CLOSING OF ACCOUNTS

In order to improve the process of closing an account, we kindly request for indicating on the account closing forms the **date of closing** and the **number** along with currency of the account to which the funds from the closing account are to be transferred. Such information allow for timely closing of an account and in the case of a favorable account balance, timely transfer of such balance to the indicated account.

CHANGE IN ADRESSING ELECTRONIC POSTAL MONEY ORDERS

We hereby inform that by a decision of the Polish Post Office the **ban** has been introduced **with respect to indicating more than one person** (e.g. spouses) in a postal order address. Therefore, we kindly ask you for indicating only one specific person in a postal order address, otherwise such postal order will not be sent by a post office.

PERIODIC ANALYSIS OF ERROR SOURCES

The Customer Service Department informs that during the periodic analysis of reported by you issues, problems and complaints, we spotted **repeating problems with timely execution of your foreign orders**.

The most common reasons thereof are as follows:

- lack of/incorrect/incomplete data of bank account or beneficiary’s bank;
- lack of payment title.

Therefore, we kindly ask you to pay particular attention to include the above elements. While processing a payment to be effected we should provide the following data:

- SWIFT/BIC of beneficiary’s bank (in order to find or verify SWIFT of a given bank, you may use the following browser: [http://www.swift.com/biconline](http://www.swift.com/biconline)

- exact number of beneficiary’s account (the European Union member states use **IBAN** account format written without any space between individual characters. Notice: for payments made in currencies other than PLN within the territory of the Republic of
Poland, the beneficiary’s account number should include indication PL.).

- exact beneficiary’s name,

- payment title (goods or type of service) – pursuant to Art. 32 of the Foreign Exchange Act, the banks are obliged for statistic purposes to send to the National Bank of Poland the foreign exchange trade reports. The invoice number itself will not be sufficient.

By implementing the above rules, the foreign payments will be effected more quickly, smoothly and without any additional costs charged by beneficiaries’ banks.

INFORMATION CONNECTED WITH GUARANTEE BANK FUND

Changed regulations of the Bank Guarantee Fund Act of December 14, 1994 (Journal of Laws of 2009.84.711) impose on all banks an obligation to inform their clients in writing of participation rules and functioning of statutory guarantee system as well as economic and financial situation of such bank.

Bank Handlowy w Warszawie S.A. („Bank”), pursuant to the Bank Guarantee Fund Act („BGF Act”) applies mandatory system of guarantying funds that have been collected on bank accounts or deposited with the Bank by clients and confirmed by relevant bank documents. The mandatory fund guarantee system aims to insure that in case of inaccessibility to the Bank’s funds, depositors will be paid the guaranteed amount.

The subject matter of the BGF Act are funds deposited on the Bank’s account by depositors and his/her receivables resulting from other banking activities in Polish or foreign currency, as at the day of suspending by the Bank its business activity, confirmed by the bank name documents, increased by the due interest that has been calculated until the day of guarantee’s expiration, up to the amount, as specified by the Act, excluding securities other than debentures and funds that have been found under a final court decision to be obtained illegally, as provided for in Art. 299 of the Penal Code.

The BGF Act guarantee does not apply to the deposits (Bank’s commitments) that result from the following activities concluded with the Bank:

a) banking activities that are not confirmed by the bank’s name document (e.g. commitments resulting from bearer’s securities of the Bank;

b) activities other than banking.

The BGF guarantee does not apply to the commitments which arose towards the entity that is not covered by the guarantee system, if the Bank acts only as an agent in the transaction with such entity.

In case of the Bank’s collapse, the BFG will pay the guaranteed funds up to the statutory amount. At present, the system guarantees in full the amount of deposits not exceeding an equivalent of EURO 50,000. Irrespective of a deposit’s currency, the payment of the guaranteed amount is made in PLN after calculating the currency value according to the exchange rate published by the National Bank of Poland on the day of the Bank’s collapse.

Some part of deposits that is not covered by the guarantee (above Euro 50,000) constitutes the depositor’s receivables with respect to the Bank’s estate and may be recovered by way of distribution of the Bank’s assets during the bankruptcy proceedings. If the collapsed Bank is taken over by other bank, the new owner takes over all the
commitments towards clients.

In the meaning of the BGF Act, a depositor may be a physical or legal person or an organizational unit that does not possess a legal personality however it has a legal capacity, and is a party to a name bank account agreement or has some receivables in the Bank confirmed by a relevant document issued by the Bank.

It should be stressed however that the BGF Act guarantee does not apply to the commitments towards the following institutions: State Treasury, financial institutions such as domestic and foreign banks, credit institutions, brokerage houses, pension funds, investment funds, insurance companies and organizational units which under the Accountancy Act are not authorized to prepare a simplified balance sheet and profit and loss account, except for the local administration units, Bank’s management and its main shareholders (holding at least 5% of the Bank’s shares).

We would like to take an opportunity and inform that the Bank as a public company is obliged to publish quarterly financial statements which are made available by the Financial Supervision Authority and can be obtained at www.citihandlowy.pl.