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citi handlowy

Bank Handlowy w Warszawie S.A.
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December 16 2010 – No. 13

NEWSLETTER

CUSTOMER SERVICE DEPARTMENT

NEWS can be downloaded:

- at CitiDirect – menu *Pobieranie Plików*;
- at www.citihandlowy.pl in section *Bankowość dla Korporacji*;
- in electronic version together with the statement of December 16, 2010

- **FX Tables** available at www.citihandlowy.pl or at CitiDirect, *Pobieranie Plików* menu;
- **Excerpt from the Table of Bank Commissions and Fees** available at www.citihandlowy.pl, in section *Bankowość dla Korporacji*;
- **Manuals for CitiDirect** available on the information page of the program, visible after logging into the system;
- **CitiDaily** – ongoing analysis of the situation in financial markets available at www.citihandlowy.pl, in bookmark *Okiem Analityka*.

SPECIAL EDITION

HOURS FOR ORDER ACCEPTANCE DURING 24TH-31ST OF DECEMBER 2010

We kindly inform you that during **December 24th-31st, 2010**, our branches will remain open **until 2:00 pm**. Your orders will be accepted for completion in the following hours:

December 24, 2010:

- transfer orders in a paper form submitted at the Customer Service Point will be accepted **only until 2: pm**;
- internal electronic transfers may be sent in **until 5:00 pm**. The other hours for transfer acceptance shall remain unchanged.

December 31, 2010:

1. Domestic, foreign and internal transfers and deposits:

- submitted in a paper form – **until 11:00 am**;
- sent in through keyed fax – **until 11:00 am**;
- electronic transfers:
 - a) internal **until 2:00 pm**
 - b) external **until 12:00 noon**

All and any orders sent in after the above hours will be effected on **January 3, 2011**.

2. Deposits

- made on the phone – **until 1:00 pm**
- sent electronically or in a paper form – **until 11:00 am**.

	<p>3. Foreign proceeds</p> <ul style="list-style-type: none"> - received by the Bank until 12:00 noon will be effected on the same day; - received through EuroElixir will be recorded in our books within that day's working hours of the National Chamber of Settlements. <p>4. Domestic proceeds from the National Chamber of Settlements will be recorded in our books within that day's working hours of the National Chamber of Settlements.</p> <p>5. Setting to zero the balance sheet accounts for budget units – for all the budget units which should have their balance sheet account set to zero as at the end of the year, please submit a written request for setting to zero of the balance sheet account until December 17, 2010, at the latest.</p> <p>We would like to take an opportunity and inform you that during 24th-31st of December, 2010, the Customer Service Department will be open from 8:00 am to 4:00 pm.</p>
<p>CONVERSION OF ESTONIA'S SETTLEMENT CURRENCY REMINDER</p>	<p>We would like to remind you that effective January 1, 2011, Estonia's EEK national currency will be withdrawn from non-cash payments due to joining by Estonia the euro-zone and accepting Euro as its settlement currency. At the same time, we hereby inform you that the orders from EEK accounts which you would like to be effected within the last days of this year must be submitted to the Bank on December 29, 2010 until 2:30 pm, at the latest.</p> <p>At the same time we inform you that the orders submitted to the Bank after the above date, will not be effected by the Bank.</p> <p>We also inform you that the incoming EEK payments will be completed only if received by the Bank before December 31, 2010, 1:00 pm. No orders will be completed after this deadline.</p>
<p>CHANGES TO BALANCE SHEET ANNUAL CONFIRMATION PROCESS</p>	<p>Based on the Accounting Act of September 29, 1994, the Bank is required to inform their Clients in writing on their bank accounts held with our Bank as at the last day of the financial year, i.e. December 31.</p> <p>On January 10, 2011, we will send you information on the balance sheets of your accounts held with Bank Handlowy w Warszawie S.A. as at December 31, 2010. This information should be sent in two copies together with a return envelope.</p> <p>If the information received by you is correct, please sign one copy (according to the Specimen Signature Card submitted at our Bank) and send it in the attached return envelope. This is a new procedure compared to previous years.</p>

**May all your wishes come true.
 Happy Christmas and Happy New Year!**