



Wishing you a happy and joyful
Christmas Holiday
and a prosperous and successful
New Year 2018!

CitiService News

December 18, 2017 | **Special Edition**

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Changes of the rules of payment of contributions for Polish Social Insurance Institution (ZUS)



From the 1st January 2018, the rules of payment of contributions for Polish Social Insurance Institution (ZUS) are going to change

ZUS payments are going to be conducted as one regular domestic bank transfer to the individual account number which you are going to obtain in the registered letter from ZUS.

Instead of three or four transfers a month, there will be just one, sent altogether for:

- social insurance,
- health insurance,
- the Labour Fund,
- the Fund of Guaranteed Employee Benefits,
- the Bridging Pension Fund.

Foregoing accounts will be closed on 31st December 2017. New individual number of contributions account is going to be made up of 26 numerical digits. In this number, the ZUS identification number and your NIP number (the last 10 digits) are going to be contained.

2 digits

XX

Control number

11 digits

60000002026

Permanent number

3 digits

XXX

Complementary number

10 digits

XXXXXXXXXX

Your NIP

From 1st January 2018, the only information that is going to be obligatory in order to complete the bank transfer to ZUS will be the contribution amount, sender and recipient of the payment and your new number of contribution account. Payment on current ZUS accounts with future value date, after 31st of December 2017, will be rejected. Payment has to be initiated again by Client with new individual ZUS account number.



Cut of time for receiving payments in Bank Handlowy on 29 December 2017

1. We kindly inform you that **22 December 2017** is a normal working day at Citi Handlowy, all Bank branches are open in standard hours and orders are accepted and executed without time changes.
2. All Bank branches of Citi Handlowy are also open in standard hours on **29 December 2017**. On that day, however, the hours for order acceptance will be changed. The schedule applicable on that day is the following:
 - a) **Foreign and domestic external and internal transfers:**
 - domestic internal transfers submitted in a paper form - **until 2:00 pm**
 - domestic external transfers and foreign transfers submitted in paper form - **until 12:00 pm**
 - sent via keyed fax - **until 12:00 pm**
 - Express Elixir transfers - remain unchanged
 - sent via electronic banking system:
 - i) domestic internal transfers - **until 5:30 pm**
 - ii) domestic external transfers - **until 5:30 pm***
 - iii) Sorbnet domestic transfers - **until 1:30 pm**
 - iv) foreign external transfers - **until 2:00 pm**
 - v) foreign internal transfers - **until 5:00 pm**
 - * Domestic external transfers sent between 12:30 pm and 5:30 pm will debit the account on 29 December 2017 and will be settled in the 1st Elixir session on 2 January 2018.

Orders sent outside the above hours will be executed on **2 January 2018**.

- b) **Deposits**
 - made on the phone - **until 1:00 pm**.
 - sent electronically or submitted in a paper form - **until 12:00 pm**.
- c) **Foreign cash receipts**
 - received by our Bank **before 2:00 pm** will be executed on the same day.
 - received through the EuroElixir system will be recorded on the same day.
- d) **Domestic cash receipts from the National Clearing House to Customer's accounts**
 - will be recorded on the same day.
- e) **Trade Services Products, i.e. Export and Import Letter of Credits, Collections and Guarantees**
 - will be recorded **until 10:00 am**.
- f) **Trade Finance Orders - Factoring**
 - will be recorded **until 10:00 am**.
- g) **Availability of electronic files in the CitiDirect system:**
 - the expected availability of files relating to receivable collection services (SpeedCollect, Direct Debit and bank statements in the form of MT940 and PRGSTA files) - from 8:00 am of **30 December 2017**.
- h) **Availability of PDF electronic bank statements in the CitiDirect system:**
 - the expected availability of electronic PDF bank statements - from 7:00 am of **2 January 2018**.

Please be reminded that **confirmations of balances as at 29 December 2017** will be sent by the Bank to your correspondence addresses. Please verify and **update the correspondence addresses** if necessary.

Acceptance hours at KIR on 29 December 2017



- Two ELIXIR system clearing sessions (I and II) will be held in accordance with the standard working hours of the KIR (National Clearing House).
- Four Euro-Elixir system clearing sessions will be held in accordance with the standard working hours of the KIR (National Clearing House).
- Express Elixir money transfers will be executed by the Bank during standard working hours: 7.00 a.m. to 6.00 p.m.



Bank holidays in December 2017 and January 2018

Please note below the days in December 2017 and January 2018 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).

DECEMBER 2017	
1	AE, PT, RO
6	ES, FI
8	AT, ES, IT, PT
25	AT, AU, BE, BG, CA, CH, CY, CZ, DE, DK, EE, ES, EU, FI, FR, GB, GR, HK, HR, HU, IE, IS, IT, LT, LU, NL, NO, PL, PT, RO, SE, SG, SI, SK, US, ZA
26	AT, AU, BE, BG, CA, CH, CY, CZ, DE, DK, EE, EU, FI, FR, GB, GR, HK, HR, HU, IE, IS, IT, LT, LU, NL, NO, PL, RO, SE, SK, SI, ZA

JANUARY 2018	
1	CAD, CHF, EUR, DKK, CZK, GBP, USD, JPY, SEK, HUF, LVL, UAH, RUB, ZAR, NOK, LTL, CNY, AUD, RON, KZT, TRY, BGN
2	CHF, JPY, UAH, RUB, RON, KZT
3	JPY, RUB
4	RUB
5	RUB
6	PLN, SEK, RUB
7	RUB
8	JPY, UAH, RUB
15	USD
24	RON
26	AUD