



CitiService News

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Bank documentation - data update



In the interest of the security and to ensure the continuity of CitiService banking services, Bank Handlowy w Warszawie S.A. reminds you to periodically update the documents listed below in order to maintain current of ongoing changes within your companies:

- Signature Specimen Card
- Authorization to communication with Bank
- Password Specification/Change Form
- Authorisation for Bank contact via CitiService cards used for telephone banking services as provided for the Account Holder - IVR Cards

Service Shortcuts



Extract from the Table of Fees and Commissions



Foreign Exchange Rates



CitiService News



Market Analyses



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

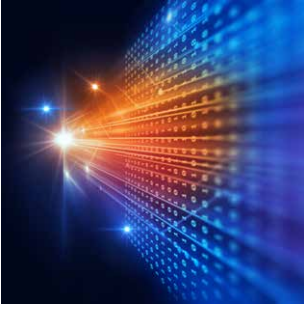
Missing or out of date information may result in difficulties in communication between your company and the Bank, particularly in the cases requiring the filing of inquiries or the confirmation of instructions.

We recommend that you periodically verify and change your passwords and the PINs of your IVR cards, used to receive confidential bank account information, depending on your needs but at least once every 6 months.

The forms must be signed according to the Commercial Register rules of representation of your company by the persons whose signatures are kept in the Signature Specimen Cards Banking files and delivered to:

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

Should you have any questions, please contact the CitiService Department.



eGuarantee - new way of delivering bank guarantee to beneficiary

e-Guarantee is an electronic delivery of the bank guarantee document to the beneficiary via Citi Secure Email, which:

- speeds up the delivery of guarantee to the beneficiary (this is vital when the time of delivery of the guarantee to the beneficiary is of essence),
- reduces costs associated with the transaction (the client will not need to pay the costs of Courier/ Polish Post Office service).

A bank guarantee document sent via Citi Secure Email is:

- in form of a PDF file and with qualified electronic signature issued by the National Clearing House (qualified electronic signature has the same legal effect as a hand-written signature);
- available for download by the beneficiary on the Citi Secure Email site (in the first e-mail, the beneficiary will be guided to register his/her password to be used for logging in);
- secure - Citi Secure Email is a system tested by the Bank and used to send information with legally privileged content (after registration, the beneficiary will receive a general e-mail with the text of the original e-mail message and attachments in form of PDF files).

How to start using the new form of delivery?

Find out / confirm with the beneficiary that:

- he has Adobe PDF software, version 7,
- this form of provision and delivery of guarantee is acceptable to him,
- ask for e-mail addresses of relevant persons or the address of the collective e-mail box on which guaranties will be delivered.

and then:

- in your Application for the guarantee, in field "Send the LC/Guarantee as:" you need to put down that you request that the **Guarantee be issued in electronic form and sent to the beneficiary by e-mail**, providing the address(es) of the person(s) or the collective e-mail box address for the beneficiary.

As of 10th April. 2017, when you indicate in your guarantee application that you request the guarantee to be issued in electronic form and delivered to the beneficiary's e-mail address(es), the bank guarantees is being issued in electronic form (with qualified electronic signature) and delivered via Citi Secure Email.



Bank holidays in October and November 2017

Please note below the days in October and November 2017 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).

OCTOBER	
2	AU, CN, HK
3	CN, DE
4	CN
5	CN, HK, PT
6	CN
9	CA, JP, US
12	ES
16	UA
18	SG
23	HU
26	AT
30	IE
31	DE, SI

NOVEMBER	
3	JP
6	RU
13	CA
17	CZ, SK
23	JP, US
30	AE, RO