



# E BANC TRADE GUIDELINES

## Fees and Charges

### ◆ Membership Fee

A one off fee of 30,000 HUF cash (+ AFA) 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 equal to 5% (+ AFA) of the E Banc Trade portion of any purchase transaction on goods and services is payable to the Exchange within 7 days of the completion of the transaction in whole or in part. For E Rewards members, this fee is paid by direct debit from the member's nominated bank account or by credit card. All transactions of 450,000 HUF and above require the submission of an Intention to Trade (ITT) Agreement (see below) at least 24 hours prior to finalisation of the transaction.

### ◆ Real Estate/Contractual Transaction Fee

A cash transaction fee equal to 5% (+ AFA) of the E Banc Trade 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 Agreement 24 hours prior to settlement.

### ◆ Stationery Fee

A cash fee of 800 HUF (+AFA) 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 AFA) cash fee is charged on the E Banc Trade 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 30,000 HUF **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 30,000 HUF E Banc Trade or above.
- ◆ Transaction amounts of 30,000 HUF or above must be authorised by Head Office. Contact Head Office for this authorisation as payment will not be guaranteed without an authorisation number. Cheques must be mailed to Head Office with the authorisation number written in the space provided.
- ◆ The Intention to Trade (ITT) form must be completed and lodged in advance where a single transaction is 450,000 HUF 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 450,000 HUF or above.

Authorisation for transactions of 30,000 HUF 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.
  - **Your online trade account** operates similarly to your online regular bank facility. Access your account by selecting Members' Login from the E Banc Trade homepage on the web at <http://www.ebanctrade.com>. Transactions below 450,000 HUF can be completed immediately online. The Buyer simply selects "Buy" under the "Transactions" heading, 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 the Buyer's account to the Seller's account. The Seller 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 from this Members' Login site. 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 5% (+ AFA) of the E Banc Trade component of the purchase of the goods or services within 7 days of the transaction.

**As the Seller**, you will need to have the transaction authorised when it is 30,000 HUF or above. Simply call Head Office for an authorisation number which must be included on the Buyer's cheque slip. Confirm all the details have been completed correctly on 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 amount is then credited to your account.