



CitiService News

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CitiService News



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Currency settlements in a multi-currency account

Citi Handlowy (Bank Handlowy w Warszawie S.A.) enables the execution of orders also in exotic currencies.

With access to a global network and local know-how, we process payments in over 140 currencies from an account in PLN, USD or EUR.

Settlement in exotic currencies is a solution that is available on the spot, without the need to sign separate documentation or carry out additional implementation, ensuring quick access to current local regulations and rules of payment formatting and settlements (by contacting a CitiService Relationship Manager). Owing to simplified processes, all settlements are available on a single CitiDirect BE platform.

Below is a list of currencies that can be used for settlements via CitiDirect BE from an account in PLN, EUR and USD.

For information on fees for transfers, please refer to TF&C:

<http://www.citibank.pl/poland/corporate/polish/wyciag-z-taryfy-provizji-i-oplat-bankowych.htm>

AED	United Arab Emirates
ALL	Albania
AMD	Armenia
ANG	Netherlands Antilles
AOA	Angola
AUD	Australia
AWG	Aruba
AZN	Azerbaijan
BAM	Bosnia and Herzegovina
BBD	Barbados
BDT	Bangladesh
BGN	Bulgaria
BHD	Bahrain
BIF	Burundi
BMD	Bermuda
BND	Brunei Darussalam
BOB	Bolivia
BRL	Brazil
BSD	Bahamas

HKD	Hong Kong
HNL	Honduras
HRK	Croatia
HTG	Haiti
HUF	Hungary
IDR	Indonesia
ILS	Israel
INR	India
ISK	Iceland
JMD	Jamaica
JOD	Jordan
JPY	Japan
KES	Kenya
KGS	Kyrgyzstan
KHR	Cambodia
KMF	Comoros
KRW	Korea, South
KWD	Kuwait
KYD	Cayman Islands

PEN	Peru
PGK	Papua New Guinea
PHP	Philippines
PKR	Pakistan
PLN	Poland
PYG	Paraguay
QAR	Qatar
RON	Romania
RSD	Serbia
RUB	Russia
RWF	Rwanda
SAR	Saudi Arabia
SBD	Solomon Islands
SCR	Seychelles
SEK	Sweden
SGD	Singapore
SLL	Sierra Leone
SRD	Suriname
SSP	South Sudan



BTN	Bhutan
BWP	Botswana
BYN	Belarus
BZD	Belize
CAD	Canada
CDF	Congo (DRC)
CHF	Liechtenstein
CLP	Chile
CNY	China
COP	Colombia
CRC	Costa Rica
CVE	Cape Verde
CZK	Czech Republic
DJF	Djibouti
DKK	Denmark
DOP	Dominican Republic
DZD	Algeria
EGP	Egypt
ERN	Eritrea
ETB	Ethiopia
EUR	Andorra
FJD	Fiji
GBP	United Kingdom
GEL	Georgia
GHS	Ghana
GMD	Gambia
GNF	Guinea
GTQ	Guatemala
GYD	Guyana

KZT	Kazakhstan
LAK	Laos
LBP	Lebanon
LKR	Sri Lanka
LRD	Liberia
LSL	Lesotho
LYD	Libya
MAD	Morocco
MDL	Moldova
MGA	Madagascar
MKD	Macedonia (FYR)
MMK	Myanmar
MNT	Mongolia
MOP	Macau
MRU	Mauritania
MUR	Mauritius
MVR	Maldives
MWK	Malawi
MXN	Mexico
MYR	Malaysia
MZN	Mozambique
NAD	Namibia
NGN	Nigeria
NIO	Nicaragua
NOK	Norway
NPR	Nepal
NZD	New Zealand
OMR	Oman
PAB	Panama

STN	Sao Tome and Principe
SZL	The Kingdom of Swatini (Swaziland)
THB	Thailand
TJS	Tajikistan
TMT	Turkmenistan
TND	Tunisia
TOP	Tonga
TRY	Turkey
TTD	Trinidad and Tobago
TWD	Taiwan
TZS	Tanzania
UAH	Ukraine
UGX	Uganda
USD	United States of America
UYU	Uruguay
UZS	Uzbekistan
VEF	Venezuela
VND	Viet Nam
VUV	Vanuatu
WST	Samoa
XAF	Cameroon
XCD	Anguilla
XOF	Benin
XPF	French Polynesia
YER	Yemen
ZAR	South Africa
ZMW	Zambia
ZWD	Zimbabwe

For more information about currency settlements in your multi-currency account, please click the link below: <http://www.citibank.pl/poland/corporate/polish/rachunek-wielowalutowy.htm>



Electronization of the process of issuing bank guarantees

Starting from 1 January 2019, Citi Handlowy will implement a full electronization of the process of issuing bank guarantees, i.e. the issuance of any type of guarantees in an electronic form based on application for guarantee submitted electronically. The written form of guarantees will be treated as an additional form to the electronic one, and as of 1 April 2019, it will be issued against an additional fee. Until 30 March 2019, the issuance of written guarantees will be free of charge, irrespective of whether the written form be an additional or an exclusive form of the guarantee.

We encourage you to use the Citi Trade Portal to submit application for guarantee with simultaneous order for a guarantee in electronic form.

A full electronization of the process of Guarantees issuance means::

- **elimination of the time needed for delivering** written form of application to Citi Handlowy and of the guarantee issued on written form to addressee

When the revolving agreement for guarantee issuance is conducted and the non-standard guarantee wording agreed with Citi Handlowy - **the time of guarantee issuance** from time of submitting an electronic application to the delivery of the electronic guarantee **will be 2 days at maximum.**

- **lower transaction costs** - elimination of the costs connected with the delivery of written applications and the courier costs for delivery of guarantee to addressee, and from 1 April 2019 - the costs of Citi Handlowy for the issuance of Guarantees in written form.



Applications for issuance of a Visa Business Card and Visa Business Debit Card now available at the eForms platform

In response to your numerous requests, we are pleased to inform you that the applications for issuance of a **Visa Business Card** and **Visa Business Debit Card** are now available at the electronic documentation exchange platform, in the "eForms" tab.

Owing to this change, you will be able to submit card applications in a faster and easier way, and the additional **automatic** validation of fields will minimize the risk of making a mistake when completing the application, which will significantly streamline the verification and processing of the application by the Bank.



Prepaid Cards - we are expanding our services for you

We strive to continuously improve our card solutions to make your daily work more efficient. We would like to share with you the recent changes related to Prepaid Cards and outline our development plans.

We have made the applications for Prepaid cards available on the "eForms" platform, allowing you to send instructions to the Bank in an even easier and completely digital manner. At the moment, the following forms are available at the platform:

- Order form for Non-personalised Cards,
- Application to transfer funds between Prepaid Cards,
- Application to return funds from Prepaid Cards.

The forms are provided with an automatic field validation mechanism, which will allow you to fill in the application correctly and minimize the risk of making a mistake. Thus, the Bank will be able to verify the correctness of your application more efficiently. You will be able to check the status of your application on the platform; additionally, you will receive a request status notification in the form of an e-mail alert or text message.

In the near future, we are planning to add a general form to the eForms platform, using which you will be able to submit any instructions concerning your card programs.

Click [here](#) to learn more about the eForms platform.

At the same time, we would also like to inform you about our strategic partnership with the Mastercard payment organization. We offer Mastercard cards in four design options prepared by the Bank, and you can also design your own card - using the Co-brand or FOTO Card option. The next stage of our cooperation will be the introduction of Mastercard cards in the US dollar and euro, following which we will be able to launch any new Prepaid program based on Mastercard cards.

In addition, please be advised that after 7 February 2019 the Bank has updated the range of fees for cash withdrawals by adding the MCC code (Merchant Category Code) 6012 which includes „other cash" transactions. This fee is charged in accordance with the amount of the cash withdrawal fee set out in the Fee Schedule for your card programme and will be debited directly from your card account.

Should you have any questions, please do not hesitate to contact the Corporate Card Service using the special line dedicated to Business Card Program Administrators: +48 22 692 25 52, e-mail: karty.obsluga.klienta@citi.com.



Annual confirmation of balances

On 14 January 2019, we have sent you the documents with annual balance confirmations. Please remember to send us back the second copy of the received document with your signature, within 14 days of receipt, to:

Bank Handlowy w Warszawie S.A.
Biuro Obsługi Rachunków Klientów Korporacyjnych
(Account Support Office, Corporate Customers)
ZODRK
ul. Senatorska 16
00-923 Warszawa



Bank holidays in February and March 2019

Please note below the days in February and March 2019 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).

FEBRUARY	
4	CN
5	CN, HK, SG
6	CN, HK, SG
7	CN, HK
8	CN, SL, SI
11	JP
18	US

MARCH	
4	BG
5	PT
8	RU, UA
11	CY, GR, LT
15	HU
18	IE
21	JP, ZA
25	CY, GR