 of message MT103/MT101) should include relevant information, in accordance with the format presented below:

- **/TI/** code word - **type of identifier** (1x) and **identifier content** (14x),

Where:

- **the type of identifier** can assume the value:

R - REGON (statistical identification number)
P - PESEL (personal identification number)
N - NIP (tax identification number)

1 - identity card
2 - passport
3 - other proof of identity tożsamość

The identifier content is the right identifier value.

- **/OKR/** code word - period for which the payment is made (7x), (for this code word, "0" value is allowed),

Where:

R - year

D - decade

P - half-year

M - month

K - quarter

J - day

- **/SFP/** code word - form symbol or payment title (7x)

Form symbol or payment title - corresponding to the payment transferred, in accordance with the appendix.

- **/TXT/** code word - free text (optional), (40x).

Example payment title:

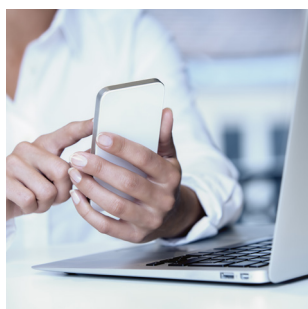
/TI/P81011518252/**OKR**/19M03/**SFP**/PIT/
TXT/TOM.SMITH



Additional security for Holders of Visa Business cards and Visa Business debit cards with contactless payment functionality

In order to reinforce security for contactless card users, we are introducing a counter of the value of contactless transactions. From May 2019, Business cards issued by Citi Handlowy will require additional payment authorisation with your PIN code when the total value of contactless payments made with a card without the PIN authorisation exceeds PLN 600. Any transaction authorised with your PIN, even when made before the limit is reached, will zero the counter of the value of contactless transactions.

Should you have any questions, please do not hesitate to contact the Corporate Card Service using the special line dedicated to Business Card Program Administrators: **+48 22 692 25 52**, e-mail: karty.obsluga.klienta@citi.com.



eForms – electronic documents exchange platform

We are striving to become even more available so we keep creating solutions which facilitate your contact with Citi Handlowy, saving time spent on completing current bank orders.

Therefore, we have made it possible for you to change the manner of form authorisation in the system on the eForm platform, by setting the authorisation scheme and granting User entitlements for defined roles (creation/sending, authorisation of eForms) - in order to speed up the processing of forms submitted via the [eForm](#) platform. The modifications we have applied are similar to the mechanism that you know from CitiDirect BE or Citi Trade Portal

In order to change entitlements on the platform, fill-in a form and send it to the following address:

Citi Handlowy
Bank Handlowy w Warszawie S.A.
Strefa Dokumentacji Klienta [Customer Documentation Zone]
ul. Senatorska 16
00-923 Warszawa

The existing entitlements will be replaced with those indicated in the form.

Customers who choose not to change the entitlements will use the platform on the current terms and conditions. Please also note that we have added a new notification for Users on the platform, informing them about forms waiting for authorisation.

We also encourage you to enable the receipt of notifications via an additional channel (SMS and/or e-mail).



Updates in the Table of Fees and Commissions

Please be advised that on 29th May 2019 the updated Table of Fees and Commissions has come into force at the Bank.

The excerpt from the Bank's Table of Fees and Commissions [is available on](#)

If you have any questions concerning agreed non-standard prices, please contact your Relationship Manager.

Yours faithfully
Citi Handlowy
Bank Handlowy w Warszawie S.A.



Bank holidays in June and July 2019

Please note below the days in June and July 2019 when orders received on that day will be effected on the following business day due to a currency exchange holiday (i.e. a public holiday in a given country).

JUNE	
3	IE
5	AE, DK, SG, TR
6	AE, SE, TR
7	AE, CN, HK, TR
10	AT, AU, BE, CH, DE, DK, FR, HU, IS, LU, NL, NO, PT
12	RU
13	PT
17	CY, GR, IS, RO, UA, ZA
20	Corpus Christi Day, AT, DE, HR, PL, PT
21	BE, FI, SE
24	CA, EE, LT
25	HR, SL
28	UA

JULY	
1	CA, HK
4	US
5	CZ, SK
15	JP, TR