



## CitiService News

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### Zeroing balances of local government entities: deadline for submitting instructions

Local government entities which need to zero their account balances as at the year's end are kindly requested to submit the relevant instructions **by December 14, 2015**

To ensure efficient service, please sign the instructions according to the Specimen Signature Card available at the Bank. For multi-page instructions, please put the **signature(s)** on each page.





### NBP and KIR operations on December 24 and December 31, 2015

Please be advised that on **December 24 and December 31, 2015**, the national clearing house Krajowa Izba Rozliczeniowa (KIR) and the National Bank of Poland (NBP) will work shorter hours.

- The **ELIXIR** system will run only the 1<sup>st</sup> and 2<sup>nd</sup> clearing sessions during KIR's standard clearing hours.
- The **Euro-Elixir** system will run **four clearing sessions** during KIR's standard clearing hours.
- Payments **Express Elixir** will run during standard hours 07:00 - 18:00

We will announce the deadlines for submitting customer instructions to Bank Handlowy w Warszawie S.A. on the aforementioned days in **a special December 2015 edition of CitiService News.**

### Service Shortcuts

-  Except from the Table of Fees and Commissions
-  Foreign Exchange Rates
-  CitiService News
-  Market Analyses



## Bank documents: updating the address details

### Annual Balance Confirmation

Please be advised that your **account balance confirmation as at December 31, 2015** will be sent to your mailing address.

Please check whether it is correct and, if necessary, **update your mailing address details**.

The Bank will send annual balance confirmations on the 9<sup>th</sup> business day of January, i.e. on January 15, 2016.

## Certificate for the auditor: useful information

In view of the coming end of year and the requirement to submit annual financial statements, including audit certificates for bank accounts with Bank Handlowy w Warszawie S.A., we would like to give you some information on the scope of such certificates:

A standard audit includes information on balances of all bank accounts of a Client. The certificate is issued within 3 business days. The fee for issuing the standard audit certificate is PLN 200 pursuant to the Tariff of Fees and Commissions.

A non-standard audit provides answers to all questions of the auditor included in the audit request. The certificate is issued within 5 business days. The fee for issuing the non-standard audit certificate is PLN 1,000 pursuant to the Tariff of Fees and Commissions.

Certificates will be issued on the basis of previous years' preferences, i.e. if you previously requested a non-standard audit, you will receive a non-standard audit certificate in 2016. If the certificate is issued for the first time, you will be asked to specify the scope of the response to the auditor; you can also make a note in the request which form of certificate you prefer.

Please note that the Bank may send the certificate to the auditor only if the auditor's request is signed by representatives of the Company authorized as per the company register (KRS) or pursuant to appropriate authorizations. For auditor requests signed by representatives specified in the Signature Specimen Book, certificates will only be sent to the Client's registered address.



## Bank holidays in December 2015

Due to currency holidays (bank holidays in specific countries), customer instructions placed on the following days in December 2015 will be processed on subsequent business days:

### December

- 01 - RON
- 02 - AED
- 07 - ARS, THB, VEF
- 08 - ALL, ARS, CLP, COP, MKD,  
PEN, SCR
- 10 - THB
- 16 - BHD, ZAR
- 17 - BHD, QAR
- 22 - ZWL
- 23 - JPY
- 24 - ARS, BGN, CZK, DKK, HUF,  
IDR, ISK, LTL, MYR, NOK, PHP, SEK, VEF
- 25 - ANG, ALL, ARS, AUD, BRL, BGN, BWP, CAD, CDF, CHF, CLP,  
CNY, COP, HRK, CZK, DKK, EUR, GBP, HKD, HUF, ISK, INR,  
IDR, JMD, JOD, KES, KRW, LBP, LTL, MWK, MUR, MYR, MXN,  
NPR, NOK, PKP, PEN, PHP, PLN, RON, SCR, SEK, SGD, UGX,  
USD, VEF, XOF, XAF, ZAR, ZMW, ZWL
- 28 - AUD, CAD, GBP, MWK, NZD
- 30 - PHP
- 31 - ARS, CLP, COP, DKK, JPY, KRW, LBP, PHP, SEK, THB, VEF