



**Terms and Conditions for business transactions  
with banks**

valid as of October 1<sup>st</sup>, 2016

**VTB Bank (Austria) AG**  
**Parkring 6**  
**A-1011 Vienna**  
**Telephone: +43 (0)1 515-35 -0**  
**Internet: [www.vtb.at](http://www.vtb.at)**  
**e-mail: [general@vtb.at](mailto:general@vtb.at)**

## Terms and Conditions for business transactions with banks

These terms and conditions are applicable as of October 1, 2016 and supersede all previous terms and conditions.

They apply to transactions in Euro – EUR – as well as in other foreign currencies, if not separately indicated.

Where necessary, all charges expressed in EUR will be converted into foreign currency at the prevailing rates of exchange.

We reserve ourselves the right for alterations to be carried out at any time and with immediate effect without prior announcement.

Operations between our bank and our correspondents in the frame of the present tariff are subject to our General Terms and documentary credits and collections are applicable to the respective ICC rules, in their valid form, too.

Any out-of-pocket charges by us, such as Swift-, facsimile-, courier service charges, postage, stamp fees, fares, messenger fees, as well as third parties' expenses and rates, if not defined, will be charged separately.

VTB Bank (Austria) AG, Vienna

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## CURRENT ACCOUNT SERVICES

### Account maintenance fee per month or part thereof

EUR 900.00

This fee is charged at the end of each calendar quarter regardless of the number of accounts, preferably on the EUR-account. No minimum balance is required.

### Interest calculation

as per sep. arrangement

Interest is credited/debited on quarterly basis.

Any changes are made in accordance with the market.

### Reporting

Account statement	MT950	free of charge
Credit / debit advice	MT910/900	free of charge
Confirmation of deposit		free of charge

### Auditors requests

notification of account balances/balances and FOREX transactions/

EUR 21.80

Securities held

notification of all outstanding transactions

EUR 54.50

## CUT-OFF TIME

for payments without conversion

### EUR and USD

bank-to-bank transfer 15:30 CET

commercial payment 15:00 CET

### CHF, GBP and JPY

bank-to-bank transfer and commercial payment 15:00 CET

(Orders have to be received 1 bank working day before value date at the latest.)

## VALUE DATE

Subject to the receipt of the payment order within time.

### EUR, USD, CHF and GBP

bank-to-bank transfer and commercial payment same day value

### JPY

bank-to-bank transfer same day value

commercial payment 1 bank working day

## CLEAN PAYMENTS

### Commercial Payments (MT103)

Payments in favour of non-banks with fee instruction

“BEN” - charges are deducted from the principle amount

“SHA” - abroad charges are deducted from the principle amount

“OUR” - charges will be claimed from sending bank

### **Domestic (within Austria) as well as PSD (Payment Service Directive) payments**

up to EUR 12,500.--	EUR	3.00
up to EUR 50,000.--	EUR	5.00
over EUR 50,000.--	EUR	8.00

### **payments abroad**

up to EUR 12,500.--	EUR	5.00
up to EUR 50,000.--	EUR	10.00
over EUR 50,000.--	EUR	20.00

### **debit orders (collections to the debit of the account)**

plus eventual transfer charges

pre-booking/amendment/closing	EUR	5.00
non-execution 'for lack of cover'	EUR	10.00

Payments, which cannot be processed as PSD payments, will be effected as payments abroad and accordingly charged.

### bank-to-bank transfers (MT200 and MT202)

#### **to its own favour**

account with VTB Bank (Austria) AG, Vienna	free of charge
for transfer to another bank within Austria or abroad	EUR 1.00

#### **in favour of third banks**

account with VTB Bank (Austria) AG, Vienna	free of charge
for transfer to another bank within Austria or abroad	EUR 2.00

The fees specified presuppose a smooth processing. Other out-of-pocket charges as well as possible foreign fees are charged additionally.



# MISCELLANEOUS

repair fees (non-STP payments)	EUR	10.00
extra charge for payment with conversion (conversion is effected at the market rate)	EUR	5.00
extra charge for manual processing (i. e. facsimile transfers)	EUR	15.00
extra charge for urgent commercial payment	EUR	10.00
cancellation and amendment of payment order already executed	EUR	30.00
correction of value date resp. manual processing afterwards	EUR	10.00
tracer, due to errors neither caused by VTB Bank (Austria) AG, nor the correspondent bank(s)	EUR	30.00
investigation to payment orders processed more than 6 months ago	EUR	100.00

The fees specified presuppose a smooth processing. Other out-of-pocket charges as well as possible foreign fees are charged additionally.

# DOCUMENTARY COLLECTIONS

Collection commission *) for the delivery of documents against payment, against acceptance resp. against presentation of a letter of undertaking or delivery "free of payment"	0.15 % flat	min.	EUR	70.00
Amendment commission *)			EUR	50.00
Release fee for goods for the release of goods consigned to the address or the order of VTB Bank (Austria) AG	0.15 % flat	min.	EUR	50.00
for the storage of goods *)	0.15 % flat	min.	EUR	70.00

\*) This commission is due in full regardless of whether the documents are delivered or not delivered due to non-payment, non-acceptance or non-presentation of a letter of undertaking or the documents are returned or the collection instruction is amended to "free of payment" or is cancelled.

Possible out-of-pocket expenses such as Swift, facsimile charges and postages as well as third party fees will be charged separately.

<b>LETTERS OF CREDIT (INCLUDING STANDBY LETTERS OF CREDIT)</b>
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<b>Advising commission</b>	<b>*)</b>	<b>0.1 % flat</b>	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
			<b>max.</b>	<b>EUR</b>	<b>500.00</b>
<b>Confirmation commission</b>	<b>*)</b>				
uncovered basis		as per sep. arrangement	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
covered basis (100 % cash cover)		0.8 % p.a.	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
<b>Commission for taking up documents resp. payment commission</b>					
for each presentation of documents		0.25 % flat	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
<b>Amendment commission</b>	<b>*)</b>				
unless the amendment calls for charging another commission				<b>EUR</b>	<b>70.00</b>
<b>Deferred payment commission</b>					
unconfirmed Letters of Credit		0.15 % flat	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
			<b>max.</b>	<b>EUR</b>	<b>1,000.00</b>
<b>confirmed Letters of Credit</b>					
uncovered basis		as per sep. arrangement	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
covered basis (100 % cash cover)		0.8 % p.a.	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
<b>Commission for pre-checking of documents</b>					
for each presentation of documents				<b>EUR</b>	<b>100.00</b>
<b>Discrepancy fee</b>					
for the acceptance of discrepant documents under Letters of Credit issued by VTB Bank (Austria) AG				<b>EUR</b>	<b>70.00</b>
<b>Letter of Credit transfer commission*)</b>		<b>0.375% flat</b>	<b>min.</b>	<b>EUR</b>	<b>200.00</b>

\*) This commission is due in full regardless of whether the Letter of Credit is utilized or not.

Possible out-of-pocket expenses such as Swift, facsimile charges and postages as well as third party fees will be charged separately.

## GUARANTEES

<b>Advising commission</b>	<b>*)</b>	<b>0.1 % flat</b>	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
			<b>max.</b>	<b>EUR</b>	<b>500.00</b>
<b>Guarantee commission</b>	<b>*)</b>				
for issuance of guarantees in favour of domestic or foreign beneficiaries under the counter-guarantee of a foreign bank as per sep. arrangement					
			<b>min.</b>	<b>EUR</b>	<b>100.00</b>
<b>Amendment commission</b>	<b>*)</b>				
unless the amendment calls for charging another commission				<b>EUR</b>	<b>70.00</b>
<b>Claiming commission</b>		<b>0.15 % flat</b>	<b>min.</b>	<b>EUR</b>	<b>150.00</b>

\*) This commission is due in full regardless of whether the Guarantee is utilised or not.

Possible out-of-pocket expenses such as Swift-, facsimile-charges and postages as well as third party fees will be charged separately.

## REIMBURSEMENTS

<b>Record fee</b>	<b>*)</b>			<b>EUR</b>	<b>70.00</b>
<b>Confirmation commission</b>	<b>*)</b>				
For issuance of a reimbursement undertaking					
uncovered basis		as per sep. arrangement	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
covered basis (100 % cash cover)		0.8 % p.a.	<b>min.</b>	<b>EUR</b>	<b>100.00</b>
<b>Amendment commission</b>	<b>*)</b>				
unless the amendment calls for charging another commission				<b>EUR</b>	<b>70.00</b>
<b>Reimbursement commission for each payment</b>				<b>EUR</b>	<b>70.00</b>

\*) This commission is due in full, whether the reimbursement is utilised or not.

Possible out-of-pocket expenses such as Swift-, facsimile-charges and postages as well as third party fees will be charged separately.



**STP-requirements for non-compliant EC-regulation credit transfers  
MT103/MT103+**

Status	Tag	Field Name	Comments
M	20	Sender's Reference	must be present
M	23B	Bank Operation Code	CRED must be used
M	32A	Value Date, Currency, Interbank Settled Amount	must be present
O	33B	Currency, Instructed Amount	allowed
O	36	Exchange Rate	allowed
M	50a	Ordering Customer	Option A or K or F allowed
O	52a	Ordering Institution	Option A only, if present
O	53a	Sender's Correspondent	Option A only, if present If the account serviced by the Receiver or maintained with the Sender, will be credited /C/ or is to be debited /D/, Option B must be used identifying the account number after the respective flag.
O	54a	Receiver's Correspondent	Option A only, if present
O	56a	Intermediary Institution	Option A only, if present
O	57a	Account With Institution	Option A only, if present
M	59a	Beneficiary Customer	Option A or no letter option An account number must be present. For payments to countries using an IBAN, a valid IBAN is obligatory.
O	70	Remittance Information	Narrative stipulating the purpose of the remittance should be present
M	71A	Details of Charges	BEN, OUR or SHA allowed
O	72	Sender to Receiver Information	should not be used However, if the code /REC/ is present, the information will be considered to be for us only; the text will not be forwarded. /INS/ may be used. All other code words are not acceptable.

For non-STP payments repair fees will be charged.



**STP-requirements for compliant EC-regulation 2560/2001 credit transfers**
**MT103/MT103+**

Status	Tag	Field Name	Comments
M	20	Sender's Reference	must be present
M	23B	Bank Operation Code	CRED must be used
M	32A	Value Date, Currency, Interbank Settled Amount	Currency must be EUR and the Interbank Settled Amount must not exceed EUR 50.000,00
M	50a	Ordering Customer	Option A or K or F allowed
O	52a	Ordering Institution	Option A only, if present; Ordering Institution must be within EU/EEA
O	53a	Sender's Correspondent	Option A only, if present If the account serviced by the Receiver or maintained with the Sender, will be credited /C/ or is to be debited /D/, Option B must be used identifying the account number after the respective flag.
O	54a	Receiver's Correspondent	Option A only, if present
O	56a	Intermediary Institution	Option A only, if present
M	57a	Account With Institution	Option A must be used Valid BIC of the Account With Institution domiciled in EU/EEA is obligatory.
M	59a	Beneficiary Customer	Option A or no letter option A valid IBAN is obligatory.
O	70	Remittance Information	Narrative stipulating the purpose of the remittance should be present
M	71A	Details of Charges	SHA must be used
O	72	Sender to Receiver Information	should not be used If the code /REC/ is present, the information will be considered to be for us only; the text will not be forwarded. /INS/ may be used. All other code words are not acceptable.

For non-STP payments repair fees will be charged.

**STP-requirements for bank-to-bank transfers**
**MT200/MT202**

Status	Tag	Field Name	Comments
M	20	Sender's Reference	must be present
M	21	Related Reference (for MT202 only)	must be present
M	32A	Value Date, Currency Code, Amount	must be present
O	52a	Ordering Institution (for MT202 only)	Option A only, if present
O	53a (MT200: 53B)	Sender's Correspondent	for MT200 Option B is mandatory identifying the account number to be debited preceded by /D/ for MT202 Option A only, if present
O	54a	Receiver's Correspondent (for MT202 only)	Option A only, if present
O	56a	Intermediary Institution	Option A only, if present
M/O	57a	Account With Institution	Option A only (for MT200 mandatory; for MT202 allowed)
M	58a	Beneficiary Institution (for MT202 only)	Option A must be present
O	72	Sender to Receiver Information	/BNF/ information will be passed on; /INS/ may be used (for MT202 only). If the code /REC/ is present, the information will be considered to be for us only; the text will not be forwarded. All other code words are not acceptable.

For non-STP payments repair fees will be charged.