Aktualności CitiService



13 December 2012

Issue No. 13

Services in Shortcut

Banking Commission Fees and Charges

Exchange Ra-



CitiDaily Market Analyses

CitiService

Newsletter

In this issue:

- Hours for acceptance of orders on 24
 and 31 December 2012
- Working hours of CitiService on 24 and 31 December 2012

CURRENT INFORMATION - SPECIAL EDITION

Dear Clients, on 24 and 31 Dec 2012, CitiService will be available to you from 8:00 am to 4:00 pm.

- 1. On 24 December 2012, Citi Handlowy branches will be open until 2:00 pm and the orders will be accepted until:
 - <u>a. foreign and domestic external and internal transfers in a paper form until 1:00 pm</u>
 - domestic internal and external transfer orders delivered in a paper form until 2:00 pm
 - transfer orders sent through an encrypted fax until 1:00 pm
 - transfer orders sent through electronic banking systems hours for acceptance of transfer orders remain the same.

b. Deposits

- established via telephone until 1:00 pm
- sent electronically or delivered in paper until 2:00 pm.

Any transfer orders sent in after the above-specified hours will be completed on 27 December 2012.

c. Foreign payments - those received through EuroElixir will be posted on the same day

<u>d. Domestic payments</u> - those received from the National Clearing House will be posted on clients' accounts on the same day.

2. On 31 December 2012, Citi Handlowy branches will be open until 2:00 pm and the orders will be accepted until:

a. foreign and domestic external and internal transfers

- domestic transfer orders delivered in a paper form until 2:00 pm
- domestic and foreign external transfers delivered in a paper form until 12:00 pm
- transfer orders sent through an encrypted fax until 12:00 pm
- transfer orders sent through electronic banking systems :
 - i) domestic internal transfers until 5:00 pm
 - ii) domestic external transfers until 12:00 pm
 - iii) foreign transfers until 12:00 pm.



CURRENT INFORMATION - cont

The orders sent in after the above-specified hours will be completed on 2nd Jan 2012.

- b. Deposits
- established via telephone until 1:00 pm
- sent electronically or delivered in paper until 12:00 pm.
- c. Foreign payments
- received by the Bank until 12:00 pm will be completed on the same day
- sent electronically through EuroElixir will be posted on the same day.
- <u>d. Domestic payments</u> received from the National Clearing House will be posted on clients' accounts on the same day.
- 3. Trade Services products, i.e. Export Letters of Credit and Import Letters of Credit, Payment Collections and Guarantees:
 - a. on 24 Dec 2012 until 10:00 am
 - b. on 31 Dec 2012 until 10:00 am
 - Trade Finance Faktoring service a. on 24 Dec 2012 until 10:00 am
 - b. on 31 Dec 2012 until 10:00 am.
 - b. 011 51 Dec 2012 until 10.00 all.

ADDITIONAL INFORMATION - SPECIAL ISSUE

Zero balancing for state budget units - state budget units which should have zero-balance on their accounts as at the year's end are kindly asked to send in zero balancing orders until 17 Dec 2012.

We would like to remind you that this year the **confirmations of your account balances as at 31/12/2012** will be sent to your mailing addresses recorded in our system. Therefore, please verify and update the mailing addresses you have given us, if necessary.

handlow Wishing you a wonderful Hypernionych radościę i spokojem Svrigt Borego Narodzenia oraz szczęścia i pomyśluości Holiday Season filled citi handlowy with joy & Love and a happy, peaceful & prosperous New Year ir Nowym Roku CitiFX Pulse Team incry Zespoi CitiFX Pulse



Bank Handlowy w Warszawie S.A. with its registered office in Warsaw, 16 Senatorska Street, 00-923 Warszawa, registered in the Register of Entrepreneurs of the National Court Register by the District Court for the capital city of Warsaw in Warsaw, 12th Business Division of the National Court Register at No. KRS 000 000 1538; tax code: NIP 526-030-02-91; share capital of PLN 522,638,400, fully paid-up.