



# E BANC TRADE UK GUIDELINES

Co Reg: 4704816

## Fees and Charges

### ♦ **Membership Fee**

A one off fee of £195.00 cash (plus VAT) is payable on joining E Banc Trade and must accompany the Application for Membership. Payment can be made by cash, cheque or credit card.

### ♦ **Goods and Services Purchase Fee**

A cash fee equivalent to 4.5% (plus VAT) of the E Banc pound portion of purchase transactions on goods and services is payable to the Exchange within 7 days of the completion of the transaction in whole or in part. This fee is paid by direct debit from the member's nominated bank account or credit card. All transactions of £3000 and above require the submission of an Intention to Trade (ITT) Agreement, 24 hours prior to finalisation of transaction.

### ♦ **Real Estate/Contractual Transaction Fee**

A cash transaction fee equal to 5% (plus VAT) of the E Banc Trade pound portion of any Real Estate or contractual transaction is payable to the Exchange. Such transactions must comply with E Banc Trade Operating Rules and require the submission of an Intention to Trade (ITT) Agreement, 24 hours prior to settlement.

### ♦ **Stationery Fee**

A cash fee of £5 (plus VAT) will be payable monthly, unless E Banc Trade receives notification that the member will obtain their statement of account and updated E Banc Trade Membership Directory via online facilities. Provision is made for members to access this information free of charge via online computers available for member use in E Banc Trade offices.

### ♦ **International Transaction Fee**

An additional 1% (plus VAT) cash fee is charged on the E Banc Trade pound component of all international transactions. This fee covers costs and charges associated with an international transaction, and is paid by direct debit from the member's nominated bank account or credit card.

## Authorisation Requirements

- ♦ Transaction amounts up to 200 E Banc Trade pounds DO NOT require an authorisation from head office. Multiple transactions between the same Seller and Buyer within a 48 hour period must be authorised if their sum total is 200 E Banc Trade pounds or above.
- ♦ Transaction amounts above 200 E Banc Trade pounds must be authorised by head office. Contact 0800 376 1776 for this authorisation. Payment will not be guaranteed without this authorisation. Cheques must be mailed to Head Office with the authorisation number written in the space provided.

### ♦ **Intention to Trade (ITT)**

The Intention to Trade (ITT) form must be completed and submitted in advance where a single transaction is 3000 E Banc Trade pounds or above. Multiple transactions between the same Seller and Buyer within a 72 hour period will require the completion of an ITT form if their sum total is 3000 E Banc Trade pounds or above.

Authorisation for transactions of 3000 E Banc Trade pounds or above is dependent upon the ITT being approved in advance by Head Office.

## How to Trade

- ♦ When contacting other members with the intention to trade, etiquette requires that you identify yourself as an E Banc Trade member and agree to the trade percentage prior to purchase. Once you negotiate your purchase with another E Banc Trade member you have the option to complete the transaction either online via the Internet, or via your E Banc Trade cheque book.
  - Access your account by logging on at the E Banc Trade homepage on the web at <http://www.ebanctrade.com>. Transactions below 3000 E Banc Trade pounds can be completed immediately online. Seller simply selects "Transactions", completes the requested information (both Buyer and Seller details), and notes the transaction authorisation number issued on the screen. This is your record that the transaction has taken place and guarantees transfer of the funds from Buyer's account to Seller's account. Buyer is also given this number as a record of their transaction. Online members can view their statement of account and transaction history at any time simply by logging on to E Banc Trade's website. Computers are made available at E Banc Trade offices for members to access their account details and current membership directory. This service is free of charge.
  - **Your E Banc Trade cheque book** operates in a similar way to your regular bank cheque account.

**As a Buyer**, simply complete your cheque slip with the required information, and exchange it for the goods or services you have purchased. Ensure you have enough funds in your E Banc Trade account to cover this purchase. You will be required to pay to E Banc Trade an amount in cash equal to 4.5% (plus VAT) of the E Banc Trade pound component of the purchase of goods or services within 7 days of the transaction.

**As the Seller**, you will need to have the transaction authorised when it is 200 E Banc Trade pounds or above. Simply call 0800 376 1776 for an authorisation number which must be included on the Buyer's cheque slip. Confirm all the details have been completed correctly in the cheque slip before completion of the transaction. This cheque slip must be mailed or delivered to E Banc Trade's head office within 7 days of the transaction. The trade pound amount is then credited to your account. For members who have elected to receive statements and Directory updates by mail, a monthly cash fee of £5 (plus VAT) will be charged. You must check these details carefully and notify E Banc Trade of any discrepancies.