

Aktualności CitiService



13 December 2012

Issue No. 13

Services in Shortcut



Banking Com-
mission Fees
and Charges



CitiService
Newsletter



Exchange Ra-
tes



CitiDaily Market
Analyses

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:
 - a. foreign and domestic external and internal transfers in a paper form - **until 1:00 pm**
 - 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

d. Domestic payments - 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.

- d. Domestic payments 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 – Factoring service

- a. on 24 Dec 2012 **until 10:00 am**
- b. on 31 Dec 2012 **until 10:00 am**.

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.



citi handlowy